



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN MEETING  
May 7, 2018 • 7:00 P.M.**

- 1. CALL TO ORDER** – Mayor Feather
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE** – Mr. Zach Huddleston
- 4. APPROVAL OF THE AGENDA**
- 5. APPROVAL OF THE CONSENT AGENDA**
  - a. Approval of the Minutes**
    - Regular Meeting Minutes – April 2, 2018
    - Budget Retreat Minutes – February 16 – 17<sup>th</sup> 2018
    - Budget Retreat Minutes – February 17 – 18<sup>th</sup> 2017
  - b. Scholarship for Zach Huddleston for 14 Years of Service**
  - c. Departmental Reports** (*Reports in Board packet*) **{Minus Fire Department}**
  - d. Financial Reports**
- 6. SPECIAL PRESENTATION** – Proclamation Presentation to Mr. Zach Huddleston
- 7. CITIZEN COMMENTS** (*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)
- 8. GUESTS AND PRESENTATIONS**
- 9. FIRE DEPARTMENT REPORT**

## 10. PUBLIC HEARING

- a. **Presentation** – Uniform Development Ordinance
- b. **ORDINANCE NO. 2018-02** – Ordinance amending various sections of the Town of Granite Quarry’s Uniform Development Ordinance.
- c. **ORDINANCE NO. 2018-03** – Code of Ordinances. To change the words “Davie County” to “Rowan County” in Section 6-65.

**ACTION NEEDED:** Board Approval of ORDINANCE NO. 2018-02 and ORDINANCE NO. 2018-03.

## 11. TOWN MANAGER’S UPDATE

- a. Litter Sweep Update
- b. Policy and Procedure Update
  - Boards and Committee Appointment Process
- c. Information Item (Handbook for Citizen Boards and Committees)

**ACTION NEEDED: RESOLUTION NO. 2018-02** – Accepting the Appointment Process Policy for Boards and Committees.

## 12. OLD BUSINESS

- a. Consider Approval of Incentives for Project Wheel
- b. Consider Approval of Resolution of Support and Authorize Execution of State Grant Application on behalf of Cold Storage
- c. Survey of Town property and access to Chamandy Drive
- d. **CODE ENFORCEMENT** – To authorize the Manager to include adequate funding in the upcoming budget to provide staffing needed to create a baseline inventory of code violations in Granite Quarry and proceed with enforcement on approximately four open cases; and (2) once we have a baseline inventory in hand, the Manager and the Code Enforcement Staff will present to the Board a plan to address the identified and future code enforcement issues in the Town.

## 13. NEW BUSINESS AND ACTION ITEMS

- a. **DISCUSSION ITEM** – Richard Luhrs – Update on former Town Property and Sewer Treatment Plant
- b. **MOTION** – Staff is requesting a motion to request bids for Auditing firm.
- c. **DISCUSSION ITEM** – Marsy’s Law
- d. **DISCUSSION ITEM – UDO REVISION** – To authorize the Manager and his staff to create revisions as needed to the Uniform Development Ordinance to control the use of cul-de-sacs in commercial/industrial developments and then refer these to the Planning Board for review and recommendation to the Board for adoption.
- e. **DISCUSSION ITEM – ORDINANCE NO. 2018-04** - Code of Ordinances. Amendment to Chapter 9 Environment, Section 9-33, Declaration of Public

Nuisance, add Item 12 to the list of Public Nuisances as follows: “12. Dirt and/or Construction Debris on Public Street- It shall be unlawful for the contractor in charge of a construction project, or lacking said contractor, the property owner on whose land the construction project is taking place, to allow vehicles leaving the site to deposit dust, dirt, mud or construction debris on a public street. Each day after violation notification will constitute a separate violation and will be fined as set forth in the Town’s Code of Ordinances and/or Schedule of Fees and Fines.”

- f. **ACTION NEEDED: Budget Amendment Request #15** - To transfer funds from Fund Balance Appropriated (01-3991-99) to Administration C.O. Equipment (01-4120-55) for Shelving in the Vault. The quote from Schafer Systems International was approved by the Board of Aldermen on July 6, 2017.
- g. **ACTION NEEDED: Budget Amendment Request #16** – To transfer funds from Surplus Items Sold (01-3835-81) to Police Department C.O. Motor Vehicle Fund (01-4310-54) for the sale of a Police Vehicle sold on GovDeals, in which funds have been received.
- h. Consider Approval of Financial Support from the Rowan County Opioid Forum Planning Committee in the amount of \$500
- i. Consider Approval of Scholarship Donation to Western Carolina University in the name of Zach Huddleston
- j. **PROCLAMATION – National Day of Prayer**
- k. **PROCLAMATION – Municipal Clerks Week**

**14. MAYOR’S NOTES – Announcements and Date Reminders**

- a. **Primary Election** – Tuesday, May 8, 2018
- b. **CCOG Board of Delegates Meeting** – Wednesday, May 9 @ 6:15 P.M.
- c. **Rowan Partners for Education LOVE YOUR TEACHER CELEBRATION DINNER**, Thursday, May 10 @ 6:00 P.M. @ West End Plaza
- d. **The Taste of Home/The Sound of Music** – given by Rowan’s Agricultural and Arts Community on May 12 @ Patterson’s Farm
- e. **Planning Board Meeting** – Monday, May 14 @ 5:30 P.M. @ Town Hall
- f. **Rowan County Opioid Forum** – Tuesday, May 15 @ 3:00 P.M. @ West End Plaza
- g. **Parks and Recreation Committee Meeting** – Monday, May 21 @ 5:30 P.M.
- h. **Revitalization Team Meeting** – Tuesday, May 22 @ 3:30 P.M.
- i. **Cabarrus-Rowan MPO Transportation Advisory Committee** – Wednesday, May 23 @ 5:30 P.M. @ Kannapolis City Hall
- j. **Memorial Day Observance** – May 28 Town Hall Offices Closed

**15. MAYOR'S ACTION**

a. **Recess Meeting:**

**A motion is needed as follows: To recess the meeting to reconvene at a time and place certain pursuant to N.C. General Statute Section 160A-71 for the 2018-2019 Budget.**





# Town of Granite Quarry Office of the Mayor

# Proclamation

## "IN CELEBRATION OF ZACH HUDDLESTON"

**Whereas:**

The Town of Granite Quarry is very proud of the community service of Eagle Scout Zach Huddleston who has exhibited a sense of commitment and dedication in leading the Pledge of Allegiance for the Board of Aldermen monthly Board meetings since September 2006. We respectfully salute him for his effort; and

**Whereas:**

Today, we say "thank you" to a very special young man who began scouting at the age of six (6) with Cub Scout Pack 379, progressing to Boy Scout Troop 370 in 2010 and achieving the rank of Eagle Scout in Boy Scout Troop 333 in 2015; and

**Whereas:**

Zach has assisted other scouts with their Eagle projects, volunteered with Habitat for Humanity building homes, packed backpacks for Food For Thought, collected can goods for Rowan Helping Ministries, led drives to collect pull tabs to raise funds for the Ronald McDonald House; and

**Whereas:**

Zach is the recipient of thirty-nine (39) Merit Badges, has camped over 450 days as a scout; and has over 1600 hours in community service through scouting and volunteering activities throughout the community; and

**Whereas:**

Zach will graduate the eighth day of June, Twenty-Thirteen from Gray Stone Day School in Misenheimer, North Carolina. Zach received early acceptance into Western Carolina University's Honor College where he will be pursuing a Bachelor and Master's degree through the Master of Science in Chemistry Four + One Program and then on to medical school; and

**Therefore:**

**I, WILLIAM D. FEATHER**, Mayor of the Town of Granite Quarry, North Carolina do hereby declare June 8, 2018, as "Zach Huddleston Day".

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William D. Feather, Mayor

ATTEST:

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Tanya Maria Word, Town Clerk, CMC



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN MEETING MINUTES  
Monday, April 2, 2018**

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

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jason Hord – Maintenance Supervisor, Ms. Shelly Shockley – Finance Analyst/Event Coordinator, Mr. Steve Blount – Town Planner, Mr. Dale Brown – Fire Chief, Mr. Mark Cook – Police Chief, Mr. Graham Corriher – Town Attorney

**Guests:** Mr. Mark Wineka, Mr. Michael Julian, Mr. Ken Miller, Mr. Clifford Earnhardt and Boy Scout Troop 334, East Rowan High School student group

**Call to Order:** Mayor Feather called the meeting to order at 7:00 p.m.

**Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.

**Pledge of Allegiance:** Zach Huddleston led the Pledge of Allegiance.

**Approval of the Agenda:**

**ACTION:** Mayor Pro Tem LaFevers made a motion to approve the agenda with the additions of Fire Department contract for software with Brad Goodman LLC to be heard during the Town Manager's update and a Retreat Update discussion under the Mayor's Notes. Alderman Cress seconded the motion. The motion passed with all in favor.

**Approval of the Consent Agenda:**

**ACTION:** Alderman Cress made a motion to approve the consent agenda with exception of pulling out the Financial report separately. Alderman Linker seconded the motion. The motion passed with all in favor.

## **Financial Report:**

Alderman Linker asked about the Administration Capital Outlay line being over budget. Ms. Shockley replied that the reason for that was because the shelving added in the vault was charged there and a budget amendment has not yet been made to accommodate that cost. The Maintenance Capital Outlay budget was \$89,000 and have spent \$51,000 thus far. Alderman Linker asked if there were other purchases planned for the budgeted funds. Mr. Hord replied that both a Leaf Vacuum and an attachment for the skid steer are scheduled to be purchased from that budget. Mayor Feather stated that \$10,000 was expected to be remaining after those purchases that could either go back into the general fund or be appropriated for another purpose.

## **Fire Department Report:**

Chief Dale Brown reported that the Fire Department had a Resolution for the staffing grant being presented and he has been working on the department budget. Of the three recent firefighter applicants, one has been ruled out and the other two are being processed to join a recruit class mid-year. Currently, part-time staff covers for a day when a full-time worker is scheduled off and one person from 8:00 AM until 5:00 PM each day. That provides two with a third needed from the volunteer staff or the Maintenance Supervisor if needed to get a truck out. The Resolution is the last part that is required to apply for the staffing grant.

**Citizen Comments:** Mayor Feather opened the floor for citizen comments.

Michael Julian made the following statement, which is quoted verbatim:

*Good Afternoon Mayor, Aldermen, and citizens. My name is Michael Julian. I live at 135 Whippoorwill Lane here in Salisbury, North Carolina off Bringle Ferry Road. I would like to introduce myself. I am a life-long citizen of Rowan County. I graduated from North Rowan High School in 1983 and Catawba College in 2006. It did not take me that long to graduate, it just took that long to figure out I needed to go back to school.*

*Several years ago, I started getting involved in some local area politics. I ran for the School Board two years ago. I have been involved in community work for many years. I was the Booster Club President at Erwin Middle School for three years. I worked with the East Rowan High School for several years. Both of my daughters graduated from East Rowan and both are now at High Point University. I worked with the Chorus program at East Rowan for several years. I was President of Franklin Pool for five years and on the Board over there for three years. I have been involved in many facets of the community, and this year decided to step up my game and run for the Rowan County Commission. I just wanted to introduce myself to everyone. I hope to gain your support in 2018 and I hope you have a great evening.*

Mayor Feather asked if there was anyone else present who would like to make public comments at this time.

Candace Fraley, EMT, spoke. She is the new President of the Granite Quarry Fire Department Auxiliary. It is being changed to include both male and female members, so all are welcome. They are planning a steak supper on April 28<sup>th</sup> from 5:00 PM until 7:00 PM. Tickets can be purchased for \$15 each tonight or from the full-time firefighters in the department. This is their primary fund raiser for the department and there may be a second event in the Fall.

Mayor Feather asked Ms. Fraley to speak about some of the things that the Auxiliary has previously been able to do with funds collected. Previously the Auxiliary has purchased a television for the day room, embroidered Station 57 blankets, and Yeti cups. They would like to purchase a dining table for the Fire Department. They also sometimes cover a meal or drinks if there is a major fire that requires fire fighters to be on site for a long period of time.

### **Guests and Presentations**

#### **East Rowan High School:**

Alderman Linker stated that he recently attended an event at East Rowan High School called “Problem Based Learning”. He met a group of students who were working on a project at the East Rowan YMCA that involved the track and outdoor facilities. Alderman Linker invited them to come tonight and present information about their project.

Ti’ahja Young and Nevaeh Price spoke about the “Move It and Review It” program for promoting literacy and encouraging movement. The program is set up outside with stations at various posts, which were made in the East Rowan shop class. Each post would have QR code that provides a question when scanned with a cellular phone. The questions were developed with input from elementary school teachers in the area. Each correct answer would reveal a “magic letter”. These letters would be used to make a word at the end. The most correct answers as well as the highest level of participation are awarded prizes.

There also were questions included historical facts about the East Rowan area. There was a thought of doing something similar on the trail at Centennial Park. This might be a seasonal thing to help students. Mayor Feather asked if there was a way to make this a more permanent program. The students shared that perhaps they could start a club that would continue on to future school years. Alderman LaFevers invited the students to the PERCS meeting at 5:30 PM on Monday April 16<sup>th</sup> so that the committee could also be involved.

#### **Boy Scout Troop 334:**

Clifford Earnhardt introduced Scout Troop 334 from Union Lutheran Church. The Troop is here to observe to fulfill requirements of badges. The scouts introduced themselves to the Board. Mayor Feather shared with them that he still wore his Eagle Scout ring.

## **Town Manager's Update**

### **Walk in the Park Update:**

Mr. Conrad stated that there was a good Walk in the Park event sponsored by the Rowan County Health Department today. There was good participation and the Manager hopes to continue participating in this annual event.

### **Policy and Procedure Update:**

Ms. Word presented information on the Finance policy and procedure. Ms. Word stated that changes are needed to be compliant with the NC Department of Treasury regarding pre-audit and disbursement processes. The next steps will be to communicate with the Department of Treasury and ensure that the Town functions in a compliant manner. Alderman Cress asked how long it will take to become compliant. Ms. Word stated that she hopes to bring a proposal to the May Board meeting that will meet requirements.

### **Sidewalk Grant:**

Mr. Conrad mentioned that there was a sidewalk grant to make improvements on Crook Street. That project went away, therefore there is \$2,800 available in Powell Bill funds to make some improvements. This was slated for curbing that would help to redirect water that is causing a problem at a house on Crook Street.

### **Fire Department Software Contract:**

Mr. Conrad presented the software contract with Brad Goodman LLC to the Board. The contract is for \$960 and covers emergency services scheduling. Dale Brown – Fire Chief stated that this is a new training program that can also expand into scheduling and timesheets. Chief Brown stated that most similar programs from other vendors were much more expensive, with some as high as \$12,000 for similar capabilities. Mayor Feather expressed support for the program.

**ACTION:** Alderman Linker made a motion to accept the contract as presented. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

### **Civic Park Vandalism:**

Mr. Conrad mentioned that there was some vandalism at the park over the weekend. There has been some discussion about how to improve security at the park during the night. Mr. Hord, Maintenance Supervisor, shared that they held the Easter Egg Hunt on Saturday. He went early before the event to ensure that the park restrooms were in good shape for the event. Upon his arrival, he saw that the park had been vandalized. Trash cans had been overturned and trash strewn about the park and several bricks had been removed from the shelter and broken to the point that they could not be repaired. Mr. Hord did his best to get the area in presentable condition for the Egg Hunt.

Mr. Hord asked that the community assist with keeping watch over the parks and notify law enforcement if there is suspicious activity at the park. There are plans to add lighting and

potentially upgrading the camera system. Alderman Cress noted this was not the first time this has happened, also expressing that additional lighting should help with this.

Mr. Hord also noted that the Town is participating in the Litter Sweep program again for 2018, stating that litter is a big problem. The Maintenance Department tries to pick things up as much as possible as they complete other tasks around Town. Two weeks ago, they spent five hours gathering thirty-nine bags of litter along Highway 52 and Main Street. Mr. Hord requested that any assistance from citizens with this would be greatly appreciated. Alderman Cress inquired about the dumpster schedule of two days rather than three as in previous years. Mr. Hord replied that they had very little brought to the dumpsters on Thursday last year. Alderman Linker also inquired about use of the street sweeper. Mr. Hord replied that they are currently training on use of the street sweeper in low traffic areas. Within 30 days they hope to have a schedule in place.

### **South Main Street Lot:**

Mr. Ken Miller provided an update on the removal of the Depot building on South Main Street. He explained that medical conditions limited his ability to complete this project. Alderman Linker asked how long it will take to get the lot clear. He stated that he could do it in one week if he takes everything offsite to be disassembled. It would take two weeks if disassembled on site. Alderman Cress asked about a truck body onsite. Mr. Miller said that would be gone when he was finished. Mayor Feather asked for a commitment to finish the project within two weeks, which would be April 16. Mr. Miller agreed to complete this work by April 16, 2018.

### **Old Business**

#### **a. Consider Approval of Incentives for Project Wheel**

Mayor Feather recommended that this issue be tabled until the May 7, 2018 meeting.

**ACTION:** Alderman Linker made a motion to table approval of incentives for Project Wheel until May 7, 2018. Alderman Cress seconded the motion. The motion passed with all in favor.

#### **b. Survey of Town property and access to Chamandy Drive**

Mr. Conrad stated that a surveyor has been secured to complete the survey of the property at the limit that was approved by the Board of Aldermen. The Town will then have the survey and the proposed extension of Chamandy Drive to the property. There has been no response from Rowan County regarding the access to this property at this point. Once the survey is complete, there can be a more formal request submitted to the county. Alderman Linker asked for clarification of the issue. The issue was clarified that it is only an access to the property owned by the Town from Chamandy Drive, which is a Granite Quarry street.

### **New Business & Action Items**

- a. **Action Needed: Budget Amendment Request #1A** - To correct Budget Amendment #1. In Budget Amendment #1, funds were transferred from 01-

3991-89 Miscellaneous Revenue. Therefore, funds should be transferred from 01-3413-89 Miscellaneous Revenue to 01-3991-99 Fund Balance Appropriated.

**ACTION:** Alderman Linker made a motion to correct Budget Amendment #1 and transfer funds from 01-3413-89 Miscellaneous Revenue to 01-3991-99 Fund Balance Appropriated. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

- b. **Action Needed: Budget Amendment Request #2A** – To correct Budget Request #2. In Budget Amendment #2, funds were transferred from 01-3833-89 Donations/Contributions, however, funds of \$20,000 had been deposited into 01-3431-89 Police Miscellaneous Revenue to 01-3833-89 Donations/Contribution

**ACTION:** Alderman Linker made a motion to correct Budget Request #2 and transfer funds from 01-3431-89 Police Miscellaneous Revenue to 01-3833-89 Donations/Contributions. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

- c. **Action Needed: Budget Amendment Request #14** – To transfer funds from Fund Balance (01-2929-01) to Administration Professional Services (01-4120-18) for the survey of Town owned property in the Granite Industrial Park

**ACTION:** Alderman Linker made a motion to transfer \$3000 from Fund Balance 01-2929-01 to Administration Professional Services 01-4120-18 for the survey of Town owned property in the Granite Industrial Park. Alderman Cress seconded the motion. The motion passed with all in favor.

- d. **Action Needed:** Approve the sale of the EZGO Gold Cart as Surplus

This golf cart was originally in the Fire Department. It was later transferred to the Maintenance Department. The golf cart is not used much, and currently would require \$600 for new batteries. The Maintenance Department did not believe it was practical to continue maintaining this piece of equipment.

Alderman Cress asked Mr. Hord how he planned to spray curbs and sidewalks, suggesting the golf cart for that purpose. Mr. Hord stated that he did that last year. Alderman Cress then stated that he would not vote for disposing of the golf cart. Alderman Linker asked if it was due to space that they wanted to dispose of the golf cart. Mr. Hord stated that it was not space related, he was planning to use a small trailer with a 30-gallon sprayer and pull it with the tractor, which would provide better caution lighting. Mr. Hord expressed that the golf cart was just not needed.

**ACTION:** Alderman Cress made a motion to retain the golf cart for at least six months. Alderman Linker seconded the motion. The motion passed by a 2 to 1 vote with Mayor Pro Tem LaFevers in opposition.

Mayor Feather commented that he appreciated the Board's decision, however there also was a Maintenance Department Supervisor and also a Town Manager. The Mayor cautioned the Board that when decisions are made, there should be consideration of the approach when going against the management decisions of the Town staff.

e. Request modification of Conditional Use Permit for Leaf and Limb Storage

Mayor Feather explained that this is pertaining to a temporary location that the ZBA provided use of until July 2018. Five other parcels of land have been considered during this time. Mr. Conrad stated that the request is to extend the permit for the current site for an additional year as they continue to explore further options.

**ACTION:** Alderman Linker made a motion to provide a one-year extension of the Conditional Use Permit allowing storage of leaves and limbs at the current site. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

f. Direction for UDO Revisions regarding Internet Gaming

There is a table that shows a charge for internet gaming machines. Mayor Feather stated a need for established location(s) for this type of business. The recommendation from the Planner was to allow internet gaming in the Highway Business and Central Business districts. Mr. Conrad mentioned that other restrictions can be added, such as distance from schools or parks. By consensus the Board directed staff to move forward with identifying the area to allow internet gaming.

g. Safer Grant Application

Fire Chief Dale Brown reviewed the Safer Grant, explaining that they are a consulting firm that writes grant applications. They have also completed a grant application for air packs. The Safer Grant is more detailed and requires a \$1,500 fee to be paid. There also is a Federal requirement for a Resolution to be passed stating that the applicant will pick up full funding for staffing when the grant funding term has ended after four years. If this grant is applied for and not awarded, the information collected can be used to apply again in the future with no additional fees.



This grant, if awarded, involves funding for additional full-time staff. It cannot be utilized to fund part-time staff. The results of the application would be received in early 2019. Chief Brown's goal, if the grant is awarded, is to add three full-time staff members.

Mayor Feather stated that his opinion was that as a Town, there should be a commitment to add this staffing level regardless of whether the grant is awarded if the Board feels strongly enough to apply for it. Mayor Feather also mentioned concern that there were no junior fire fighters, and volunteer activity is waning, as the Board considers staffing that could result in a 7.5 cent tax increase.

Chief Brown responded that as a department they have never stopped seeking volunteers or junior fire fighters, but there has been a shift in society that there are fewer young people interested in the junior programs. There also are currently five departments recruiting junior fire fighters from one high school.

Alderman Linker referred to staffing charts from other municipalities and stated that it may not be possible to recruit enough active volunteers to fill the staffing needs. Mayor Feather mentioned that in the area two Fire Departments have 6 full-time staff members as requested, and the remainder have 3 or fewer full-time staff members. Mayor Feather also stated that if we are going to be committed to this staffing level, then there needs to also be a commitment to raise taxes 7.5 cents. Alderman Linker replied that it might be possible to get some of the funding from elsewhere in the budget. Chief Brown mentioned that he thought this could require a tax increase, but not as much as 7.5 cents because of upcoming changes to money currently funding a truck from the budget.

Alderman Linker asked if we could meet the Town's needs by adding part-time staff. Chief Brown replied that he may be able to if the funding is there, and he is able to add to the part-time pool. Mayor Feather stated he had no problem with applying for the grant, but he felt there needs to be a stated goal and budget plan to move forward. Graham Corriher, Town Attorney, stated that his take was a binding agreement would not stand for the next elected Board to maintain certain staffing levels after the grant funding has ended. Mayor Pro Tem LaFevers stated that the part-time budget could be reduced to cover a portion of the increased full-time budget

Mr. Conrad stated that this is a big decision and would be stepping up the level of service provided in the Town. He mentioned that Landis and China Grove do have the level of service being considered. He spoke with a few of the other towns about this issue and there are a variety of approaches used to provide services. Some departments will send out a fire truck with two staff members,

where we require three. Alderman Linker asked if a grant could be submitted for one or two additional full-time fire fighters. Chief Brown stated that they could, however there was a better chance of getting the grant in groups of three because that is how layers were structured per NFPA staffing standards.

**ACTION:** Alderman Cress made a motion to apply for the Safer Grant. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

### **Mayor's Notes**

- Mayor Feather reviewed the upcoming schedule of events.

Alderman Linker wished to have updates on the following issues:

- Depot Property – Alderman Linker recommended immediately putting that property to use or listing it for sale as soon as it is cleared. The back section could be used as a buffer to residential lots and the road front section could be sold.
- Town Charter – Alderman Linker asked about progress with review of the Town Charter. Mr. Conrad stated that a few areas to modify have been identified and we should be expecting some minor changes.
- Village at Granite – Mayor Feather shared that trees have been cleared from the front section and grading is complete for the road on the left side. There have been staff discussions about street inspections because these will be maintained by the Town. There are also ongoing conversations between the Planner, Engineer, and the Property Developer.
- SECU update – Next week the Manager and Mayor are visiting the new SECU branch in Statesville to see first hand what the branch office should look like.
- Highway 52 Bypass – There is not an exact construction date. Mr. Conrad expects that the planning process should start in the next year, after which there should be more information available from NCDOT that can be shared with residents. Additionally, the request went to the County for realignment of the Carolina Thread Trail, which if approved would provide funds to evaluate the connection from the 52 Bypass to Downtown Granite Quarry
- Code Enforcement – Alderman Linker wished for an update on creating the inventory of code violation issues. Mr. Conrad mentioned that maybe that could be an intern project.

### **Adjournment:**

Alderman Linker made a motion to adjourn the meeting at 9:24 PM. Alderman Cress seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*

Deputy Clerk



**TOWN OF GRANITE QUARRY  
BOARD RETREAT MINUTES  
Friday, February 16, 2018  
Day 1**

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

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Steve Blount – Planner, Ms. Shelly Shockley – Finance Analyst / Event Coordinator, Mr. Dale Brown – Fire Chief, Mr. Mark Cook – Police Chief, Mr. Jason Hord – Maintenance Supervisor

**Guests:** Mr. Mark Wineka, Mr. Mike Brinkley, Mr. Jim Behmer, Mr. Wes Webb

**Call to Order:** Mayor Feather called the meeting to order at 9:00 a.m.

**Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.

**Approval of the Agenda:**

Mayor Pro Tem LaFevers made a motion to approve the agenda as presented. Alderman Cress seconded the motion. The motion passed with all in favor.

**Opening Statement:**

Mayor Feather stated that the purpose of the Retreat was not to review and set specific numbers, but primarily to review projects and determine directions to focus on for the upcoming fiscal year so the Town Manager can plan for the budget. Once a budget is brought before the Board, decisions can be made for the year.

**Departmental Reports:**

Police Department

Requests from the Police Department included:

- 1 vehicle replacement – approximate lifespan of 7 to 8 years. The estimated cost is \$28,000 plus \$9,000 for emergency equipment and decals.

