



**TOWN OF GRANITE QUARRY
TOWN COUNCIL
REGULAR MEETING
Monday, January 12, 2026
6:00 p.m.**

Call to Order

Moment of Silence

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Consent Agenda

A. Approval of the Minutes

1) Organizational Meeting December 8, 2025

B. Departmental Reports

C. Financial Reports

D. Resolution 2026-01 Surplus Property Donation

E. Updated Rules of Procedure – PB & BOA after annual review

3. Public Comments

(All comments are limited to 3 minutes. No sharing of minutes with other residents.)

4. Recognition

Eagle Scout

5. Town Manager Update

Old Business

6. Bi-annual Review

Rules of Procedure

The Council's Rules of Procedure state that at the next regularly scheduled monthly meeting following the organizational meeting, the Council shall review the Rules of Procedure and decide if any revisions are necessary.

New Business

7. Training and Travel Request

Town & State Dinner

ACTION REQUESTED: Motion to approve the training and travel request for Mayor Barnhardt, Council Member Mack, (and any additional members who desire), to attend the NCLM Town and State Dinner.

8. Proclamation

Dr. Martin Luther King, Jr. Day

9. Council Comments

10. Announcements and Date Reminders

A. Wednesday	January 14	10:00 a.m.	GQ/Faith PD Meeting
B. Wednesday	January 14	5:00 p.m.	Centralalina Executive Board Meeting
C. Thursday	January 15	7:30 a.m.	Power in Partnership Breakfast
D. Monday	January 19		MLK Jr. Day – Office Closed
E. Thursday	January 29	5:30 p.m.	Rowan Chamber Gala
F. Monday	February 2	6:00 p.m.	Planning Board
G. Monday	February 2	6:15 p.m.	Board of Adjustment
H. Saturday	February 7	9:00 a.m.	Crepe Myrtle Workshop

11. Closed Session

Economic Development

ACTION REQUESTED: Motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(4) to discuss matters relating to economic development incentives.

ACTION REQUESTED: Motion to return to open session.

Adjourn

Agenda Item Summary

Regular Meeting

January 12, 2026

Agenda Item 1

Summary:

The Council may discuss, add, or delete items from the Regular Meeting agenda.

Approval of Agenda

Motion Made By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Second By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

For:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Against:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

In case of tie:

Mayor Brittany Barnhardt

For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Action Requested:

Motion to adopt the January 12, 2026 Town Council Regular Meeting Agenda (as presented / as amended).

Agenda Item Summary

Regular Meeting

January 12, 2026

Agenda Item 2

Approval of Consent Agenda

Summary:

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

A. Approval of the Minutes

1) Organizational Meeting December 8, 2025

B. Departmental Reports

C. Financial Reports

D. Resolution 2026-01 Surplus Property Donation

E. Updated Rules of Procedure - PB & BOA after annual review

Motion Made By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Second By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

For:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Against:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

In case of tie:

Mayor Brittany Barnhardt

For

Against

Action Requested:

Motion to approve the consent agenda (as presented / as amended).



**TOWN OF GRANITE QUARRY
TOWN COUNCIL
ORGANIZATIONAL MEETING MINUTES
Monday, December 8, 2025 6:00 p.m.**

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

Staff: Town Manager/Fire Chief Jason Hord; Town Clerk Aubrey Smith; Town Attorney Zachary Moretz; Police Chief Todd Taylor; Public Works Director Colton Fries; Finance Director Shelly Shockley; Planning, Zoning, and Subdivision Administrator Richard Flowe; Community Engagement Coordinator Debbie Loflin-Benge; Planning, Zoning, and Subdivision Assistant Administrator Kevin Kormanek; Firefighter Jennifer Peeples; Police Sergeant Matthew Osborne

Call to Order: Mayor Barnhardt called the meeting to order at 6:00 p.m.

Moment of Silence: Mayor Barnhardt led a moment of silence.

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Barnhardt.

Organizational Business

Mayor Barnhardt welcomed attendees. She summarized the organizational meeting's purpose and shared what would take place.

1. Swearing in Newly Elected Officials Senator Carl Ford

Oaths of Office were administered by Senator Carl Ford for the newly elected officials.

