



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

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

Staff: Interim Town Manager Larry Smith, Town Clerk/HR Officer Tanya Word, Town Planner Steve Blount, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Town Attorney Chip Short, Deputy Clerk/Finance/HR Analyst Aubrey Smith, Planning Coordinator Holly-Anne Franco

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: The Pledge of Allegiance was led by Scout Spencer Chandler.

1. Approval of the Agenda:

Mayor Feather presented the requested changes which included moving the Audit Report from item 9a, to 4a under Guest Presentations; added an Offer to Purchase Town Property as a new item 8a under Old Business; and sending item 6c, the Rezoning of Grateful Heart Ministries, back to the Planning Board without holding the Public Hearing.

Alderman Linker proposed adding the Chiefs' presentation as the new item 5a under Town Events.

ACTION: Mayor Pro Tem LaFevers made a motion to accept the agenda with modifications. Alderman Costantino seconded the motion. The motion passed with Mayor Pro Tem LaFevers, Alderman Costantino and Mayor Feather in favor and Aldermen Cress and Linker opposed.

Alderman Linker expressed concern over not holding the Rezoning Public Hearing after many people showed up to be heard. Mayor Feather encouraged the citizens to speak during the public comments.

2. Approval of the Consent Agenda:

a. Approval of the Minutes

- Regular Board Minutes – October 7, 2019
- Recess Minutes – October 10, 2019
- Recess Minutes – October 11, 2019
- Special Call Meeting Minutes – October 25, 2019

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

c. Financial Reports

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

3. Citizen Comments

- Melissa Efird, 603 Hillside Street, Landis - spoke in favor of hand-delivering code enforcement paperwork and increasing deadlines to return paperwork.
- Margaret Waynick, 420 St. Luke Church Rd., - spoke in favor of increasing deadlines for code enforcement paperwork and asked whether it was necessary to enforce codes on accessory buildings.
- Thomas Brown, 706 Dunns Mtn. Rd., - spoke in favor of the rezoning of Grateful Heart Ministries.
- Eva Mae Cress, 411 Dunns Mtn. Rd. - spoke in support of the pastors of Grateful Heart Ministries.
- Bryan Smith, 1515 S. Salisbury Ave., Spencer - spoke in favor of the rezoning of Grateful Heart Ministries.
- Brenda Morgan, 410 Rockcreek Rd., Rockwell - spoke in favor of the rezoning of Grateful Heart Ministries.
- Johnny Morgan, 410 Rockcreek Rd., Rockwell - spoke in favor of the rezoning of Grateful Heart Ministries.
- Willie Moses, 706 Dunns Mtn. Rd. - spoke in favor of the rezoning of Grateful Heart Ministries.
- Matthew Fullam, 2450 Hwy 152 E - spoke in favor of the rezoning of Grateful Heart Ministries.
- Drake Morgan, 1250 Shuping Mill Rd., Salisbury - spoke in favor of the rezoning of Grateful Heart Ministries.
- Nathan Harrell, 1115 Grady St. - spoke in favor of the rezoning of Grateful Heart Ministries.

- Debbie Fullam, 2450 Hwy 152 E. - spoke in favor of the rezoning of Grateful Heart Ministries.
- Pamela Smith, 1113 Crosby St. - spoke in favor of the rezoning of Grateful Heart Ministries.
- Mary Ponds, 709 S. Salisbury Ave. - spoke in favor of sending the rezoning of Grateful Heart Ministries back to the Planning Board for further review.
- Randy Reynolds, 706 Dunns Mtn. Rd. - spoke in favor of the rezoning of Grateful Heart Ministries.
- Alanzo Jones, 330 Moon Circle, Salisbury - spoke in favor of the rezoning of Grateful Heart Ministries and stated that the traffic wouldn't increase.
- Mike Brinkley - spoke in favor of continuing the moratorium for the electronic gaming, returning the proposed electronic gaming rezoning to the Planning Board for further review, and completing the streets and sidewalks jointly.

4. Guests and Presentations

- a. **Review and Accept Audit** – Eddie Carrick of Eddie Carrick, CPA, PC handed out a “cheat sheet” with highlights and discussed the FY 18-19 Audit with the Board.

ACTION: Mayor Pro Tem LaFevers made a motion to approve the auditor's report. Alderman Linker seconded the motion. The motion passed with all in favor.