- Replacement Radar Units – Two more are needed to fit all vehicles with State approved radar units. Cost is approximately \$2,100 each. There could possibly be grant money available to cover one of them.
- Covert Radar Unit – This records traffic data and can create reports on average speed or traffic volume by time of day. This would be mounted on a sign or light pole. Approximate cost of this unit is \$3,200.
- Handgun Replacement – There are 9 currently issued handguns that are 15 to 20 years old in need of replacement cost of \$410 each for replacements. If replaced there could be a gain of \$200 each with buyback by officers. If current handguns were refurbished there would be a cost of \$100 each.
- Optic Rifle Sights – These attach to rifles and could increase speed of target acquisition and accuracy of rifles.
- Secura Max – This is the full version of the software for the PD body cameras. This would enable much easier video files to work with. The current software transfers everything on the camera as one file. The upgrade would allow the videos to be separated by date or time and can easily be shared with the District Attorney’s office. The associated cost would be \$5,500 for the full process being contained in house. If used by cloud-based version, the initial cost is cheaper, but the long-term is more expensive because of an annual fee up to \$3,000 per year.

There was some discussion about the difference between the covert radar unit and the portable trailer units that check speed. There is much more functionality involved with the covert radar unit that was requested at a lower cost than the base model of the radar trailers that do not collect data at all.

### Maintenance Department

Requests from the Maintenance Department included:

- Skid lift attachment for the Bobcat at a cost of \$16,995. Currently the Town pays \$400 to \$600 per day to rent a scissor lift when needed. This could be used to hang holiday or seasonal banners, painting, pruning trees, accessing rooftops, and changing shop lights. Current cost has been \$2,600 to hang Christmas lights and seasonal banners, \$700 to Ram Electric to access poles, and light bulb changes at the park at \$1,500 year to date. Mayor Feather requested a complete cost to benefit analysis. Alderman Linker asked about the street sweeper. Mr. Hord replied that the street sweeper will be functional as soon as the mounting bracket is available. Alderman Cress inquired about the tennis court lights. Those appear to be too high for the requested scissor lift.
- 2008 Old Dominion Brush leaf vacuum with approximately 1300 hours of use and 30-yard capacity. This would replace the leaf vacuum that developed mechanical problems. This machine is currently owned by Waste Management and has an asking price of \$20,000, which may be negotiable. A similar machine would cost approximately \$60,000 new.
- Personnel Request – One additional full-time employee is being requested for the upcoming fiscal year. The Town is growing, and the maintenance tasks of maintenance have increased and will continue to do so. This additional full-time

position would eliminate the need for a seasonal part-time employee. The addition would allow for more attention to detail and benefit the parks. This staffing change would result in a net salary increase of \$15,500 to the department.

### Fire Department

Requests from the Fire Department included the following:

- Chief Brown would like to add enough hours to part time to make an additional full-time person. Current staffing levels are at a point that recently a few calls went unanswered by the department. A fire truck does not leave the building unless there is a three-person crew to work a fire scene. Staffing levels also affect the ISO ratings. Ultimately, Chief Brown would like to add a full-time fire fighter. There also is a grant that if received, could potentially assist with labor cost to add staff. Chief Brown added that they would still like to take volunteers as well, however, they receive very few applications and the training process takes six months. For the first year the estimated cost of staffing level increases would cost approximately \$70,000 per year to add the hours needed to part time to have better coverage. Adding full-time coverage would cost \$30,000 more but could potentially be subsidized with grant money. Part-time increases to staffing are not eligible for grant funding.

Alderman Linker asked if it would be better to go the full-time route. Chief Brown confirmed that he would get much more consistent coverage from adding a full-time staff member. Alderman Linker mentioned concern about the difficulty getting a truck out the door due to waiting for volunteers to arrive. Mayor Feather stated that previous conversation with Chief Brown led to the need to move toward additional full-time staff, the question is when and how fast. Alderman Costantino commented that as a citizen he expected Police and Fire protection and did not want to state to other citizens that we could not afford to offer that protection adding “we’ve got to figure this out”.

Alderman Cress mentioned that the most difficult time for staffing had historically been afternoons when fewer part time or volunteer staff are available. Chief Brown agreed, stating that staffing had become an issue with all fire departments in the area, including Granite Quarry. In further discussion, the Board considered the possibility of municipality partnership on an additional Fire Station, perhaps in a similar arrangement to the Joint Granite Quarry / Faith Police Authority.

### Parks

Parks and Recreation requested the following:

- Year to date they have spent \$589 on rental of screen, projector, and speakers for movies for the Movie in the Park event last September. The rental would have been \$440, however the event was rescheduled due to rain, resulting in additional cost of \$149. Another movie is scheduled for May 18, 2018 at the same cost of \$440 if not rescheduled. The request is to purchase a movie screen, projector, and speakers for \$1,000. This would pay for itself in less than one year and would allow more freedom for event scheduling. In discussion the Board asked what the licensing fee was for showing a movie.

- A Veteran’s Memorial was requested to honor military service. This would be placed at the front of the Legion Building. The monument would include the existing flag pole. The Board discussed the idea, also inquiring if the monument would be more visible at the Granite Lake Park on Salisbury Avenue. There also was mention of bricks being printed to honor family members at the monument.

Administration Department

Requests from Administration included:

- Replacement of computers on a schedule of one per year at a cost of \$749.
- \$15,000 was requested for design services to prepare a property for market.

Planning related requests:

- \$10,000 was requested for property clean-up funds.
- \$25,000 was requested for an update to the Comprehensive Plan. Mayor Feather stated support for the Comprehensive Plan. This has not been updated since 2000 and many things have changed in the area. Alderman Linker also expressed support.

Revitalization related requests:

- The previous budget included \$30,000 for revitalization projects. Marketing and branding the Town is the next project the Revitalization Team would like to focus on. Mayor Feather mentioned that the last two years have included these funds, however the Revitalization Team has not spent all the funds allocated. Alderman Costantino stated that the intersection of Bank St and Salisbury Avenue should be a focal point.

**Guest Presentations:**

Transparency, Board Packets, Closed Session

Tanya Word – Town Clerk made a presentation reviewing the commitment to transparency and asking specifically what the Board was looking for. Alderman Linker shared that he thought everything other than personnel issues should be discussed in a public forum. Ms. Word shared that an Agenda Management System would allow publishing of the agendas and minutes online with all attachments. The system could also assist with board and commission applications, streamlining processes for committees. The Board discussed better utilizing the Town website to share information. Alderman Cress added that from their recent training it was stated that spending the least amount of time possible in closed session was recommended.

Alderman Cress mentioned that the Town previously had done a quarterly newsletter. Ms. Word stated that she had done that in a previous job in addition to information shared on the website. In further discussion about the potential for agenda related items, it was mentioned that maybe when meeting agendas are sent out by email, maybe the previous minutes could be shared electronically in some other manner. There also was mention of sharing a condensed “cliff notes” version of the minutes. Alderman Linker requested having the percentage of budget used year to date included on Finance Reports. Mayor Feather stated that it is included on the summary page.

## Town Hall Renovations: History and Process

Phil Conrad – Town Manager presented an overview of Town Hall renovation plans. Initial start of talks about renovation to Town Hall began with the revitalization plan in 2015. In 2016 there were meetings with an architect to review potential for a full renovation of the building and plans were received that year. Mr. Conrad showed slides of the proposed renovation. There also have been discussions with the USDA regarding how to finance building renovation so it is affordable.

Next steps were cost estimates generated by the architect in April of 2017. There were additional meetings with the architect to discuss recommended floor plan changes. In a meeting with the USDA on October 3, 2017 it was stated that adding an elevator was a prerequisite for their financing. The final estimate of just under \$3.5 million, which included an elevator, was received on October 5, 2017. Mr. Conrad then reviewed the plans with the Board, which would add additional space for the Police and Fire departments and be more aesthetically pleasing to fit with the Downtown Master plan.

Currently what is needed is a determination as to whether this project is feasible. If moving forward, next it would be necessary to determine if the USDA is the best route for financing the project.

The Board discussed the renovation plan, with some consideration as to whether this building would be able to answer all the needs of the Town. There also were questions about the cost that had escalated from the initial plan. Mayor Feather stated that whatever is decided on should be designed in a manner that would meet the needs of the Town for the next 50 years. There were also questions regarding the HVAC system and the time frame that it would take to complete the project, as well as where to relocate staff during renovations.

## Stormwater Regulations: Downtown Case Study

Mr. Wes Webb presented the following:

### Stormwater Permitting History

- The Federal Water Pollution Control Act of 1948 was the first major U.S. law to address water pollution.
- After major updates in 1972, the law became commonly known as the Clean Water Act (CWA).
- The 1987 Water Quality Act (WQA) added permit requirements for several categories of stormwater discharges. Charlotte, Durham, Fayetteville/Cumberland County, Greensboro, Raleigh, and Winston Salem were designated as Phase I Municipalities, based on their size and population.
- NCDOT was also required to obtain a Phase I permit for stormwater discharges from public roads and facilities.
- In 1999, the EPA adopted Phase II rules to expanded stormwater permit requirements to include operators of small MS4s located in “urbanized areas.

In 2007, Session Law 2006-246 expanded stormwater post-construction control requirements into designated Phase II areas, beyond those cities with NPDES Phase II MS4 permits. NC DEQ uses Census results, GIS data, and 303d reports to evaluate who is required to obtain a Phase II stormwater permit:

- Population Density
- Stormwater discharges that have the potential to adversely impact water quality, or
- Listed by name as a source of pollutants for urban stormwater in a total maximum daily load (TMDL) implementation plan.
- The list is updated approximately every 3 years.

Estimated Costs per Acre of Drainage (80% impervious)

Dry Extended Detention Pond \$15,553 1

Wet Pond \$19,683 1,4

Bioretention \$24,091 1

Sand Filter \$18,182 1

Underground Detention \$30,000 to \$75,000 2

Proprietary Treatment \$40,000 2

Pervious Pavement \$10,000 to \$130,000 3

Notes:

1. Based on formulas developed by EPA and adjusted for inflation
2. Based on recent project estimates
3. Based on the State of Maryland estimates in 2011, without an adjustment for inflation
4. BMP Design includes detention and treatment

Current triggers for a NC DEQ Stormwater Permit:

- Projects that disturb more than one acre of land, or
- Development that cumulatively disturbs one acre or more of land, including development that disturbs less than one acre of land that is part of a larger common plan of development or sale

Two Options For Stormwater Treatment

Low Density: Development creates less than 24% of new impervious coverage within the project. Stormwater is designed to sheet flow through buffers or flow into grass swales. The design minimizes culvert flow and does not typically have structural BMPs. Detention may still be required.

High Density: Development that creates 24% or more impervious coverage within the project. Structural BMPs are required to treat and detain stormwater.

High Rock Lake Impairment –TMDL study results

The entire lake is currently impaired for chlorophyll-a and parts of the lake are impaired for pH. A number of streams draining into the Yadkin are impaired by turbidity or a high fecal coliforms level.

Proposed Solution:

Adoption of nutrient criteria for High Rock Lake per NC Administrative Procedure Act (APA), schedule to occur in July 2018.



### Potential Rule Changes

- Communities may be required to reduce the existing pollutant load.
- Communities may be required to obtain a Phase II stormwater permit which includes permitting new construction, mapping of storm drainage systems, record keeping and inspections for existing public facilities, developing public education programs, and BMP monitoring.
- New development restrictions can include a reduction in the allowable impervious area, BMPs for nutrient treatment, optional purchase of nutrient credits, and stream buffers.
- Communities may be required to monitoring existing stream conditions and conduct stream testing.

Questions for the Board: What type of stormwater control do we want to require in the downtown area?

### Comp Plan Strategy

Steve Blount – Town Planner presented information about creating a Comprehensive Plan. The Comprehensive plan is an effort to quantify what the community wants to be and determine how to accomplish it. The first step is to determine who you are and where you are going, identifying strengths, weaknesses, opportunities, and threats. Public support can be generated by involving the public. After gathering information, you create a community vision and list goals and objectives to create that vision. Once this is compiled, someone writes the plan and it can be shared for public input at meetings and on the Town website. Once public input is received, modifications to the plan can be made before the Board adopts the plan.

Determining who the Town is includes gathering demographic information. You should not state unfounded claims in the plan, but should include statistical statements and comparisons, growth information, and trend comparisons with other municipalities. Identifying direction should involve the public.

Creating community vision is a short statement that tells what kind of community you wish to have. A vision would state whether you are seeking to grow dramatically as a Town, or you wish to maintain at the current size. It also would state whether you prefer more high-density housing or a mix of housing in the community. The entire vision should be carefully stated in a few sentences that clearly states a goal.

Next the vision statement drives goals and objectives. The Downtown Master Plan would be one of goal that has already been completed. Further policies should be tailored to accomplish stated goals as stated in a comprehensive plan that is designed to last for 20 years. Once a plan is adopted that is meant to provide direction for decision-making processes, especially regarding land use.

Lastly, there should be a review and modification schedule. This should probably be reviewed annually and any time the elected body changes. It also should be considered carefully, as many times when zoning cases go to court, the verdict is based on whether decisions were made in a manner consistent with the comprehensive plan.

Mr. Conrad then added that the public participating in the process is important. If there is a public component to creating a comprehensive plan, decisions are then based on something everyone had an opportunity to contribute to equally.

### Water and Sewer Plan

Jim Behmer, Utilities Director with Salisbury Rowan Utilities, presented information about ongoing projects. The biggest current projects involve replacing older galvanized water lines and the lines in the Dukeville / Longs Ferry Road area. There also will be some changes to the ISO ratings related to hydrants occurring soon. SRU would be happy to assist if the Fire Department would like to work on analysis of the distances for water that may affect the ISO rating.

There was some discussion about the potential need to upsize lines on Faith Road and into the new subdivision. There also was discussion about how to get sewer lines out of the property at the industrial park at Chamandy Drive.

### Code Enforcement Inventory

Phil Conrad led discussion about code violations and seeking direction from the Board on enforcement. Town code enforcement has been done primarily on a complaint driven basis. Contracted services have been used for more complex code enforcement issues. Violations include tall grass, trash or debris in yards, inoperable vehicles, minimum housing standards, screening of outdoor storage, and sign violations. Mr. Conrad also presented some pictures of various violations.

The ETJ has not typically had any enforcement. Legally the ETJ is the Town's responsibility to enforce. Mayor Feather suggested that there are two choices, either do the code enforcement in the ETJ or give up the area.

In discussion it was stated that "selective enforcement" is a poor approach, however, "progressive enforcement" might be an option. The first step would be to create an inventory of all code violations. Once there is a list of violations, they could be prioritized for enforcement. Completing this inventory would probably take several months as a part-time position.

### Downtown Development: Case Studies – Town Square – Town Planner

Steve Blount presented some information about potential for development in the downtown area. The Downtown Master Plan, adopted January 2016, stated that one of the main objectives was to improve the physical environment of the Town's core to assist with economic development. There was a streetscape plan that included crosswalks and planters at 52 and Bank Street. NCDOT is scheduled to replace traffic lights at that intersection, which could provide an opportunity to follow the improvement plan by adding funds to upgrade signal poles to something more aesthetically pleasing. There were three options presented. The double mast arms recently completed in Mocksville were a cost of \$75,000.

**Review of Town Procedures:**

1. Fees and Charges – The Board reviewed the Schedule of Fees and Charges. Specific charges that were focal points were park shelter rentals and the fees related to Planning processes. There were no necessary changes to fees and charges at this time, however this can be revisited before the start of the next fiscal year.
2. Salary Schedule – The Board reviewed the Salary Schedule. Additions to this chart since the previous schedule are showing the current number of employees in each job category and a year average for those positions based on expected hours to be worked. There was also discussion about job descriptions. Mayor Feather stated that the Town Manager should review job descriptions, then bring them to a committee of Aldermen to review.

**Recess:**

Alderman Costantino made a motion at 3:00 PM to recess the meeting until Saturday, February 17, 2017. Alderman Linker seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*

Deputy Clerk



**TOWN OF GRANITE QUARRY  
BOARD RETREAT MINUTES  
Saturday, February 17, 2018  
Day 2**

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

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Steve Blount - Planner

**Guests:** Mr. Mark Wineka, Mr. Doug Shelton, Ms. Alice LaFevers

**ACTION:** Alderman Linker made a motion to come out of recess at 9:00 AM. Alderman Costantino seconded the motion. The motion passed with all in favor.

**Highlights of Projects for 2018-19**

Phil Conrad reviewed a list of projects as follows:

- A. The first project listed is continuing to explore ways the Town can be more proactive in making Downtown properties more marketable.
- B. The vacant space in shopping center on Highway 52 is at a crossroads. The owner may be looking for a different broker to market that property.
- C. Locating a new area for leaf and limb storage is ongoing. There is a Rezoning Hearing scheduled for March.
- D. The Town Staff is actively engaged in discussion with the EDC and Rowan County on the Cold Storage facility that is anticipated to bring 30 new jobs.
- E. The realignment of the Thread Trail was discussed in the fall of 2017. The goal is to access incidental funds from the NC 52 Bypass project to build a portion of the Thread Trail going by the Old Stone House and connecting to Downtown Granite Quarry.
- F. The Faith Road corridor has become a critical growth area with the construction of the Village at Granite subdivision and looking at any recreational opportunities there. The Town owns a property there now. There is a property owner that has approached the Town discussing potential for more property in that area.
- G. There was recent discussion with Salisbury Rowan Utilities regarding water and sewer service to the industrial park. The first spec building is under construction now. The Town has paid for the water and sewer tap fees. There are additional parcels in the park and the

Manager and Mayor have held discussions with the Town of Faith about providing additional sewer service access to those parcels. There also is the potential “Project Wheel” property that has been presented to the Rowan County Commissioners as a potential tenant.

- H. Sidewalks and curbs in the Downtown area are to receive funding from NCDOT.
- I. Improvements to Veronica Lane are an upcoming safety project. The street is currently state-owned. There is a resident that has issues with emergency access. Funds have been obtained to improve Veronica Lane. After improvements are complete, the Town would take responsibility for maintaining the road going forward.

The Board then discussed what type of things could be done in the downtown area, with some focus on avoiding openly visible retention ponds. One idea discussed was a requirement to put the retention pond at the rear of a property, making it less visible from the street. There also was concern expressed that some alternatives may be cost prohibitive or discourage potential buyers. Mayor Feather expressed that maybe a partnership with buyers in some way might absorb some of the cost.

Mr. Blount stated that anything decided on would have a delay of one to three months before an ordinance could be enacted to provide specific direction on stormwater requirements. The Downtown Development Guidelines are in process, which could be reviewed by the Planning Board quickly, then brought to the Board of Aldermen for approval. Those guidelines would push the building to the front of the lot, so that would take care of where the building was to be located. It would not necessarily state what type of stormwater retention was required, as that has not been addressed in those guidelines at the time. This could be added to the Downtown Development Guidelines.

There was further discussion about the possibility of the Town developing a parking area that would also have the stormwater retention built underneath. The consensus was to gather more information over upcoming months to plan for water retention and downtown parking.

The Board discussed potential for grocery in the existing shopping center. There have been conversations with an IGA owner about the potential location. The shopping center owner also has offered the use of that parking lot for potential events. Alderman Linker brought up the potential future need for a stoplight and a turn lane at the intersection of Dunns Mountain Church Road and Salisbury Avenue. Mayor Feather added that seeking discretionary funds to add a turn lane to this intersection should be added to long-range projects.

Mayor Feather recommended clearing the property that is currently used for leaf and limb storage and selling it. There is a building currently on the property that needs to be removed. There was no opposition from the Board.

The Town is working with Cold Storage to bring their facility to the industrial park. There is a commitment letter from a financial institution and a meeting scheduled for next week with Rowan County to move forward on that project.

Alderman Linker inquired if there was a spreadsheet of total investments in the industrial park properties and expected terms to see return on those investments. Mayor Feather stated that the

spreadsheet was done by Rowan EDC and needs to be distributed again. There was approximately \$30,000 budgeted that may not be spent this fiscal year unless a second building is started on. The water taps are already paid for on the second building, however sewer connections will have to be negotiated.

Alderman Cress requested a detailed timeline spreadsheet for every project ongoing for the Town. Mayor ProTem LaFevers stated that this level of detail would become a journal, stating that agreements, activities, and understandings was one thing, but to record every conversation that occurs was a journal that may require more staffing to maintain.

### **PERCS update:**

Alice LaFevers presented an update on the PERCS committee. Three recent additions to the committee are Kim Cress, Audrey Smith, and Vonda Jenkins-Kimrey. Mrs. LaFevers reviewed the following events:

- February 16 was the first ever “Parents Night Out” event
- March 25 is the Easter Egg Hunt from 3 PM until 5PM, with a potential rain date of March 31
- “A Day in the Park” will be held May 5 from 8AM to 1PM. The event will include sale of plants, crafts, and baked goods. Local high schools will be there selling plants. There also will be a bluegrass band performing.
- Movies in the Park will be on May 18 with a rain date of May 19
- Kids “Fish for Fun” is June 23 from 10AM – 12PM
- Concert in the Park will be July 21 from 1PM – 7PM. This is a new event with hopes to have several bands and food trucks at the Civic Park.
- Adult “Fish for Fun” will be September 22
- Family Fun Fest will be in October with hay rides and food vendors at the Granite Lake Park.
- There will be a Thanksgiving food drive in November.
- Christmas trees at the Lake will begin in November, with trees going up from 23<sup>rd</sup> to the 30<sup>th</sup>.
- Santa in the Park will be on December 1, coinciding with the lighting of the Christmas trees.
- The Christmas Staff and Volunteer Banquet will be in December.

Potential additional events:

- Field Trip to Rowan Vocational and Rowan ARC
- Fishing and Lunch at Granite Lake
- Play Date in the Park with snacks and promoting the Town parks

Mayor Feather asked if the budget for the banquet was sufficient. They considered increasing it from \$1200 to \$1400. There could be some added cost for new events being added.

### **Revitalization Committee:**

Doug Shelton presented an update from the Revitalization Committee. The focus of this group is about six blocks in the Granite Quarry Downtown area. The Committee has previously provided insight on the Downtown Master Plan, selected banners for Downtown that are to work with existing brackets, assisted with choosing a Town logo, researched the potential of a Municipal Service District, and made recommendations on a Downtown Façade Grant program. Mayor Feather asked that the checklist of the Revitalization Committee functions be shared with the new Aldermen. Mayor Feather reviewed the list and commended the contributions made by the committee. Mr. Conrad added that the committee was working in support of the Town Hall rehabilitation.

Mr. Shelton explained that much of their recent focus has been on branding the Town. They are calling it Granite Quarry Rocks as a working name built on the “rock” theme like other Towns have established themes. The first objective is to do something to improve the appearance of the Town Square, with a goal of getting business owners to do improvements as well. The current idea is to put some large decorative rocks on the four corners of the intersection. A next step might be a sidewalk or crosswalk painting theme. Mr. Shelton has noted this in other communities.

Mayor Feather read a report stating the following: “In downtown Granite Quarry, this is the only signalized intersection; and since traffic will often be stopped here, it is imperative that it be treated with the utmost care, as it makes the visual impression on a traveler as to the essence of Granite Quarry.” The Mayor followed with a recommendation to use part of the upcoming budget to get a designer involved with the planning of the square.

Mayor Pro Tem LaFevers mentioned the recycling recommendation. The previous proposal for recycling for 100% of the residents was only slightly higher than the current cost for a much smaller percentage that are participating. Mayor Feather recommended reviewing this with Waste Management to see what the current cost would be to pick up recycling for all Granite Quarry residents.

### **Town – Geographic Footprint, Tax Base, and Population:**

Mr. Conrad reviewed the following information. The 2016 certified population was 3,086 showing an increase from 3,058 in 2015. Total jobs for the county is 55,591 and the total population of the county is 140,970. The tax base in 2017 was \$174 million. The Town land acreage has grown to 1,834 acres based on the GIS calculation. Mayor Feather stated that this was 1,968 acres now. Mr. Conrad stated that when he came in as Town Manager, the Board at that time was prioritizing growing the population and tax base. Based on the ongoing projects this is expected to be continuing in an upward trend.

Mayor Feather stated that at the time Mr. Conrad was hired, this was following a decrease in tax base due to property values going down after the recession of 2007 – 2008. The Board then targeted how to increase development and population because of the loss of tax revenue. When the Manager was hired he was directed to work toward growing the land area of the Town either through annexation or encouraging people to become part of the Town. The other goal he was given was to assist with growing the industrial tax base. Sales taxes are split based on population, so if the Town does not grow at least as fast as the county, the revenue will decrease. There also

has been encouragement of development of new construction. This was a goal at that time, and if the Board sees fit to continue that it would remain a goal for the community.

Alderman Linker asked about the history of the Town budget over this time. Mayor Feather replied that since 2010 the expenditures have run at almost an identical level to the revenue stream.

### **Town Government Structure – Boards, Committees, Appointments, Departments:**

Steve Blount, Town Planner presented the following information:

Granite Quarry was originally chartered as “Woodville” in 1901. There were a variety of amendments since that time. In 1957 there were guidelines added specifying the makeup of the Board including terms and elections. In 2003 it was specified the Town would operate under a Mayor / Council plan that included a Board of five Aldermen elected for 4-year terms. From the five, the Aldermen would select a Mayor and Mayor Pro Tem. That Charter also stated that the Mayor would only vote to break a tie. A 2007 amendment made a change that most small towns do at some point, changing to a council / manager style of government. In 2015 an amendment changed the Mayor to be elected by citizens to a two-year term.

NC General Statute states that the Mayor will have the power to carry out duties as conferred on him by the council, in addition to running the meetings. Under the statutes the Mayor could be given the power to vote on all items or limited to only voting when there is a tied vote depending on the wording of the Charter. As the document evolved this has never been changed to allow the Mayor to participate in all votes.

In the Code of Ordinances it states that the Board of Aldermen is the Mayor and the Aldermen, so anything later referencing the Board of Aldermen would mean all five members including the Mayor. Currently, ordinance states that the Mayor is to appoint the members of standing committees and outline their powers and duties as deemed necessary to carry out affairs of the Town. The Mayor questioned whether this meant that he was to select the members of these committees, stating he wanted it to be an authority of the Board of Aldermen. There is also a statement in 2-41 that the Planning Board will be appointed by the Board of the Town. This could be a contradiction and may need to be written more consistently.

The Board can authorize the Town staff to update an ordinance. There needs to also be instruction from the Board about how they want the Council to run. One mistake noted, is the statement that there are five Aldermen, when really there are four Aldermen and a Mayor. Mr. Blount recommended that the ordinance allow the Mayor to vote as an active Alderman, stating that the decision was up to the Board. There also needs to be a system of finding and appointing members of standing committees. The Board also needs to have standard operating procedures by which they operate. These procedures should be written, voted on, and then used as direction to run Board meetings. These procedures should also include a time limit for when the meeting agendas are complete and will not be modified. This would make it possible for staff to know when the agenda is complete, however, it would still be possible to amend the agenda at the start of a meeting.



