



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING
March 4, 2019 • 7:00 P.M.**

1. **Call to Order** – Mayor Feather
2. **Moment of Silence**
3. **Pledge of Allegiance** – led by Eagle Scout Nathan Turner
4. **Approval of the Agenda**
5. **Approval of the Consent Agenda**
 - a. **Approval of the Minutes**
 - Regular Board Minutes February 4, 2019
 - b. **Departmental Reports** (*Reports in Board packet*)
 - c. **Financial Reports**
6. **Citizen Comments** (*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)
7. **Guests and Presentations**
 - a. Eagle Scout Nathan Turner
 - b. Civitan Group – Alderman LaFevers
8. **Town Manager’s Update** – **10 minutes**
 - a. Project updates
9. **Old Business**
 - a. **Committee Updates** – **10 minutes**
 - Revitalization – Aldermen Costantino and Linker
 - Building – Aldermen Costantino and Linker
 - Parks and Recreation – Aldermen LaFevers and Cress

- b. **2019 Board of Aldermen Regular Meeting Schedule and Holiday Closings**
ACTION REQUESTED: Motion to approve the 2019 Board of Aldermen Regular Meeting Schedule and Holiday Closings Schedule.
- c. **2400 Faith Road**
ACTION REQUESTED: Motion to keep the town property located at 2400 Faith Road instead of selling.

10. New Business and Action Items – 25 minutes

- a. **ORDINANCE NO. 2019-02 – AN ORDINANCE OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, CONCERNING AN AMENDMENT TO SECTION 12-8 URBAN ARCHERY DEER HUNTING UNDER CHAPTER 12 (OFFENSES & MISCELLANEOUS) OF THE CODE**
ACTION REQUESTED: Motion to approve Ordinance No. 2019-02
- b. **Approve Audit for 2017-2018**
ACTION REQUESTED: Motion approve audit for 2017-2018 fiscal year.
- c. **Recommendation of Auditor**
ACTION REQUESTED: Motion to enter into three-year contract with Eddie Carrick for services as Auditor for the Town of Granite Quarry.
 - July 1, 2018 – June 30, 2019
 - July 1, 2019 – June 30, 2020
 - July 1, 2020 – June 30, 2021
- d. **Committee Appointments – Policies and Procedures Committee**
ACTION REQUESTED: Motion to appoint Larry Smith and Aubrey Smith to the Policies and Procedures Committee.
- e. **Town Manager Process**
ACTION REQUESTED: Motion to set and accept a timetable for completion.
ACTION REQUESTED: Motion to enter into contract with selected search firm to begin the process for hiring a permanent Town Manager.
- f. **Maintenance Department Surplus – 2 tires from John Deere 770 that we no longer have, and old carpet cleaner that no longer works.**
ACTION REQUESTED: Approval from the Board to dispose of 2 tires from John Deere 770 and old carpet cleaner.

11. Board Comments

12. Mayor's Notes – Announcements and Date Reminders

- a. **Planning Board Meeting** – Monday, March 11th @ 5:30 P.M.
- b. **CCOG Executive Board Meeting** – Wednesday, March 13th @ 6:00 P.M.
- c. **Parks and Recreation Committee Meeting** – Monday, March 18th @ 5:30 P.M.
- d. **Revitalization Team Meeting** – Tuesday, March 19th @ 3:30 P.M.
- e. **Cabarrus-Rowan County MPO Meeting** – Wednesday, March 27th @ 5:30 P.M.
- f. **Board of Aldermen Regular Meeting** – Monday, April 1st @ 7:00 P.M.
- g. **Litter Sweep North Carolina** – Friday, April 26th 1:00 P.M. -3:00 P.M.

13. Adjournment



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
Monday, February 4, 2019**

Present: Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman John Linker, Alderman Jim Costantino, and Alderman Kim Cress

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Ms. Aubrey Smith – Deputy Clerk/Finance/HR Analyst, Mr. Jason Hord – Fire Chief/Maintenance Supervisor, Ms. Shelly Shockley – Finance Officer/Planning Coordinator/Events Administrator, Mr. Steve Blount – Town Planner, Mr. Mark Cook – Police Chief, Mr. Chip Short – Town Attorney

Guests: There were twelve guests present.

- 1. Call to Order:** Mayor Feather called the meeting to order at 7:00 p.m.
- 2. Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.
- 3. Pledge of Allegiance:** Scout Billy Chesney led the Pledge of Allegiance.
- 4. Approval of the Agenda:**

ACTION: Alderman Linker made a motion to approve the agenda with the modification of adding item 12 j.- Christmas Lights under New Business. Alderman Costantino seconded the motion. The motion passed with all in favor.

5. Approval of the Consent Agenda:

ACTION: Alderman Costantino made a motion to approve the consent agenda. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

a. Approval of the Minutes

- i. Regular Board Minutes January 7, 2019
- ii. Special Called Minutes January 18, 2019

iii. Special Called Minutes January 28, 2019

b. Department Reports

c. Financial Report

- 6. Citizen Comments-** There were no citizen comments.
- 7. Guests and Presentations-** A presentation on the Comprehensive Plan was made by Steve Blount during the Board Comments (item 13 b. under New Business).
- 8. Public Hearings-** Mayor Feather opened the public hearing and read out the proposed ordinance.

- a. **ORDINANCE NO. 2019-01** Voluntary Annexation – for the following described territory, requested by petition filed pursuant to G.S. 160A-31.

TRACT ONE: Situate, lying and being Litaker Township, on the west side of the Faith Road and described as follows:

BEGINNING at a stake in the West margin of the Faith Road, H.H. Canup's corner; thence with Canup's line, South 84½ deg. West 140 feet to a cedar tree; thence North 85½ deg. West 395 feet to a stake, Canup's corner in Campbell's line; thence with Campbell's line, South 8 deg. West 190.7 feet to a stone. Donald Byrd's corner in Campbell's line; thence with Byrd's line, South 87½ deg. East 530 feet to a stake in the West margin of the Faith Road; thence with the West margin of the Faith Road, North 8 deg. East 200 feet to the BEGINNING, containing 2.25 acres, more or less, and being part of the property conveyed by Mrs. Emma Morgan Byrd and others, to Donald Byrd and wife, Mildred Byrd, by deed record in Deed Book 273 at page 44.

TRACT TWO: BEGINNING at a stone on the West side of the new public road and runs West Agner's line 627 feet, more or less, to Agner's corner stone; thence North ½ deg. East 462 feet to a stone, corner of Lot No. 1; thence with division line East 627 feet to the center of the Mt. Pleasant Road (now Faith Road); thence south ½ deg. West 462 feet to the BEGINNING, containing 6.65 acres, be the same or less

There were no citizen comments.

Mayor Feather closed the public hearing.

- 9. ACTION:** Mayor Pro Tem LaFevers made a motion to adopt **ORDINANCE NO. 2019-01** Voluntary Annexation – for the described territory, requested by petition

filed pursuant to G.S. 160A-31. Alderman Costantino seconded the motion. The motion passed with all in favor.

10. Town Manager's Update

a. Project Updates – Industrial Park, Subdivisions, and Office-Institutional

i. The Village at Granite (250 Homes on 111 acres)

Mr. Conrad spoke about the progress being made on the Village at Granite. Road grading has begun. A zoning permit has been issued for the entrance sign. Work on the turning lane on Faith Road will begin after Duke Energy relocates power lines. There was a job site meeting to begin coordinating the sub-surface inspections with the project manager, the Town of Faith, and our staff. They are still working on the bonding for improvements so that the final plat of Phase 1 can be recorded. The Town is waiting for information from the developer's engineer. The developers are looking for an optimal solution for the bridge for Phase 2 to determine whether that can proceed.