- A. Mayor Brittany H. Barnhardt
- B. Council Member John Linker & Council Member Laurie Mack

2. Election of Mayor Pro-Tempore

Council Member Luhrs nominated John Linker to be Mayor Pro-Tempore.

Receiving no further nominations, Mayor Barnhardt called for the vote. John Linker was elected as Mayor Pro-Tempore with four votes in his favor.

3. Swearing in Mayor Pro-Tempore Senator Carl Ford

Senator Ford administered the oath of office for Mayor Pro-Tempore John Linker.

4. Brief Recess for Reception

ACTION: Council Member Luhrs made a motion for a brief recess. Council Member Shelton seconded the motion. The motion passed with all in favor.

The Council recessed at 6:11 p.m.

Mayor Barnhardt called the meeting back to order at 6:28 p.m.

5. Approval of the Agenda

ACTION: Mayor Pro Tem Linker made a motion to approve the agenda as presented. Council Member Mack seconded the motion. The motion passed with all in favor.

6. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Strategic Meeting November 10, 2025
- 2) Regular Meeting November 10, 2025

B. Departmental Reports

C. Financial Reports

D. Appointment Recommendation – Community Appearance Commission

E. Certification of Fire Roster

ACTION: Mayor Pro Tem Linker made a motion to approve the consent agenda as presented. Council Member Mack seconded the motion. The motion passed with all in favor.

7. Public Comments – There were no public comments.

8. Guest Presentation

The Blessing Basket

Melissa Marr of The Blessing Basket spoke about the organization's purpose and recent activity. The Blessing Basket is a local non-profit established earlier this year. The mission is to help those who are working hard to help themselves but need some assistance. They partner with other non-profits and organizations in the community with a focus on East Rowan.

9. Town Manager Update

Manager Hord shared highlights from the Town Manager's report in the agenda packet including the recent successful food drive that used Town Hall as a drop off location. The longevity pay was reconfigured and paid out to employees per the Council's direction; employees expressed their gratitude. Public Works completed putting up the Christmas decorations with help from the Town of Faith's bucket truck. There is still an electrical issue at the Lake Park that continues to be worked on; it should be resolved soon. The Police Department was awarded \$5,000 in safety grant funds; Manager Hord gave kudos to Chief Taylor for taking the initiative on the grant.

The space needs study will start after Christmas. Staff is currently vetting town properties for suitability for relocating Public Works; the information will be presented to the Council at the January strategic planning meeting. Meetings with SRU continue regarding upcoming projects. Manager Hord stated the ISO review was completed and gave kudos to the Fire personnel who worked hard to keep the department in good shape. The zip code review request has been sent in; Manager Hord will follow up with Representative McDowell.

Manager Hord recognized Volunteer Firefighter Jennifer Peeples and stated that she was recently awarded the Fire Safety Commendation Medal by the Sons of the American Revolution. The Council congratulated Firefighter Peeples.

Manager Hord invited Police Chief Todd Taylor to introduce newly promoted Sergeant Matthew Osborne. Sergeant Osborne has been with the Town since 2020. Sergeant Osborne is a Field Training Officer, Radar/Lidar Operator, Chemical Analyst, General Instructor, Specialized Firearms Instructor, Lead Firearms Instructor for the agency, and Axon Taser Instructor. Sergeant Osborne was accompanied by his mother while his wife, Carissa, pinned on his badge. Sergeant McKinney and Officer Shuffler pinned on Sergeant Osborne's stripes. The Council congratulated Sergeant Osborne on his promotion.

10. Public Hearing

Annexation Kind Estates – Troutman Street

A. Staff Summary

Mr. Flowe presented the annexation memo and draft ordinance for the voluntary contiguous annexation in the Town's ETJ initiated at the last meeting.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 6:48 p.m.
 - There were no comments from the public.
- 2) Closed: Mayor Barnhardt closed the public hearing at 6:48 p.m.

C. Council Discussion and Decision

Council members had no additional comments.

ACTION: Mayor Pro Tem Linker made a motion to adopt Ordinance ANNEX 2025-12-08 as presented to annex a contiguous property. Council Member Shelton seconded the motion. The motion passed 4-0.