Alderman Linker expressed gratitude to Mr. Blount for bringing this information today. Mayor Feather stated that this process and how the Board is structured is a decision to be made. Another thing to be addressed is when citizens are given the opportunity to speak at meetings and whether Board members are to respond at that time. Alderman Linker stated that he would like to have a designated process for responding to citizens that speak or ask questions at meetings. Mayor Feather stated that the Board needs to state what they want at this point, stating that he currently has no right to debate as he has no vote. Mr. Blount stated that if the Mayor becomes a full voting member of the Board, some of his day to day decision making will defer to the Town Manager. Some of these changes, if made, may require modifications to the Charter.

The Board agreed that work should be started to move toward having five members voting on decisions including the Mayor.

The Board discussed how to potentially proceed with a Comprehensive plan. Mayor Feather requested some quotes related to what is needed to complete a Comprehensive plan, with potential needs and costs if done by Town staff and get some quotes from outside sources that could complete this process.

Mayor Feather mentioned that there have been some concerns mentioned about departments and how they are structured. First discussion was the Joint Police Authority with Faith, which is a split cost based on the population of both towns. Previous to the Joint Authority, there was not 24-hour police coverage. Alderman Linker mentioned the need for a sewer agreement with Faith. Mayor Feather agreed, stating that he recently stopped by and asked to setup a meeting with them about the sewer. Mayor Pro Tem LaFevers asked for documentation of vehicle mileage along with the monthly Police Department report. There was consideration of calling an organizational meeting as an update from the Joint Police Authority.

The staffing of the Fire Department has been presented by Chief Brown with a desire to move toward a full-time staff. There is the option of the grant, which would assist as the Town grows. Alderman Costantino stated that he would like to move to full-time staff as quickly as possible. Alderman Cress added that the staffing issue was not a new problem, but he thought if the part-time staff was compensated better they could get better staffing.

The Maintenance Department requested adding a full-time person replacing the part-time staff person. Alderman Cress thought a better answer was to add more part-time staff. Both Mayor Feather and Alderman Cress would like to see Maintenance staff be able to assist in the Fire Department as they have in the past. There was also mention of the current Fire Department staff assisting with Maintenance functions. Alderman LaFevers stated that he saw Jason Hord more as a manager than what Maintenance has had in the past.

The Administration Department has shifted some as Benchmark transitioned out and the Planner was added. Mr. Conrad stated that current staff level was a close match to the budget. Alderman Cress stated that there had previously been four to five people in Administration, so this had remained about the same. Mr. Conrad stated that he felt the quality level of current staff was an improvement over what it was two years ago.

**Consensus of Board Project Priorities:**

The following shows the number of votes prioritizing project funding.

<b>Item</b>	<b>Priority:</b>	<b>High</b>	<b>Med.</b>	<b>Low</b>
Comprehensive Plan.....		5		
Revitalization (Square – Rocks).....		3		2
Computers.....		5		
PD – Weapons/Sites.....		2	1	2
PD – Body Cameras.....		4		1
PD – Radar Units.....		1		4
FD – Hoses.....		2	3	
FD – Computers – Trucks.....		5		
FD – Computers – Desktop.....				5
Projector				
Veteran’s Memorial.....		4	1	50% Town / 50% donations
Town Hall Rehabilitation.....		4	1	
Roof Repair.....				5
Stormwater Management Study.....		4	1	
Code Enforcement Inventory.....		5		
SOP Board & Staff.....		5		
Codify Ordinances.....		5		
Sidewalks / Streets.....		4		1

**Adjournment:**

Alderman Costantino made a motion at 2:30 PM to adjourn the meeting. Alderman Linker seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*  
Deputy Clerk



**TOWN OF GRANITE QUARRY  
BOARD RETREAT MINUTES  
Friday, February 17, 2017  
Day 1**

**Present:** Mayor Bill Feather, Mayor Pro Tem Mike Brinkley, Alderman Jim Costantino, Alderman Jim LaFevers, and Alderman Arin Wilhelm

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Barbie Blackwell – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jim Philyaw – Finance Officer, Mr. Dale Brown – Fire Chief, Todd Taylor – Police Detective, Travis Barnhardt – Deputy Fire Chief

**Guests:** Mr. Mark Wineka, Mr. Bill Burgin, Mr. Larry Vinson were present, and Mr. Ben Sendel presented via Skype.

**Call to Order:** Mayor Feather called the meeting to order at 9:00 a.m.

**Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.

**Guest Presentations:**

Town Hall Renovation

Mr. Bill Burgin presented a plan for the Town Hall renovation. This plan includes a sprinkler system for the entire building. Alderman Wilhelm asked how the renovation would affect the Police Department. Chief Mark Cook replied that the plan would allot more evidence storage and a second secure space for valuables and drug storage inside the evidence room.

Mayor Feather stated that there may be a need for improvements to parking areas after the changes to the building were made. Alderman Wilhelm asked if anything could be done to improve the appearance of the Fire Department entrance and Alderman Costantino agreed that would be a good idea to consider.

CBD / Visionary Fund FY 16-17 Update

Mayor Feather provided an update on the Central Business District, including mention of the vacant property at Church Street. This property may be purchased by a business rather than being a Town project. Alderman Costantino questioned how much should be spent on sidewalks and curbs in front of that property if a business may purchase it and have different needs. Mayor

Feather asked the Town Manager to follow up with the potential business owner to request that they follow the revitalization plan.

### Grocery Co-Op

Mayor Feather mentioned visiting a few co-op grocery stores in Durham and Burlington as he introduced Ben Sendel of CDS Consulting. Mr. Sendel presented his previous experience of working with a Board that planned a co-op in the downtown area of Harrisonburg, Virginia. The food co-op has grown to become the largest employer in the Harrisonburg downtown area. Combining solid growth with support for local farmers has been a positive direction for Harrisonburg.

The steps of setting up a co-op are:

- Incorporate
- Generate Membership Structure (selling shares or membership)
- Financing – Potential for USDA Assistance
- Hiring of a General Manager & Preparation to open

The Board of Aldermen discussed how to become a catalyst that would encourage development without taking over ownership of the project. Alderman Wilhelm suggested a possible special temporary committee to assist with getting started. Mr. Sendel suggested reaching out to church groups and clubs like Rotary. Larry Vinson mentioned that during the process of working to get SECU into Granite Quarry, he checked on records of a Winn Dixie grocery that was previously in the Town noting that they did have strong sales. Mr. Vinson also stated that commercial growth may be necessary to create a tax base that supports residential growth.

The Board discussed the potential for an ABC store as a revenue opportunity for the Town. Mr. Vinson stated that the ABC store or an auto parts store would both be good possibilities.

### Fleet Maintenance and Town Paving

The Board discussed vendors currently utilized for vehicle maintenance. There were cost estimates reviewed from three different local vendors. The Board was satisfied with the information presented and recommended tracking costs to ensure that labor rates remained as quoted.

Currently, Powell Bill Funds available for paving are approximately \$200,000. The available amount was confirmed by Jim Philyaw, Finance Officer. The Powell Bill Fund maps were originally surveyed by an outside person.

### **Departmental Reports:**

#### Fire Department

Requests from the Fire Department included the following:

- Replacement of supply hose on E-572. This hose is aging and has no locking coupling.

- Allocate \$10,000 toward future truck replacement
- \$50,000 for SCBA replacement. This also may be supplemented by seeking money from a grant.

### Police Department

Requests from the Police Department included:

- Replacement of one patrol vehicle – Chief Cook noted that vehicle maintenance costs are improving as vehicles are replaced.
- New Radar Units
- Protective Equipment additions of helmets, shields, and one ballistic shield.
- Replacement of Four Mobile Computers.

### Administration Department

Requests from Administration included:

- File Cabinets – Board direction was to get a filing system for the vault rather than purchasing additional file cabinets.
- One replacement computer.
- Updated Office Software.

### Maintenance Department

Requests from the Maintenance Department included:

- Replacement of one truck: The Board stated that they did not wish to replace the truck at this time.
- Leaf Vacuum Replacement – Approximate cost of \$25,000.
- Street signs are in need of a required update.

### Special Projects

- Leaf and Limb Disposal - \$20,000
- Property Speculation - \$15,000
- Property Clean-up - \$2500
- Façade, Landscape, and Sidewalk Revitalization - \$20,000
- Holiday Banners - \$5,347

### **Closed Session:**

**A motion is needed as follows: To go into closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues.**

**ACTION:** Mayor Pro Tem Brinkley made a motion to go into closed session at 2:38 pm pursuant to N.C. General Statute Section 143-318.11.A.5.6 for personnel and property issues. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**A motion is needed as follows: To come out of closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues. The Board takes the following action (if any).**

**ACTION:** Mayor Pro Tem Brinkley made a motion to come out of closed session at 3:56 pm pursuant to N.C. General Statute Section 143-318.11.A.5.6 and the Board took no action. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**Review of Town Procedures:**

1. Fees and Charges – The Board reviewed the Schedule of Fees and Charges.
2. Salary Schedule – The Board reviewed the Salary Schedule
3. Goals and Priorities – The following goals were added:
  - a. Sidewalk Improvement
  - b. Parking Lot for Downtown Parking
  - c. Athletic Field Development – Graded and Seeded
  - d. Decorative Crosswalks – This would include a pedestrian crosswalk at Bank Street.
  - e. Grass Re-seeding in Parks
  - f. Splash Park

**Recess:**

Alderman LaFevers made a motion at 5:00 PM to recess the meeting until Saturday, February 17, 2017. Alderman Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*

Deputy Clerk



**TOWN OF GRANITE QUARRY  
BOARD RETREAT MINUTES  
Saturday, February 18, 2017  
Day 2**

**Present:** Mayor Bill Feather, Mayor Pro Tem Mike Brinkley, Alderman Jim Costantino, Alderman Jim LaFevers, and Alderman Arin Wilhelm

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Barbie Blackwell – Town Clerk/HR Officer, Ms. Kassie Watts

**Call to Order:** Mayor Feather called the meeting to order at 9:02 a.m.

**Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.

**ACTION:** Alderman Wilhelm made a motion to add Shoes for School and Planning & Zoning to the agenda. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**Shoes for School:**

The Board discussed a Shoes for School program for Granite Quarry Elementary. This is to be a continuously running program.

**ACTION:** Alderman Wilhelm made a motion that the Town participate in the Shoes for School program. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**Planning & Zoning:**

The Board discussed potential for the Central Business District and what properties this could impact.

**Closed Session:**

**A motion is needed as follows: To go into closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues.**

**ACTION:** Mayor Pro Tem Brinkley made a motion to go into closed session at 9:40 am pursuant to N.C. General Statute Section 143-318.11.A.5.6 for personnel and property issues. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**A motion is needed as follows: To come out of closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues. The Board takes the following action (if any).**

**ACTION:** Mayor Pro Tem Brinkley made a motion to come out of closed session at 10:41 am pursuant to N.C. General Statute Section 143-318.11.A.5.6 and the Board took no action. Alderman Costantino seconded the motion. The motion passed with all in favor.

**Setting Goals and Priorities:**

- Population and Demographic Opportunities
- Discussion on Town Hall Building Remodel
  - The Board reviewed issues related to remodeling Town Hall. There was mention of the need to get public input. The Board requested revised drawings of the potential remodel project.

**ACTION:** Alderman Costantino made a motion to move forward with getting a bid proposal for the Town Hall remodeling project. Alderman LaFevers seconded the motion. The motion passed with all in favor.

- Soccer Field Development
  - The Board discussed development of the athletic fields.
- 2016-17 Town Annual Report
  - Alderman Wilhelm and Phil Conrad volunteered to work on the annual report.
- Resolution for US 52 North Improvements
- NCDOT Call for Projects – discussion of potential projects to submit to NCDOT for quantitative scoring.
- Regional Utility Plan Development – Staff was directed by the Board to work on utility planning for the Industrial Park along the following roads:
  - Old Concord Road
  - Faith Road
  - St. Paul’s Church Road
- The Board discussed the length of term currently served by the Mayor.

**ACTION:** Alderman Jim LaFevers made a motion to set the term limit of Mayor to four years. Alderman Costantino seconded the motion. The motion passed with all in favor.

- The Board reviewed meeting dates for the upcoming Fiscal Year.

**Adjournment:**

Alderman LaFevers made a motion to adjourn at 1:38 PM. Alderman Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*

Deputy Clerk





## **April 2018 Maintenance Report**

- Park grounds and bathrooms cleaned weekdays
- Parks mowed weekly
- Right of ways mowed weekly
- Sweeping curbs with sweeper as time allows
- Town limbs picked up every other week
- Lake Park bank landscape watered twice weekly
- Various pot holes filled
- PM checks HVAC – Town Hall and Legion
- PM checks on Baldor Generator
- Town trash/litter sweep April 20<sup>th</sup> 1-3pm (Hwy 52)
- Sprayed fire ants Lake, Civic and Legion
- Repaired several street signs
- Legion cleaned/mopped weekly
- Reported street light outages to Duke Energy
- New LED lights up at Lake park pier area
- Mulched Lake and Civic parks
- Planted town hall sign and town square flower beds
- Fixed irrigation for town signs and town square beds
- Striped town hall and PD parking lots
- Cut back and cleaned Centennial Park trails
- Repaired well input at Lake park
- Painted pole bases and wall at Lake Park
- Sprayed herbicide parks and right of ways
- Fire ant treatment at 3 parks and Legion

2007 Ford Truck Mileage – 50,868	+324 miles
1990 Chevy Truck Mileage - 106,707	+ 15 miles
1995 Ford Dump Truck Mileage – 33,174	+210 miles
2009 Ford Truck Mileage – 45,214	+540 miles



Planning Department Report  
For 5/7/2018 Board of Aldermen Meeting

1. Continuing work on Leaf and Limb storage site. Zoning Board of Adjustment (ZBA) scheduled to meet on 4/30/18 to consider revision to conditions imposed by original Conditional Use Permit (CUP).
2. ZBA scheduled to meet on 4/30/18 to consider issuing CUP for Reavis Auto Sales located at 105 N Salisbury Ave.
3. Working to establish accounting procedure to manage engineering review billings on Major Subdivision and Plat Reviews. (*Update- Created spreadsheet showing all planning billings on current projects. Continuing work to integrate this information into our standard accounting system. Created four new application forms. Working on others.*)
4. Planning Board considered and approved several UDO Text Amendments to be considered by the Board of Aldermen at their March meeting. (*2<sup>nd</sup> Update- due to advertising requirements, did not present to board at March meeting but will present at April meeting. 3<sup>rd</sup> Update- Presented for consideration to BoA at 5/7/18 meeting.*)
5. Working with Town Clerk to draft proposed modifications to Town Charter discussed at Planning Retreat. (*No action on this during past month.*)
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. (*No action on this during past month.*)
7. Working with Town Clerk to develop proposed Standard Operating Procedures for Board of Aldermen, Town departments and staff. (*No action on this during past month.*)
8. 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.*)
9. Issued memo to Board of Aldermen (BoA) concerning Ordinance to Control Mud in Streets at construction sites. Waiting on action from BoA before proceeding.
10. Issued memo to BoA concerning cul-de-sacs in industrial/commercial parks. Waiting on action from BoA before proceeding.
11. Planning Board meeting on 4/9/18. Discussed Downtown Development Guidelines and Monkey Diagram Memos document.
12. Responded to several Code Enforcement complaints.
13. Worked with property owner concerning subdivision of property along Faith Road.
14. Responded to survey concerning pending replacement of N. Main Street bridge over Crane Creek.

15. Met with engineer and contractor concerning 67,000 sq. ft. plant expansion at IOM Enterprises, located on Heilig Road.
16. Refined text amendment for Internet gaming that will be taken to Planning Board at their 5/14/18 meeting for consideration and recommendation.
17. Approved Minor Subdivision for Erin Brown for property located at 3230 Faith Rd.
18. Distributed my Monkey Diagram Memos to BoA by email.



## Police Department Report

### April 2018

- Call volume report for the month of April 2018:
  - Date of Report: 04/25/18
  - Total calls for service/activities - 435
  - Incident Reports- 12
  - Arrest Reports- 8
  - Crash Reports- 3
  - Traffic Citations- 20
  - 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- 53,213 (25)
  - 222- End- 32,939 (141)
  - 223- End- 64,719 (714)
  - 224- End- 43,417 (844)
  - 225- End- 32,990 (1007)
  - 226- End- 15,252 (733)
  - 227- End- 16,914 (882)
  - 228- End- 6,962 (902)
  - 229- End- 5025 (897)
  
- The average response time in April calls for service is 2.25 minutes.

# GQPD

## Number of Events by Nature

CFS Faith April 2018

Nature	# Events
104D2 COMMERCIAL BURG ALARM	3
105D2 ANIMAL-DANGEROUS	1
110B2 PAST RESIDENTIAL B&E	1
118B1 FRAUD-PAST CRIMINAL	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	2
130B1 LARCENY (ALREADY OCC)	2
131B1 TRAFFIC ACCIDENT - PD	1
135O2 WEAPONS - INFORMATION	1
911 HANG UP	7
ASSIST EMS	3
ATTEMPT TO LOCATE	1
BUSINESS OR HOUSE CHECK	29
COMMUNITY PROGRAM	4
ESCORT FUNERAL OR OTHER	1
FOLLOWUP	1
GENERAL INFORMATION	1
SCHOOL SECURITY CHECK	1
TRAFFIC CHECK	5
TRAFFIC CONTROL	1
TRAFFIC STOP	10
<b>Total</b>	<b>78</b>

# GQPD

## Number of Events by Nature

CFS Granite Quarry April 2018

Nature	# Events
101C5 CUSTODY ISSUE	1
102B1 PAST ABUSE	1
104D1 RESIDENTIAL BURG ALARM	7
104D2 COMMERCIAL BURG ALARM	3
105B1 ANIMAL-PAST ATTACK	1
106B3 PAST SEXUAL ASLT-CHILD	1
106C4 SEX ASLT-ADULT-JUST OCC	1
107B1 ASST OTHER AGENCY-ROUTIN	1
110B3 PAST COMMERCIAL B&E	2
110D2 RESIDENTIAL B&E	2
111B1 PAST DAMAGE TO PROPERTY	1
111D2 MISCHIEF-DAMAGE TO PROP	1
113A1 DISTURBANCE - PAST	1
113B2 OTHER NOISE COMPLAINT	1
113B5 DISTURBANCE - IMPAIRED	1
113D1 DISTURBANCE / PHYSICAL	4
113D2 DISTURBANCE / VERBAL	4
114D2 VERBAL DOMESTIC	2
116D1 DRUGS (USE-POSSESSION)	2
116O2 DRUGS - INFORMATION	1
118O2 FRAUD-INFORMATION	1
119D3 THREAT	1
123D1 MISSING PERSON (AT RISK)	1
125B1 CHECK WELFARE - ROUTINE	4
125B2 LOCKOUT - ROUTINE	3
125D1 CHECK WELFARE-URGENT	1
129C1 SUSPICIOUS PERSON	5
129C3 SUSPICIOUS VEHICLE	4
129C5 SUSPICIOUS CIRCUMSTANCE	2

Nature	# Events
130B4 ATTEMPT THEFT (PAST)	1
130D3 LARCENY FROM VEHICLE	1
132B1 MINOR TRAFFIC VIOLATION	1
133D1 TRESPASSING	1
135D1 ARMED SUBJECT	1
911 HANG UP	5
ASSIST FIRE DEPT	6
ASSIST MOTORIST	4
BANK ALARM	1
BUSINESS OR HOUSE CHECK	163
COMMUNITY PROGRAM	2
DELIVER MESSAGE	5
DOMESTIC PROPERTY PICKUP	1
ESCORT FUNERAL OR OTHER	1
FOLLOWUP	14
GENERAL INFORMATION	4
LITTERING OR ILLEGAL DUMPING	1
MISDIAL	2
OPEN DOOR	1
PARK CHECK	51
RESTRAINING ORDER	1
SCHOOL SECURITY CHECK	4
SUBPOENA SERVICE	5
TRAFFIC CHECK	2
TRAFFIC STOP	16
VEHICLE ACCIDENT PROP DAMAGE	1
WARRANT SERVICE	5
<b>Total</b>	<b>360</b>





## Finance Department

Breakdown of Departments:  
(As of 4/25/18)

<u>Department</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Used</u>
Governing Body	\$27,488	\$9,963	36%
Administration	\$463,230	\$347,160	75%
Maintenance	\$298,342	\$215,602	72%
Police Dept.	\$652,165	\$545,506	84%
Fire Department	\$433,365	\$282,984	65%
Sanitation	\$174,000	\$125,460	72%
Parks & Recreation	\$42,455	\$25,055	59%

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

## Administration

Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	\$155,000.00	\$144,850.13	\$10,149.87	93.45
01-4120-02 Salaries-Part Time	\$30,000.00	\$27,361.40	\$2,638.60	91.20
01-4120-07 401K Expense	\$8,000.00	\$7,920.60	\$79.40	99.01
01-4120-09 FICA Expense	\$12,000.00	\$14,247.90	(\$2,247.90)	118.73
01-4120-10 Retirement Expense	\$11,749.00	\$5,066.95	\$6,682.05	43.13
01-4120-11 Group Insurance	\$20,000.00	\$27,755.50	(\$7,755.50)	138.78
01-4120-13 Unemployment Expense	\$0.00	\$0.00	\$0.00	0.00
01-4120-18 Professional Services	\$7,400.00	\$6,741.40	\$658.60	91.10
01-4120-20 Motor Vehicle Fuel	\$0.00	\$0.00	\$0.00	0.00
01-4120-22 Banquet Expense	\$1,300.00	\$1,209.00	\$91.00	93.00
01-4120-25 Maint & Repair Vehicles	\$0.00	\$0.00	\$0.00	0.00
01-4120-26 Office Expense	\$10,500.00	\$10,384.63	\$115.37	98.90
01-4120-29 Misc. Supplies & Equipment	\$200.00	\$114.10	\$85.90	57.05
01-4120-31 Training & Schools	\$2,500.00	\$2,440.41	\$59.59	97.62
01-4120-32 Telephone/Communications	\$3,500.00	\$2,484.20	\$1,015.80	70.98
01-4120-33 Utilites	\$4,000.00	\$3,217.51	\$782.49	80.44
01-4120-34 Printing	\$2,000.00	\$1,639.58	\$360.42	81.98
01-4120-35 Maint/Repair Equipment	\$1,500.00	\$1,500.00	\$0.00	100.00
01-4120-37 Advertising	\$2,000.00	\$1,271.68	\$728.32	63.58
01-4120-40 Dues & Subscriptions	\$12,000.00	\$9,656.52	\$2,343.48	80.47
01-4120-41 Rental Property Expense	\$0.00	\$0.00	\$0.00	0.00
01-4120-45 Insurance & Bonds	\$8,000.00	\$6,256.03	\$1,743.97	78.20
01-4120-49 Visionary Projects	\$35,347.00	\$5,361.84	\$29,985.16	15.17
01-4120-50 Community Projects	\$3,000.00	\$1,778.11	\$1,221.89	59.27
01-4120-52 Cap Outlay-Computer	\$750.00	\$675.00	\$75.00	90.00
01-4120-55 C.O. Equipment	\$4,650.00	\$11,530.72	(\$6,880.72)	247.97
01-4120-57 C.O. Land Purchase	\$22,500.00	\$0.00	\$22,500.00	0.00
01-4120-58 C.O. Bldg Improvments	\$0.00	\$0.00	\$0.00	0.00
01-4120-59 Annexation Expense	\$0.00	\$0.00	\$0.00	0.00
01-4120-60 Contracted Services	\$47,000.00	\$46,698.13	\$301.87	99.36
01-4120-61 Grant Related Expenditures	\$0.00	\$0.00	\$0.00	0.00
01-4120-71 Debt Services - Principal	\$50,000.00	\$0.00	\$50,000.00	0.00
01-4120-72 Debt Services - Interest	\$8,334.00	\$6,998.23	\$1,335.77	83.97

## Governing Body

Disp Acct	Budget	YTD	Variance	Prcnt
01-4110-02 Mayor/Alderman Salary	\$11,907.00	\$5,836.23	\$6,070.77	49.02
01-4110-03 Mayor Expense	\$200.00	\$0.00	\$200.00	0.00
01-4110-08 Board Expense	\$800.00	\$774.11	\$25.89	96.76
01-4110-09 FICA Expense	\$911.00	\$0.00	\$911.00	0.00
01-4110-40 Dues & Subscriptions	\$820.00	\$753.91	\$66.09	91.94
01-4110-45 Insurance & Bonds	\$2,750.00	\$2,597.87	\$152.13	94.47
01-4110-97 Board Contingency	\$10,100.00	\$0.00	\$10,100.00	0.00



## Maintenance Department

Disp Acct	Budget	YTD	Variance	Prcnt
01-4190-00 Salaries - Regular	\$85,000.00	\$73,278.53	\$11,721.47	86.21
01-4190-02 Salaries - Part-Time	\$14,000.00	\$4,576.44	\$9,423.56	32.69
01-4190-07 401K Expense	\$4,200.00	\$4,803.79	(\$603.79)	114.38
01-4190-09 FICA Expense	\$6,500.00	\$6,028.89	\$471.11	92.75
01-4190-10 Retirement Expense	\$6,443.00	\$2,781.65	\$3,661.35	43.17
01-4190-11 Group Insurance	\$15,500.00	\$14,229.44	\$1,270.56	91.80
01-4190-18 Professional Services	\$0.00	\$0.00	\$0.00	0.00
01-4190-20 Motor Fuel	\$5,000.00	\$4,251.92	\$748.08	85.04
01-4190-21 Uniforms	\$1,500.00	\$1,059.31	\$440.69	70.62
01-4190-24 Maint & Repairs Build/Grounds	\$8,000.00	\$2,551.09	\$5,448.91	31.89
01-4190-25 Maint & Repairs Trucks	\$1,500.00	\$1,199.97	\$300.03	80.00
01-4190-26 Office Expense	\$100.00	\$19.00	\$81.00	19.00
01-4190-29 Misc. Supplies & Equipment	\$8,000.00	\$7,720.42	\$279.58	96.51
01-4190-30 Street Signs	\$0.00	\$0.00	\$0.00	0.00
01-4190-31 Training & Schools	\$500.00	\$177.00	\$323.00	35.40
01-4190-32 Telephone/Communications	\$1,200.00	\$190.00	\$1,010.00	15.83
01-4190-33 Utilities	\$4,000.00	\$2,842.80	\$1,157.20	71.07
01-4190-34 Printing	\$50.00	\$418.82	(\$368.82)	837.64
01-4190-35 Maint & Repairs Equip	\$8,000.00	\$3,240.91	\$4,759.09	40.51
01-4190-40 Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00
01-4190-45 Insurance & Bonds	\$9,000.00	\$8,545.96	\$454.04	94.96
01-4190-51 Tools & Light Equipment	\$0.00	\$0.00	\$0.00	0.00
01-4190-54 C.O. Motor vehicle fund	\$0.00	\$0.00	\$0.00	0.00
01-4190-55 C.O. Equipment	\$89,809.00	\$51,401.97	\$38,407.03	57.23
01-4190-58 C.O. Building Renovations	\$0.00	(\$328.35)	\$328.35	0.00
01-4190-59 Transportation	\$0.00	\$0.00	\$0.00	0.00
01-4190-60 Contracted Services	\$30,040.00	\$26,611.65	\$3,428.35	88.59