Alderman Linker asked if there were still plans for retail and multi-family at the front of the property and whether it would be developed first. Mr. Conrad replied that is still the long-term plan, but the front section is not being developed first.

Alderman Costantino asked about the hole that they are digging at the front of the property and Alderman Linker responded that would be a retention pond. Mayor Feather clarified that it would be a temporary retention pond with another retention pond located at the back of the property.

Alderman Cress asked where they planned to start building first. Mayor Feather responded that the spec house will be in the back to the right. Alderman Cress asked whether it would be visible from Faith Road and Mayor Feather responded that it would probably not be. Mr. Conrad added that the entrance sign would be sufficient size to be visible and attract attention from the road.

Mayor Feather included that they plan to build a few houses and then have a big presentation for that initial point of sale and invite the Board.

ii. Stoneglenn

Mr. Conrad stated that the drawings are almost ready for submittal for the Stoneglenn project.

Alderman Linker asked if it had been decided where the payment in lieu of open space for the development would be used. Mayor Feather asked

Mr. Blount to respond. Mr. Blount shared that the UDO states the money should be spent on like uses, however, common open space has a broad definition and could include parks, greenways, and trails in other areas of the community.

b. Parents' Night Out

Mr. Conrad asked Shelly Shockley to share about Parents' Night Out. Ms. Shockley stated that last year the event had twelve children attend and included crafts, movies, fire safety, and a tour of the fire trucks. This year the event will be held February 15th from 6:30 p.m. to 9:30 p.m. The maximum number will be 15. It is a free event that requires a signing up in advance.

c. New Staff

Mr. Conrad shared that Aubrey Smith has started working for the Town as Deputy Clerk/Finance/Human Resources Analyst.

d. Junior Firefighter Program

Mr. Conrad asked Jason Hord to speak about the new Junior Firefighter Program. Mr. Hord shared that the program is for ages 15-17 and will be run by Brian and Jennifer Peeples. There will be one Junior Firefighter starting February 5, 2019 with others interested. Chief Hord will be reaching out the East Rowan High School, where there used to be a fire brigade, about a plan to get more students involved.

Mayor Feather asked the Scouts in attendance if there was a merit badge the firefighters could help with. The Scouts responded that there was a fire safety badge and the person helping would need to fill out paperwork with the council to be qualified to teach the merit badge.

e. Final Statement

Mr. Conrad thanked the staff he has worked with over the last three years. Mayor Feather announced that Mr. Conrad's last day would be February 11th and that during the last three years he has been a real benefit to the Town and his time and effort are appreciated.

11. Old Business

a. Committee Updates

i. Revitalization

Alderman Costantino stated that there will be a Revitalization Committee meeting next Tuesday.

ii. Building

Alderman Linker shared that there are currently three main options for remodeling Town Hall that will be presented during the Board of Aldermen Budget Retreat: 1) Update the outside of the building only with cosmetic changes, 2) Remodel the lower level of the building, 3) Remodel the entire building.

iii. Parks and Recreation

Mayor Pro Tem LaFevers shared that at the PERCs meeting in January the group went over upcoming events and will finish planning for the year at the next meeting. There was a lot of discussion regarding the Fun Fest and more definitive plans will be ready to present to the Board next month.

iv. Civitan Club

Mayor Pro Tem LaFevers shared that the Civitan Club is partnering with F&M Bank to renovate the courtyard at the high school. The courtyard hasn't been addressed in twenty years. Mr. Lanny Merrill from the Civitan Club will give an update at the next meeting.

b. 2019 Board of Aldermen Regular Meeting Schedule and Holiday Closing

The Board reviewed the proposed 2019 regular meeting dates and holiday closings that were tabled at the last meeting.

Alderman Costantino proposed that the July 1st meeting be changed to the 8th. Alderman Cress questioned what days the office would be closed surrounding Christmas. Mayor Feather stated that the agenda packet still included dates they discussed changing at the last meeting.

ACTION: Alderman Linker made a motion to table the approval of the 2019 Board of Aldermen Regular Meeting Schedule and Holiday Closing Schedule until the next meeting. The motion was seconded by Mayor Pro Tem LaFevers. The motion passed with all in favor.

12. New Business & Action Items

a. RESOLUTION NO. 2019-08 – Appointment of and Swearing in of Deputy Town Clerk/Deputy Finance Officer Aubrey Smith

ACTION: Alderman Costantino made a motion to approve **RESOLUTION NO. 2019-08 – Appointment of and Swearing in of Deputy Town Clerk/Deputy Finance Officer Aubrey Smith**. The motion was seconded by Mayor Pro Tem LaFevers. The motion passed with all in favor.

Aubrey Smith was sworn in by Clerk Word as the new Deputy Town Clerk/Deputy Finance Officer/Human Resources Analyst.

b. Board Appointment – Parks and Recreation Committee and Planning Board

ACTION: Mayor Pro Tem LaFevers made a motion to appoint Phyllis Fisher to the Parks and Recreation Committee; Arin Wilhelm and Ronald Jacobs to the Planning Board. Alderman Costantino seconded the motion. The motion passed with all in favor.

c. Budget Amendment Request #6

ACTION: Mayor Pro Tem LaFevers made a motion to transfer funds from Fund Balance Appropriated (01-3991-99) to Police Department Capital Outlay Motor Vehicle Fund (01-4310-54) in the amount of \$8,178. Funds were unexpended in FY 17-18. Alderman Cress seconded the motion. The motion passed with all in favor.

d. Budget Amendment Request #7

ACTION: Alderman Linker made a motion to transfer funds from Visionary Projects (01-4120-49) and Board Contingency (01-4110-97) to Maintenance Contracted Services (01-4190-60) and Christmas Lights (01-4120-62) in the amount of \$15,000 for the purchase and installation of Christmas lights. Alderman Costantino seconded the motion. The motion passed with all in favor.

e. Budget Amendment Request #8

ACTION: Alderman Costantino made the motion to transfer funds from Maintenance Contingency Fund (01-4190-97) to Maintenance Contracted Services (01-4190-60) in the amount of \$2,500 to fund the additional expense of limb grinding. Alderman Linker seconded the motion. The motion passed with all in favor.

f. Budget Amendment Request #9

Alderman Linker questioned whether the amendment should state “2018 Property Taxes” instead of “2019 Property Taxes”. Mayor Feather responded that it should be 2018.

ACTION: Alderman Costantino made a motion to transfer funds from Board Contingency Fund (01-4110-97) to Administration C.O. Land Purchase (01-4120-57) in the amount of \$1,233 for the 2018 Property Taxes on Parcel ID# 403 036 with the modification from 2019 to 2018. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

g. Fire Department Surplus – Disposal of thirty old non-OSHA approved traffic vests

ACTION: Alderman Cress made the motion to dispose of the 30 old non-OSHA approved traffic vests. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

h. Presentation/Discussion of Purchasing Policy

Mayor Feather shared that the Purchasing Policy has been updated on several occasions throughout the years. There has been a request from FEMA to have a Purchasing Policy in place for the projects they are working on.

Alderman Cress asked Ms. Shockley for clarification regarding the change for the limit for department heads. She responded that currently the limit, prior to manager approval, is \$500 but in the proposed purchasing policy that amount would increase to \$1000.

Mayor Pro Tem LaFevers stated that it appeared the only category that didn't go to Ms. Shockley for approval prior to purchase was the category under \$100. Ms. Shockley confirmed that was correct. With all other amounts and categories, the department head must verify it is in the budget. The department heads have the authority to make the purchase and submit the receipts.

Alderman Cress asked if the purchasing policy was directed by the state or just good practice. Ms. Shockley responded that it was entirely guided by general statutes but that some of the amounts were reduced since we are a smaller municipality.

Alderman Cress questioned whether the proposed policy had been discussed with the department heads. Ms. Shockley responded that it had.