5. Town Events

- a. **Backpack and Toy Drive** - Chief Hord spoke about a backpack and toy drive by Jarrell Imes sponsored by GQFD and GQPD. The collection will start November 5th and run through December 9th.
- b. **Medication Collection** - Chief Cook spoke about the medication collection effort and the adding additional collection points including Price Pharmacy, Novant Health and Rowan Diagnostic in Faith.
- c. **Food Drive** – is up and going until Tuesday, December 31st. The collection box is in the lobby of Town Hall.
- d. **Christmas Trees Go Up Around Granite Lake Park** – Monday, December 1st – Friday, December 6th.
- e. **Santa at the Park/Tree Lighting** – Saturday, December 7th at Granite Lake Park 3:00 p.m. – 5:00 p.m. Tree lighting at 5:00 p.m.

6. Public Hearings

- a. **Project Profile Trail**

This item was continued from the August 5, 2019, September 3, 2019, and October 7, 2019 meetings. There was a request to close the Public Hearing with

no action taken. Based on conversation with the site consultant, “the project is currently on hold while the company analyzes a few things.”

Opened: Mayor Feather opened the public hearing at 7:43 p.m.

There were no public comments.

Closed: Mayor Feather closed the public hearing at 7:44 p.m. with no action taken.

b. Comprehensive Plan Update

Mayor Feather read a brief statement regarding the updating process for the Comprehensive Plan.

The Board discussed some of the comments from the Comprehensive Plan Public Workshop that was held by the Planning Board and asked the Town Planner for clarification.

Opened: Mayor Feather opened the public hearing at 7:48 p.m.

The Board reviewed comments from the Planning Board Public Workshop.

Comments: Mayor Feather opened the floor for citizen comments.

- Ed Shell, 510 Lewis Street - spoke in opposition of the Comprehensive Plan Update. Mr. Shell expanded on statements made during the Comprehensive Plan Public Workshop held by the Planning Board.

Closed: Mayor Feather closed the public hearing at 8:01 p.m.

The Board discussed the Comprehensive Plan updates and the need for clarification and some possible revisions before approval.

ACTION: Alderman Costantino made a motion to send the Comprehensive Plan back to the Planning Board for review. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

The Board asked that the items discussed at the Public Hearing be considered by the Planning Board. The Board will send their questions and comments to the Town Planner.

7. Town Manager’s Updates

a. Project Updates

Mr. Smith reviewed the progress of some of the Board's major goals and projects including recodification of the ordinances and the Town Square project.

8. Old Business

a. Offer to Purchase Town Property 316 S. Main Street

Mayor Feather read the memo regarding the offer to purchase 316 S. Main Street.

ACTION: Alderman Costantino made a motion to accept the offer to purchase the property at 316 S. Main Street. Alderman Cress seconded the motion. The motion passed with all in favor.

Board discussion included whether a fee would be associated with the Town leasing the property for use as a limb and leaf storage facility while another site was found and the closing date. There was clarification that there would not be a fee.

The Board gave Mr. Smith direction to move forward with accepting the offer.

b. Committee Updates

i. **Parks and Recreation** – Mayor Pro Tem LaFevers shared about the Family Fun Fest held on October 19, 2019.

ii. **Revitalization** – Aldermen Costantino stated the Revitalization project would be discussed later in the meeting.

c. ORDINANCE NO. 2019-10 Electronic Gaming Text Amendment Presentation

Based on Board of Aldermen feedback, staff respectfully recommends that the Table of Uses be amended to show Electronic Gaming Operations as a Conditional Use in the HI zoning classification and keep the restrictions as currently adopted in Section 4.6.4. NOTE: A key sentence in that text says, "...shall be prohibited within one hundred (100) feet of any residential structure." Since the measurement in this language is from structure to structure instead of structure to zoning district, there would be property in the current HI zoned property that could be used for the Electronic Gaming Operation, eliminating the concern that this amendment effectively was zoning this legal operation out of business.

Please see the attached map and proposed text amendment.

ACTION: Alderman Linker made a motion to extend moratorium for 30 days and send the Electronic Gaming Text Amendment back to the Planning Board. Alderman Costantino seconded the motion. The motion passed with all in favor.

9. New Business and Action Items

- a. 316 S. Main Street Agency Agreement Renewal** (Victor Poplin) – the current listing [between The Town of Granite Quarry and Select Properties of the Carolinas, LLC] has expired and the Real Estate Agent Victor Poplin has requested to renew the agreement until the December 31, 2019.

ACTION: Mayor Pro Tem LaFevers made a motion to renew the agreement between The Town of Granite Quarry and Select Properties of the Carolinas, LLC until December 31, 2019. Alderman Costantino seconded the motion. The motion passed with all in favor.

- b. RESOLUTION NO. 2019-21 Recodification of Ordinances** – A Resolution of the Board of Aldermen of the Town of Granite Quarry, North Carolina, Authorizing the Mayor to Enter into A Three-Year Agreement with Municode to Provide Recodification, Supplementation and Online Code Hosting Services.