11. Public Hearing

Development Agreement – Kind Estates

A. Staff Summary

Mr. Flowe presented the drafted Development Agreement for Kind Estates.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 6:51 p.m.
 - There were no comments from the public.
- 2) Closed: Mayor Barnhardt closed the public hearing at 6:51 p.m.

C. Council Discussion and Decision

Mayor Barnhardt stated this was the first Development Agreement under the new ordinance and thanked Mr. Flowe for leading the town through the process. Council Member Shelton asked for clarification regarding whether the purpose for the agreement was to hold any future owners to the same standards. Mr. Flowe responded that the ordinance was set up so that the rights and responsibilities would go with the property. The Development Agreement concerns the general infrastructure and not the individual lots. Council Member Luhrs asked about enforcement of the agreement. Mr. Flowe stated that the ordinance allowed the Planning, Zoning, and Subdivision Administrator to actively monitor the agreement and report to the Council every year regarding any compliance issues. Attorney Moretz stated the agreement would be filed with the Rowan County Register of Deeds and would last for ten years.

ACTION: Council Member Shelton made a motion to adopt Ordinance DA 2025-12-08 to approve the Development Agreement for Kind Estates as presented. Council Member Mack seconded the motion. The motion passed 4-0.

12. Public Hearing

ZMA Osterhus

A. Staff Summary

Mr. Flowe introduced the Zoning Map Amendment request for property located at 0 Dunns Mountain Rd (Parcel 609 135), to change the current designation of "Industrial (IND) Zoning District" to "Agricultural (AG) Zoning District". Mr. Flowe stated the change would be consistent with the remainder of the owner's property and in alignment with the Comprehensive Land Use Plan. The current Industrial zoning does not allow for new residential structures.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 7:03 p.m.
 - Calvin Anderson, 910 Dunns Mountain Road – spoke in opposition of the zoning map amendment.
 - Michelle Reid, 298 Irby Lane – had questions about which portion of the property was currently zoned Industrial and what uses were allowed within the Agricultural district.
 - Steven Murphy, 1204 Edgewater Court – stated he intends to purchase one of the two new lots and build a single-family home. He spoke in favor of the rezoning.
 - Elia Gegorek, Real Estate agent – stated her client plans to purchase the other lot and build a single-family home. She spoke in favor of the rezoning.
 - Mayor Barnhardt allowed Mr. Anderson to make additional comments regarding his vested interest in what type of project went on the property.
- 2) Closed: Mayor Barnhardt closed the public hearing at 7:14 p.m.

C. Council Discussion and Decision

Mayor Barnhardt recognized Mr. Flowe to answer questions regarding the history of the zoning on the property. Mr. Flowe stated the zoning went back more than 30 years and that he could only speculate on why it was zoned the way it was. Mayor Barnhardt stated that the Council appreciated the engagement from members of the public and that a property owner does have rights concerning the use of their property. Council Member Shelton stated that the downzoning from “Industrial” to “Agricultural” would offer the best protections for the surrounding properties. Mayor Pro Tem Linker stated that his educated guess was that 30 years ago the property was zoned “Industrial” without a clear plan for how the Town would grow. Council Member Luhrs stated that the downzoning protected the property and ensured there would be a large lot for a house with adequate setbacks.

ACTION: Mayor Pro Tem Linker made a motion to adopt Ordinance ZMA-2025-12-08 to amend the Official Zoning Map. Council Member Mack seconded the motion. The motion passed 4-0.

Old Business
New Business

None

13. Budget Amendment

FY25-26 #6 Town Hall Needs Assessment

At the Town Council’s Strategic Planning meeting on 11/10/2025 the Council directed the Town Manager to move forward with an updated space needs assessment for Town Hall. The proposed budget amendment moves the funds to pay for the assessment.

ACTION: Mayor Pro Tem Linker made a motion to approve Budget Amendment FY25-26 #6 as presented. Council Member Luhrs seconded the motion. The motion passed 4-0.