Ms. Shockley proposed an amendment to Exhibit A- Items Not Requiring a Purchase Order, Item 14 to include "Purchase of fuel on fleet account".

Mayor Feather also asked Ms. Shockley to speak about the change with the purchase orders. Ms. Shockley proposed a change from the paper form to the electronic version included with the current financial software. There would still be hand-written forms for emergencies, but the electronic version cuts out a step since it shows the budget amount available to the department head filling out the form.

Alderman Linker stated that currently large purchases from Capital Outlay require an Alderman's signature. He asked if that would still be in place. Ms. Shockley responded that it would.

Alderman Cress asked if this policy was approved but something was not working, could it be changed? Mayor Feather responded that it could be changed at any time.

Mayor Pro Tem LaFevers stated that with the current staff being here full time, the hardships experienced in the past should be fewer.

ACTION: Alderman Cress made a motion to approve the proposed Purchasing Policy with the modification of adding "Purchase of fuel on fleet account" to Exhibit A, Items Not Requiring a Purchase Order, Item 14. Alderman Costantino seconded the motion. The motion passed with all in favor.

i. Proclamation – Black History Month

Mayor Feather read aloud the proclamation for Black History Month.

j. Christmas Lights

Mayor Feather stated that the Christmas lights are on sale through April 1st. The LED snowflakes were \$380 when purchased and are now \$290 each. They are each six feet in diameter.

There was discussion regarding how far the power and brackets extended.

Alderman Cress asked whether there was a difference in the power bill over that last two years compared to this year with the LEDs. Ms. Shockley responded that it just came in but hasn't been processed. It will be available at the next meeting.

13. Board Comments

a. Fire Chief

Mayor Feather had Fire Chief Jason Hord stand up and congratulated him on the move from Interim Fire Chief to Fire Chief.

b. Comprehensive Plan Update Progress

Mayor Feather asked Steve Blount to present on the Comprehensive Plan Update Progress. Mr. Blount provided a memo with the following.

Narrative:

*Since authorization earlier this year by the Board of Aldermen, the Planning Board has been working on an update of the Town's 2000 Comprehensive Land Use Plan. The Planning Board agreed to breaking the **Geographic Areas** of the Town into manageable sections and then is reviewing each section in detail. In addition to the geographic areas, we have added some **Special Issues** that will be discussed.*

*The **Geographic Areas** are broken down as follows:*

- 1. Downtown Core Area*
- 2. North Salisbury Ave. Corridor*
- 3. Faith Road Corridor*
- 4. US Highway 52 South Corridor*
- 5. US Highway 52 Bypass Corridor*
- 6. New and Existing Subdivisions*
- 7. Strategic Properties that include:*
 - a. Corner of East Church St and N. Salisbury Ave.*
 - b. 2400 Faith Rd*
 - c. Transportation corridors west to I-85*
 - d. N. Salisbury Ave. commercial property*
 - e. N. Salisbury Ave Viewshed property*
 - f. Old Stone House*

*The **Special Issues** are as follows:*

- 1. Expansion of Industrial Areas*
- 2. Multi-family Housing*
- 3. Utilities Expansions*
- 4. Stormwater Management*
- 5. Trails and Sidewalks*

Progress to date includes:

- 1. I have prepared presentations for the seven geographic areas listed*
- 2. Organizational meeting with Planning Board to discuss process*
- 3. Work session with Planning Board completed for the Strategic Properties section*
- 4. Some data and text updates have been made in the 2000 Comprehensive Plan*

Planned Work:

- 1. Planning Board to receive presentation on three sections at their 2/11/19 meeting*
 - a. N. Salisbury Ave.*

- e. Board Retreat – Friday, February 22nd @ 9:00 A.M.
- f. Cabarrus-Rowan County MPO Meeting – Wednesday, February 27th @ 5:30 P.M.
- g. Board of Aldermen Regular Meeting – Monday, March 4th @ 7:00 P.M.

15. Mayor's Action

Closed Session:

ACTION: Alderman Linker made a motion to go into closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. Alderman Costantino seconded the motion. The motion passed with all in favor.

The Board entered closed session at 8:01 P.M.

ACTION: Alderman Linker made a motion to come out of closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. Costantino seconded the motion. The motion passed with all in favor.

The Board came out of closed session at 8:09 P.M.

Alderman Linker announced that during the closed session the Board of Aldermen made a decision for Interim Town Manager.

ACTION: Alderman Linker made the motion to appoint Larry Smith Interim Town Manager contingent upon the results of his background check and drug screening. Alderman Costantino seconded the motion. The motion passed with all in favor.

Mayor Feather stated that Mr. Smith's starting date is scheduled as tomorrow and the pay rate for the Interim Town Manager would be \$50 an hour with out of town travel reimbursement but no benefits. He will be a W-2 employee. The contract has been approved by the attorney.

16. Adjournment

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

The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Aubrey Smith
Deputy Clerk



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report February/2019 Chief Hord

Emergency Calls for Service January 2019

22 calls in district

- 13 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 3- Service Call (non-emergency assistance)
- 2- Structure Fires
- 1-MVA's (Motor Vehicle Accident)
- 1-Fire Alarm
- 1-CO Alarm
- 1- Move up to quarters

14 calls to Salisbury

- 8- Alarm/Structure calls canceled en-route
- 1- Working Fire, provided manpower
- 3- Arrived on scene then released
- 1-Move up
- 1-Fire alarm

8 calls to Rockwell Rural

- 3- Canceled en-route
- 1- Structure Fire
- 1-Land Search
- 1-MVA (Motor Vehicle Accident)
- 1-Gas Leak
- 1-Service Assignment

4 calls to Union

- 2- Alarm/Structure calls canceled en-route
- 2- EMS

3 Calls to Rockwell City

- 2-Cancelled En Route
- 1-Structure Fire

1-Call to Faith FD- EMS

1-Call to Millers Ferry – Canceled en route

2-Call to South Salisbury– Canceled en route

TOTAL – 55

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.
- Our monthly training included E.M.T. continuing education. Joint Training with Faith F.D. and Rockwell Rural F.D.
- Multiple days of driver training, water point training and district familiarization with new members.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 4 seats installed/checked.
- 6 Station/Apparatus Tours (Nonscheduled, Walkup, & Scheduled)
- Site Reviews and Business info updates with part-time and fulltime personnel
- Thursday's communities in school lunch with GQ elementary school students
- Assisted with Parents Night Out event

EQUIPMENT

Repaired E-571 plymo vent hose
Annual fire extinguisher service completed



February 2019 Maintenance Report

- Park grounds and bathrooms cleaned weekdays
- Vacuum and Sweeping curbs– Ongoing
- Town limbs picked up 1st and 3rd week
- Leaf pickup 2nd and 4th week
- Various pot holes filled
- Road patch survey and had contractor quote
- PM checks HVAC – Town Hall and Legion
- PM check on Baldor Generator
- Reported street light outages to Duke Energy
- Legion cleaned/mopped weekly
- Spot cleaned town hall carpet
- Ceiling tiles replaced at town hall
- Painted bleachers at Civic Park
- New cove base in bathrooms at Civic shelter
- Continued cut back and cleaned Centennial Park trails
- FEMA conference calls/meetings for Storm damage
- Various other tasks completed

2007 Ford Truck Mileage – 54,079	+284 miles
1990 Chevy Truck Mileage - 106,699	Odometer froze
1995 Ford Dump Truck Mileage – 35,011	+192 miles
2009 Ford Truck Mileage – 50,988	+470 miles



Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072
Office: (704)279-2952 • Fax: (704)209-3047



Police Department Report

February 2019

- Call volume report for the month of Feb 2019:
 - Date of Report: 02/26/19
 - Total calls for service/activities - 264
 - Incident Reports- 16
 - Arrest Reports- 5
 - Crash Reports- 7
 - Traffic Citations- 18
 - See attached reports: Breakout of total calls for service between Townships.
- The following is the ending and average mileage for each vehicle by month:
 - 221- End- 55,386
 - 222- End- 36,000
 - 223- End- 71,600
 - 224- End- 53,136
 - 225- End- 40,987
 - 226- End- 22,076
 - 227- End- 31,981
 - 228- End- 15,773
 - 229- End- 18,179
 - 230- End- 2,462
- The average response time for February calls for service is 4.8 minutes.