## Parks & Rec Department

Disp Acct	Budget	YTD	Variance	Prcnt
01-6130-00 Salaries - Regular	\$6,000.00	\$0.00	\$6,000.00	0.00
01-6130-02 Salaries - Part-Time	\$0.00	\$0.00	\$0.00	0.00
01-6130-07 401K Expense	\$300.00	\$0.00	\$300.00	0.00
01-6130-09 FICA Expense	\$400.00	\$0.00	\$400.00	0.00
01-6130-10 Retirement Expense	\$455.00	\$0.00	\$455.00	0.00
01-6130-18 Professional Services	\$0.00	\$0.00	\$0.00	0.00
01-6130-24 Maint/Repair Bldg & Grounds	\$12,000.00	\$7,616.42	\$4,383.58	63.47
01-6130-25 Maint./ Repair Vehicles	\$1,000.00	\$796.33	\$203.67	79.63
01-6130-29 Misc. Supplies & Equipment	\$5,000.00	\$2,455.58	\$2,544.42	49.11
01-6130-33 Utilities	\$15,000.00	\$11,110.25	\$3,889.75	74.07
01-6130-35 Maint./ Repair Equipment	\$0.00	\$0.00	\$0.00	0.00
01-6130-60 Contracted Services	\$2,300.00	\$3,075.90	(\$775.90)	133.73



## Fire Department

Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	\$99,000.00	\$85,147.60	\$13,852.40	86.01
01-4340-02 Salaries - Part-Time	\$98,900.00	\$60,812.64	\$38,087.36	61.49
01-4340-07 401K Expense	\$4,900.00	\$5,463.19	(\$563.19)	111.49
01-4340-09 FICA Expense	\$14,700.00	\$11,280.60	\$3,419.40	76.74
01-4340-10 Retirement Expense	\$7,505.00	\$3,218.88	\$4,286.12	42.89
01-4340-11 Group Insurance	\$17,500.00	\$17,980.46	(\$480.46)	102.75
01-4340-17 Firemen's Pension Fund	\$2,340.00	\$1,560.00	\$780.00	66.67
01-4340-18 Professional Services	\$0.00	\$0.00	\$0.00	0.00
01-4340-20 Motor Fuel	\$5,000.00	\$2,337.27	\$2,662.73	46.75
01-4340-21 Uniforms	\$3,000.00	\$443.05	\$2,556.95	14.77
01-4340-25 Maint & Repairs-Trucks	\$12,000.00	\$3,800.52	\$8,199.48	31.67
01-4340-26 Office Expense	\$500.00	\$66.98	\$433.02	13.40
01-4340-29 Misc. Supplies & Equipment	\$20,000.00	\$14,237.40	\$5,762.60	71.19
01-4340-31 Training & Schools	\$2,000.00	\$1,380.00	\$620.00	69.00
01-4340-32 Telephone/Communications	\$3,575.00	\$2,514.32	\$1,060.68	70.33
01-4340-33 Utilities	\$6,500.00	\$4,833.54	\$1,666.46	74.36
01-4340-34 Printing	\$500.00	\$1,056.39	(\$556.39)	211.28
01-4340-35 Maint. & Repairs-Equip.	\$3,000.00	\$2,946.63	\$53.37	98.22
01-4340-40 Dues & Subscriptions	\$1,300.00	\$1,236.50	\$63.50	95.12
01-4340-45 Insurance & Bonds	\$16,000.00	\$11,110.16	\$4,889.84	69.44
01-4340-54 C.O. Motor vehicle fund	\$10,000.00	\$0.00	\$10,000.00	0.00
01-4340-55 C.O. Equipment	\$56,300.00	\$5,548.00	\$50,752.00	9.85
01-4340-60 Contracted Services	\$5,000.00	\$7,470.59	(\$2,470.59)	149.41
01-4340-71 Debt Services - Principal	\$40,994.00	\$38,538.95	\$2,455.05	94.01
01-4340-72 Debt Services - Interest	\$2,851.00	\$0.00	\$2,851.00	0.00

## Sanitation

Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-29 MISC Supplies	\$0.00	\$0.00	\$0.00	0.00
01-4710-33 Utilities (Street Lights)	\$35,000.00	\$24,768.73	\$10,231.27	70.77
01-4710-49 Enviro. Fees & Surcharges	\$0.00	\$0.00	\$0.00	0.00
01-4710-64 Recycling	\$21,600.00	\$18,130.00	\$3,470.00	83.94
01-4710-65 Garbage Services	\$117,400.00	\$82,561.23	\$34,838.77	70.32

## Police Department

Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	\$328,000.00	\$279,588.61	\$48,411.39	85.24
01-4310-02 Salaries-Part Time	\$23,000.00	\$16,504.75	\$6,495.25	71.76
01-4310-07 401K Expense	\$16,500.00	\$17,761.47	(\$1,261.47)	107.65
01-4310-09 FICA Expense	\$26,700.00	\$23,041.34	\$3,658.66	86.30
01-4310-10 Retirement Expense	\$28,000.00	\$10,731.23	\$17,268.77	38.33
01-4310-11 Group Insurance	\$71,000.00	\$63,078.47	\$7,921.53	88.84
01-4310-20 Motor Fuel	\$20,000.00	\$11,333.73	\$8,666.27	56.67
01-4310-21 Uniforms	\$3,000.00	\$2,937.18	\$62.82	97.91
01-4310-25 Maint & Repair-Autos	\$6,000.00	\$5,226.28	\$773.72	87.10
01-4310-26 Office Expense	\$1,500.00	\$881.34	\$618.66	58.76
01-4310-29 Misc. Supplies & Equipment	\$9,000.00	\$5,213.11	\$3,786.89	57.92
01-4310-31 Training & Schools	\$3,000.00	\$2,931.16	\$68.84	97.71
01-4310-32 Telephone/Communications	\$8,000.00	\$5,785.23	\$2,214.77	72.32
01-4310-33 Utilites	\$1,500.00	\$1,296.05	\$203.95	86.40
01-4310-34 Printing	\$1,500.00	\$2,252.19	(\$752.19)	150.15
01-4310-35 Maint & Repair-Equipment	\$2,000.00	\$1,222.88	\$777.12	61.14
01-4310-40 Dues & Subscriptions	\$900.00	\$650.00	\$250.00	72.22
01-4310-45 Insurance & Bonds	\$22,000.00	\$23,056.68	(\$1,056.68)	104.80
01-4310-54 C.O. Motor vehicle fund	\$39,626.00	\$39,825.26	(\$199.26)	100.50
01-4310-55 C.O. Equipment	\$22,439.00	\$12,417.36	\$10,021.64	55.34
01-4310-60 Contracted Services	\$18,500.00	\$19,771.31	(\$1,271.31)	106.87
01-4310-71 Debt Services - Principal	\$0.00	\$0.00	\$0.00	0.00
01-4310-72 Debt Services - Interest	\$0.00	\$0.00	\$0.00	0.00



## Account Transfers in the month of April:

<u>Account Code:</u>	<u>Transferred From:</u>	<u>Transferred To:</u>	<u>Budget Amendment:</u>
01-4120-35 Maint/Repair Equipment	\$1,500		
01-4120-26 Office Expense		\$1,000	
01-4120-29 Misc. Supplies & Equip		\$100	
01-4120-31 Training & Schools		\$400	
01-4120-72 Debt Services - Interest	\$10,000		
01-4120-32 Telephone/Communications	\$2,000		
01-4120-37 Advertising	\$1,000		
01-4120-60 Contracted Services		\$13,000	
01-3413-89 Miscellaneous Revenue	\$13,140		BA# 1-A
01-3991-99 Fund Balance Appropriated		\$13,140	BA# 1-A
01-3431-89 Police Miscellaneous Revenue	\$10,000		BA# 2-A
01-3833-89 Donations/Contributions		\$10,000	BA# 2-A
01-3991-99 Fund Balance Appropriated	\$3,000		BA# 14
01-4120-18 Professional Services		\$3,000	BA# 14



## **Board Report May/2018 Chief Brown**

### **Emergency Calls for Service March 2018**

25 calls in district

- 13 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 1- Working Structure Fire
- 7- Service Call (non-emergency assistance)
- 3- Tree Down
- 1- Rescue Assignment

13 calls to Salisbury

- 9- Alarm/Structure calls canceled En-route
- 2- staged on scene until released
- 1- Working Structure Fire manpower provided
- 1- Service assignment

10 calls to Rockwell Rural

- 5- Alarm/Structure calls canceled En-route
- 2- Working Structure Fire manpower provided
- 1- move-up for district coverage
- 1- staged on scene until released
- 1- MVA

3 calls to Union

- 3- Alarm/Structure calls canceled En-route

2 calls to South Salisbury

- 1- canceled en route and 1- water supply

1 call to Faith – EMS

2- calls to Spencer- Alarms canceled en route

1-call to Millers Ferry – canceled en route

**TOTAL – 57**

## **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. covering Flashover including live fire conditions at R.C.C.C.
- 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. – 2 seats installed/checked.
- 1 Station/Apparatus Tours (nonscheduled, Walkup)
- Site Reviews and Business info updates with part-time and fulltime personnel
- 3- blood pressure checks
- Communities in school visits on each Thursday of the month
- Attended/assisted with The Walk in the Park event
- Assisted with the Town Liter pick up day
- Assisted GQMD multiple days with traffic protection
- Hydrant maintenance/weed eating
- Attended the Rowan County Medical coordinators meeting
- 811 awareness campaign conducted
- Preparing for Auxiliary Steak supper

## **EQUIPMENT**

- All Radio's reprogrammed by the County
- Pump drain valves repaired on Engine 572
- Still waiting to hear on Federal Grant request for Self-Contained Breathing Apparatus.
- Finished up Safer/staffing Grant by sending Resolution Letter, but admin/fee check will not be with submission, therefore not sure if it will be submitted to the Federal Level or not. Will keep you posted.



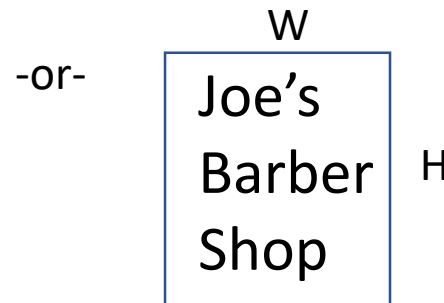
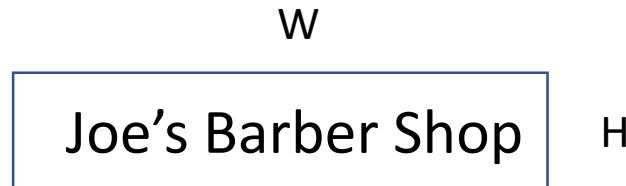
# TEXT AMENDMENTS

Uniform Development Ordinance  
and  
Code of Ordinances

# Uniform Development Ordinance 02/12/208

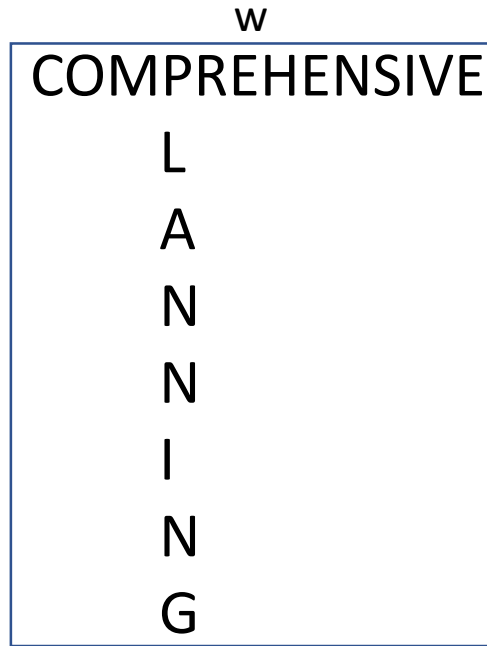
**Section 6.2.2 A.** says, “For wall signs, placard signs, and window signs, the area of the sign shall be the smallest rectangle that can encompass all letters and logos included in the sign.”

This works if the lettering and logos are spelled out in a straight line or in a square that includes multiple lines of text.

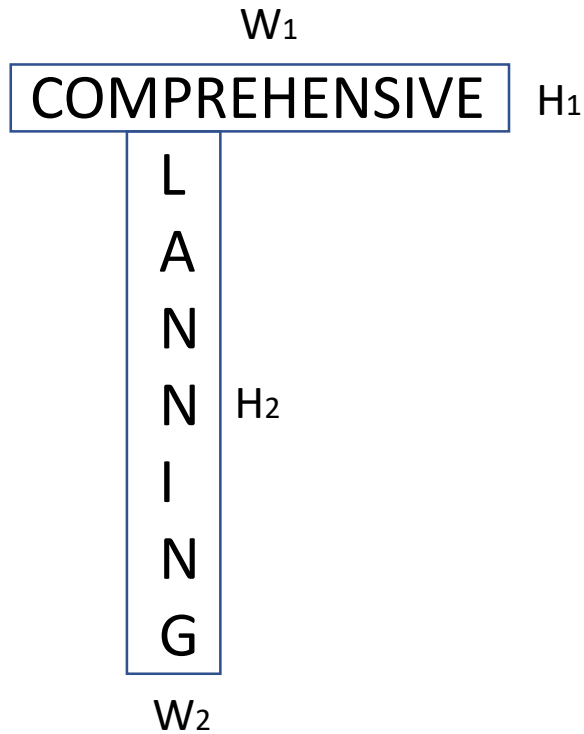


$$W \times H = \text{Area}$$

This measurement doesn't work very well for oddly shaped signs



$$W \times H = \text{AREA}$$



$$\begin{aligned}
 W_1 \times H_1 &= \text{AREA } 1 \\
 + W_2 \times H_2 &= \underline{\text{AREA } 2} \\
 &\text{Total Area}
 \end{aligned}$$

Allowing measurement based on multiple rectangles would result in a smaller total area in the second example

I would suggest revising the UDO text to read as follows:

**6.2.2 A. says, “For wall signs, placard signs, and window signs, the area of the sign shall be the smallest rectangle or set of rectangles that can encompass all letters and logos included in the sign.”**

**Section 15.5** says The Zoning Board of Adjustment is made up of 10 members, 5 living in the town boundaries and 5 living in the town's ETJ. There are also 2 alternates. 15.5.3.B. in a discussion of using the Alternates to fill open positions for the purpose of voting on issues says, "In no case, however, shall *more* than five (5) regular members or combination of regular members and the alternate members be empowered to make motions or vote on any matter that comes before the Board involving this Ordinance."

**This should be amended to change the word *more* to *less*, to insure at least five members are present to consider important issues.**

In **Section 3.3** the Table of Permitted Uses, under the heading Zoning Districts, we list the various zoning district abbreviations (RR, RL, RM, etc.) horizontally and then mark the various columns below for permitted uses in each classification. To the far right of the Zoning Districts we list “SR”. Because it is in line with the zoning districts it looks like it should be one, but in fact SR stands for Special Requirements.

USES	ZONING DISTRICTS										
Residential Uses	RR	RL	RM	RH	OI	NB	CB	HB	LI	HI	SR

**The letters SR should be moved up one row to be in the same row as the words “Zoning Districts” to avoid confusion.**

USES	ZONING DISTRICTS											SR
Residential Uses	RR	RL	RM	RH	OI	NB	CB	HB	LI	HI		

**Section 10.2.1 A.** states, “All water and sewer service for the Town is furnished by the City of Salisbury and all water and sewer line connection and installation shall be in accordance with Salisbury-Rowan Utility standards and Chapter 17 of the City of Salisbury Code of Ordinances.”

This is not true. Some parts of our Town have sewer service provided by the Town of Faith and it is possible a stand-alone packaged sewer system might be used for a small subdivision. Standards are different for different system operators. Specifically, the Faith system allows sewer lines to be built out of PVC material regardless of where it is located in relation to pavement. SRU allows PVC to be used but does not allow it to be placed under pavement. And as a minor note, the Section in the Salisbury Code of Ordinances has been changed to Section 25.

I would suggest the following rewording to resolve this issue:

**“All water and sewer service for the Town that is furnished by the City of Salisbury shall have all water and sewer line connection and installation be in accordance with Salisbury-Rowan Utility (SRU) standards and Chapter 25 of the City of Salisbury Code of Ordinances. Water and sewer line connection and installation that connect to other systems shall be governed by those systems’ regulations or by specific rulings made by the Town Planner.”**



**Section 10.1.3**, Street Design has a cross section for a 50' wide residential street. This cross section has a footnote that says, “\*This cross section may only be utilized if each lot has a minimum of three (3) parking spaces, not including garage spaces.”

We have learned from experience that most driveways in small-lot subdivisions only have space for two cars to park in the driveway and two in the garage. Road frontage and lot width do not allow for a third space. We also recognize that while this cross section indicates “(no on-street parking)” that we do not require “no-parking” signs, nor do we enforce this limitation.

The reason for this limitation is to allow adequate road access for emergency vehicles. This could become especially critical if someone were having a party or yard sale and a large number of cars were parked in the street on both sides.

I would suggest the following text amendments to this section to resolve this issue:

**“\*This cross section may only be utilized if each lot has a minimum of two (2) parking spaces, not including garage spaces. Spaces in the driveway must be long enough that the rear of the parked car does not intrude on the sidewalk if required and provided.”**

**Section 10.1.4** On-Street Parking says, “On-street parking shall be at least 8 feet wide (to back of curb) and 22 feet long and be marked on the pavement.” This is unrealistic for all but downtown on-street parking spaces. Revise this to say:

**“On-street parking will be allowed on both sides of the road per the above 58’ wide right-of-way cross section. On-street parking will only be allowed on one side of the street on the 50’ wide right-of-way cross section and the property owner/developer will provide signs stating, “no parking this side of road” on one side of the road.**

**NOTE: The Planning Board voted unanimously not to recommend this amendment!**

**Section 4.2.2 M.**, discussing Swimming Pools at Residences says, “Swimming pools shall be enclosed with a fence of at least 4 feet in height.” Our Zoning Application states that swimming pools must be located in the rear yard of the residence and that “inground pools” must have a 4’ tall fence.

Revise Section 4.2.2 M., to say,

**“Inground swimming pools shall be enclosed with a fence of at least 4 feet in height. All swimming pools shall be located in the rear yard of the residence.”**

**NOTE: The Planning Board supported this amendment but some opposed the language suggesting all pools, inground and above ground, should be fenced!**

**Alternate language:**

**“All swimming pools shall be enclosed with a fence of at least 4 feet in height. All swimming pools shall be located in the rear yard of the residence.”**

# Code of Ordinances

**Section 6-56** in the Town’s Code of Ordinances refers to, “the Clerk of Superior Court of Davie County...”.

Revise this to say,

**“...the Clerk of Superior Court of Rowan County...”.**

# Statement of Consistency

In most cases, text amendments and rezoning approvals must include a Statement of Consistency, citing the specific policies in the Town's Comprehensive Plan that would support these changes. As these are technical amendments meant to clarify language the Statement of Consistency will not be required.

**ORDINANCE NO. 2018-02**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE TOWN OF GRANITE QUARRY'S UNIFIED DEVELOPMENT ORDINANCE**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY:**

**Consistency with Comprehensive Plan. CONSISTENCY STATEMENT.**

**Section 1.** Section 6.2.2.A of the UDO is hereby amended as follows: "For wall signs, placard signs, and window signs, the area of the sign shall be the smallest rectangle or set of rectangles that can encompass all letters and logos included in the sign."

**Section 2.** Section 15.5.3.B of the UDO is hereby amended as follows: "In no case, however, shall *less* than five (5) members or combination of regular members and the alternate members be empowered to make motions or vote on any matter that comes before the Board involving this Ordinance."

**Section 3.** Section 3.3 of the UDO, Table of Uses, is hereby amended as follows: the SR (Special Requirements) designation is moved up one space in the table to avoid confusion.

**Section 4.** Section 10.2.1.A of the UDO is hereby amended as follows: "All water and sewer service for the Town that is furnished by the City of Salisbury shall have all water and sewer line connection and installation be in accordance with Salisbury-Rowan Utility (SRU) standards and Chapter 25 of the City of Salisbury Code of Ordinances. Water and sewer line connection and installation that connect to other systems shall be governed by those systems' regulations or by specific rulings made by the Town Planner."

**Section 5.** The footnote in Section 10.1.3 is hereby amended as follows: "This cross section may only be utilized if each lot has a minimum of two (2) parking spaces, not including garage spaces. Spaces in the driveway must be long enough that the rear of the parked car does not intrude on the sidewalk if required and provided."

**Section 6.** Section 10.1.4 of the UDO is hereby amended as follows: "On-street parking will be allowed on both sides of the road per the above 58' wide right-of-way cross section. On-street parking will only be allowed on one side of the street on the 50' right-of-way cross section and the property owner/developer will provide signs that read, "no parking on this side of road" on one side of the road.

**Section 7.** Section 4.2.2.M of the UDO is amended as follows: “Inground swimming pools shall be enclosed with a fence of at least 4 feet in height. All swimming pools shall be located in the rear yard of the residence.”

Adopted this \_\_\_\_\_ day of May 2018.

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William D. Feather, Mayor

**ATTEST:**

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Tanya Maria Word, Town Clerk, CMC

**Approved as to Form:**

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Graham Corriher, Town Attorney

**ORDINANCE NO. 2018-03**

**AN ORDINANCE AMENDING SECTION 6-65 OF THE TOWN OF GRANITE QUARRY'S CODE OF ORDINANCES**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY:**

**Section 1.** Section 6-65 of the Code of Ordinances is hereby amended by changing "Davie County" to "Rowan County."

Adopted this \_\_\_\_\_ day of May 2018.

\_\_\_\_\_  
William D. Feather, Mayor

**ATTEST:**

\_\_\_\_\_  
Tanya Maria Word, Town Clerk, CMC

**Approved as to Form:**

\_\_\_\_\_  
Graham Corriher, Town Attorney





TO: Board of Aldermen

FROM: Tanya Maria Word, Town Clerk

DATE: May 4, 2018

SUBJECT: RESOLUTION 2018-02 (Boards and Committees Appointment Process)

The Board asked staff to design an appointment process for our Boards and Committees. Attached is a detailed but simple appointment process from start to finish. Staff is asking approval of this process (RESOLUTION 2018-02).

Staff will happy to answer any questions you may have.

**RESOLUTION NO. 2018-02**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF  
GRANITE QUARRY, NORTH CAROLINA, ESTABLISHING A  
BOARD AND COMMITTEE APPOINTMENT POLICY,  
AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Section 2-66 of the Town of Granite Quarry Code of Ordinances provides that the Town Board of Aldermen has the authority to establish such boards and committees as it deems necessary to carry out the functions and obligations of the Town; and

**WHEREAS**, the Town Board of Aldermen of the Town of Granite Quarry has determined that an appointment process for Town boards and committees will assist the Town Board of Aldermen and staff involved in the appointment process with consistent procedures and standards.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, THAT:**

**SECTION 1.**

The Town Board of Aldermen of the Town of Granite Quarry hereby adopts the attached *Policy for Appointments to Boards and Committees* to provide staff and the Board of Alderman a standard procedure to follow for the appointment of citizens to Town boards and committees, except where another appointment process is established by law.

**SECTION 2.**

This Resolution shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 7<sup>TH</sup> DAY OF MAY 2018.**

\_\_\_\_\_  
William D. Feather, Mayor

**ATTEST:**

\_\_\_\_\_  
Tanya Maria Word, Town Clerk, CMC

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
Graham Corriher, Town Attorney

# Appointment Process

## GRANITE QUARRY POLICY FOR APPOINTMENTS TO BOARDS AND COMMITTEES

The Granite Quarry Mayor and Town Board of Aldermen have a long history of providing many opportunities for citizen participation on local government boards and committees. There are six standing boards and committees to which the Mayor, Town Board of Aldermen, and occasionally the Town Manager, make appointments.

The Mayor and the Town Board of Aldermen appoint citizens to both ad hoc committees and standing committees. Ad hoc committees are temporary committees that have been given a very limited charge and are usually expected to provide recommendations to the Mayor and Town Board of Aldermen within one year. Standing committees have ongoing responsibilities and are usually either regulatory or advisory in nature. Regulatory committees are involved in setting policy or operating procedures for the related activity, *e.g.*, the Zoning Board of Adjustment. Advisory committees are charged with reviewing and commenting on local plans and policies, *e.g.*, the Planning Committee.

On or before January 30 of each year, the Town Clerk shall prepare a list of all appointees whose terms will expire on or before July 31<sup>st</sup> of that year. The list shall include the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position. The list shall be provided to the Board of Alderman and published on the Town's website.

All interested applicants must submit an application to the Town Clerk to be considered for appointment to a board or committee. Applications are available to print on the Town's website and at Town Hall. Applications can be submitted online or to the Town Clerk. All information provided in the application is a public record and is therefore subject to public records requests. Once an application for an appointment has been submitted to the Town Clerk, it is placed on file and remains active for one year.

Please visit the [Town's website](#) and select Boards & Committee to view vacancies, upcoming openings and to apply online.

All interested applicants are encouraged to attend several meetings of the board prior to submitting an application.

# Appointment Process (con't)

## APPOINTMENT PROCESS

- Applications for appointments are submitted to the Town Clerk in person or by completing the online application process.
- Upon receipt of completed applications, the Town Clerk forwards copies of the applications to the Town Board of Aldermen.
- The Town Board of Aldermen reviews the applications and decides on the persons they want to interview. On or before May 1<sup>st</sup>, this list is given to the Town Clerk by the Mayor or the Mayor Pro-Tem.
- The Town Clerk schedules the applicant interviews. Interviews will be conducted by a panel of two (2) Aldermen.
- After all interviews have been conducted, the panel shall make one recommendation for each vacancy and provide these recommendations to the Town Clerk by June 1<sup>st</sup>.
- The Town Clerk prepares a report of the panel recommendations and distributes the report to all Board members in advance of the July Regular Board of Aldermen meeting, at which the appointments will be considered.
- At any time after the Town Clerk has presented the recommendations of the panel to the Board of Aldermen, the Board of Alderman may take action to appoint any or all of the recommended applicants.
- Once an appointment is made, the Town will notify that candidate of their appointment.
- Appointees must take an oath of office administered by the Town Clerk or Mayor at the next formal meeting of the Town Board of Aldermen following appointment. Oaths of Office must be administered within thirty (30) days of appointment. If an appointee does not take the oath of office within thirty (30) days of appointment, the Board of Aldermen may reconsider the motion, reject that appointee, and appoint a replacement.
- The Town Clerk shall also be responsible for the following functions associated with Boards and Committees appointments:
  - Preparation of letters for the Mayor's signature notifying successful candidates of their appointment.