14. Council Appointments

A. Centralina Board of Delegates Representative and Alternate

ACTION: Council Member Mack made a motion to appoint Council Member Mack as representative to the Centralina Board of Delegates and Mayor Pro Tem Linker as the alternate. Council Member Luhrs seconded the motion. The motion passed 4-0.

B. Transportation Advisory Comm. Representative and Alternate

ACTION: Council Member Shelton made a motion to appoint Mayor Barnhardt as the CRMPO TAC representative and Council Member Luhrs as the alternate. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

15. Training and Travel Request

Mayor Barnhardt, NC Mayors Association

ACTION: Mayor Pro Tem Linker made a motion to approve the training and travel request for Mayor Barnhardt to attend the NC Mayors Association Winter meeting with the outlined costs associated with the conference. Council Member Mack seconded the motion. The motion passed 4-0.

16. Council Comments

- Manager Hord stated the Council requested to set a date for the next strategic planning meeting. There was consensus for 9:00 a.m. on Thursday, January 8, 2026.

17. Announcements and Date Reminders

A. Wednesday	December 10	5:30 p.m.	Community Appearance Commission
B. Wednesday	December 10	6:00 p.m.	Events Committee
C. Thursday	December 18	7:30 a.m.	Power in Partnership Breakfast
D. Wednesday	December 24		Christmas Eve – Office Closed
E. Thursday	December 25		Christmas – Office Closed
F. Friday	December 26		Office Closed
G. Thursday	January 1		New Year's Day – Office Closed
H. Monday	January 5	6:00 p.m.	Planning Board
I. Monday	January 5	6:15 p.m.	Board of Adjustment

Adjournment

ACTION: Mayor Pro Tem Linker made a motion to adjourn. Council Member Mack seconded the motion. The motion passed with all in favor. The meeting ended at 7:29 p.m.

Respectfully Submitted,
Aubrey Smith
Town Clerk

TOWN OF GRANITE QUARRY

12/29/2025

Case Number	Violation Address	Owner or Occupant	Status or Conditions
PUBLIC NUISANCES			
PN-25-10	720 South Main Street	Clinton & Lois McGraw	dilapidated fence. Notice issued with no response and no results. Second notice issued with no response. Second notice issued with no response. Civil penalties initiated 11-12-25.
PN-25-22	117 Kerns Street	Pamela Ealey	various forms of trash, junk and debris. Pending notice
PN-25-23	106 North Walnut Street	Steven C and Dixie S Jones	Possible used car lot along with a collection of junk, totes and debris. Pending notice.
PN-25-24	736 South Main Street	Linda V Dodd	various forms of trash, junk and debris. One or more junked/nuisance vehicles. Pending notice
PN-25-25	616 South Salisbury Avenue	Coco Properties LLC	Collection of junk, trash, debris, furniture, and other similar materials.
ABANDONED/JUNKED/NUISANCE VEHICLES			
MVO-25-03	403 Lake Drive	Ronnie D Hatley Rev Trust	one or more junked/nuisance vehicles. Notice issued with deadline of 06-15-25. In communication with the property owner and the vehicle owner working to bring the vehicles into compliance. Will continue to monitor.

TOWN OF GRANITE QUARRY

12/29/2025

MVO-25-06	1206 Edgewater Court	Elizabeth S Burton	possible junked/nuisance vehicles. Notice issued and met on site with owner. Camper has been moved to back yard. Jeep remains in driveway. Owner is in process of renewing the license plates and will find keys to demonstrate operational status soon. Pending.
MINIMUM HOUSING STANDARDS			
HC-24-07	810 North Salisbury Avenue	Michael & Faith Phillips	Residential use of a camper or RV. Construction of a deck to camper without permits. Request to inspect on 09-26-24. Have spoken to the owner. The camper is occupied by his son and they are making arrangements to remove it and house him at another location. Working on repairs to the camper to be able to close the slide outs. Camper remains. Inspection to be rescheduled.
HC-25-01	725 North Salisbury Avenue	Questin J & Lashonda S Holmes	Substandard housing conditions. Inspection completed. Owners working on the renovations. Hearing conducted on 12-02-25. Pending written order.