GQPD

Number of Events by Nature

CFS February 2019 Faith

Nature	# Events
103A4 ADMIN (OTHER)	1
104O2 ALARM TEST CALL	1
123B2 RUNAWAY	1
125B1 CHECK WELFARE - ROUTINE	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	1
130D1 LARCENY	1
69D6 STRUCTURE FIRE	1
911 HANG UP	1
9E1 CARDIAC OR RESP ARREST	1
ASSIST FIRE DEPT	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	11
TRAFFIC CHECK	1
TRAFFIC STOP	8
VEHICLE ACCIDENT PROP DAMAGE	1
WARRANT SERVICE	1
Total	35

GQPD**Number of Events by Nature**
CFS February 2019 Granite Quarry

Nature	# Events
101C5 CUSTODY ISSUE	1
103A2 FOUND PROPERTY	1
104D2 COMMERCIAL BURG ALARM	8
105A1 ANIMAL-LOST-STRAY-UNWANT	1
105B4 ANIMAL-BARKING DOG	1
106B3 PAST SEXUAL ASLT-CHILD	1
107B1 ASST OTHER AGENCY-ROUTIN	1
108D4 BOMB / PACKAGE	1
111B1 PAST DAMAGE TO PROPERTY	1
111D1 DAMAGE TO PROPERTY	1
111D2 MISCHIEF-DAMAGE TO PROP	1
111O1 DAMAGE TO PROPERTY	1
112D2 DECEASED (SUDDEN)	2
114D1 PHYSICAL DOMESTIC	1
114D2 VERBAL DOMESTIC	3
115D1 DRIVING UNDER INFLUENCE	1
118B1 FRAUD-PAST CRIMINAL	3
118B2 FRAUD-PAST FORGERY	1
118D2 FRAUD-FORGERY	4
118O2 FRAUD-INFORMATION	1
119D2 HARASSMENT	1
122O2 MISC - INFORMATION	2
123B2 RUNAWAY	1
125B1 CHECK WELFARE - ROUTINE	1
125B2 LOCKOUT - ROUTINE	2
125D1 CHECK WELFARE-URGENT	1
126D1 PERSONAL ROBBERY IN PROG	1
129C1 SUSPICIOUS PERSON	6
129C3 SUSPICIOUS VEHICLE	4

Nature	# Events
130B3 THEFT FROM VEH (PAST)	1
130D1 LARCENY	1
132B1 MINOR TRAFFIC VIOLATION	1
132C2 HAZARDOUS ROAD CONDITION	1
133D1 TRESPASSING	1
135C1 SHOTS FIRED (HEARD)	1
25A1 PSYCHIATRIC (PD-ROUTINE)	1
25D1 PSYCHIATRIC	1
77002 TRAF ACC - PROP DAMAGE	1
911 HANG UP	8
ASSIST EMS	1
ASSIST FIRE DEPT	2
ASSIST MOTORIST	6
ATTEMPT TO LOCATE	2
BURGLARY ALARM	3
BUSINESS OR HOUSE CHECK	38
DELIVER MESSAGE	14
DOMESTIC PROPERTY PICKUP	2
ESCORT FUNERAL OR OTHER	2
FOLLOWUP	28
GENERAL INFORMATION	3
MISDIAL	2
PARK CHECK	7
REPOSSESSION	1
TRAFFIC STOP	29
VEHICLE ACCIDENT PROP DAMAGE	5
WARRANT SERVICE	9
Total	225



Planning Department Report For 3/4/2019 Board of Aldermen Meeting

1. **SECU contractor visited town hall to discuss starting work with site clearing within next 30 days. Contacted project engineer concerning increasing size and extension of sewer line to property line for future development.**
2. Worked with developer of property on South Hwy 52 for commercial development. Will be bringing a rezoning request to Planning Board and Board of Aldermen in near future. *(2nd update-No action this month, 3rd update- received site plan for residential development, discussed approval process with developer, 4th update- have been advised that this project is being abandoned and property is back on the market.)*
3. Planning Board Comprehensive Plan work session #3 held on 2/11/2019.
4. Have begun drafting a revision to the Town's Comprehensive Plan *(8th update- have created 10 presentations to date and have presented 5.)*
5. Started work on Code Enforcement Survey of Town properties *(1st update- continue survey work, approximately 19 violations identified, 10-15% of town surveyed. 2nd update- continued survey work identifying several more violations, 3rd update- some additional work done on this project this month, 5th update- some additional work done this month, 6th update-some enforcement actions this month, 7th update- some code enforcement action this month, one junked car re-tagged, one home business committed to moving by March 1.)*
6. Working with Town Clerk to draft proposed modifications to Code of Ordinances to correctly depict current government structure and lines of authority, and to agree with modifications to Town Charter. *(5th update- reviewed status and suggestions with interim manager)*
7. Continuing work on engineering drawings for Village at Granite subdivision. *(Issued Zoning Permit to allow initial grading to begin on Phase 1. Grading has begun. 2nd update- preliminary grading has begun, 3rd update- grading continues, retention ponds being installed, still working on final submittal approval, 4th update- grading continues, final review of engineering drawings complete soon. 5th update- contractor having problems with permitting due to floodplain impacts. Continuing with work on Phase 1 and examining options for Phase 2, 6th update- working on final plat for Phase 1, developer considering posting bond for*

*improvements so display homes can be built prior to improvement completion, 7th update- have received some information concerning bonding for improvements. Work at site has stopped due to weather, 8th update- road work and some sewer work completed this month, ready to install entrance sign, waiting on Duke Energy to move poles, issued zoning permit for sign, site meeting with LGI and town engineer and staff to review process for subsoil inspections, Faith to inspect sewer, SRU to inspect water, Town engineer to inspect stormwater and road installation, optimal solution for bridge to second phase determined and being engineered, provided street lighting information to developer. **9th update- more of the same type of work as reported last month.***

8. Prepared project status report on active planning and development projects for Manager's use
9. Working with property owner and engineers to resolve road paving standards for Easter Creek Phase 1&2 (**Update- no further contact from developer on this issue**)
10. Began work on Storm Water Management Plan and associated code amendments (*1st update- created PowerPoint presentation concerning the basics of Stormwater Management, 2nd update- made presentation to Planning Board. **Will present as part of Planning Retreat. No action this month.***)
11. Worked with Clerk and Manager concerning vacancies on Planning Board and ZBA (*1st update- added one new member to Planning Board, 2nd update- know of one upcoming vacancy, have started replacement process with Clerk. **Added two new members and lost one member this month. Still looking for new members.***)
12. Began developing Planning Board presentation for Faith Road Corridor study as part of Comp Plan update (*1st update- will complete this presentation this week, 2nd update- have completed 10 comprehensive plan updates and presented five to planning board*)
13. Worked on Strategic property presentation for Board of Aldermen meeting (*1st update- made presentation to Board and am awaiting their decision, **incorporated this into comp plan update and presented to planning board***)
14. Issued Stoneglenn Subdivision site plan approval letter (*1st update- advised engineering drawings are almost ready for submittal, 2nd update- still waiting on drawings*)
15. Met with Rodger Cook, contractor/developer and EDC representative on IOM approval process, met with developer to discuss issuing zoning permit for Phase 1 to allow construction to begin (*1st update- engineers working on final approval letter so project can proceed with construction, 2nd update- **submitted conditional final approval letter to contractor.***)
16. Worked with numerous citizens on minor development projects at private residences
17. Planning Board meeting on 2/11/2019

18. Preliminary cost/benefit computations for alternate entrance to existing subdivision (*1st update- will present to Board of Aldermen at 2/22/19 planning retreat*)
19. Started updates to actual Comprehensive Plan adding current data, new goals, revised and new policies.