# Appointment Process (con't)

- Preparation of letters for the Mayor's signature notifying unsuccessful candidates for appointment.
- Preparation of letters for the Mayor's signature thanking outgoing members for their service.



TO: Board of Aldermen

FROM: Tanya Maria Word, Town Clerk

DATE: May 4, 2018

SUBJECT: Handbook for Citizen Board and Committee Members

The Board asked staff to design a Handbook for Citizen Board and Committee Members. Attached is a detailed Handbook which staff has designed. Staff is asking the Board to review and make edits or changes on or by the meeting date and time of the reconvene meeting. Staff desires to have the handbook approved at the June meeting.

Staff will be happy to answer any questions you may have.



# Handbook for Citizen Board and Committee Members

A Comprehensive Guide to the Town of Granite Quarry's Boards and Committees

Questions can be directed to:

Granite Quarry Town Clerk  
143 N. Salisbury Avenue  
Granite Quarry, NC 28072  
Phone: 704-279-5596 • Fax: 704-279-6648  
Email: [clerk@granitequarrync.gov](mailto:clerk@granitequarrync.gov)  
Website: [www.granitequarrync.gov](http://www.granitequarrync.gov)

Regular business hours:  
Monday-Friday  
9:00 a.m. to 5:00 p.m.

April 2018

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# Overview

## INTRODUCTION

Thank you for your interest in serving your community through participation on a Town of Granite Quarry board or committee. The Town of Granite Quarry currently has six active boards and committees that are comprised of volunteers appointed by the Town Board of Aldermen or Mayor. The Town of Granite Quarry encourages participation by its citizens in Town government through service on Town boards and committees. Serving on a board is an opportunity to collaborate with local government and to help shape decisions and policies that impact our community.

Members of boards and committee provide an invaluable service to our Town. Members advise Town Board of Aldermen on a wide variety of subjects by making recommendations on important policy matters. The mission, responsibilities and time commitments for each board vary. A complete description of each board, including meeting times and locations, can be found at the end of this handbook. The Town of Granite Quarry Town Board of Aldermen is committed to appointing diverse, qualified, and dedicated people to these boards to achieve board membership with people of all ages, interests, and backgrounds.

This handbook is for persons interested in volunteering on a Town Board of Aldermen board or committee or recently appointed to a board or committee. In this handbook, you will find information on how the board process functions, qualifications for members, information for new appointees, board roles, responsibilities, and for policies governing boards and board members, and a description of all town boards or other boards to which Town Board of Aldermen appoints members.

On behalf of the Town Board of Aldermen, thank you for your service and commitment to Granite Quarry. Please feel free to contact the Town Clerk's office should you have questions or require assistance at 704-279-5596 or email [clerk@granitequarrync.gov](mailto:clerk@granitequarrync.gov)

Tanya Maria Word, CMC  
Town Clerk

# Appointment Process

## APPOINTMENTS TO BOARDS AND COMMITTEES

The Granite Quarry Mayor and Town Board of Aldermen have a long history of providing many opportunities for citizen participation on local government boards and committees. There are six standing boards and committees to which the Mayor, Town Board of Aldermen, and occasionally the Town Manager, make appointments.

The Mayor and the Town Board of Aldermen appoint citizens to both ad hoc committees and standing committees. Ad hoc committees are temporary committees that have been given a very limited charge and are usually expected to provide recommendations to the Mayor and Town Board of Aldermen within one year. Standing committees have ongoing responsibilities and are usually either regulatory or advisory in nature. Regulatory committees are involved in setting policy or operating procedures for the related activity, *e.g.*, the Zoning Board of Adjustment. Advisory committees are charged with reviewing and commenting on local plans and policies, *e.g.*, the Planning Committee.

On or before January 30 of each year, the Town Clerk shall prepare a list of all appointees whose terms will expire on or before July 31<sup>st</sup> of that year. The list shall include the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position. The list shall be provided to the Board of Alderman and published on the Town's website.

All interested applicants must submit an application to the Town Clerk to be considered for appointment to a board or committee. Applications are available to print on the Town's website and at Town Hall. Applications can be submitted online or to the Town Clerk. All information provided in the application is a public record and is therefore subject to public records requests. Once an application for an appointment has been submitted to the Town Clerk, it is placed on file and remains active for one year.

Please visit the [Town's website](#) and select Boards & Committee to view vacancies, upcoming openings and to apply online.

All interested applicants are encouraged to attend several meetings of the board prior to submitting an application.

# Appointment Process (con't)

## APPOINTMENT PROCESS

- Applications for appointments are submitted to the Town Clerk in person or by completing the online application process.
- Upon receipt of completed applications, the Town Clerk forwards copies of the applications to the Town Board of Aldermen.
- The Town Board of Aldermen reviews the applications and decides on the persons they want to interview. On or before May 1<sup>st</sup>, this list is given to the Town Clerk by the Mayor or the Mayor Pro-Tem.
- The Town Clerk schedules the applicant interviews. Interviews will be conducted by a panel of two (2) Aldermen.
- After all interviews have been conducted, the panel shall make one recommendation for each vacancy and provide these recommendations to the Town Clerk by June 1<sup>st</sup>.
- The Town Clerk prepares a report of the panel recommendations and distributes the report to all Board members in advance of the July Regular Board of Aldermen meeting, at which the appointments will be considered.
- At any time after the Town Clerk has presented the recommendations of the panel to the Board of Aldermen, the Board of Alderman may take action to appoint any or all of the recommended applicants.
- Once an appointment is made, the Town will notify that candidate of their appointment.
- Appointees must take an oath of office administered by the Town Clerk or Mayor at the next formal meeting of the Town Board of Aldermen following appointment. Oaths of Office must be administered within thirty (30) days of appointment. If an appointee does not take the oath of office within thirty (30) days of appointment, the Board of Aldermen may reconsider the motion, reject that appointee, and appoint a replacement.
- The Town Clerk shall also be responsible for the following functions associated with the Board, Committee and Committee appointments:
  - Preparation of letters for the Mayor's signature notifying successful candidates of their appointment.
  - Preparation of letters for the Mayor's signature notifying unsuccessful candidates for appointment.
  - Preparation of letters for the Mayor's signature thanking outgoing members for their service.

# Qualifications

## QUALIFICATIONS FOR BOARD MEMBERS

1. Appointees to boards and committee shall be domiciled and registered to vote in the Town of Granite Quarry or Rowan County if residing in the ETJ of Granite Quarry, unless otherwise specified or provided for by law, ordinance, or Town Board of Aldermen action establishing said board or committee, or in the rules or by-laws of said board or committee, if approved by Town Board of Aldermen.
2. ETJ Appointees must meet County requirements.
3. No citizen shall be eligible to hold concurrently more than two Mayoral or Town Board of Aldermen appointments to standing boards, committees, or committee; this limitation shall not apply to ad hoc committees appointed by the Town Board of Aldermen.
4. The Town Clerk shall further maintain a file of Candidates for Board, Committee, and Committee appointments, which shall be reviewed each year by the Town Clerk to ensure that those applicants are still available and eligible for appointment. Applications shall be retained in the active file for two (2) full years; thereafter they will be destroyed.
5. Criminal background checks are required for nominees to the following boards:
  - Granite Quarry Planning Board
  - Granite Quarry Zoning Board of Adjustment

A nominee to the Zoning Board of Adjustment who has been convicted of crimes against a person, or crimes against property where intent is an element, or any offense involving drugs, alcohol, or gambling shall not be eligible. Other crimes may also be considered by the Board of Aldermen in making appointments.

# Qualifications (con't)

6. An oath of office (or affirmation) is required for all boards, committees, and committee. Where applicable, newly appointed board members will take and sign an oath of office or affirmation following their appointment. A new member **may not** vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office, if applicable.

The following boards require an oath of office:

- Granite Quarry Planning Board
- Granite Quarry Zoning Board of Adjustment

7. All appointees are subject to the Code of Ethics, Gift Policy and Disclosure Requirements for Members of Boards, Committees and Committee. A Statement of Economic Interest Form is required for members of some boards, committees, and committee. Where applicable, newly appointed board members will complete the form following their appointment. A new form must be completed each calendar year and submitted to the Town Clerk's Office by February 1<sup>st</sup>.

The following boards are subject to this requirement:

Land use and other regulatory bodies:

- Planning Committee
- Zoning Board of Adjustment

8. Appointees are subject to Town Board of Aldermen's Attendance and Anti-Harassment Policies (included in this handbook).
9. Appointees to Town Board of Aldermen boards, committees, and committee and Town Board of Aldermen appointees to other board shall receive a copy of this handbook and be asked to date and sign an acknowledgement of same.

# New Appointees

## NEW APPOINTEES TO BOARDS AND COMMITTEES

Thank you for volunteering to serve your community through an appointment by the Mayor and Town Board of Aldermen to a citizen board or committee. This handbook will acquaint you with the Mayor and the Town Board of Aldermen's policies in regard to boards and committees and the particular roles and responsibilities of members. This handbook is provided to new appointees by the Office of the Town Clerk along with their notice of appointment.

Boards and committees are established to increase citizen input and participation in Town government. Some of the boards, committees and committee exist to advise and make recommendations to Town Board of Aldermen, while others have distinct regulatory responsibilities that are established by law.

By accepting this appointment, you are now able to work directly with your local government on behalf of your fellow citizens to enrich community life on a wide variety of issues. The greater your participation in the work of the board, the greater will be the effectiveness of the board in carrying out its charge and ultimately improving the community.

While the Mayor and Town Board of Aldermen set policy and make decisions affecting their constituency, they also consider citizen participation a vital aspect of good government. Working in partnership with the Mayor and Town Board of Aldermen, Town staff, and your fellow citizens, we can continue to set the standards for excellence in good government and quality of life.

All board and committee meetings shall comply with the North Carolina Open Meetings Law, which requires that all meetings of "public bodies" be open to the public after proper notice is given. The open meetings law (G.S. 143-318.9 through 143-318.18) defines the term *public body* as any board, committee, committee, and so forth, in state or local government that (1) has at least two members and (2) exercises or is authorized to exercise any of these powers: legislative, policy-making, quasi-judicial, administrative, or advisory.

Unless otherwise specified, a quorum is a majority of the actual members of the board or committee. A quorum of the board or committee shall be required in order for any action to be taken.

# New Appointees (con't)

## **BOARD OF ALDERMEN POLICIES**

Appointees are subject to Town Board of Aldermen's Attendance policy, Anti-Harassment policy, Code of Ethics, Gift Policy and Disclosure Requirements and Conflict of Interest policy. In addition, members are subject to Town Board of Aldermen's resolution establishing policies and procedures for boards. These policies are included in this handbook.

These policies shall apply to every member of a board, committee, or committee that is part of the Town of Granite Quarry regardless of who appoints the member. In addition, these policies shall apply to all appointees by the Town Board of Aldermen to a board, committee, or committee that is not part of the Town of Granite Quarry.

### **MULTIPLE TERMS / TERMS OF OFFICE**

No member of any board or committee may serve more than two full consecutive terms. After serving two full consecutive terms, a person must be off the board or committee for one full term before being eligible for appointment to the same body. An exception to this rule may be made on a case by case basis (i.e., a need for continuity or experience).

An individual may not serve on more than two boards, committees, or committee at one time.

### **REPORTS**

Each board and committee that is part of the Town or established by Town Board of Aldermen is required to submit annual written reports that must contain in depth review of the body's activities consisting of the following components:

- a) What was done that made a difference;
- b) The proposed plans and objectives for the upcoming 12-month period; and
- c) What type of resources (if any) may be needed in pursuing upcoming plans and goals, so that we are better able to anticipate future needs.
- d) Annual Attendance Report of attendees.

These reports shall be submitted to the Town Clerk according to the schedule established by the Town Clerk. The Clerk shall provide copies to the Mayor and Board of Aldermen and refer the reports to the appropriate Board of Aldermen Committees.

# New Appointees (con't)

## **RESIDENCY**

A member of any board or committee must at all times be registered to vote in Rowan County.

Exceptions to the above statement may exist for some boards for purposes of regional membership. Any exceptions will be handled on a case by case basis.

## **RESIGNATIONS, TERMINATIONS AND REPLACEMENTS**

Any member of a board or committee who desires to resign shall do so in writing to the staff support and/or Office of the Town Clerk.

Members of boards can be removed from said body for failure to meet attendance requirements.

Unless otherwise provided by law, Ordinance or Resolution, all appointments by the Mayor and/or Town Board of Aldermen to a board or committee serve at the pleasure of the appointing office and may be removed at the discretion of said office.



# Roles & Responsibilities

## **ROLES AND RESPONSIBILITIES OF BOARD MEMBERS, CHAIRPERSONS AND STAFF**

The roles and responsibilities listed below are general guidelines. It is important that dialogue take place between the members, chairpersons, and staff on how the specific board can function at its optimum. The members and chairperson of a board serve as advisors to the Mayor and Town Board of Aldermen and receive their charge from the Mayor and Town Board of Aldermen. The staff is an employee of the Town, usually with other job responsibilities, and is accountable to their Department Head and/or Town Manager. Responsibilities clearly defined by the chairperson and staff will make the board and its work more effective.

### **BOARD MEMBERS**

Board members are an important part of the Town of Granite Quarry government process. They are selected to be part of a board or committee that advises the Town Board of Aldermen on pertinent issues, policy-making, and project development and implementation. This can be accomplished in the following ways:

- It is important for every member to be aware of the time, energy, and commitment that is involved in being part of an advisory board.
- The majority of work of the advisory board is accomplished at the monthly meeting. Therefore, all members in attendance contribute to the most effective work plan.
- Individual members are encouraged to prepare materials that are substantive and meet required deadlines.
- Members may be asked by the chairperson to complete specific tasks which may include serving on subcommittees.
- Every member contributes to the problem-solving process.
- All members are required to vote on recommendations and actions of the group unless a potential conflict of interests exists.
- For the board to provide the most comprehensive information to the Mayor and Town Board of Aldermen, each member works in the spirit of compromise and negotiation to reach consensus when possible.

# Roles & Responsibilities (con't)

- A member must notify the chairperson and the staff support person if he/she cannot attend a meeting.
- Members are asked to keep up-to-date on information relating to board interest areas.
- Members shall not represent their individual views through any contacts they have with the media as being representative of the full board unless the board has formally taken a position on the matter
- Members shall communicate through the Chairperson upon taking a position on any matter of significance.

## **BOARD CHAIRPERSON**

The board chairperson may be appointed by the Mayor, Town Board of Aldermen or the members of their respective board, in accordance with the guidelines and/or legislation establishing such board, and act as a link between the Mayor and Town Board of Aldermen, advisory board members, and the community. The chairperson's responsibilities include the following:

- The chairperson advises the Mayor and Town Board of Aldermen upon request or in reference to the mission of the board and Town Board of Aldermen policy.
- The chairperson and staff conduct an orientation for new members to familiarize them with the work and operations of the board or committee, as well as the information contained in this handbook.
- The chairperson delegates assignments to members, recognizing skill, experience, and interest of individuals in the group; he/she makes sure all members get a chance to participate and uses subcommittees as much as possible to empower the group.
- The chairperson seeks the input of members on the work program and agenda formulation.
- The chairperson presides over the meetings and acts as facilitator to keep to the agenda.
- The chairperson makes sure all meetings are open to the public.
- The chairperson makes sure that citizen input is reflected in the group's recommendations.

# Roles & Responsibilities (con't)

- The chairperson uses consensus-building techniques to find optimum recommendations.
- The chairperson, in conjunction with staff, prepares timetables for completion of projects.
- The chairman and members develop annual reports which are due to the Mayor and Town Board of Aldermen in accordance with adopted policy.
- The chairperson is encouraged to discuss the advisory board work with applicants seeking appointment to the board.
- The chairperson may forward names as recommendations to fill individual vacancies for the Mayor and Town Board of Aldermen's consideration, attaching the relevant background information for each nominee.
- The chairperson may recommend certain skill sets necessary to fill individual vacancies that reflect the needs of the board and community.
- The chairperson meets with the Mayor and Town Board of Aldermen concerning the work of the board, upon their request.
- The chairperson shall not represent their individual views through any contacts they have with the media as being representative of the full board unless the board has formally taken a position on the matter.
- The chairperson keeps the Mayor and Town Board of Aldermen apprised of all significant issues, either directly or through staff support.

# Roles & Responsibilities (con't)

## BOARD STAFF

Staff provides important resources to boards. The resources and staff time available to boards varies. Boards report to the Mayor and Town Board of Aldermen and the staff report ultimately to the Town Manager, an arrangement that works most effectively when the chairperson and the staff have a clear understanding of what needs to be done and what resources are available to get the job done. The staff carries out his/her responsibilities in the following ways:

- The staff shall provide assistance to clarify the role of the board or committee, and with routine issues such as the time of meetings, quorums, etc.
- The staff works with the chairperson to prepare each agenda and necessary meeting materials.
- The staff notifies all members of upcoming meetings and new developments.
- The staff provides attendance reports and notifies the Town Clerk's Office of vacancies due to resignations, multiple absences, or other reasons.
- The staff gathers information, provides research and makes it available to the board or committee.
- The staff provides technical expertise to the group.
- The staff prepares draft reports and correspondence and makes sure all Town presentations are prepared in the appropriate format.
- The staff keeps his/her supervisor and department head informed on the work of the advisory board.

# Anti-Harassment Policy

## Section 1.

The Town Board of Aldermen will not tolerate or condone acts of harassment by the Mayor, Board of Aldermen members, or members of Town boards and committees, based upon race, religion, color, sex, national origin, sexual orientation, age, disability, or political affiliation.

## Section 2.

Violators of this policy will be subject to appropriate disciplinary action as set forth in the policy. This portion of the policy is applicable to those serving on advisory boards and committees.

## **DEFINITIONS**

Harassment is verbal or non-verbal conduct or physical acts which are unwelcome or offensive to or retaliatory against an employee or group of employees based on their race, religion, color, sex, national origin, sexual orientation, age, disability or political affiliation and which:

- A. Affects an employee's conditions of employment, or
- B. Interferes with an employee's ability to perform his or her job, or
- C. Creates an intimidating or hostile work environment.
- D. Examples of acts which may constitute harassment are:

Slurs and epithets; offensive jokes or statements; threats; derogatory pictures/materials/ articles displayed on bulletin boards or in work areas; derogatory graffiti; segregating facilities (such as break rooms, bathrooms, eating areas, work stations) based on race, sex, national origin, color, religion, age, or disability; physical violence intended to harass, intimidate or discourage employees from pursuing complaints; retaliatory acts based on an employee having filed a charge of discrimination.

# Anti-Harassment Policy (con't)

Sexual Harassment is **unwelcome** verbal, non-verbal or physical advances of a sexual nature or non-sexual hostile or physically aggressive behavior directed to an employee because of such employee's sex, which:

- A. Affects an employee's conditions of employment; or
- B. Interferes with an employee's ability to perform his or her job; or
- C. Creates an intimidating or hostile workenvironment.
- D. Examples of acts which may constitute sexual harassmentare:

- (1) Verbal - Referring to an adult as "girl", "hunk", "doll", "beefcake", "babe", "studmuffin", "honey", or "sweetie"; whistling or catcalling; sexual comments or innuendoes; sexual jokes or stories; making sexual comments about a person's clothing, body; recounting one's sexual exploits or asking about sexual fantasies, preferences or history; repeatedly asking a person for a date after being turned down; starting or spreading rumors about the sex life of a person; making kissing sounds, howling or smacking lips; threats.
- (2) Nonverbal – Blocking a person’s path; following the person; making sexual gestures; making facial expressions.
- (3) Physical - Hugging, kissing, patting, stroking, pinching or grabbing; rubbing oneself sexually around another person; brushing against a person; touching the person's clothing, hair or body; giving a massage around the neck or shoulders; revealing parts of the body in violation of common decency; physically forcing sexual activity on someone ranging from assault to rape.
- (4) All the conduct listed in Examples 1, 2, and 3 which are directed to an employee by a non-employee in the workplace, i.e., contractors or vendors who may do business with or for the Town.
- (5) Employment opportunities or benefits granted by a supervisor to his/her employee because such employee submits to the supervisor's advance.

Hostile Environment means a workplace that has become intimidating or offensive due to conduct of employees which is threatening in nature.

# Anti-Harassment Policy (con't)

## COMPLAINTS

Any employee who believes that he or she has been the target of harassment by the Mayor, a Board of Aldermen member, or a member of a Town board or committee should inform their supervisor, their department head, the Town Manager, the Town Attorney, or Human Resources immediately. If the person receiving the information is not the Town Manager, the person receiving the information shall promptly notify the Town Manager.

Upon being notified of a complaint, the Town Manager shall notify the Mayor or, if the complaint is against the Mayor, the Mayor Pro Tempore. If the complaint is an informal complaint, the Town Manager and Mayor (or Mayor Pro Tempore) may meet with the person whose conduct is the subject of the complaint to inform the person of the complaint and to discuss the need for the person to adjust or correct his or her conduct. If appropriate, the results of this meeting may be reported to the complaining employee.

A formal complaint (and an informal complaint that the Town Manager decides to handle as a formal complaint) shall be investigated and subject to sanctions.

## SANCTIONS

Following the completion of an investigation of an allegation against a member of a Town board or committee conducted pursuant to Section 2, the Town Board of Aldermen may sanction the member who was the subject of the investigation. Potential sanctions include removal of the member, adoption of a Resolution of Censure, and any other lawful sanction within the Board of Aldermen's power.

# Attendance Policy

For a board or committee to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attentive to the business of the body. Therefore, **all members are required to attend at least 65%** of the regular and special meetings of the body and assigned committees and subcommittees held in any one calendar year with **NO EXCUSED ABSENCES**.

On January 1<sup>st</sup> of each year, a member of any board or committee appointed by the Mayor, Board of Aldermen or Town Manager shall be automatically removed from said body for failure to attend at least 65% of all regular and special meetings of the body and assigned committees and subcommittees held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65% attendance requirement shall apply to meetings held during the portion of the year during which the person served.

In order to be eligible for reappointment to a board or committee, **a member must have attended at least 75%** of the regular and special meetings of the body and assigned committees and subcommittees during the concluding term, or portion of the term during which the member served. A member of a board or committee shall be **automatically removed** from said body for **failure to attend any THREE CONSECUTIVE REGULAR MEETINGS** of the body. A member must attend fifty percent (50%) of a meeting to be considered in attendance for the purposes of this policy.

The Town Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement. The Town Clerk shall send a letter to anyone who is removed from a board or committee for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

This attendance policy shall apply to every member of a board or committee that is part of the Town of Granite Quarry regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the Town Board of Aldermen to a board or committee that is not part of the Town of Granite Quarry.



# Code of Ethics, Gift Policy & Disclosure

## **A RESOLUTION OF THE GRANITE QUARRY TOWN BOARD OF ALDERMEN ESTABLISHING THE CODE OF ETHICS FOR MEMBERS OF BOARDS, COMMITTEES, AND COMMITTEE OF THE TOWN OF GRANITE QUARRY**

### **Code of Ethics Gift Policy, and Disclosure Requirements for Members of Boards, Committees, and Committee of the Town of Granite Quarry, North Carolina**

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse quam videri*, "To be rather than to seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics and, pursuant to Section 160A-86, the Granite Quarry Town Board of Aldermen believes that it is equally important that standards of conduct, particularly a conflict of interest policy be established for members of Town Boards, agencies, and committees, and

WHEREAS, it is appropriate that members of Town boards and committees, as well as Mayoral and Town Board of Aldermen appointees to non-Town bodies (hereinafter "Board Members"), also adhere to a Code of Ethics.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of Granite Quarry, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Town Board of Aldermen do hereby adopt the following General Principles and Code of Ethics to guide Boards Members in their lawful decision-making.

### **GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS**

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Board Members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.

# Code of Ethics, Gift Policy & Disclosure

- Board Members must always remain aware that they may, at various times, play different roles:
  - As advisors, who balance the public interest and private rights in considering and recommending, among other things, ordinances, policies, and decisions as decision-makers, who arrive at fair and impartial determinations.
- Board Members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Board Members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the Mayor and Town Board of Aldermen and the citizens of Granite Quarry. Each Board Member must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

## A. CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for Board Members and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a member's best judgment.

### Section 1.

Board Members should obey all laws applicable to their official actions. Board Members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Board Members should feel free to assert policy positions and opinions without fear of reprisal from fellow Board members or citizens. However, in doing so, Board Members:

- (a) shall be mindful that they were appointed by the Mayor or Town Board of Aldermen, or by another appointing authority to a Town Board, Committee, or Committee and, therefore, if they are advising or advocating a position that is contrary to a Board of Aldermen policy, that they notify the Mayor and Board of Aldermen of such as soon as practicable;
- (b) who serve in an advisory capacity Town shall be mindful that their chief responsibility is to advise the Mayor and Board of Aldermen or other decision-making body rather than to advocate to the public at large, particularly when the position of advocacy is contrary to a Board of Aldermen policy;
- (c) shall understand that they hold a position of trust on behalf of the Town and its citizens; and
- (d) shall assert policy positions and opinions on matters within or related to the jurisdiction and subject matter of the body on which they serve only through the transparency of official proceedings of the body or in a capacity Town and manner appropriate for a member of such body. Board Members shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so.

# Code of Ethics, Gift Policy & Disclosure

These guidelines are especially important to Chairpersons who must recognize that they are often viewed as speaking for the body.

To declare that a Board Member is behaving unethically because one disagrees with that official on a question of policy (and not because of the Board Member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

## Section 2.

Board Members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values
- Exhibiting trustworthiness
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- For Board Members who act in a quasi-judicial capacity, disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves
- Treating other Board Members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions
- Showing respect for their offices and not behaving in ways that reflect badly on those offices
- Recognizing that they are part of a larger group and acting accordingly
- Recognizing that individual Board Members are not generally allowed to act on behalf of the body but may only do so if the body specifically authorizes it, and that the body must take official action as a body

# Code of Ethics, Gift Policy & Disclosure

## Section 3.a.

Board Members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official position for personal gain. Although opinions may vary about what behavior is inappropriate, the Board of Aldermen will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Board Member's action would conclude that the action was in appropriate.

## Section 3.b.

If a Board Member believes that his or her actions, while legal and ethical, may be misunderstood, the official should seek the advice of the Town Attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

## Section 4.

Board Members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board Members should faithfully attend and prepare for meetings.

Board Members should be willing to bear their fair share of the body's workload. To the extent appropriate, they should be willing to put the Town's interests ahead of their own.

## Section 5.

Board Members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to them or Town employees.