HC-25-02	106 East Church Street	Stevie Andrew LLC	possible abandoned house, substandard housing conditions. Met onsite with the owners on 07-10-25 and they are arranging for the Fire Dept to burn it and have arranged to have the ACM removed. No action. Notice issued with deadline of 11-11-25. Demolition conducted by owners. Some debris and dumpsters remain on site. Will continue to monitor.
HC-25-07	616 (A, B, & C) South Salisbury Avenue	Coco Properties LLC	Substandard housing conditions. Will schedule inspection soon.
NON-RESIDENTIAL BUILDINGS AND STRUCTURES			
DEVELOPMENT ORDINANCE			

TOWN OF GRANITE QUARRY

12/29/2025

Z-24-04	2360 Heilig Road	Gerald W Hutchinson	possible junk yard existing after termination of operations. Inspection conducted with owner on 07-18-24. Determined that the auto repair business is in operation but at a much smaller scale. Owner continues to remove vehicles almost on a weekly basis with many removed so far. Recent observations continued progress. Will schedule a full site inspection later in January to determine the situation on the back of the property and discuss further compliance measures.
Z-25-10	6245 US 52 Hwy	ER Real Estate Holdings LLC	operating a business and use of a property without proper permits. Signs installed without permits. Notice issued with no response. Further investigation revealed both businesses in the building were opened and signs installed without any permits. Will follow up and take further enforcement actions.
Z-25-17	175 Landmark Drive	Cynthia B Zefer (Osterhus)	complaint of possible operation of a business at the newly combined property in the newly constructed accessory building. Site observations conducted. Pending further investigation.



December Work 2025 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, service on equipment, limbs & litter pick up)
- Various potholes repaired
- Trash Can Replacement
- Nature trail maintenance
- Storm Drain Cleaning
- Limb Pickup
- Leaf Pickup
- Park Leaves Clean up
- Christmas at the Lake Event
- NCLM Workplace Training Courses
- Curb Line Cleaning- Leaf Vac
- Repaired Pier Boards at Lake Park

2007 Ford Truck F-250 –	69,870	+227 miles
2023 Ford Dump Truck F-550 –	4,269	+300 miles
2009 Ford Truck F-150 –	106,804	+310 miles
2019 Ford Truck F-350 –	33,520	+449 miles
2025 Ford Truck F-150 –	4,620	+625 miles

Planning Monthly Report

December 2025



Permits

Permits & Applications

Date	Address	Permit Type	Status
12/2/2025	135 E Kerns St	Accessory Structure	Issued
12/4/2025	106 E Church St	Demolition Permit	Issued
12/16/2025	1207 Juniper Ln	Residential Addition	Issued
12/23/2025	Stoneglen Subdivision	31/31 Zoning permits issued	Issued
12/30/2025	Devynne Ct (609D030)	New SFR	Issued

Planning/Zoning Reviews

Inquiry	Zoning	Comments

Planning Board: At its meeting on December 1, 2025 the Planning Board:

- Reviewed the Planning Department and Code Enforcement reports from October 2025.

Zoning Board of Adjustment: At its meeting on December 1, 2025 the Board of Adjustment:

- Approved the minutes from the November meeting.



Town of Granite Quarry

Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report Dec 2025

Chief Hord

Emergency Calls for Service Dec. 2025

46 Calls in district

- 26- EMS (including strokes, falls, diabetics, CPR and other medical needs)
- 10- Public Service/Assist
- 2- Fire Alarm
- 4- MVA
- 4- Move Ups

10 Calls to Salisbury

- 2- Cancelled En-Route
- 2- MVA's
- 4- Structure Fires
- 1- Vehicle Fire
- 1- Public Service/Assist

12 Calls to Rockwell Rural

- 6- Cancelled En-Route
- 2- Fire Alarm
- 1- Structure Fires
- 3- EMS

9 Calls to Union FD

- 1- Structure Fire
- 1- Fire Alarm
- 3- EMS
- 1- Cancelled En-Route
- 3- Public Service/Assist

1 Call to Faith

- 1- Structure Fire

3 Calls to Spencer

- 2- Cancelled En-Route
- 1- Structure Fire

4 Calls to Rockwell City

- 1- Structure Fire
- 1- Fire Alarm
- 2- Cancelled En-Route

1 Call to East Spencer

- 1 - Structure Fire

TOTAL – 86



Town of Granite Quarry

Fire Department

Established May 15th, 1950

PO Box 351

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Granite Quarry, NC

704/279-5596



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.
- Multiple days of hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.
- Grounds care on Fridays.
- ISO completed.
- Participated in annual Town Christmas Events.