Finance Department

Breakdown of Departments:
As of February 25, 2019

Department	Budgeted	YTD	% Used
Revenues:	\$2,286,306	\$1,730,757	76%
Total Revenues:	\$2,286,306	\$1,730,757	76%
Expenses:			
Governing Body	\$51,941.00	\$3,172.00	6%
Administration	\$477,411.16	\$267,415.98	56%
Maintenance	\$276,425.00	\$173,420.00	63%
Police Dept.	\$648,816.00	\$455,722.66	70%
Fire Department	\$431,606.00	\$280,126.28	65%
Sanitation/Environmental	\$178,000.00	\$102,096.24	57%
Parks & Recreation	\$39,000.00	\$16,290.25	42%
Total Expenses	\$2,103,199	\$1,298,243.41	62%

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

Revenues:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-3100-12 Taxes - Budget Year	\$784,609.00	\$666,344.47	(\$118,264.53)	85%
01-3100-17 Tax Penalties & Interest	\$5,000.00	\$1,918.09	(\$3,081.91)	38%
01-3101-12 Taxes - Prior Years	\$12,000.00	\$8,775.51	(\$3,224.49)	73%
01-3102-12 Vehicle Tax	\$85,000.00	\$67,200.16	(\$17,799.84)	79%
01-3230-31 Local Option Sales Tax	\$695,059.00	\$476,406.30	(\$218,652.70)	69%
01-3231-31 Solid Waste Disposal Tax	\$0.00	\$566.86	\$566.86	0%
01-3260-41 Privilege Licenses/Permit	\$350.00	\$390.00	\$40.00	111%
01-3261-31 Cable Franchise Tax	\$5,000.00	\$6,778.85	\$1,778.85	136%
01-3315-33 Fireman Retirement	\$300.00	\$335.00	\$35.00	112%
01-3316-32 Powell Pave & Patch Funds	\$84,457.00	\$83,390.45	(\$1,066.55)	99%
01-3322-31 Beer & Wine - State	\$14,000.00	\$0.00	(\$14,000.00)	0%
01-3324-31 Utilities Franchise Tax	\$100,800.00	\$70,466.74	(\$30,333.26)	70%
01-3330-84 County First Responders	\$4,020.00	\$2,345.00	(\$1,675.00)	58%
01-3340-41 Permits	\$1,200.00	\$460.00	(\$740.00)	38%
01-3411-89 Community Appearance Rev	\$200.00	\$5.00	(\$195.00)	3%
01-3413-89 Miscellaneous Revenue	\$6,100.00	\$365.63	(\$5,734.37)	6%
01-3431-41 Police Authority Revenue_Faith	\$140,434.00	\$102,078.96	(\$38,355.04)	73%
01-3431-45 Police Report Revenue	\$100.00	\$70.00	(\$30.00)	70%
01-3431-89 Police Miscellaneous	\$1,500.00	\$1,238.03	(\$261.97)	83%
01-3471-51 Solid Waste Collection - Salisbury	\$165,744.00	\$2,207.15	(\$163,536.85)	1%
01-3471-53 Recycling - Salisbury	\$0.00	\$87,089.16	\$87,089.16	0%
01-3491-41 Subdivision & Zoning Fees	\$2,000.00	\$3,150.00	\$1,150.00	158%
01-3613-41 Parks Miscellaneous	\$0.00	\$993.46	\$993.46	100%
01-3713-33 Sal. Water/Sewer Reimbursement	\$50,000.00	\$132,000.00	\$82,000.00	264%
01-3831-89 Interest on Investments *	\$2,145.00	\$3,759.71	\$1,614.71	175%
01-3833-89 Donations/Contributions	\$100.00	\$0.00	(\$100.00)	0%
01-3834-41 Park Shelter Rentals (Maint)	\$5,000.00	\$2,705.00	(\$2,295.00)	54%
01-3835-80 Police Surplus Items Sold	\$1,500.00	\$0.00	(\$1,500.00)	0%
01-3835-81 Surplus items Sold	\$2,000.00	\$2,524.02	\$524.02	126%
01-3837-31 ABC Net Revenue-Co.	\$10,000.00	\$7,193.51	(\$2,806.49)	72%
01-3991-99 Fund balance Appropriated	\$107,688.16	\$0.00	(\$107,688.16)	0%
	\$2,286,306.16	\$1,730,757.06	(\$555,549.10)	76%

* See last page for breakdown of account# 01-3831-89 Interest on Investments

Governing Body:					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-4110-02 Mayor/Alderman Salary	\$12,160.62	\$0.00	\$12,160.62	0%	
01-4110-03 Mayor Expense	\$250.00	\$0.00	\$250.00	0%	
01-4110-08 Board Expense	\$800.00	\$170.93	\$761.84	21%	
01-4110-09 FICA Expense	\$931.00	\$0.00	\$931.00	0%	
01-4110-40 Dues & Subscriptions	\$820.00	\$0.00	\$820.00	0%	
01-4110-45 Insurance & Bonds	\$2,750.00	\$3,001.07	\$132.61	109%	
01-4110-97 Board Contingency	\$34,229.38	\$0.00	\$43,237.38	0%	
	\$51,941.00	\$3,172.00	\$58,293.45	6%	

Administration:					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-4120-00 Salaries-Regular	\$194,100.00	\$118,676.39	\$75,423.61	61%	
01-4120-02 Salaries-Part Time	\$25,000.00	\$20,740.66	\$4,259.34	83%	
01-4120-07 401K Expense	\$9,750.00	\$9,785.94	(\$35.94)	100%	
01-4120-09 FICA Expense	\$16,800.00	\$9,682.92	\$7,117.08	58%	
01-4120-10 Retirement Expense	\$14,550.00	\$6,911.09	\$7,638.91	47%	
01-4120-11 Group Insurance	\$42,000.00	\$13,273.65	\$28,726.35	32%	
01-4120-13 Unemployment Expense	\$0.00	\$3,539.78	(\$3,539.78)	100%	
01-4120-18 Professional Services	\$15,400.00	\$2,470.00	\$12,930.00	16%	
01-4120-22 Banquet Expense	\$1,500.00	\$1,365.00	\$135.00	91%	
01-4120-26 Office Expense	\$10,000.00	\$4,477.16	\$5,522.84	45%	
01-4120-29 Supplies & Equipment	\$200.00	\$132.97	\$67.03	66%	
01-4120-31 Training & Schools	\$7,000.00	\$6,264.60	\$735.40	89%	
01-4120-32 Telephone/Communications	\$3,000.00	\$2,307.98	\$692.02	77%	
01-4120-33 Utilites	\$6,000.00	\$2,195.54	\$3,804.46	37%	
01-4120-34 Printing	\$2,500.00	\$2,204.35	\$295.65	88%	
01-4120-35 Maint/Repair Equipment	\$500.00	\$358.64	\$141.36	72%	
01-4120-37 Advertising	\$2,500.00	\$1,755.77	\$744.23	70%	
01-4120-40 Dues & Subscriptions	\$13,000.00	\$11,676.33	\$1,323.67	90%	
01-4120-45 Insurance & Bonds	\$8,500.00	\$4,215.11	\$4,284.89	50%	
01-4120-49 Visionary Projects	\$0.16	\$0.00	\$0.16	0%	
01-4120-50 Community Projects	\$4,500.00	\$2,927.29	\$1,572.71	65%	
01-4120-52 Cap Outlay-Computer	\$750.00	\$0.00	\$750.00	0%	
01-4120-57 C.O. Land Purchase	\$1,233.00	\$1,232.11	\$0.89	99.93	
01-4120-60 Contracted Services	\$31,145.00	\$28,024.43	\$3,120.57	90%	
01-4120-62 Christmas Lights	\$9,083.00	\$9,082.10	\$0.90	99.99	
01-4120-71 Debt Services - Principal	\$50,000.00	\$0.00	\$50,000.00	0%	
01-4120-72 Debt Services - Interest	\$8,400.00	\$4,116.17	\$4,283.83	49%	
	\$477,411.16	\$267,415.98	\$209,995.18	56%	