At the February Planning Retreat, Town Clerk Tanya Word summarized the recodification of ordinances process, and responses received from a Request for Proposals from recodification vendors. The Board approved budgeting \$11,950 in FY19-20 for the recodification process.

We have now completed and confirmed an updated copy of the code of Ordinances to be able to formally begin the recodification process. The Clerk has received an updated proposal from Municode for (a) recodification in the amount of \$11,950; (b) My Municode annually \$1,195 (Fee is waived for the first year).

An Information Sheet and Project Work Plan (PWP) is attached.

ACTION: Alderman Linker made a motion authorizing the Mayor to enter into a three-year agreement with Municode for their Recodification, Supplementation and Online Code Hosting Services. Alderman Cress seconded the motion. The motion passed with all in favor.

- c. RESOLUTION NO. 2019-22** – A Resolution of the Board of Aldermen of the Town of Granite Quarry, North Carolina, accepting the March 1, 2019 General Records Retention and Disposition Schedule as Issued by The North Carolina Department of Natural and Cultural Resources for Local Government Agencies.

According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, the Town of Granite Quarry is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how significant.

Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). Town of Granite Quarry must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."

ACTION: Alderman Linker made a motion to approve Resolution No. 2019-22 to accept the March 1, 2019 General Records Retention and Disposition Schedule for Local Government Agencies as Issued by the North Carolina Department of Natural and Cultural Resources for Local Government Agencies. Alderman Costantino seconded the motion. The motion passed with all in favor.

d. Police Patrol Vehicle Purchase – Based upon the prescribed population formula, the Town of Faith's reimbursement amount for this year's Police budget is \$153,243. Faith Board representatives on the Joint Police Authority (JPA) advised us in June that they could only commit to reimbursing \$146,000 at that time (shy \$7,243) ... but agreed to reconvene and reassess the towns' financial positions at the end of the 1st quarter.

- The cost of a new Patrol Vehicle (\$ 41,000) was therefore included in the adopted FY19-20 budget, but its purchase was delayed until at least the end of the 1st quarter for further JPA review and assessment.
- The JPA met 9/25/19. Chief Cook advised that preliminary completion of the Town of Granite Quarry's audit shows \$16,904 in

FY18-19 unspent funds carrying over into this FY. Also, as of 9/25/19, difficulty staffing the 2 FT officer positions this year had already resulted in additional unspent funds of \$25,354 within this FY as well. The total of these two things = \$ 42,258.

The JPA has approved moving forward with the patrol car purchase, based on those items clearly covering the cost of the vehicle (i.e., even if it hadn't already been budgeted).

Since the Granite Quarry Town Board had specifically considered Faith's reimbursement amount itself as part of the budget adoption, staff felt it best to double check back with the Board to make sure it concurs with the purchase based on the above reasoning. Under this reasoning, the Town of Granite Quarry indeed does not expend any more funds than what we already planned and budgeted, but the Town of Faith would still only be reimbursing \$146,000 for this fiscal year.

Town of Granite Quarry FY19-20 Adopted Budget, page 4

There was consensus from the Board that the reasoning behind the patrol car purchase satisfied the concerns noted by the Board as part of its FY19-20 Budget adoption.

ACTION: Alderman Linker made a motion to move forward with the purchase of the Police Patrol vehicle. Alderman Costantino seconded the motion. The motion passed with all in favor.

- e. **Town Hall Upgrades** - During this year's budget planning process, the Town Board determined it was not feasible to proceed with the full Town Hall Renovation project in light of other major projects and priorities to which Granite Quarry was already committed in this fiscal year. The Board asked staff to look into any possible Town Hall upgrades that we could potentially accomplish within this fiscal year that might still make a positive impact in downtown revitalization.

Attached is a spreadsheet of the proposed upgrades and their estimated construction costs only.

The Building Committee has reviewed the proposal with the Revitalization Team. The Committee recommends approval from the Board to move forward with the project.

ACTION: Mayor Pro Tem LaFevers made a motion to approve moving forward with planning the Town Hall Upgrades project at a project scope not to exceed \$299,999. Alderman Cress seconded the motion. The motion passed with all in favor.

Staff will work with RBS to refine the specifications and costs and then bring back a final Project Ordinance to the Board for review that appropriates the finalized construction costs, architectural/construction administration fees, contingencies, and so forth per the General Statutes and Generally Accepted Accounting Principles (GAAP).

- f. **Streets and Sidewalk Project** – In August the Board voted to revise the scope of this year’s street & sidewalk repairs to a \$350,000 Capital project, to be paid back using the \$50,000 from the next 7 years of Powell Bill Funds.

Staff had to compile a full financial picture of current projects before the Local Government Commission (LGC) could even consider our request. On October 10th we passed the pre-application conference with the LGC for our proposal, so they’ve now given us the actual application to begin completing for their formal review process.