E-571

- Mileage – 200048.0
- Hours – 3776.0 / 262.0

E-572

- Mileage – 461557.0
- Hours – 357676 / 726.2

R-57

- Mileage – 400127.0
- Hours – 366608.0 / 632.6

SQ-57

- Mileage – 34830.0



Granite Quarry-Faith Police Department

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072
Office: (704)279-2952 • Fax: (704)279-6648



Police Department Report – January 2026

CALL STATISTICS for December 2025

- Calls for Service – Location

Calls for Service for 2025			
Month	Faith	Granite Quarry	Total
January	85	458	543
February	121	580	701
March	183	643	826
April	141	531	672
May	133	596	729
June	133	517	650
July	96	395	491
August	90	449	539
September	103	517	620
October	109	526	635
November	90	554	644
December	89	560	649
TOTAL:	1373	6326	7699

Assisted Other Agencies 2025 (Call count included in Calls for Service)			
RCSO	Rockwell	Salisbury	SHP
15	2		3
15		1	1
17	7	1	2
18	1	3	1
28	2		
23	4		
18	11		
27	5	1	
26	4	2	2
31	4	2	1
26	4	5	
19	8	1	
263	52	16	10

- Types of Calls for Service/Activities: (See Calls for Service attachments for additional information)

POLICE VEHICLE INFORMATION for December 2025

- **Monthly:** The following is the ending mileage for each vehicle:

161 Ford Utility	End-	97,308 (scheduled for decommission)
171 Ford Utility	End-	67,490
173 Ford Utility	End-	64,179
181 Ford F150	End-	115,951
191 Dodge Durango	End-	81,888
201 Ford Utility	End-	56,730
211 Ford Utility	End-	44,639
212 Ford Utility	End-	98,001
231 Dodge Durango	End-	22,530
232 Dodge Durango	End-	24,500
241 Ford Utility	End-	4,059
242 Ford Utility	End-	8,988
243 Ford F150	End-	2,330
244 Ford Expedition	End-	7,845

OPERATION MEDICINE DROP

- Collection Sites include Granite Quarry Town Hall lobby, Price Pharmacy, Granite Quarry Internal Medicine, and Rowan Diagnostic/Faith Internal Medicine



Granite Quarry-Faith Police Department

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- Collection Results
 - Monthly (December 2025): 18.79 pounds
 - Yearly (Jan-Dec 2025): 258.68 pounds

MONTH	Street	Prescrip	Over the Counter	Vitamins	Veterinary	TOTAL	
						Grams	Pounds
January		4920.00	1180.00	2060.00		8160.00	17.99
February		5790.00	1240.00	990.00		8020.00	17.68
March		10850.00	1280.00	760.00		12890.00	28.42
April		9870.00	1220.00	795.00	10.00	11895.00	26.22
May		3960.00	1550.00	3275.00	5.00	8790.00	19.38
June		8310.00	905.00	4660.00	20.00	13895.00	30.63
July		11555.00		740.00		12295.00	27.11
August		3210.00	1640.00			4850.00	10.69
September		3375.00		1500.00		4875.00	10.75
October		10895.00	210.00	505.00		11610.00	25.60
November		11070.00	150.00	310.00		11530.00	25.42
December		3880.00	540.00	4000.00	105.00	8525.00	18.79
TOTALS (gm)		0.00	87685.00	9915.00	19595.00	117335.00	258.68
TOTALS (lbs)		0.00	193.31	21.86	43.20	0.31	

POLICE CHIEF'S REPORT

- **Commendations:**
 - **ALL:** We continue to receive great compliments about our officers in their daily functions and community events.

TRAINING

- During December 2025, officers completed over 40 training hours. Training included State Mandated In-service Courses, advanced courses, and required NEOGov training.