To ensure strict compliance with the laws concerning openness, the Mayor and Board of Aldermen members have made it clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should take deliberate steps to make certain that any closed sessions held by the body are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

# Code of Ethics, Gift Policy & Disclosure

## **Definitions**

"Gift" - Anything of monetary value given or received without valuable consideration. The following shall not be considered gifts:

- (1) Anything for which fair market value, or face value if shown, is paid by the Covered Member.
- (2) Commercially available loans made on terms not more favorable than generally available to the public in the normal course of business.
- (3) Contractual arrangements or commercial relationships or arrangements made in the normal course of business.
- (4) Academic or athletic scholarships based on the same criteria as applied to the public.
- (5) Anything of value properly reported as required under Article 22A of Chapter 163 of the General Statutes (North Carolina Campaign Contributions Law).
- (6) Expressions of condolence related to a death of an individual, sent within a reasonable time of the death, if the expression is one of the following:
  - a. A sympathy card, letter, or note.
  - b. Flowers.
  - c. Food or beverages for immediate consumption.
  - d. Donations to a religious organization, charity, the State or a political subdivision of the State, not to exceed a total of two hundred dollars per death per donor.

"Extended family" - Spouse, lineal descendant, lineal ascendant, sibling, spouse's lineal descendant, spouse's lineal ascendant, spouse's sibling, and the spouse of any of these individuals.

"Covered Member" - a member of any of the following Boards, Committees, and Committee:

- (1) Land use and other regulatory bodies
  - Planning Committee
  - Zoning Board of Adjustment

# Code of Ethics, Gift Policy & Disclosure

## **Gift Ban**

No Covered Member shall knowingly accept a gift unless the gift falls within one of the exceptions set forth below.

A prohibited gift shall be promptly declined, returned, paid for at fair market value, or donated to charity or the Town.

## **Exceptions**

These prohibitions shall not apply to any of the following:

- (1) Gifts from the Covered Member's extended family, or a member of the same household.
- (2) Gifts given or received as part of a business, civic, religious, fraternal, personal, or commercial relationship provided that the gift is made under circumstances that a reasonable person would conclude that the gift was not given to influence or attempt to influence official action.
- (3) Nominal gifts having a value of less than \$50.
- (4) Anything generally made available or distributed to the public without charge.
- (5) A memento such as a commemorative shovel, plaque, figurine, trinket, or novelty item related to a civic occasion or event.
- (6) Informational materials relevant to the duties of the Covered Member.
- (7) Food and beverages for immediate consumption in connection with any of the following:
  - a. A meeting of the Covered Body, provided that the meeting is properly noticed under Article 33C of Chapter 143 of the General Statutes.
  - b. Business meetings so long as the food and beverages are of incidental value.
  - c. Neighborhood or community meetings.
  - d. A gathering of ten or more individuals that is open to the general public, provided that the Covered Member pays the same amount, if any, that the general public is charged to attend.
- (8) Tickets or admittance to, and food and beverages for immediate consumption at, an event where the Covered Member is clearly representing the Town and where the Town has a legitimate purpose in being represented at the event.

# Code of Ethics, Gift Policy & Disclosure

- (9) Food and beverages for immediate consumption and related transportation provided all the following conditions are met:
  - a. The food, beverage, or transportation is provided during a conference, meet in g, or similar event and is available to all attendees of the same class as the recipient.
  - b. The Covered Member is a director, officer, governing board member, employee, or independent contractor of one of the following:
    1. The entity giving the food, beverage, or transportation.
    2. A third party that received the funds to purchase the food, beverages, or transportation.
  
- (10) An expense appropriate for reimbursement by the Town if it had been incurred by the Covered Member personally. Such a gift shall be considered a gift accepted by or donated to the Town, provided that the gift and its value are reported in writing to the Town Clerk within two weeks of receipt.

## **C. DISCLOSURE REQUIREMENTS**

By February 1 of each year, Covered Members shall file with the Town clerk a statement of economic interest using the form set forth in Exhibit A attached hereto. The statements required by this section are public records available for inspection and copying by any person during normal business hours.

## **D. COMPLAINTS, INVESTIGATIONS, AND SANCTIONS**

### **1. Complaints**

- a. Any individual may file a complaint alleging a violation of this policy. Complaints shall be filed with the Town Clerk on a form provided by the Town Clerk. Complaints shall: (i) identify the complainant; (ii) state with specificity the facts that form the basis for the alleged violation; and (iii) cite the provision that has allegedly been violated.
- b. Upon receiving a complaint, the Town Clerk shall forward the complaint to the Town Attorney.
- c. The Town Attorney shall review the complaint to determine whether it provides the information required in subsection a. If the Town Attorney determines that the complaint fails to provide the information required by subsection (a), the complainant shall be so informed and afforded an opportunity to provide the required information. If the Town Attorney determines that a complaint does provide the required information, the complaint shall be investigated.

# Code of Ethics, Gift Policy & Disclosure

## 2. Investigations

- a. Investigations will be conducted by the Town Attorney's Office unless there is a conflict or significant political concerns that warrant investigation by an independent third party.
- b. In the event that the complaint is determined to be either: (i) frivolous; or (ii) does not state a claim of a violation even if the facts alleged are true, that conclusions shall be communicated to the complainant, the subject of the complaint, and the Mayor.
- c. In the event that the complaint is determined to not be frivolous and does state a claim of a violation if the facts alleged are true, the complaint shall be investigated and written findings as to the truthfulness of the factual allegations and conclusions as to whether a violation has occurred shall be prepared. The written findings and conclusions shall be provided to the complainant, the subject of the complaint, the Mayor, and the Town Board of Aldermen.

## 3. Sanctions

Upon receipt of written findings and conclusions pursuant to Section 2.c., the Covered Member who was the subject of the investigation may be sanctioned. Potential sanctions include the adoption of a Resolution of Censure and any other lawful sanction within the Board of Aldermen or Mayor's power.

Section 2. This Resolution shall be effective July 3, 2018.

### **CERTIFICATION**

I, Tanya Maria Word, Town Clerk of the Town of Granite Quarry, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the Town Board of Aldermen of the Town of Granite Quarry, North Carolina, in regular session convened on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 the reference having been made in Minute Book, and recorded in full in Resolution Book \_\_\_\_\_, Page(s) \_\_\_\_\_.

WITNESS my hand and the corporate seal of the Town of Granite Quarry, North Carolina, the \_\_\_\_\_ day of \_\_\_\_\_, 2018.



# Policies for Administering Boards

**RESOLUTION OF THE GRANITE QUARRY TOWN BOARD OF ALDERMEN ESTABLISHING ITS POLICIES AND PROCEDURE FOR PUBLIC NOTIFICATION, NOMINATION, AND APPOINTMENT OF PERSONS TO BOARDS, COMMITTEES, AND COMMITTEE, AND STATING TOWN POLICIES FOR CONSECUTIVE TERMS, OATHS OF OFFICE, RESIDENCY, AND ATTENDANCE, AND FOR THE SUBMITTAL OF ANNUAL REVIEW REPORTS OF BOARDS AND COMMITTEE.**

WHEREAS, the Town Board of Aldermen of the Town of Granite Quarry, NC, has reviewed its policies and process for public notification of vacancies, nominating, and appointing volunteer citizens to boards, committees, and committee, and

WHEREAS, the Town Board of Aldermen has reviewed Town policies regarding, consecutive terms, residency, attendance, and review reports of boards, committees, and committee;

NOW THEREFORE, BE IT RESOLVED by the Town Board of Aldermen of the Town of Granite Quarry that it hereby establishes the following policies and procedures for public notification, nomination, and appointment of persons to boards, committees and committee, and states the Town's policies regarding consecutive terms, residency, attendance, and submittal of reports by boards, committees, and committee as follows:

## Section 1. **PROCESS FOR BOARD AND COMMITTEE APPOINTMENTS**

Appointments to boards and committees shall be made every July.

On or before January 30 of each year, the Town shall publicize vacancies to be filled by appointment of the Board of Aldermen as follows: (i) the Town Clerk will provide the Board of Aldermen with a list of upcoming vacancies; and (ii) the Town Clerk shall provide such information to the public through the Town's website, social media and other opportunities.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to submitting an application.

An application is required for consideration of an appointment to a board or committee. All information provided in completing the application becomes public information and is therefore subject to public records requests. Once an application for an appointment has been filed with the Town Clerk, it is placed on file and remains active for one year.

Upon receipt of completed applications, the Town Clerk forwards copies of the application to the Town Board of Aldermen.

The Town Board of Aldermen reviews the applications and formulates a list of persons they want to interview. This list is given to the Town Clerk by the Mayor or the Mayor Pro-Tem. (June 1<sup>st</sup>)

The Town Clerk set the times for the personal interviews. Interviews will be approximately 15 – 20 minutes and will be conducted by two (2) Aldermen in a panel.

# Policies for Administering Boards

After all interviews have been conducted, the Board of Aldermen makes a recommendation for each appointment by June 1st.

Once the Town Board of Aldermen have made their recommendations of applicants, the Town Clerk presents the recommendations in the form of a report, which is distributed to all Board members in advance of the July Regular Board of Aldermen meeting at which the appointments will be considered.

At any time after the Town Clerk has presented the recommendations of the Town of Granite Quarry Town Board of Aldermen, any Board of Aldermen may make a motion to appoint any or all of the recommended applicants.

Once the Town Board of Aldermen has adopted this motion to appoint, the applicants cited in the motion are deemed appointed.

Once an appointment takes place, the Town Clerk's Office will notify that candidate of their appointment as of August 1<sup>st</sup>.

Appointees must take an oath of office, administered by the Town Clerk or Mayor, following appointment or at the next formal meeting of the Town Board of Aldermen. Oaths of Office must be administered within 30 days of appointment. If an appointee fails to take the oath of office in this time frame, Board of Aldermen may reconsider the motion, reject that appointee, and appoint a replacement.

The Town Clerk shall also be responsible for the following functions associated with the Board and Committee appointments:

- Preparation of letters for the Mayor's signature notifying successful candidates of their appointment.
- Preparation of letters for the Mayor's signature notifying unsuccessful candidates for appointment.
- Preparation of letters for the Mayor's signature thanking outgoing members for their service.

Criminal background checks are required for nominees of the following boards:

- Zoning Board of Adjustment
- Planning Committee

A nominee to the Zoning Board of Adjustment who has been convicted of crimes against a person, or crimes against property where intent is an element, or any offense involving drugs, alcohol, or gambling shall not be eligible. Other crimes may also be considered by the Board of Aldermen in making appointments.

Any departure or deviation from the above process shall not affect the validity of an otherwise valid Board of Aldermen appointment.

# Policies for Administering Boards

## Section 2. CONSECUTIVE TERMS/MULTIPLE BOARDS

No member of any board, committee, or committee may serve more than two full consecutive terms. After serving two full consecutive terms, a person must be off that board, committee, or committee for one full term before being eligible for appointment to the same body. An exception to this rule may be made on a case by case basis (i.e., a need for continuity or experience).

An individual may not serve on more than two boards, committees, or committee at one time.

## Section 3. OATHS OF OFFICE/ORIENTATION

For a board, committee, or committee requiring an oath of office, a new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office.

Staff advisors shall conduct an orientation session for new members with the chair in attendance prior to or at the first regular meeting after appointment. Expectations shall be given concerning attendance, conflicts of interest, information on Town Government, etc.

## Section 4. RESIDENCY REQUIREMENTS

A member of any board, committee or committee must at all times be registered to vote in Rowan County.

Any exceptions will be handled on a case by case basis.

## Section 5. ATTENDANCE POLICY

In order for a board or committee to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attendant to the business of the body. Therefore, all members are required to attend at least 65% of the regular and special meetings of the body and assigned committees and subcommittees held in any one calendar year with **NO EXCUSED ABSENCES**. On January 1 of each year, a member of any board, committee, or committees appointed by the Mayor, Board of Aldermen or Town Manager shall be automatically removed from said body for failure to attend at least 65% of all regular and special meetings of the body and assigned committees and subcommittees held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65% attendance requirement shall apply to meetings held during the portion of the year during which the person served. In order to be eligible for reappointment to a board or committee, a member must have attended at least 75% of the regular and special meetings of the body and assigned committees and subcommittees during the concluding term, or portion of the term during which the member served. In addition, any member of a board, committee or committee shall be automatically removed from said body for failure to attend any **THREE CONSECUTIVE REGULAR MEETINGS** of the body. A member must attend fifty percent

# Policies for Administering Boards

(50%) of a meeting in order to be considered in attendance for the purposes of this policy.

The Town Clerk shall send a letter to anyone who is removed from a board, committee, or committee for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

The Town Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement.

Staff advisors shall file attendance reports with the Town Clerk pursuant to the schedule established by the Town Clerk.

This attendance policy shall apply to every member of a board, committee, or committee that is part of the Town of Granite Quarry regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the Town Board of Aldermen to a board, committee, or committee that is not part of the Town of Granite Quarry.

## Section 6. **REPORTS OF BOARDS, COMMITTEES, AND COMMITTEE**

The Town Board of Aldermen finds it appropriate to periodically review each standing board, committee, and committee to which they make appointments for the purpose of assessing whether said board, committee, or committee should be renewed, dismantled, expanded or its charge redefined. To this end, each board, committee, and committee that is part of the Town, or that was established by the Town Council whether acting alone or in conjunction with one or more other local governments, is required to submit annual written reports that must contain in depth reviews of the body's activities including goals, objectives, successes, problems, and/or the need for Town Board of Aldermen assistance. These reports shall be submitted to the Town Clerk and will be staggered through the year according to a schedule established by the Town Clerk. The Town Clerk shall then provide the Mayor and Town Board of Aldermen with copies of the reports and refer the reports to the appropriate Board of Aldermen Committee for the Committee's information.

Boards, committees, and committee that are not part of the Town shall submit reports in accordance with the reporting requirements set forth in their contract, if any, with the Town.

In addition to required written reports, the Town Board of Aldermen may request on a case-by-case basis that an oral report be made to the Board of Aldermen.

## Section 7. **CONFLICT OF INTEREST**

Board of Aldermen's \_\_\_\_\_ xx, 2018 Conflict of Interest Resolution established for boards, committee, and committees shall continue as it is in its entirety.

# Policies for Administering Boards

## Section 8. **REPEALER**

All prior resolutions of the Town Board of Aldermen establishing procedures for the public notification, nomination, and appointment of persons to boards, committees, and committee, and setting forth the Town's policies for consecutive terms, oaths of office, residency, attendance, and review reports are, except to the extent that they are supplementary to and consistent herewith, repealed.

## **CERTIFICATION**

I, Tanya Maria Word, Town Clerk of the Town of Granite Quarry, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the Town Board of Aldermen of the Town of Granite Quarry, North Carolina, in regular session convened on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 the reference having been made in Minute Book, and recorded in full in Resolution Book \_\_\_\_\_, Page(s) \_\_\_\_\_.

WITNESS my hand and the corporate seal of the Town of Granite Quarry, North Carolina, the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

# Conflict of Interest Policy

## RESOLUTION 2018-03

### A RESOLUTION OF THE BOARD OF ALDERMEN ESTABLISHING A CONFLICT OF INTEREST POLICY STATEMENT FOR MEMBERS OF TOWN BOARDS AND COMMITTEES

**WHEREAS**, the proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; and

**WHEREAS**, it is important that the public have confidence in the integrity of its government; and

**WHEREAS**, any public office must not be used for personal gain; and

**WHEREAS**, the Granite Quarry Board of Aldermen has previously approved a Code of Ethics ordinance which establishes guidelines for standards of conduct for the Mayor, the Board of Aldermen as well as other Town officials; and

**WHEREAS**, the Board of Aldermen believes it is important that standards of conduct, particularly a conflict of interest policy, be established for members of Town boards and committees.

**NOW, THEREFORE, BE IT RESOLVED** by this Board of Aldermen of the Town of Granite Quarry in regular session duly assembled that it hereby establishes and adopts the following stands of conduct which shall be applicable to all members of Town boards and committees regardless of their method of appointment: any member who has an interest in any act or action coming before the board or committee of which he is a member shall publicly disclose his or her interest and shall completely withdraw from any consideration of said act or action. For purposes of this resolution, interest means direct or indirect pecuniary or material benefit accruing to the member as a result of any contract, agreement or transaction which may be the subject of any official act of action by or before the board or committee. Furthermore, a member shall be deemed to have an interest in the affairs of: (a) any person in his immediate household; (b) any business entity in which the member is an officer or director; or (c) any business entity in which the stock of, or legal or beneficial ownership of, in excess of five percent of the total stock or total legal or beneficial ownership, is controlled or owned directly or indirectly by the member.

# Conflict of Interest Policy

**BE IT FURTHER RESOLVED** that when any member has a doubt as to the applicability of this resolution to a particular situation, he or she shall apply to the office of the Town Attorney for an advisory opinion.

**BE IT FURTHER RESOLVED** that any member who violates the provisions of this resolution shall be subject to removal from the board or committee.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
William D. Feather, Mayor

**ATTEST:**

\_\_\_\_\_  
Tanya Maria Word, Town Clerk, CMC

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
Graham Corriher, Town Attorney

**CERTIFICATION**

I, Tanya Maria Word, Town Clerk of the Town of Granite Quarry, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the Town Board of Aldermen of the Town of Granite Quarry, North Carolina, in regular session convened on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 the reference having been made in Minute Book, and recorded in full in Resolution Book \_\_\_\_\_, Page(s) \_\_\_\_\_.

WITNESS my hand and the corporate seal of the Town of Granite Quarry, North Carolina, the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

# Descriptions of Boards & Committees

On the following pages, descriptions of the following boards are provided.

- Granite Quarry Planning Board
- Granite Quarry Zoning Board of Adjustment



# Planning Committee

<p><b>Description</b></p>	<p>The Planning Committee was formed by an Interlocal Agreement as a planning advisory body to the Town of Granite Quarry. Its primary responsibility is to guide growth and development for the Town of Granite Quarry and the unincorporated areas of Rowan County through short and long-term planning. The Planning Committee principally conducts its business in two committees: The Planning Committee and the Zoning Committee.</p> <p>The Planning Committee meets on the third Tuesday of the month at 5:00 p.m. to discuss long range policy issues such as area plans and Mandatory Referrals. The Committee makes recommendations concerning land use, urban design, transportation and other policies relevant to the planning process and reviews and recommends action on capital projects and on acquisition or sale of real property (Mandatory Referrals).</p> <p>The Zoning Committee meets on the second Monday of the month at 5:30 p.m. to review and discuss rezoning petitions. The Committee makes recommendations concerning rezoning's, zoning ordinances and regulations to Granite Quarry Town and hears and decides on subdivision variances and appeals. Zoning Committee members are required to attend Town Board of Aldermen rezoning hearings held the third Monday of each month at 5:30 p.m.</p>
<p><b>Committee Members</b></p>	<p>11 members: 9 regular members and 2 alternates. Five regular members and one alternate shall be residents of the town and shall be appointed by the Town Board of Aldermen. Four regular members and one alternate shall be residents of the extraterritorial jurisdictional area (ETJ) (outside of the cooperate limits of the town and shall be appointed by the County Board of Committees, Term Length: 3 years; Term Limit: 2 Terms</p>
<p><b>Membership</b></p>	<p>Town appointees must take an oath of office and are subject to Town Board of Aldermen's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure</p>
<p><b>Meeting Information</b></p>	<p>The Planning Committee meets as a full body each month to make policy decisions and to receive committee status reports. Meeting Day: 2nd Monday, monthly Meeting Time: 5:30 p.m. Meeting Location: Granite Quarry Municipal Building (143 North Salisbury Street) Time Commitment: 24 hours per month</p>
<p><b>Staff Advisor</b></p>	<p>Steve Blount • 704-279-5596 • <a href="mailto:planner@granitequarrync.gov">planner@granitequarrync.gov</a> Shelly Shockley • 704-279-5596 <a href="mailto:office@granitequarrync.gov">office@granitequarrync.gov</a></p>
<p><b>Additional Information</b></p>	<p><a href="#">Website</a> <a href="#">Planning</a> <a href="#">Committee Zoning</a> <a href="#">Committee</a></p>

# Zoning Board of Adjustment

<b>Description</b>	The Zoning Board of Adjustment serves to hear and decide appeals from, and to review any specific order, requirement, decision, interpretation, or determination made by the Zoning Administration of the Granite Quarry-Rowan Building Standards Department.
<b>Committee Members</b>	<p>11 Members: 9 Regular Members; 2 Alternate Members (2 by Mayor, 9 by Board of Aldermen)</p> <p>Term Length: 3 years; Term Limit: 2 Terms</p> <p>Alternate members serve on the Board in the absence of any regular members and are appointed in the same manner and for the same term as regular members.</p>
<b>Membership</b>	<p>No knowledge or experience in a certain field is necessary for membership.</p> <p>Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to Town Board of Aldermen’s Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards.</p>
<b>Meeting Information</b>	<p>Meeting Day: _____</p> <p>Meeting Time: _____</p> <p>Meeting Location: Granite Quarry-Municipal Building (143 North Salisbury Street)</p>
<b>Staff Advisor</b>	<p>Steve Blount • 704-279-5596 • <a href="mailto:planner@granitequarrync.gov">planner@granitequarrync.gov</a></p> <p>Shelly Shockley ▪ 704-279-5596 ▪ <a href="mailto:office@granitequarrync.gov">office@granitequarrync.gov</a></p>
<b>Additional Information</b>	Website

# Acknowledgement

## ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK FOR CITIZENS SERVING ON CITIZEN BOARDS AND COMMITTEES

On the date written below, I received the “Handbook for Citizen Board and Committee Members — A Comprehensive Guide to the Town of Granite Quarry’s Boards and Committees.” I acknowledge this handbook contains basic information related to serving as a volunteer on a board or committee as well as specific policies as shown below:

- Anti-Harassment Policy
- Attendance Policy
- Code of Ethics, Gift Policy and Disclosure Requirements for Members
- Policies and Procedures for Administering Boards and Committees
- Conflict of Interest Policy

I understand that I am responsible for reviewing the contents of this handbook and asking questions if I do not understand any part of it.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

BOARD OR COMMITTEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

A signed copy of this form will be maintained in the Town Clerk’s Office.

© 2018 Town of Granite Quarry  
Granite Quarry Government Center  
143 N. Salisbury Street • P.O. Box 351  
Granite Quarry, NC 28072

# Memorandum

*Be an original.*

Date: November 27, 2017  
To: Bill Feather, Mayor  
Cc: Phil Conrad, Town Manager  
Tanya Maria Word, Town Clerk  
From: Scott Shelton, Vice President of Operations  
Re: *Request for public hearing to consider incentives for "Project Wheel"*

Dear Mayor Feather,

With cautious optimism, I respectfully request that the Board of Aldermen schedule a public hearing for January 2, 2018 to consider an incentive request from "Project Wheel." The Company is an existing employer in Rowan County that is considering a site in Granite Quarry for its potential expansion. As currently proposed, this expansion will retain current employment levels and create 94 new jobs. While these numbers are preliminary, the Company estimates that it will invest approximately \$11 million dollars in new construction and equipment.

"Project Wheel" would allow the Company to increase employment levels and expand its operations in Rowan County. This project would give us the opportunity to actively support a company that has a long and valued relationship with our community, as well as expand the Town's tax base.

I look forward to providing you detailed information regarding this request and this project in the coming days. Please do not hesitate to contact me with any questions you may have, and thank you for considering this matter.

Yours truly,



Scott Shelton  
Vice President of Operations

# Project Wheel



**ROWANEDC**

PARTNERSHIP for ECONOMIC DEVELOPMENT  
SALISBURY, NC

*Be an original.*

# Thank you for hearing this request

---

Approximately \$11 million potential investment in Granite Quarry.

An estimated \$459,250 +/- of new tax revenue for the Town over the next 10 years (based on \$0.4175 tax rate).

Creation of 94 new jobs by the end of 2019

An opportunity to actively support a valued existing Rowan County employer.

# Study of the Project

---

- About the Company
- Project Description
- Regulatory Approval Process
- Requested Assistance
- Projected Revenue
- Closing
- Questions



# About the Company

---

The Company behind Project Wheel has been a valued manufacturing employer in Rowan County for several decades

Its parent company is a recognized industry leader in its field with facilities in over two dozen countries.

Currently employs over 25 people at its Rowan County facility.

# The Potential Project

---

Project Wheel's parent company wishes to reorganize some its current operations to reduce cost and improve proximity to its customers.

The Company's facility in Rowan County is one of the locations under consideration for this project.

Facilities owned by Project Wheel's parent company in Kentucky and Indiana are also being considered

# The Potential Project

---

If our community were chosen for this reorganization, 94 full-time jobs would be transferred from one of the parent company's midwestern locations to Rowan County.

The Company would add these 94 new jobs by the end of 2019.

These new jobs would pay an average annual salary of \$33,334, with benefits.

# The Potential Project

---

In order to handle the increase in total employment and workload, the company would have to build a new 100,000 square foot facility. Granite Industrial Park is one of the two potential locations in Rowan County under consideration for this project.

The Company would invest approximately \$11 million dollars in the construction of the new facility, placement of new equipment and other improvements as part of the proposed project.

It is also important to note that if we are not selected for this project, the Company will likely move the 25+ existing Rowan County jobs out of our community to the chosen location.

# Regulatory Approval Process

---

Zoned appropriately for its current use, there does not appear to be any regulatory barriers to this project moving forward.

The Company will work with the Town of Granite Quarry and the Rowan County Building Inspections Department to navigate the appropriate review and permitting process.

There are no components of the proposed project that appear outside the normal scope of operations for this type of facility.

# Requested Assistance

---

On November 20th, the Rowan County Board of Commissioners approved an Investment Grant for Project Wheel

Under the County's adopted Incentive Grant Program, a company that invests over \$5 million, is eligible for a "Level 1 Grant."

The County's program offers a 5-year grant, equivalent to 75% of the increased tax revenue generated.

Since it is estimated that the project would increase Rowan County's tax base by approximately \$11 million dollars, the proposal met the County's investment criteria for a "Level 1 Grant."

# Requested Assistance

---

We respectfully request that the Town of Granite Quarry consider assistance that is similar in structure to Rowan County's "Investment Grant Program.

Like the County, the Town of Granite Quarry's grant would pay a grant equivalent to approximately 75% of the value of real and personal property taxes for five years.

The Grant would be calculated on a percentage of the increased property taxes paid to the Town.

# Proposed Incentive

---

Cash Flow Positive

Require an increase of the existing tax base

Performance Based



# Fiscal Impact Foundation

---

- The Town tax rate is fixed at the current rate of .4175
- \$11 million of new equipment and construction occurs prior to December 31, 2018
- The project is complete by December 31, 2018

# Fiscal Impact

<i>(Construction Completed by December 31, 2018)</i>		Time Period	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Calendar Year			2018	2019	2020	2021	2022
<b>Total Capital Investment</b>	Total planned amount of Expansion project		\$11,000,000	\$11,000,000	\$11,000,000	\$11,000,000	\$11,000,000
<b>Town Tax Rate</b>	0.4175%		0.4175%	0.4175%	0.4175%	0.4175%	0.4175%
<b>Town Tax Revenue</b>	Local Taxable Capital Investment times Town Tax Rate		\$45,925	\$45,925	\$45,925	\$45,925	\$45,925
<b>Expansion Grant %</b>	75% for 5 years. Paid in FY 2018-2021		75%	75%	75%	75%	75%
<b>Expansion Grant %</b>	Town Tax Revenue times Expansion Grant		\$34,444	\$34,444	\$34,444	\$34,444	\$34,444
<b>Town Net Revenue</b>	Town Tax Revenue minus Expansion Grant		\$11,481	\$11,481	\$11,481	\$11,481	\$11,481

FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	10 Year Sum.
2023	2024	2025	2026	2027	
\$11,000,000	\$11,000,000	\$11,000,000	\$11,000,000	\$11,000,000	\$11,000,000
0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%
\$45,925	\$45,925	\$45,925	\$45,925	\$45,925	\$459,250
\$0	\$0	\$0	\$0	\$0	\$172,219
\$45,925	\$45,925	\$45,925	\$45,925	\$45,925	\$287,031

# Projected Revenue

---

During each year of the proposed 5-year incentive agreement, the project would generate \$45,925 of new revenue annually for Granite Quarry.