Maintenance:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4190-00 Salaries - Regular	\$99,000.00	\$68,911.58	\$30,088.42	70%
01-4190-02 Salaries - Part-Time	\$29,000.00	\$17,681.24	\$11,318.76	61%
01-4190-07 401K Expense	\$4,950.00	\$6,051.17	(\$1,101.17)	122%
01-4190-09 FICA Expense	\$8,660.00	\$6,735.42	\$1,924.58	78%
01-4190-10 Retirement Expense	\$7,455.00	\$4,302.40	\$3,152.60	58%
01-4190-11 Group Insurance	\$22,000.00	\$13,324.05	\$8,675.95	61%
01-4190-20 Motor Fuel	\$5,500.00	\$4,050.06	\$1,449.94	74%
01-4190-21 Uniforms	\$1,500.00	\$703.08	\$796.92	47%
01-4190-24 Maint & Repairs Buildings & Ground	\$5,500.00	\$639.34	\$4,860.66	12%
01-4190-25 Maint & Repairs Trucks	\$2,500.00	\$2,160.34	\$339.66	86%
01-4190-26 Office Expense	\$100.00	\$0.00	\$100.00	0%
01-4190-29 Supplies & Equipment	\$5,500.00	\$4,421.42	\$1,078.58	80%
01-4190-31 Training & Schools	\$500.00	\$0.00	\$500.00	0%
01-4190-32 Telephone/Communications	\$1,000.00	\$512.19	\$487.81	51%
01-4190-33 Utilities	\$5,500.00	\$1,614.43	\$3,885.57	29%
01-4190-34 Printing	\$350.00	\$2.73	\$347.27	1%
01-4190-35 Maint & Repairs Equip	\$7,000.00	\$6,272.45	\$727.55	90%
01-4190-45 Insurance & Bonds	\$9,000.00	\$8,369.86	\$630.14	93%
01-4190-51 Tools & Light Equipment	\$2,500.00	\$2,184.87	\$315.13	87%
01-4190-53 C.O.Veteran Memorial	\$6,146.00	\$0.00	\$6,146.00	0%
01-4190-55 C.O. Equipment	\$16,847.00	\$6,800.00	\$10,047.00	40%
01-4190-60 Contracted Services	\$18,417.00	\$18,683.37	(\$266.37)	101%
01-4190-97 Maintenance Contingency Fund	\$17,500.00	\$0.00	\$17,500.00	0%
	\$276,425.00	\$173,420.00	\$103,005.00	63%

Parks & Rec:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-6130-24 Maint/Repair Bldg & Grounds	\$12,000.00	\$4,856.41	\$7,143.59	40%
01-6130-29 Supplies & Equipment	\$6,000.00	\$3,249.16	\$2,750.84	54%
01-6130-33 Utilities	\$18,000.00	\$5,442.37	\$12,557.63	30%
01-6130-60 Contracted Services	\$3,000.00	\$2,742.31	\$257.69	91%
	\$39,000.00	\$16,290.25	\$22,709.75	42%

Environmental Protection:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-33 Utilities (Street Lights)	\$36,000.00	\$19,533.27	\$16,466.73	54%
01-4710-64 Recycling	\$28,000.00	\$16,415.00	\$11,585.00	59%
01-4710-65 Garbage Services	\$114,000.00	\$66,147.97	\$47,852.03	58%
	\$178,000.00	\$102,096.24	\$75,903.76	57%

Police Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	\$334,000.00	\$231,135.13	\$102,864.87	69%
01-4310-02 Salaries-Part Time	\$23,000.00	\$20,073.50	\$2,926.50	87%
01-4310-07 401K Expense	\$16,700.00	\$18,009.22	(\$1,309.22)	108%
01-4310-09 FICA Expense	\$27,311.00	\$19,152.43	\$8,158.57	70%
01-4310-10 Retirement Expense	\$26,000.00	\$13,880.18	\$12,119.82	53%
01-4310-11 Group Insurance	\$67,005.00	\$40,056.60	\$26,948.40	60%
01-4310-20 Motor Fuel	\$18,000.00	\$10,043.77	\$7,956.23	56%
01-4310-21 Uniforms	\$3,000.00	\$999.63	\$2,000.37	33%
01-4310-25 Maint & Repair-Autos	\$6,000.00	\$3,208.11	\$2,791.89	53%
01-4310-26 Office Expense	\$1,500.00	\$462.52	\$1,037.48	31%
01-4310-29 Supplies & Equipment	\$8,050.00	\$2,333.69	\$5,716.31	29%
01-4310-31 Training & Schools	\$3,000.00	\$710.13	\$2,289.87	24%
01-4310-32 Telephone/Communications	\$8,000.00	\$3,610.95	\$4,389.05	45%
01-4310-33 Utilites	\$3,000.00	\$780.92	\$2,219.08	26%
01-4310-34 Printing	\$3,000.00	\$451.72	\$2,548.28	15%
01-4310-35 Maint & Repair-Equipment	\$2,000.00	\$1,527.21	\$472.79	76%
01-4310-40 Dues & Subscriptions	\$1,850.00	\$1,293.00	\$557.00	70%
01-4310-45 Insurance & Bonds	\$24,000.00	\$17,795.28	\$6,204.72	74%
01-4310-54 C.O. Motor vehicle fund	\$37,500.00	\$41,503.43	(\$4,003.43)	111%
01-4310-55 C.O. Equipment	\$11,900.00	\$9,847.98	\$2,052.02	83%
01-4310-60 Contracted Services	\$24,000.00	\$18,847.26	\$5,152.74	79%
	\$648,816.00	\$455,722.66	\$193,093.34	70%

Fire Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	\$103,292.00	\$70,733.39	\$32,558.61	68%
01-4340-02 Salaries - Part-Time	\$160,000.00	\$97,964.34	\$62,035.66	61%
01-4340-07 401K Expense	\$5,176.00	\$5,807.73	(\$631.73)	112%
01-4340-09 FICA Expense	\$24,200.00	\$13,209.88	\$10,990.12	55%
01-4340-10 Retirement Expense	\$7,765.00	\$4,243.80	\$3,521.20	55%
01-4340-11 Group Insurance	\$23,500.00	\$14,003.93	\$9,496.07	60%
01-4340-17 Firemen's Pension Fund	\$2,620.00	\$0.00	\$2,620.00	0%
01-4340-20 Motor Fuel	\$4,000.00	\$2,654.56	\$1,345.44	66%
01-4340-21 Uniforms	\$3,000.00	\$1,187.41	\$1,812.59	40%
01-4340-25 Maint & Repairs-Trucks	\$12,000.00	\$6,979.83	\$5,020.17	58%
01-4340-26 Office Expense	\$500.00	\$138.70	\$361.30	28%
01-4340-29 Supplies & Equipment	\$20,000.00	\$4,527.97	\$15,472.03	23%
01-4340-31 Training & Schools	\$2,000.00	\$183.13	\$1,816.87	9%
01-4340-32 Telephone/Communications	\$3,000.00	\$2,106.50	\$893.50	70%
01-4340-33 Utilities	\$7,400.00	\$2,910.18	\$4,489.82	39%
01-4340-34 Printing	\$700.00	\$331.92	\$368.08	47%
01-4340-35 Maint. & Repairs-Equipmen	\$3,000.00	\$524.78	\$2,475.22	17%
01-4340-40 Dues & Subscriptions	\$1,400.00	\$1,551.86	(\$151.86)	111%
01-4340-45 Insurance & Bonds	\$14,000.00	\$28,541.96	(\$14,541.96)	204%
01-4340-55 C.O. Equipment	\$17,116.00	\$8,111.60	\$9,004.40	47%
01-4340-60 Contracted Services	\$14,778.00	\$12,254.14	\$2,523.86	83%
01-4340-72 Debt Services - Interest	\$2,159.00	\$2,158.67	\$0.33	100%
	\$431,606.00	\$280,126.28	\$151,479.72	65%