NEW INFORMATION

- **Staffing Levels:** Update on staffing levels:
 - **Full time:**
 - Full-time vacancy: At this time, we have two full-time vacancies. We currently have a prospective candidate for one of the full-time positions and have received additional verbal inquiries about the positions.
 - Promotion: Officer Osborne has been promoted to the rank of Sergeant and will be assuming a supervisor role on a patrol squad soon along with coordinating our firearms training program.



Granite Quarry-Faith Police Department

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072
Office: (704)279-2952 • Fax: (704)279-6648



- **Anniversary:** We celebrated several departmental anniversaries during the month of December. Thank you to the following dedicated officers for their continuing commitment to our agency and community:
 - Officer Brian Jackson (part-time) – 15 years
 - Chief Todd Taylor – 29 years
- **GHSP:** The Governor's Highway Safety Program Holiday Booze It and Lose It campaign ended on January 4, 2026. As part of this initiative, officers increased enforcement activities as everyone celebrated Christmas and New Years.
- **Operation Christmas Spirit:** The Police Department participated in the Granite Quarry Operation Christmas Spirit. With tremendous support from the community, including a gracious donation from Powlas Staton Funeral Home, we were able to assist numerous families during Christmas.
- **Cops and Kids:** Sgt. Osborne, a member of the Davidson County Fraternal Order of Police Lodge 97, participated in the lodge's annual Cops and Kids Christmas Event in Davidson County on December 6, 2025. The event provided 44 children with Christmas assistance.



- **Shop with a Cop:** Chief Taylor, Sgt. McKinney, and Officer Henry-Milligan participated in the Rowan County Shop with a Cop on December 13, 2025. This year's event provided Christmas joy to 22 kids ages 10-14 years old.



- **Vehicle Updates:** All of the new vehicles are now fully in service and we are in the process of decommissioning two of the former patrol vehicles.
- **Upcoming Events:** There are several police department related events coming up in the near future to include:
 - **NC Association of Chiefs of Police Conference:** The annual Police Chief's Conference will be held in Cherokee on January 18-22, 2026.

Number of Events by Nature
Calls for Service Granite Quarry - December 2025

Nature	# Events
102D1 ABUSE	1
103A4 LOST PROPERTY	1
130A4 ADMIN (OTHER)	8
103B5 PERSONAL ESCORT	1
104C2 COMMERCIAL BURG (INTRUSI	5
104C3 RESIDENTAL BURG (INTRUSI	2
104D4 BUSINESS HOLDUP/PANIC	1
105C2 ANIMAL-BARKING DOG	1
110D2 RESIDENTIAL BE	1
111B1 PAST DAMAGE TO PROPERTY	1
111C1 DAMAGE TO PROP - JUST OCC	1
111D1 DAMAGE TO PROPERTY	1
113B2 OTHER NOISE COMPLAINT	1
113D2 DISTURBANCE / VERBAL	3
114D3 PHYSICAL FAMILY DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	2
116B1 DRUGS (FOUND-EQUIP)	1
118B1 FRAUD-PAST CRIMINAL	1
118B2 FRAUD-PAST FORGERY	2
118C1 FRAUD (PHONE/MAIL/ELEC)	1
119A3 PAST HARASSMENT	1
119B1 PHONE THREAT	1
119B4 SOCIAL MEDIA HARASSMENT	1
121D3 MENTAL SUBJECT	1
123B2 RUNAWAY	1
125B1 CHECK WELFARE - ROUTINE	4
125B2 LOCKOUT - ROUTINE	5
125D1 CHECK WELFARE-URGENT	3
129C1 SUSPICIOUS PERSON	7
129C3 SUSPICIOUS VEHICLE	6
129C5 SUSPICIOUS CIRCUMSTANCE	1
131B3 HIT & RUN	2
132B1 MINOR TRAFFIC VIOLATION	1
132B2 PARKING COMPLAINT	1
132C1 SEVERE TRAFFIC VIOLATION	1
133D1 TRESPASSING	2
135C1 SHOTS FIRED (HEARD)	1
77B3 TRAFFIC ACC - POSS INJURY	1
77D6 TRAF ACC-VEH VS BLDG	1
911 HANG UP	2
ASSIST FIRE DEPT/EMS	4
ASSIST MOTORIST	4