The Town would provide an incentive grant of approximately \$34,444.

Granite Quarry would retain approximately \$11,481.

*\*Based on the Current Tax Rate of \$0.4175 per \$100*

# Projected Revenue

---

During the five incentivized years, Granite Quarry would collect \$229,625 in revenue and provide incentive grants totaling \$172,219.

The Town would retain \$57,045 of revenue during the incentive term.

Modeled with a 10-year horizon, Granite Quarry would stand to collect an estimated \$459,250, disburse a \$172,219 grant and retain an estimated \$287,031 of new revenue.

# Proposed Incentive Agreement

---

Granite Quarry would provide the \$172,219 grant in equal installments over a 5-year period.

Project Wheel could only request payment after all real and personal property taxes assessed against the Property and the Company, by the Town, have been paid.

# Proposed Incentive Agreement

---

In each Fiscal Year that the Company requests the disbursement of grant funds, they shall certify that the employment goals have been met, prior to receiving payment.

If the Company does not meet and maintain the employment goals, the Town will reduce the annual Grant payment on a pro-rata basis until the employment goals are met. The reduction shall be computed based on the percentage of the goal not met for the given year.

# Proposed Incentive Agreement

---

If the Company were to cease operations, or eliminate the majority of its workforce (51% or more within 12 months), the Agreement will be terminated

The Company will then be required to repay all grant proceeds provided during the 36 months prior to the cessation or reduction.

# In Closing

---

The Company would retain 25+ existing jobs if our community were chosen, as well as add 94 new ones.

During the 5-year incentive period, Granite Quarry would retain \$57,045 of new tax revenue.

Over 10 years, Granite Quarry would retain \$287,031 of new tax revenue.

An opportunity to support an existing Rowan County business and move it into Granite Quarry.



## **Memorandum**

Date: April 27, 2018  
To: William Feather, Mayor  
Cc: Phil Conrad, Town Manager  
Tanya Maria Word, Town Clerk  
From: Scott Shelton, Vice President of Operations  
Re: *Request Approval of Authorizing Resolution to apply for Grant Funding relating to the WJD Cold Storage Project ("Project Frozen")*

---

Dear Mayor Feather,

For several years, the Rowan EDC has been working with WJD Cold Storage, L.L.C. to establish a refrigerated food storage facility in Rowan County. The Company, based on discussions with the Town of Granite Quarry, has identified a suitable site for the facility. They are now looking to move forward with their project.

WJD Cold Storage, L.L.C. (WJD) was established in 2012 by a group of entrepreneurs with extensive experience in the frozen food distribution and logistics industry. WJD was formed after its founders saw a glaring need for modern cold storage facilities that meet current national and state sanitation and security standards. Its members are:

- Bryan Duncan
- Joseph Emmons
- William Malloy
- Jacqueline Patterson

The company proposes to build a 42,000 square foot, high tech cold storage facility with the storage capacity for 3,500 pallets. WJD anticipates expanding into a second phase of the project within 24 to 36 months which would increase the size of the facility to 81,000 square feet and add an additional 3,500 pallets. The initial capital investment for the project would be approximately \$5.6 million over the first 3 years, increasing to approximately \$9.5 million at full build out. As part of this project, WJD would create 40 full time jobs, paying an average salary of \$41,959.

WJD would like to build this new facility on a 16.83 acre lot, identified as Tax Parcel 404 147, that is currently owned by the Town of Granite Quarry and located near the new Granite Industrial Park. The company has requested that it be allowed to purchase the site from the Town utilizing a deferred payment plan. In order for the site to meet their needs, Chamandy Drive would need to be extended approximately 650 feet. A 12-inch water line along Chamandy Drive would also need to be extended approximately 650 feet to serve the site. The total cost of these improvements is expected to exceed \$507,000.

In order to help reduce these infrastructure costs, we are asking that the Town of Granite Quarry apply for and participate in an Economic Infrastructure Grant, provided by the North Carolina Department of Commerce. Under the guidelines of the program, grant funds are made available for infrastructure improvements such as new water and sewer lines, water and sewer line extensions, creating or extending public roads, etc. Funding amounts are determined based on new job creation and are administered through local government agencies. Under current program guidelines, this project is eligible for \$500,000 in grant funds. If the Town agrees to support this project, the minimum required financial match would be 5% of the grant, which is \$25,000. If approved, these funds would be used for grant administration. At this time, we do not anticipate requesting any additional funding from Granite Quarry for this project.



PARTNERSHIP for ECONOMIC DEVELOPMENT  
SALISBURY, NC

*Be an original.*

Based on current tax rates and investment estimates provided by WJD, we anticipate that this project will generate approximately \$284,478 in net tax revenue for the Town over 10 years.

<i>(Construction Completed by December 31, 2018)</i>		Time Period	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
		Calendar Year	2018 (const.)	2019	2020	2021	2022
<b>Total Capital Investment</b>	Total planned amount of Expansion project		\$0	\$5,612,403	\$5,612,403	\$5,612,403	\$9,548,196
<b>Town Tax Rate</b>	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%
<b>Town Tax Revenue</b>	Local Taxable Capital Investment times Town Tax Rate		\$0	\$23,432	\$23,432	\$23,432	\$39,864
<b>Grant</b>	5% Cash Match for State Grant		\$0	\$25,000	\$0	\$0	\$0
<b>Town Net Revenue</b>	Town Tax Revenue minus Expansion Grant		\$0	(\$1,568)	\$23,432	\$23,432	\$39,864

FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	10 Year Sum.
2022	2023	2024	2025	2026	2027	
\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196
0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%
\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$309,478
\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$284,478

In order to move this project forward, the Board of Aldermen will need to adopt the attached resolution which states Granite Quarry's support for this project application, its willingness to supply the local cash match, and its authorization of the Town Manager to execute the necessary grant documents.

This project will allow a new employer to establish operations in our community and invest over \$9.5 million dollars into Granite Quarry. Most importantly, if approved and implemented, this project would create 40 new jobs.

We respectfully request that the Board of Aldermen approve the attached resolution and authorize execution of the grant application at your May 7<sup>th</sup> meeting. Completion of the Town's portion of the grant application is currently underway and a hard copy of the entire grant will be delivered to the Town Hall in the coming days. The grant application should be completed before the meeting.

Please do not hesitate to contact me with any questions you may have.

Yours truly,

Scott Shelton  
Vice President of Operations

Attachments: Authorizing Resolution  
Map of Proposed Site

Based on current tax rates and investment estimates provided by WJD, we anticipate that this project will generate approximately \$284,478 in net tax revenue for the Town over 10 years.

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<b>Town Tax Rate</b>	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%
<b>Town Tax Revenue</b>	Local Taxable Capital Investment times Town Tax Rate		\$0	\$23,432	\$23,432	\$23,432	\$39,864
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FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	10 Year Sum.
2022	2023	2024	2025	2026	2027	
\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196	\$9,548,196
0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%	0.4175%
\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$309,478
\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$39,864	\$284,478

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Please do not hesitate to contact me with any questions you may have.

Yours truly,



Scott Shelton  
Vice President of Operations

Attachments: Authorizing Resolution  
Map of Proposed Site

# Preliminary Engineering Report

## Chamandy Drive Extension

### April 25, 2018

Prepared for:

Mr. Scott Shelton, Vice President of Operations  
Salisbury-Rowan Economic Development Commission  
204 E. Innis St., Suite, 220  
Salisbury, NC 28144  
(704) 637-5526  
[scott@rowanedc.com](mailto:scott@rowanedc.com)

Prepared by:

Jay Matey, P.E.  
TIMMONS GROUP  
8642 W. Market St, Suite 136  
Greensboro, NC 27409  
Office: 336-478-3347  
[jay.matey@timmons.com](mailto:jay.matey@timmons.com)



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**CONSIDERATION OF ALTERNATIVES.....5**  
**SUMMARY.....5**  
**OPINION OF PROBABLE COST.....6**  
**DESIGN EXHIBIT – COVER SHEET.....7**  
**DESIGN EXHIBIT – EX-1.....8**



**PROJECT DESCRIPTION**

Rowan County is seeking to extend Chamandy Drive approximately 650-feet to provide vehicular access and potable water supply to a 16.83-acre parcel (Parcel ID 404147) owned by the Town of Granite Quarry. Currently, the subject parcel has no public road access or public water service. As the parcel is located near the Gildan Yards manufacturing plant, the impetus for these improvements is to enhance the potential for an economic development project on the property that will benefit the community.

The location of the property is suited to an industrial development, most likely light manufacturing. Property suitable for this type of development is scarce, so it is imperative to make a given parcel “prospect ready” to any prospective businesses looking to invest in the area. For this parcel to be a viable option for development, road access and utility service must be provided. As a sanitary sewer outfall already lies within the boundary of the property, road access and water service represent the remaining heavy infrastructure that is needed for the site to be developed to it’s potential.



**VICINITY MAP**

## **DESIGN BASIS**

The parcels to the north of the property are served by the recently-constructed Chamandy Drive. This street is a 2-lane, open drainage asphalt roadway that has been dedicated to the public, but is not currently in the NCDOT system. A 12" DIP water is installed within the public right-of-way to provide serve to adjacent parcels. This infrastructure was constructed as part of the Gildan Yards manufacturing plant project to provide access to that development as well as surrounding undeveloped parcels (Parcel ID's 403199, 403200 and 403038). This road extension does not extend far enough to the south to serve parcel 404147. Thus, the purpose of this project is to extend the road and water line accordingly. Given the surrounding road and water main network the most proximate infrastructure location to serve the site is Chamandy Drive. Furthermore, parcel 404147 is bordered on the southwest and southeast by large streams that are within FEMA Flood Zone AE. Thus, even if there were roadways and utilities located to the south, extensions would be made problematic due to FEMA and environmental considerations.

The proposed roadway will be designed using the same criteria as the rest of Chamandy Drive, which was constructed in conjunction with the Gildan Yards plant. The road consists of a 36-foot wide pavement section that supports two (2) undivided lanes. The road geometry and pavement design is more than sufficient to support not only employee traffic, but also regular truck traffic consistent with a manufacturing facility.

The road will be designed as an open drainage system. Drainage on the upstream (northwest) side will be diverted to a culvert via a shallow swale. This culvert will also pipe a channel that bisects the road from northwest to southeast. The channel will need to be evaluated by an environmental scientist and possible State and Federal personnel to determine if it is a jurisdictional feature. Also, a wetlands assessment shall be performed along the proposed alignment for any other Waters of the State subject to impacts. If jurisdictional wetlands or streams are found, the appropriate impact permits shall be obtained prior to construction.

At least one (1) sediment trap or basin will be necessary for construction erosion control activities. Other measures, such as silt fence and diversion ditches will be utilized as necessary.

A 12" water main will also be extended as part of this project. The water main will be located along the northwest side of the new right-of-way, under the grass shoulder of the road. The 12" line is adequately sized to serve the Gildan Yard facility, so it should be more than adequate to serve a similar, let smaller industrial development that would be constructed within the benefiting parcel. Fire hydrants will be installed along the road per the minimum required spacing as set forth by the local jurisdictional authority. The water main will be conveyed to the City of Salisbury for operation and maintenance.

The alignment of the proposed road extension lies entirely within lands owned by Rowan County and the Town of Granite Quarry. Thus, there will be no land acquisition costs associated with obtaining the needed right-of-way.

## **CONSIDERATION OF ALTERNATIVES**

The following alternatives were considered:

### **Extend Road Access and Water Service from Faith Road/Byrd Road intersection**

Extending a public street and water line from Faith Road/Byrd Road would entail at least 2,600 LF of road and water main, at least one (1) major stream crossing (in FEMA Flood Plain), and would necessitate the acquisition of private lands for right-of-way for over 50% of the route. The proposed Chamandy Drive extension results in only 25% of the linear footage that the Faith Road extension would entail, with none of the property acquisition costs, no FEMA Flood Plan impacts, and much less potential environmental impacts.

### **Extend Road Access and Water Service from west or south**

Extending a road and water main from the west or the south of the project is even less feasible than extending from Faith Road/Byrd Road. Of the limited number of public roadways that could be extended, two (2) exclusively serve single-family subdivisions, and the other (East Bend Lane) serves rural residences/farms and does not have a water main to extend. Furthermore, the proximity, environmental, and right-of-way acquisition issues are similar to what would be encountered extending infrastructure from Faith Road.

### **Do Not Build the Project**

Electing not to extend Chamandy Drive and the water main to the subject parcel would likely result in the parcel never being utilized for an economic development project that would add jobs to the local community. Industrial and manufacturing companies put a very high emphasis on a given site's readiness to be developed. Sites that do not have public road access and utilities are typically not even up for consideration. If the infrastructure is not already in place, the property will likely never attract any serious attention from businesses and those companies will invest in developing a site elsewhere.

## **SUMMARY**

The project as proposed will provide road access and potable water service to a 17-acre parcel that would serve an industrial user looking to invest in Rowan County. The property is in an area where there are other industrial businesses and is well suited to this use, being less than 2 miles from I-85. The anticipated construction costs of extending the road and water main are approximately \$507,000 (see estimate on following page). Funding the construction of the project will greatly enhance the likelihood that a business will locate on the subject parcel and provide a long-term benefit to the local community.





# TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.

## CHAMANDY DRIVE EXTENSION

### OPINION OF PROBABLE COST

ITEM	UNIT	QUANTITY	UNIT COST	EXTENDED COST	COMMENTS
ASPHALT PAVEMENT	SY	3460	\$ 65.00	\$ 224,900.00	
36" CULVERT	LF	80	\$ 120.00	\$ 9,600.00	
VELOCITY DISSIPATER	EA	1	\$ 2,000.00	\$ 2,000.00	
12" DIP WATER MAIN	LF	650	\$ 120.00	\$ 78,000.00	
SKIMMER BASIN	EA	1	\$ 30,000.00	\$ 30,000.00	
GRADING & GENERAL EROSION CONTROL	SY	11720	\$ 7.00	\$ 82,040.00	Rough estimate based on disturbed area.
CLEARING AND GRUBBING	SY	11720	\$ 2.00	\$ 23,440.00	
SEED AND MULCH	SY	8260	\$ 0.75	\$ 6,195.00	
SIGNAGE AND STRIPING	LS	1	\$ 5,000.00	\$ 5,000.00	
<b>SUBTOTAL</b>				<b>\$ 461,175.00</b>	
<b>10% CONTINGENCY</b>				<b>\$ 46,117.50</b>	
<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$ 507,292.50</b>	

Notes:

1. Costs reflected are preliminary and are not based on construction drawings. Engineering, survey, and municipal fees, mobilization, and general conditions not included.
2. Water Main unit price includes testing, fire hydrants, valves, bends, restrained joints, and other appurtenances.

# CHAMANDY DRIVE EXTENSION - PRELIMINARY ENGINEERING EXHIBIT

## ROWAN COUNTY, NORTH CAROLINA



**VICINITY MAP**  
N.T.S.

### CIVIL ENGINEER

TIMMONS GROUP  
8642 W. MARKET STREET, SUITE 136  
GREENSBORO, NC 27409  
CONTACT: JAY MATEY, PE  
PHONE: (336) 478-3347  
EMAIL: JAY.MATEY@TIMMONS.COM

NOT FOR  
CONSTRUCTION

THIS DRAWING PREPARED AT THE  
**GREENSBORO OFFICE**  
8642 W. Market Street, Suite 136 | Greensboro, NC 27409  
TEL: 336.662.0411 | FAX: 336.662.0420 | www.timmons.com

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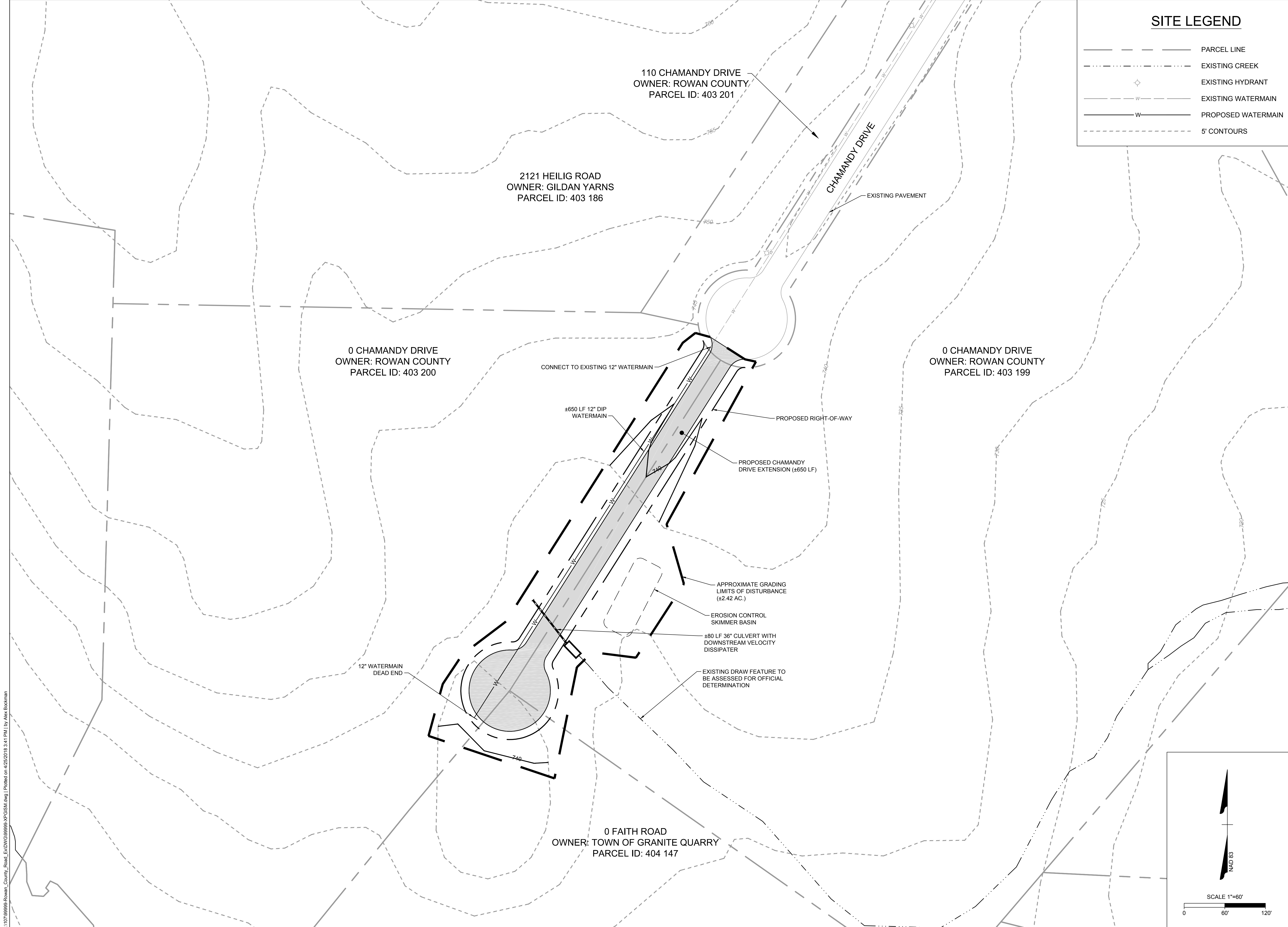
DATE  
04/23/2018  
DRAWN BY  
A. BOCKMAN  
DESIGNED BY  
A. BOCKMAN  
CHECKED BY  
J. MATEY  
SCALE

REVISION DESCRIPTION

**TIMMONS GROUP**  
NORTH CAROLINA LICENSE NO. C-1652  
ROWAN COUNTY  
NORTH CAROLINA  
COVER SHEET

JOB NO.  
-  
SHEET NO.  
-

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**SITE LEGEND**

	PARCEL LINE
	EXISTING CREEK
	EXISTING HYDRANT
	EXISTING WATERMAIN
	PROPOSED WATERMAIN
	5' CONTOURS

**NOT FOR CONSTRUCTION**

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8642 W. Hargett Street, Suite 136 | Greensboro, NC 27409  
TEL: 336-862-0411 FAX: 336-862-0420 www.timmons.com

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DATE	REVISION DESCRIPTION
04/25/2018	

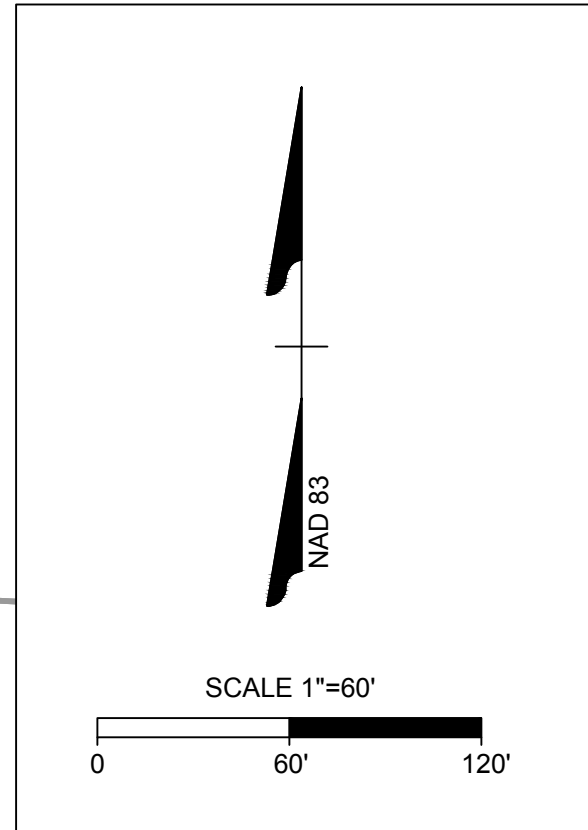
DRAWN BY	A. BOCKMAN
DESIGNED BY	A. BOCKMAN
CHECKED BY	J. MATEY
SCALE	1" = 60'

**TIMMONS GROUP**  
NORTH CAROLINA LICENSE NO. C-1652

**ROWAN COUNTY**  
CITY OF SALISBURY - NORTH CAROLINA

**CHAMANDY DRIVE EXTENSION - EXHIBIT**

JOB NO. -  
SHEET NO. **EX1**



R:\107\69599-Rowan\_County\_Road\_Ext\DWG\9999-XPGSM.dwg | Plotted on 4/25/2018 3:41 PM | by Alex Bockman

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# WJD COLD STORAGE PROJECT AERIAL MAP







**AUTHORIZING RESOLUTION BY THE TOWN OF GRANITE QUARRY**

for the

North Carolina Department of Commerce

Economic Infrastructure Program

for

**“Project Frozen”**

**WHEREAS**, the Rural Economic Development Division of the North Carolina Department of Commerce, as authorized under N. C. G. S. 143B-472.127, provides grants and loans to local government units to support economic development activity that will lead to the creation of new, full time jobs; and,

**WHEREAS**, the Town has need for and intends to assist in the expansion of public infrastructure in a project described as “Project Frozen”; and

**WHEREAS**, the Town intends to request funding assistance from the Economic Infrastructure Program for the project;

**NOW THEREFORE BE IT RESOLVED BY THE GRANITE QUARRY BOARD OF ALDERMEN:**

That the Town is in full support of the application and the project, if funding is received, and

That the Town will arrange for a cash match of at least 5% of the total grant amount as a cash investment into the project not to exceed \$25,000, and

That the Town has substantially complied or will substantially comply with all State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto, and

That William Feather, Mayor, is authorized to execute the grant application and any additional documents pertaining to the grant application as requested by the North Carolina Department of Commerce.

Adopted this the 7th day of May 2018 in Granite Quarry, North Carolina.