Interest on Investments by Month													
For FY 2018-2019													
Acct#	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	YTD
Certificates of Deposits:													
237779					432.13	418.18	432.13	432.13					
237809					368.01	356.13	368	368.01					
77151					24.97	24.16	24.96	355.02					
50261					264.12	287.36	296.94	296.94					
51519	22.98	23.74	23.74	22.97	23.74	133.03	212.42	212.42					
	22.98	23.74	23.74	22.97	1112.97	1218.86	1334.45	1664.52	0	0	0	0	5424.23
Money Market Accounts:													
19011	95.38	244.17	112.76	137.07	135.21	87	60.37						
7545	6.37	7.22	5.74	6.74		6.07	6.49						
3011186	7.68	8.71	6.92	7.94	8.2	7.43	7.94						
	109.43	260.1	125.42	151.75	143.41	100.5	74.8	0	0	0	0	0	965.41

Interest on Investment Account 01-3831-89 reflects interest from Certificates of Deposit Accounts only. Interest on Money Market Accounts remains in Money Market Accounts.

Total YTD: 6389.6

Town of Granite Quarry
Interim Town Manager's Report
March 2019



It's been quite a busy couple of weeks since starting, but staff has steadily been knocking things out while preparing for the upcoming fiscal year. Among some highlights:

- Staff has done an excellent job bringing me up to speed on town projects they have been working on, and any issues they have been facing. Even though things were already running smoothly, we've been able to identify and streamline a great deal of things.
- So far I've met with the town's Revitalization Committee, PERCs Committee, and the Merchants Association, and caught up with Economic Development Commission & county officials on town grants and projects.
- Prepared all the background of course for the Town's Planning Retreat on February 22nd. We are now putting together an actionable list of recommended steps for achieving the goals prioritized at the retreat. This will be a "living" document that the Board can amend & fine-tune as details naturally develop through the course of the goals.
- Have been reviewing the town's organizational structure, policies and procedures in preparation of town budgeting and goal-setting (especially as it relates to code enforcement and some of the staffing needs summarized at the retreat).
- This past week have finally been able to get out and start talking with & meeting more of the developers, business owners, and residents in town.

Industrial

Am following up with our attorney on the question of when the timeline for the Easter Creek agreement began (at time of agreement vs. Certificate of Occupancy, etc). The existing building has continuing interest through Rowan EDC and Easter's realtor. Easter Creek advises that the site plan for the next, ~120,000 ft² building, is already laid out. As soon as a contract develops on this first building, architects will begin finalizing the 2nd.

State Employees Credit Union (SECU)

I'm coordinating with SECU and the Chamber of Commerce to determine a good groundbreaking date. Contractors have not started work yet, but a building permit was pulled on February 26th.

Subdivision

I've not had the opportunity yet to meet with the developer or get much more up to speed on this one yet. We have a meeting set March 1st, and Steve as the town's planner will keep us up to speed on any issues or major developments along the way.



2019 Board of Aldermen Regular Meeting Schedule
 (Meetings are scheduled on the first Monday at 7:00 P.M. except on a holiday)

January 7	Monday
February 4	Monday
March 4	Monday
April 1	Monday
May 6	Monday
June 3	Monday
July 8	Monday
August 5	Monday
September 3	Tuesday
October 7	Monday
November 4	Monday
December 2	Monday

2019 Holiday Schedule

January 1	Tuesday	New Year's Day
January 21	Monday	Martin Luther King Jr. Day
April 19	Friday	Good Friday
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
November 11	Monday	Veterans Day Observed
November 28 & 29	Thursday and Friday	Thanksgiving
December 25 & 26	Wednesday and Thursday	Christmas

Agenda Item Summary
Regular Monthly Meeting
March 4, 2019
Agenda Item 9c



2400 Faith Road

Summary

In September 2018, the Board voted to sell this property.

In November 2018, an additional presentation of potential options for use of the property was presented to and considered by the Board.

This parcel is currently being considered as a strategic property within the Comprehensive Land Use Plan.

At its February 22nd Planning Retreat, the Board requested that this discussion be placed back on the agenda to revisit the pending motion to sell the property.

Action Requested

Motion to keep the town property located at 2400 Faith Road instead of selling it.

ORDINANCE NO. 2019-02

**AN ORDINANCE OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
CONCERNING AN AMENDMENT TO SECTION 12-8 URBAN ARCHERY DEER
HUNTING UNDER CHAPTER 12 (OFFENSES & MISCELLANEOUS) OF THE CODE**

BE IT ORDAINED by the Board of Alderman of the Town of Granite Quarry that the Granite Quarry Code of Ordinances shall be amended as follows:

**CHAPTER 12 OFFENSES & MISCELLANEOUS ARTICLE 1. IN GENERAL
SECTION 12-8 URBAN ARCHERY DEER HUNTING**

Hunting for deer is authorized in the Town limits of Granite Quarry in accordance with the provisions of the Extended Urban Archery Deer Season act as follows:

- a) The extended urban archery deer season must be annually submitted by the Town and approved the North Carolina Wildlife Resource Commission and in effect at the time of any urban archery hunting.
- b) Hunters shall follow all state and local laws, rules and ordinances when hunting deer within the town limits.
- c) Hunters must have in their possession a valid North Carolina Hunting Licenses showing completion of a Hunting Safety Course.
- d) Hunters are prohibited from using firearms to hunt. Only archery is permitted.
- e) Only hunting on private property is allowed. Hunters must have written permission in their possession dated within one year from landowners to hunt on their property or must own the property themselves.
- f) No hunting is allowed on town property or on, from or across the right-of-way of any road.
- g) No hunting within 300 feet of any property line (exterior property line between two different property owners).
- h) Hunters must hunt from an elevated platform of at least ten (10) feet above ground.
- i) Hunting is only allowed on a tract or parcel of land which is greater than one (1) acre.

- j) A violation of any of the provisions of this ordinance shall subject the offender to any of the penalties contained in Chapter 12 Offenses & Miscellaneous Article 1. In General Section 12-8 Urban Archery Deer Hunting of the General Provision of the Town of Granite Quarry Code of Ordinances.

SEASON:

As determined and announced by NC Wildlife Resources Commission.

This ordinance shall be in full force and effect from and after the date of adoption.

Adopted this _____ day of March 2019.

William D. Feather, Mayor

ATTEST:

Tanya Maria Word, CMC
Town Clerk

Approved as to Form:

Carl M. Short, Town Attorney

Agenda Item Summary

Regular Monthly Meeting

March 4, 2019

Agenda Item **10b**



Approval of FY17-18 Financial Audit

Summary

The Town auditor presented the Town's FY17-18 Financial Audit in November of 2018. The Board asked for clarification on several items before considering adoption of the finalized report.