We can of course continue to proceed with *both* streets and sidewalks included in the financing proposal. An idea we have bounced off LGC and DOT though is whether we should consider separating sidewalks from the financing & application, since that would:

- Allow us to move forward with sidewalk repairs sooner (*possibly* even before winter)
- Give us more “bang for our buck” through bidding streets and sidewalks separately
- Simplify the application & financing proposals to a streets-only construction project

The Town’s current Powell Bill fund balance is \$84,724.

ACTION: Mayor Pro Tem LaFevers made a motion to:

1. Use up to \$84,724 of our current Powell Bill fund balance toward beginning a Sidewalk repairs project now.
2. Continue with the LGC application and financing proposal as a Streets-only Streets and Sidewalk project less that amount.

Alderman Cress seconded the motion. The motion passed with all in favor.

The Board clarified by consensus that the intention was to begin immediate work on sidewalk repairs for major needs and combine the Streets and Sidewalks Project for the LGC application and financing proposal.

g. Maintenance Department Surplus

There was a request from the Maintenance Department for the following:

- 1988 Chevrolet C2500 Convey to Town of Faith Public Works Department
(G.S. 160A-280) Convey to non-profits, sister cities, and other units of government – does not apply to schools
- Older cordless Dewalt Drill and Impact – Doesn't Work

There was Board discussion concerning whether the items should be given away or sold on GovDeals.

ACTION: Alderman Linker made a motion to list the 1988 Chevrolet C2500 and cordless Dewalt Drill and Impact on GovDeals. Alderman Costantino seconded the motion. The motion passed with all in favor.

h. Board Appointments – Planning Board

Received applications from:

- Jared Mathis lives in the ETJ
- Jamie Vanhoy lives in Town

NOTE: *There are vacancies on the Planning Board for:*

- Town (Alt)
- ETJ (Alt)

ACTION: Alderman Costantino made a motion to appoint Jared Mathis to the Planning Board as alternate for the ETJ district and Jamie Vanhoy to the Planning Board as a Town alternate. Alderman Linker seconded the motion. The motion passed with all in favor.

i. Budget Amendment Request #2 – To transfer funds from Fund Balance Appropriated (01-3991-99) in an amount not to exceed \$6,500 to Maintenance Contracted Services (01-4190-60) for an emergency repair to the culvert located at the State Employee's Credit Union site.

ACTION: Alderman Linker made a motion to approve Budget Amendment #2 as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

j. Proclamation – Veterans Day

Mayor Feather recognized the Proclamation regarding Veterans Day in the Board packet.

10. Board Comments - There were no Board comments.

11. Mayor's Notes – Announcements and Date Reminders

- a. Food Drive** – Going on now through December 31. A collection box is in the lobby of Town Hall
- b. Town Hall Offices Closed** – Monday, November 11 in observance of Veterans Day
- c. Rowan Chamber Business After Hours** – Monday, November 11, 5:00 p.m.– 7:00 p.m., Salisbury Eyecare & Eyewear, 205 E. Council St., Suite B.
- d. Planning Board Meeting** – Tuesday, November 12, 5:30 p.m.
- e. CCOG Executive Board Meeting** – Wednesday, November 13, 6:00 p.m.
- f. Parks, Events and Recreation Committee Meeting** – Monday, November 18, 5:00 p.m.
- g. Revitalization Team Meeting** – Tuesday, November 20, 10:00 a.m. **updated*
- h. Cabarrus-Rowan County MPO Meeting** – Wednesday, November 27, 5:30 p.m.
- i. Town Hall Offices Closed** – Thursday, November 28 & 29 in observance of Thanksgiving
- j. Board of Aldermen Organizational Meeting and Swearing in Ceremony of Newly Elected Officials** – Monday, December 2, 7:00 p.m.

12. Closed Session

Motion to Go into Closed Session

ACTION: Mayor Pro Tem LaFevers made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) for the discussion of personnel matters, and N.C. General Statutes Section 143-318.11(a)(5) to establish and instruct staff on the material terms of a proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town. Alderman Linker seconded the motion. The motion passed with all in favor.

The Board took a five-minute break before the start of the closed session.

Mayor Feather left during the break.

Motion to Come Out of Closed Session

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

ACTION: Alderman Linker made a motion for staff to move forward with the planning and necessary documents for possible purchase of property related to leaf and limb storage. Alderman Cress seconded the motion. The motion passed with all in favor.

13. Adjournment

ACTION: Alderman Linker made a motion to adjourn. Alderman Cress seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 9:04 p.m.

Respectfully Submitted,

Aubrey Smith

Deputy Clerk