---

William P. Feather, Mayor

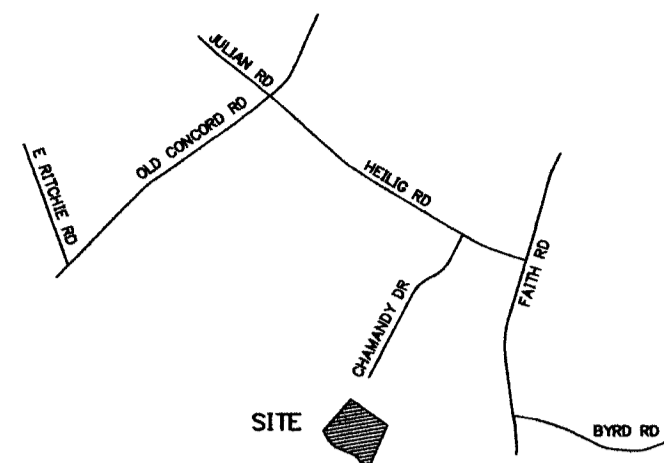
**ATTEST:**

---

Tanya M. Word, Clerk

J. E. BRINDLE, REGISTER OF DEEDS

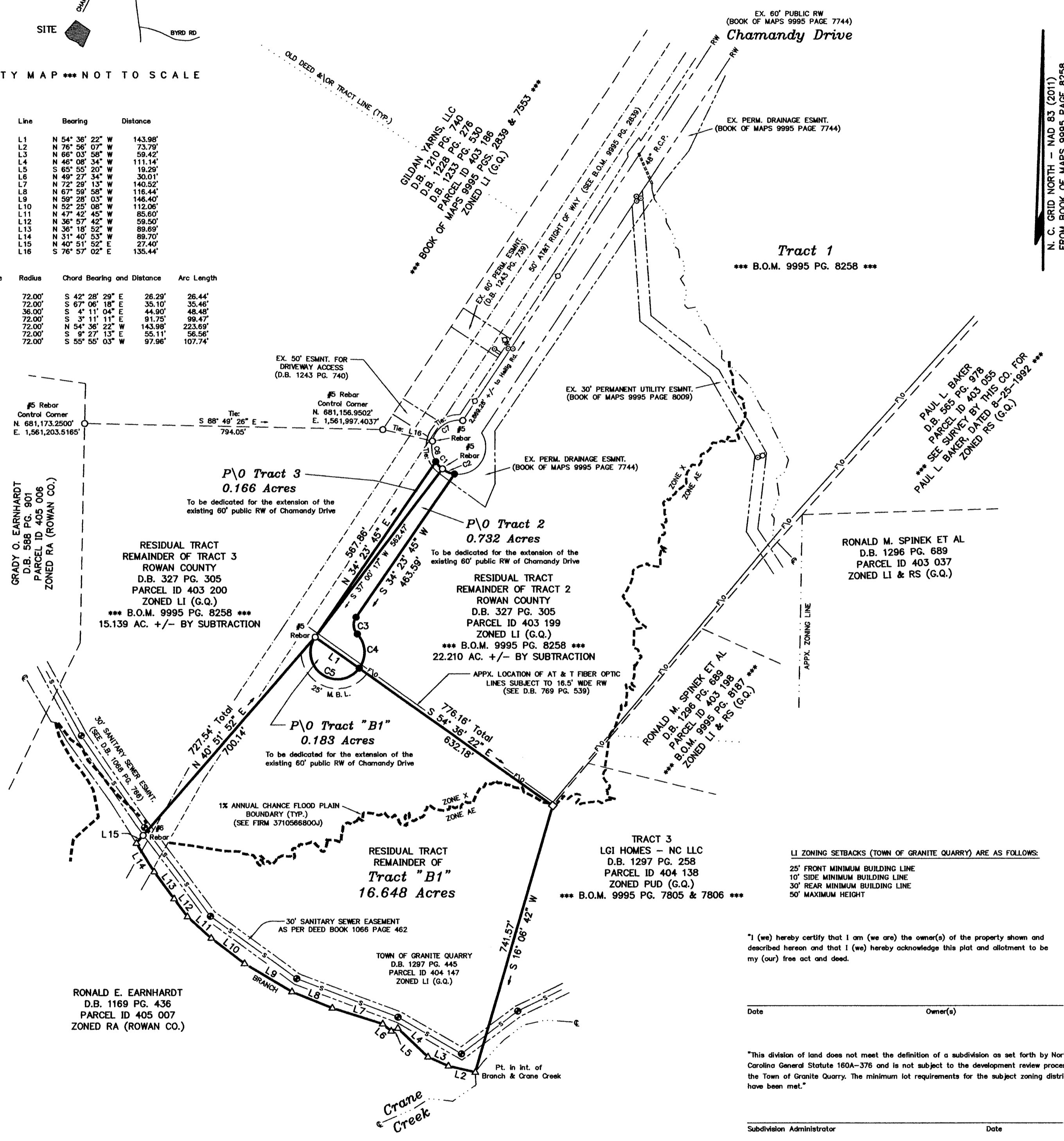
ASSISTANT/DEPUTY



VICINITY MAP \*\*\* NOT TO SCALE

Line	Bearing	Distance
L1	N 54° 36' 22" W	143.98'
L2	N 76° 56' 07" W	73.79'
L3	N 66° 03' 58" W	59.42'
L4	N 46° 08' 34" W	111.14'
L5	S 65° 55' 20" W	19.29'
L6	N 49° 27' 34" W	30.01'
L7	N 72° 29' 13" W	140.52'
L8	N 67° 58' 58" W	116.44'
L9	N 59° 28' 03" W	148.40'
L10	N 52° 25' 08" W	112.06'
L11	N 47° 42' 45" W	85.60'
L12	N 36° 57' 42" W	59.50'
L13	N 36° 18' 52" W	89.69'
L14	N 31° 40' 53" W	89.70'
L15	N 40° 51' 52" E	27.40'
L16	S 76° 57' 02" E	135.44'

Curve	Radius	Chord Bearing and Distance	Arc Length
C1	72.00'	S 42° 28' 29" E 26.29'	26.44'
C2	72.00'	S 67° 06' 18" E 35.10'	35.46'
C3	36.00'	S 4° 11' 04" E 44.90'	48.48'
C4	72.00'	S 3° 11' 11" E 91.75'	99.47'
C5	72.00'	N 54° 36' 22" W 143.98'	223.69'
C6	72.00'	S 9° 27' 13" E 55.11'	56.56'
C7	72.00'	S 55° 55' 03" W 97.96'	107.74'



I, RICHARD L. SHULENBURGER, PROFESSIONAL LAND SURVEYOR, L-2667 N.C., CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

*[Signature]*  
 RICHARD L. SHULENBURGER, P.L.S. DATE 4-12-18



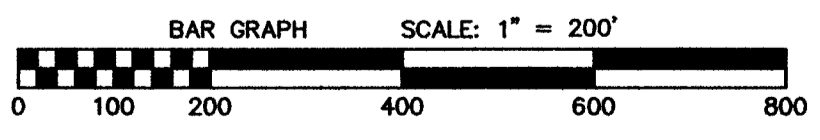
"I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby acknowledge this plat and allotment to be my (our) free act and deed.

Date \_\_\_\_\_ Owner(s) \_\_\_\_\_

"This division of land does not meet the definition of a subdivision as set forth by North Carolina General Statute 160A-376 and is not subject to the development review process of the Town of Granite Quarry. The minimum lot requirements for the subject zoning district have been met."

Subdivision Administrator \_\_\_\_\_ Date \_\_\_\_\_

- NOTES:
1. A PORTION OF THIS PROPERTY LIES WITHIN DESIGNATED FLOOD ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN) (SEE MAP). A PORTION OF THIS PROPERTY LIES WITHIN DESIGNATED FLOOD ZONE "AE" (1% ANNUAL CHANCE FLOOD PLAIN - BASE FLOOD ELEVATIONS DETERMINED) (SEE MAP & FIRM 3710568800J) (EFFECTIVE DATE 6-16-2009).
  2. THIS PROPERTY IS ZONED LI (TOWN OF GRANITE QUARRY).



LEGEND	
⊠	Water Meter
⊠	Fire Hydrant
□	Existing Stone
⊙	Manhole
○	Ex. Iron (as described)
●	New Iron (#5 rebar)
△	Point (not set)
○	Water Valve
⊕	Centerline
RW	Right-of-Way

STATE OF NORTH CAROLINA  
 COUNTY OF ROWAN

I, \_\_\_\_\_, REVIEW OFFICER OF ROWAN COUNTY,  
 CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION  
 IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

I, RICHARD L. SHULENBURGER, CERTIFY THAT THIS PLAT  
 WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL  
 SURVEY MADE UNDER MY SUPERVISION, D.B. (SEE REFERENCES);  
 THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED  
 AS DRAWN FROM INFORMATION FOUND IN D.B. (N/A) PG. (N/A);  
 THAT THE RATIO OF PRECISION AS CALCULATED IS 1 : 10,000+ ;  
 THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30  
 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER  
 AND SEAL THIS 12th DAY OF APRIL, 2018.

*[Signature]* 4-12-18

PROPERTY SURVEY FOR:  
**Rowan County**

SCALE: 1" = 200'  
 DATE: 4-12-2018

93.394 Acre Tract  
 Hellig Road

LITAKER TOWNSHIP, ROWAN COUNTY, NORTH CAROLINA  
 REFERENCES: Parcel ID 403 038, Deed Book 327 Page 305,  
 Book of Maps 9995 Page 7700.

SURVEY AND MAP BY SHULENBURGER SURVEYING COMPANY, P.A. (FIRM # C-1858)  
 516 N. MAIN ST., SALISBURY, N.C. PHONE: 704-637-9623

## MEMO

April 17, 2018

RE: Code Enforcement- Direction Needed

One of the first issues I was asked to address after coming to work for Granite Quarry was code enforcement. I was told it had not been handled well in the past and that it needed to be made a priority. Several existing violations were pointed out to me and I was encouraged to investigate those and others and to take steps to resolve them. Included were problems with outdoor storage in the downtown area and banner type signs that were likely not allowed by our Uniform Development Ordinance (UDO).

Before proceeding with code enforcement actions, I studied our Code of Ordinances (CoO), the UDO, NC State Statutes and information from the NC School of Government. I also received advice from staff on the current code enforcement policy which included instructions that 1) we respond to violations based on citizen complaints and, 2) we don't do code enforcement in our extraterritorial jurisdiction (ETJ).

After working for the Town for several months I wrote a memo on November 28, 2017 (attached) outlining my thoughts on the current state of code enforcement in our Town. That memo ended with three questions paraphrased as follows:

1. Should we do code enforcement equally within the Town limits and out into the ETJ?
2. Should enforcement continue to be complaint driven or should we search out violations?
3. Should we push all enforcement efforts to ultimate resolution regardless of the cost?

### **These questions were not formally answered by the Board of Aldermen.**

In February, at the Planning Retreat, the Manager gave a full presentation to the Board of Aldermen (BoA) on code enforcement (PowerPoint slides attached). This presentation touched on the Town's history of code enforcement, how it was being handled now, the regulations involved, and provided pictures of actual violations and the specific codes being violated. His presentation ended with some specific recommendations paraphrased as follows:

1. A survey of existing conditions creating an inventory of current violations is needed to determine if code violations are a "substantial deficiency" for the Town.
2. The Town needs to, "Determine thresholds, priorities, or levels of code enforcement to pursue."
3. If the BoA considers code enforcement a top priority, they need to, "Instruct the Manager to budget additional funds for code enforcement in FY 18-19."

**The BoA has not given direction to the Manager for budgeting on this issue.**

Lacking requested direction from the BoA, staff has made decisions based on legal requirements and accepted best practices as follows:

1. As it is required by law and specified in our ordinances, we are accepting complaints and attempting enforcement equally within the Town limits and our ETJ.
2. After initiated by a citizen complaint, we are:
  - a. Doing a visual inspection of the property
  - b. Issuing an initial contact letter explaining the violation, requesting a response with a plan to resolve the problem, and explaining the potential of fines if the problem is not resolved
  - c. Doing a follow-up inspection
  - d. Referring properties with egregious violations to our outside code enforcement agency (Benchmark) for additional action

While these initial steps are relatively inexpensive, carrying the enforcement process further may be costly. Our CoO spells out additional steps that the Town can take including issuing fines, undertaking remediation actions ourselves (costs billed to property owner), eviction, and even demolition of a structure. All these actions will require expert assistance (Benchmark and the Town Attorney) and while the costs can be billed back to the property owner, our only security is in filing a lien against the property which will likely not be cleared until years later, if ever when and if the property is sold.

**To be clear, protracted code enforcement actions will take a great deal of time, may cost tens of thousands of dollars, with reimbursement of our costs being questionable and almost certainly years away.**

We have currently referred four properties (out of about 20 total code enforcement complaints during my tenure here) to Benchmark for initial review and action. One is in the initial stages and the other three have responded and taken limited steps to resolve their issues. We may soon be at a point where we must decide if it is time to take further, potentially costly enforcement action on some or all four of these. Lacking direction from the BoA, staff will need to follow the steps spelled out in our CoO, regardless of the costs incurred.

**I would suggest the BoA take the following action:**

1. **Authorize the Manager to include in the FY18-19 Budget, funding needed to proceed with enforcement actions on at least these four properties.**
2. **Authorize the Manager to include in the FY18-19 Budget, funding needed to hire limited term staff or an outside agency to assist in creating an inventory of existing violations throughout the Town and our ETJ.**
3. **Discuss, debate and determine the, “thresholds, priorities, or levels of code enforcement” the town staff should pursue.**
4. **Discuss, debate and determine if code enforcement should continue to be complaint driven or should we search out and address all violations?**
5. **Confirm that staff should enforce codes equally within the Town limits and in our ETJ.**



**From:** Justin Rice <[jrice@marsyslaw.us](mailto:jrice@marsyslaw.us)>  
**Date:** Friday, March 23, 2018 at 10:18 AM  
**To:** "[wfeather@granitequarrync.gov](mailto:wfeather@granitequarrync.gov)" <[wfeather@granitequarrync.gov](mailto:wfeather@granitequarrync.gov)>  
**Cc:** "[jlafevers@granitequarrync.gov](mailto:jlafevers@granitequarrync.gov)" <[jlafevers@granitequarrync.gov](mailto:jlafevers@granitequarrync.gov)>, "[jcostantino@granitequarrync.gov](mailto:jcostantino@granitequarrync.gov)" <[jcostantino@granitequarrync.gov](mailto:jcostantino@granitequarrync.gov)>, "[kress@granitequarrync.gov](mailto:kress@granitequarrync.gov)" <[kress@granitequarrync.gov](mailto:kress@granitequarrync.gov)>, "[jlinker@granitequarrync.gov](mailto:jlinker@granitequarrync.gov)" <[jlinker@granitequarrync.gov](mailto:jlinker@granitequarrync.gov)>  
**Subject:** Marsy's Law For North Carolina

Mayor Feather & the Board,

Good morning. My name is Justin Rice and I work for an organization called Marsy's Law For North Carolina. We are a nonprofit that is working to pass a victim's rights bill here in North Carolina (House Bill 551). The bill would give victims of violent crimes the right under the state constitution to be notified about the release of their attacker, the date of the bail hearings, parole hearings, and the right to be kept informed about all aspects of the trial. Simply put, we believe that if a rapist has rights then why shouldn't a rape victim?

I have attached a copy of the bill above. The bill is currently in the Senate, and recently passed the House 98-17 with overwhelming bipartisan support. Representatives Ford and Warren both voted YES on the bill. We have been endorsed by 62 sheriffs, and over 250 elected officials from both sides of the aisle.

The reason I am reaching out to you is because I am working with local communities in Rowan County and the surrounding counties to raise awareness and support for Marsy's Law. So far we have had 19 towns and 17 Counties in North Carolina pass proclamations in support of Marsy's Law. Our organization would love to have the support of the Town of Granite Quarry. We want to make sure that this bill passes and the victims of violent crimes finally get the rights that they deserve. I would be more than happy to set up a meeting and speak with the board.

I look forward to hearing back from you.

Regards,

Justin Rice  
Field Director  
Marsy's Law For North Carolina  
(704) 292-8082

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017

H.B. 551  
Apr 4, 2017  
HOUSE PRINCIPAL CLERK

H

D

HOUSE BILL DRH30244-MS-28 (01/25)

Short Title: Strengthening Victims' Rights. (Public)

Sponsors: Representatives Dollar, R. Turner, Destin Hall, and Earle (Primary Sponsors).

Referred to:

1 A BILL TO BE ENTITLED  
2 AN ACT TO AMEND THE LAW AND CONSTITUTION OF NORTH CAROLINA TO  
3 PROVIDE BETTER PROTECTIONS AND SAFEGUARDS TO VICTIMS.

4 The General Assembly of North Carolina enacts:

5 SECTION 1. Section 37 of Article I of the North Carolina Constitution reads as  
6 rewritten:

7 "Sec. 37. Rights of victims of crime.

8 (1) Basic rights. Victims of ~~crime, as prescribed by law,~~ crime shall be entitled to the  
9 following basic rights:

- 10 (a) ~~The right as prescribed by law to be informed of and to be present at~~  
11 ~~court~~ right, upon request, to reasonable and timely notice of, and to be  
12 present at criminal and juvenile proceedings of the accused.
- 13 (b) ~~The right to be heard at sentencing or disposition of the accused in a manner~~  
14 ~~prescribed by law, and at other times as prescribed by law or deemed~~  
15 ~~appropriate by the court.~~ any proceeding involving release, plea, parole, and  
16 during which a right of the victim is implicated.
- 17 (c) ~~The right as prescribed by law to receive~~ full and timely restitution from the  
18 defendant.
- 19 (d) ~~The right as prescribed by law to be given information about the crime, how~~  
20 ~~the criminal justice system works, the rights of victims, and the availability~~  
21 ~~of services for victims.~~
- 22 (e) ~~The right as prescribed by law to receive information about the conviction or~~  
23 ~~final disposition and sentence of the accused.~~
- 24 (f) ~~The right as prescribed by law~~ right, upon request, to receive notification of  
25 escape, release, proposed parole or pardon of the accused, or notice of a  
26 reprieve or commutation of the accused's sentence.
- 27 (g) ~~The right as prescribed by law to present their views and concerns to the~~  
28 ~~Governor or agency considering any action that could result in the release of~~  
29 ~~the accused, prior to such action becoming effective.~~
- 30 (h) ~~The right as prescribed by law to confer with the prosecution.~~
- 31 (i) The right to reasonable protection from the accused or anyone acting at the  
32 direction of the accused.
- 33 (j) The right to proceedings free from unreasonable delay and a prompt  
34 conclusion of the case.
- 35 (k) The right to be treated with fairness and respect for the victim's dignity and  
36 privacy.







MEMO:

April 6, 2018

RE: Commercial/Industrial Development Cul-de-sacs

The Mayor recently requested that we consider a text revision to the Uniform Development Ordinance (UDO) adding language as needed to control/limit the number of driveway cuts into a cul-de-sac in a commercial or industrial development. I think his concern was initiated by the existing cul-de-sac located at the end of Chamandy Drive. This cul-de-sac allows access to the rear of Gildan Yarns and at least visually gives future access to one of Rowan County's two properties at the end of this road. Discussions are underway with the County and others to extend Chamandy Drive southwest approximately 600 feet from the end of the cul-de-sac to property owned by Granite Quarry. If or when this extension takes place, having too many driveways utilizing the cul-de-sac would create a traffic problem.

In researching this issue, I found that while cul-de-sacs are prevalent in residential developments, they are rarely if ever used in commercial/industrial parks. I could find no guidance in the NCDOT design manuals or in other design information available on the internet. A Google Earth survey of industrial parks in Rowan County and surrounding cities revealed few cul-de-sacs. Most sizable industrial parks addressed internal traffic with loop roads, dual entrance/exit driveways to individual sites or truck parking and turn-around areas built on private properties.

Since I was not involved in the design and development of Chamandy Drive or the surrounding industrial property (sometimes identified as the Granite Quarry Industrial Park), I don't know what influences dictated the use of a cul-de-sac or even why the road was paved past what was needed to access the Easter Creek site that is currently under construction. I would assume that Gildan Yarn's desire for a rear entrance played into that decision.

Regardless of the reasoning, the cul-de-sac currently exists and could be used to access the two Rowan County properties mentioned previously. Currently, and certainly once Chamandy Drive is extended, the limited road frontage onto the cul-de-sac for Rowan County's northern property is likely too narrow for a driveway. Their southern property has almost 800' of frontage on Chamandy Drive and thus, would not need to access through the cul-de-sac.

Conclusions:

1. Due to the surface damage to the road caused by large, heavy trucks making limited radius turns in a cul-de-sac, they should be avoided if possible in commercial/industrial developments. "No turn around" signs should be posted at the Heilig Road entrance to Chamandy Drive.
2. The current cul-de-sac at the end of Chamandy Drive should be abandoned when/if the road is extended to the Town's property. Gildan Yarns rear driveway should be configured to access Chamandy at a right angle.

3. No additional curb cuts should be approved into the cul-de-sac regardless of the Chamandy Drive extension.
4. Our UDO has guidelines for driveway separation that will control where and how many driveways will be allowed onto Chamandy Drive. No additional UDO text amendments are needed at this time.



MEMO:

April 9, 2018

RE: Construction Mud and Debris in Public Street

The Mayor recently asked what laws and/or regulations we might use to force contractors and/or property owners to clean up mud that was being tracked onto a public street as vehicles left a construction site, and if lacking some method of enforcement that we consider modifying an existing or adding a new ordinance to control this problem.

Our current Code of Ordinances does not appear to include language specific to this problem. State law controls litter on streets but the definition of litter does not include reference to mud or dirt. My research shows that this is a common problem and one more difficult to resolve than you might think. Enforcement is made difficult in that most laws require action be taken against the person breaking the law, not the person who owns the property where the violation took place. In the case of mud being tracked into a street, absent a witness willing to testify that the mud was tracked by a certain vehicle driven by a specific person, the courts would not likely convict a property owner who had nothing to do with the violation.

Requiring the property owner to be responsible for the road located in front of his property but owned/controlled (by R-O-W) by the Town or State is equally problematic. If a random truck driving by dumps mud or trash in front of a property, should the property owner be responsible for cleaning up that mess? Obviously not, and the same might hold true with mud tracked off his property by others.

Some jurisdictions use erosion control enforcement to manage this problem. Large construction sites (over one acre) are required to have an approved erosion control plan in place. This is true here with erosion control being enforced by Rowan County. Other jurisdictions report violations to NCDOT (<https://www.ncdot.gov/contact/report/debris/>). These methods of enforcement are sometimes slow to respond and of course, are not under the direct control of the Town.

Some jurisdictions try to be proactive, specifying in their development ordinances that construction site entrances be equipped with mud reducing systems such as long stretches of gravel or even washdown stations. This approach, while proactive, must be enforced equally on

all sites, imposing unnecessary cost on low traffic sites or other sites not needing this control due to dry weather or other site conditions.

Specifically, and narrowly declaring as a public nuisance the mud and debris tracked from a construction site onto the public road seems to be the preferred course of action in the towns and cities that try to control this problem. If the Board of Aldermen would like to pursue enforcement actions on this issue I would suggest that we modify the Town's Code of Ordinances as follows:

Chapter 9 Environment, Section 9-33, Declaration of Public Nuisance  
Add Item 12. To the list of Public Nuisances as follows:

***“12. Dirt and/or Construction Debris on Public Street- It shall be unlawful for the contractor in charge of a construction project, or lacking said contractor, the property owner on whose land the construction project is taking place, to allow vehicles leaving the site to deposit dust, dirt, mud or construction debris on a public street. Each day after violation notification will constitute a separate violation and will be fined as set forth in the Town's Code of Ordinances and/or Schedule of Fees and Fines.”***

**FISCAL YEAR 2017-2018  
BUDGET AMENDMENT REQUEST #15  
May 7, 2018**

**PURPOSE:** To transfer funds from Fund Balance Appropriated (01-3991-99) to Administration C.O. Equipment (01-4120-55) for Shelving in the Vault. The quote from Schafer Systems International was approved by the Board of Aldermen on July 6, 2017.

**TRANSFER FUNDS FROM:**

General Ledger Acct. # and Description	Amount
01-3991-99 Fund Balance Appropriated	\$11,547
<b>TOTAL</b>	<b>\$11,547</b>

**ADD FUNDS TO:**

General Ledger Acct. # and Description	Amount
01-4120-55 C.O. Equipment	\$11,547
<b>TOTAL</b>	<b>\$11,547</b>

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

\_\_\_\_\_.

\_\_\_\_\_  
William Feather, Mayor

\_\_\_\_\_  
Tanya Maria Word, Finance Officer



**FISCAL YEAR 2017-2018  
BUDGET AMENDMENT REQUEST #16  
May 7, 2018**

**PURPOSE: To transfer funds from Surplus Items Sold (01-3835-81) to Police Department C.O. Motor Vehicle Fund (01-4310-54) for the sale of a Police Vehicle sold on GovDeals, in which funds have been received.**

**TRANSFER FUNDS FROM:**

<b>General Ledger Acct. # and Description</b>	<b>Amount</b>
01-3835-81 Surplus Items Sold	\$896
<b>TOTAL</b>	<b>\$896</b>

**ADD FUNDS TO:**

<b>General Ledger Acct. # and Description</b>	<b>Amount</b>
01-4310-54 C.O. Motor Vehicle Fund	\$896
<b>TOTAL</b>	<b>\$896</b>

*The above Budget Amendment was approved / denied by the Manager or Board on \_\_\_\_\_.*

\_\_\_\_\_  
William Feather, Mayor

\_\_\_\_\_  
Tanya Maria Word, Finance Officer

# Proclamation

NATIONAL DAY OF PRAYER 2018  
MAY 3, 2018

**Whereas:** Civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and

**Whereas:** The Declaration of Independence, our first statement as Americans of national purpose and identity, made “the Laws of Nature and Nature’s God” the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and

**Whereas:** The Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the U. S. Congress themselves begin each day with prayer; and

**Whereas:** In 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and

**Whereas:** The National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and

**Whereas:** It is fitting and proper to give thanks to God by observing a day of prayer in Granite Quarry when all may acknowledge our blessings and express gratitude for them, while recognizing the needs for strengthening religious and moral values in our State and nation; and,

**Whereas:** This year marks the 67<sup>th</sup> Annual National Day of Prayer with this year’s theme, “Pray for America - Unity.”

**Therefore:** I, William D. Feather, Mayor of the Town of Granite Quarry, do hereby proclaim Thursday, May 3, 2018, to be designated as “A DAY OF PRAYER IN GRANITE QUARRY” and encourage the citizens of Granite Quarry to observe the day in ways appropriate to its importance and significance. Proclaimed this the 7<sup>th</sup> day of May 2018.

---

William D. Feather, Mayor

ATTEST:

---

Tanya Maria Word, Town Clerk, CMC

# Proclamation

Municipal Clerks Week  
May 6 – 12, 2018

**Whereas:** The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas:** The Office of the Municipal Clerk is the oldest among public servants, and

**Whereas:** The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas:** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas:** The Municipal Clerk serves as the information center on functions of local government and community.

**Whereas:** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**Whereas:** It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**Therefore:** I, William D. Feather, Mayor of the Town of Granite Quarry, do recognize the week of May 6 through May 12, 2018, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, **TANYA MARIA WORD** and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent. Proclaimed this the 7<sup>th</sup> day of May 2018.

---

William D. Feather, Mayor

ATTEST:

---

Tanya Maria Word, Town Clerk, CMC

**Tuesday, May 15th**  
**3pm—9pm**

Check-in/Registration Begins at 2:30pm

Open to the public, limited seating.

No cost to attend.

### LOCATION

#### West End Plaza

1935 Jake Alexander Blvd. W.

Salisbury, NC 28147



# Second Annual Rowan County Opioid Forum

In 2016, an average of 5 people a day died from drug overdose in North Carolina with a total of 1,965 deaths for the year. Forty-three of those deaths took place in Rowan County.

**All community members are invited to attend the  
Second Annual Rowan County Opioid Forum.**

We look forward to working together to combat the opioid epidemic that is impacting our community.

### Forum Highlights Include:

- A panel of experts on addiction and substance abuse
- Speakers who have been personally impacted by the opioid epidemic
- Presentations by county officials on updates of the opioid epidemic's impact on Rowan County
- Resources and opportunities for mental health assistance

**RSVP Deadline: May 1st!**

Register with link below

<http://rowanopioidforum02.ezregister.com>

Questions? Contact Tykeisha Carter at  
[Tykeisha.Carter@rowancountync.gov](mailto:Tykeisha.Carter@rowancountync.gov)  
(704)216-8884

Limited seating. RSVP required.

Snacks & Dinner provided.

A **Medication Take-back** event, hosted by Rowan County Health Education, will take place from **3pm—6pm**. Bring your unused/unwanted medication to dispose of correctly.



**Keynote Speaker (beginning 7 PM; followed by Q&A)**

**Sam Quinones** is a journalist, storyteller, former LA Times Reporter, and author of three acclaimed books. His most recent book *Dreamland: The True Tale of America's Opiate Epidemic* is a revelatory account of the corrosive threat facing America.



Forum Sponsors:



Be an original.  
Town of Granite Quarry



Center for  
Prevention Services



Page 100



Cardinal  
Innovations  
HEALTHCARE

Printed on 5/4/2018