The auditor will have printed copies of the final report to town hall before the March 4 meeting. The revised copy reflects the accounts receivable payment from City of Salisbury discussed last meeting. The report has already been reviewed and accepted by the Local Government Commission. The Board simply needs to adopt the final, revised report.

Action Requested

Motion to approve the Town's FY17-18 Financial Audit.

Agenda Item Summary

Regular Monthly Meeting

March 4, 2019

Agenda Item 10C

Request for Qualifications / Proposals: Audit Contract

Summary

In November, the Town issued a Request for Qualifications / Proposals for the Town's Audit contract. Three firms responded:

- Eddie Carrick, CPA, PC
- Gould Killian CPA Group, PA
- Martin Starnes & Associates, CPAs, PA

The full booklets of qualifications and proposals submitted by each firm are available at town hall for review. Attached are the three "Summary of Audit Costs Sheets". Staff has reviewed the qualifications and cost estimates of each firm, and respectfully recommends awarding the contract to Eddie Carrick, CPA, PA.

Action Requested

Motion to award the Town's Audit Services contract to Eddie Carrick, CPA, PA.

SUMMARY OF AUDIT COSTS SHEET

FIRM NAME: EDDIE CARRECK, CPA, PC

	FY18	FY19	FY20
	<i>Binding</i>	<i>Estimate</i>	<i>Estimate</i>
Base Audit Fee: Includes all personnel costs, travel, and on-site work, details as described below	\$ 9500 ⁻	\$ 9500 ⁻	\$ 9500 ⁻
Financial Statement Preparation: Includes preparation and printing of CAFR	\$ 1500 ⁻	\$ 1500 ⁻	\$ 1500 ⁻
Extra Audit Services (if needed)	\$ 0	\$ 0	\$ 0
Other Costs: (Explain)	0	0	0
TOTAL:	\$ 11,000 ⁻	\$ 11,000 ⁻	\$ 11,000 ⁻

Separately provide detail for the following components of the Base Audit Fees:

Personnel Costs –

Itemize the following for each category of personnel (partner manager, senior, staff accountants, clerical, etc.) with the different rates per hour.

Estimated hours – categorize estimated hours into the following:

of Hours – On-site interim work, # _____ Rate per hour _____

of Hours – Year-end on-site work, # _____ Rate per hour _____

of Hours – Work performed in the auditor’s office # _____ Rate per hour _____

*SEE SECTION II
ITEM 4
FOR
DETAIL*

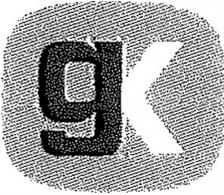
Total cost for each category of personnel and for all personnel costs in total.

Travel – Itemize transportation and other travel costs separately.

Cost of supplies and materials – Itemize

Other Costs – Completely Identify and Itemize

*FIXED FEE
INCLUDES ALL
COST (REGARDLESS
OF HOURS
NECESSARY)*



**GOULD KILLIAN
CPA GROUP, P.A.**
A MEMBER OF THE GOULD KILLIAN GROUP

SUMMARY OF AUDIT COST SHEET -- Gould Killian CPA Group, P.A.

	FY 19 <i>Binding</i>	FY 20 <i>Estimate</i>	FY 21 <i>Estimate</i>
Fixed Fees:			
Base Audit Fee	\$ 10,000	\$ 10,500	\$ 11,000
Financial Statement Preparation	4,000	4,200	4,400
TOTAL FIXED FEES	\$ 14,000	\$ 14,700	\$ 15,400
Additional Fees:			
Additional accounting services	Hourly Rate		
Single Audit, per major program (if required)	\$ 2,750		

	On-site Interim	On-site Year- End	Office Work	Total # of Hours	Rate/Hour	Total
STAFF	-	16	38	54	\$ 90	\$ 4,860
SR. MANAGER	8	16	16	40	200	8,000
PARTNER	-	-	6	6	250	1,500
	8	32	60	100	\$ 144	\$ 14,360

SUMMARY OF AUDIT COSTS	
Personnel costs	\$ 14,360
Report production	500
Travel time	600
Travel costs	100
	15,560
Discount (~10%)	(1,560)
Total Proposed Fee - FY 19	\$ 14,000



Town of Granite Quarry

Section II – Cost Estimate

❖ REQUIREMENT 11 – SUMMARY OF AUDIT COSTS SHEET

FIRM NAME: Martin Starnes & Associates, CPAs, P.A.
COST ESTIMATE
 (per year)

	FY 2019	FY 2020	FY 2021
Base Audit (Includes personnel costs, travel, and on-site work)	\$ 17,600	\$ 18,100	\$ 18,100
Financial Statement Preparation	2,400	2,500	2,500
Extra Audit Service (see requirement 9)			
Subtotal (single audit not required)	20,000	20,600	20,600
Single Audit Procedures (if required)	1,500	1,500	1,500
TOTAL (if single audit is required)	\$ 21,500	\$ 22,100	\$ 22,100

Audit contracts must be approved annually by the Local Government Commission. For your planning purposes, our estimated fees to provide our services to you in the future are shown in the table above. These are estimated fees only. Governmental and rule-making boards may add or change their requirements related to our services which may change these estimates. The actual fee agreement will be set forth in the annual contract signed for the relevant year.

See Requirements 8 & 9 for details regarding audit hours and additional fee information.

Draft Project Schedule (to be revised)

PHASE I: NEEDS ASSESSMENT / INFORMATION GATHERING

- March 11th:** Selected firm begins working with the Town to understand the work environment, the *Town Manager* position and the current / upcoming challenges.
- March 12th:** Selected firm begins drafting the position description and recruitment profile for publications and prospective candidates.
- March 18th:** Selected firm submits the draft of the full recruitment profile to the Town for its review. Comments will be due back by March 20th.

PHASE II: RECRUITING

- March 22nd:** Selected firm begins networking, distributes and posts the full recruitment profile on its website, and submits it to the appropriate publications. MS begins pre-screening the candidates.
- April 12th:** Closing date for submission of applications. Selected firm reports the results of the recruitment.
- April 19th:** Forwards the preliminary candidate report and materials to the Town including the candidates' resumes, cover letter and recommended 10-12 First-round candidates.

PHASE III: SCREENING, REFERENCE CHECKS AND CREDENTIAL VERIFICATION

- April 19th:** Selected firm begins pre-screening all First-round candidates using Internet / newspaper archives and candidate writing sample.
- May 3rd:** Selected firm submits pre-screening report & reviews the First-round candidate's qualifications with the Town. 6-8 Semi-finalists are selected for background checks.
- May 6th:** Comprehensive background checks begin.
- May 24th:** Selected firm forwards complete pre-screening background checks and candidate profiles to the Town for its review and discussion w/ Consultant.
- May 28th:** Town selects / confirms finalists.

PHASE IV: INTERVIEW PROCESS COORDINATION AND SELECTION

- June 5th:** Town holds reception for finalists.
- June 10th – 11th** Finalist Interviews with a panel that consists of Mayor, Town Board, HR Director and any other personnel the Town deems appropriate. Town Board selects its new *Town Manager*.

PHASE V: TRANSITION ASSISTANCE & WARRANTY

- Post-Selection:** Consultants will serve as a resource in the effective transition of the candidate into employment with the Town.

~over~

Search Firm	Price
CCOG	\$6000
Slavin Management Consultants	\$15,065
Developmental Associates, LLC	\$16,500
Municipal Solutions	\$18,900
The Novak Consulting Group	\$22,000
Colin Baenziger & Associates	\$26,500

~over~

Maintenance Surplus Request February 2019

- 2 tires from John Deere 770 that we no longer have
- Old carpet cleaner that no longer works

Items will be placed on Govdeals.com for sale