ATTEMPT TO LOCATE	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	352
COMMUNITY CONTACT	1
COMMUNITY PROGRAM	2
DELIVER MESSAGE	9
FOLLOWUP	5
GENERAL INFORMATION	2
HOLD UP ALARM	1
LAW CALL	1
MISDIAL	3
OPEN DOOR	1
PARK CHECK	9
REPOSSESSION	1
SCHOOL SECURITY CHECK	1
SPECIAL EVENT	1
TRAFFIC STOP	75
VEHICLE ACCIDENT PROP DAMAGE	4
WARRANT SERVICE	3
Total	560

Number of Events by Nature
Calls for Service Faith - December 2025

Nature	# Events
103A3 LOST PROPERTY	1
104C2 COMMERCIAL BURG (INTRUSI	1
104C3 RESIDENTIAL BURG (INTRUSI	1
111B1 PAST DAMAGE TO PROPERTY	2
11102 DAMAGE TO PROPERTY	1
112D2 DECEASED (SUDDEN)	1
113D2 DISTURBANCE / VERBAL	1
123B2 RUNAWAY	1
125C1 KEEP THE PEACE	1
129C1 SUSPICIOUS PERSON	1
130B1 LARCENY (ALREADY OCC)	1
130B3 THEFT FROM VEH (PAST)	1
131B1 TRAFFIC ACCIDENT - PD	1
911 HANG UP	1
ASSIST FIRE DEPARTMENT	3
BUSINESS OR HOUSE CHECK	60
DELIVER MESSAGE	2
DOMESTIC PROPERTY PICKUP	1
FOLLOWUP	1
GENERAL INFORMATION	1
MISDIAL	1
TRAFFIC STOP	5
Total	89



Finance Department

Breakdown by Department:

Department	Budgeted	Encumbered	YTD	
Revenues:				
Total Revenues:	\$ 4,781,856		\$ 2,641,616	55%
Expenses:				
Governing Body	152,348	20,000	76,463	63%
Contingency & Transfers	439,885	-	54,479	0%
Administration	796,059	446	372,403	47%
Public Works	510,005	205	224,806	44%
Police	1,183,449	-	518,574	44%
Fire	1,296,620	3,615	675,110	52%
Streets	91,950	-	29,797	32%
Sanitation	183,936	-	84,124	46%
Parks	92,104	17,763	27,455	7%
Events	<u>35,500</u>	<u>-</u>	<u>28,663</u>	<u>49%</u>
Total Expenses:	\$ 4,781,856	\$ 42,029	\$ 2,091,875	45%
Expense to Revenue:				79%

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

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	1,719,207	1,369,645	(349,562)	80%	1
01-3100-17 Tax Penalties & Interest	7,120	3,101	(4,019)	44%	
01-3101-12 Taxes - Prior Years	15,529	10,259	(5,270)	66%	1
01-3102-12 Vehicle Tax	172,430	89,114	(83,316)	52%	
01-3230-31 Local Option Sales Tax	1,176,493	587,956	(588,537)	50%	
01-3231-31 Solid Waste Disposal Tax	2,277	1,219	(1,058)	54%	
01-3280-11 Vehicle Tax	56,280	9,140	(47,140)	16%	
01-3316-32 Powell Bill Funds	110,000	112,554	2,554	102%	
01-3322-31 Beer & Wine - State	14,551	-	(14,551)	0%	
01-3324-31 Utilities Franchise Tax	178,849	88,615	(90,234)	50%	
01-3330-84 County First Responders	6,550	3,070	(3,480)	47%	
01-3413-89 Miscellaneous Revenue	1,000	579	(421)	58%	
01-3431-41 Police Revenue - Faith	225,000	97,899	(127,101)	44%	
01-3431-45 Police Report Revenue	250	120	(130)	48%	
01-3431-89 Police Miscellaneous	1,000	280	(721)	28%	
01-3471-51 Environmental Fee Collection	242,000	96,013	(145,987)	40%	
01-3491-41 Subdivision & Zoning Fees	50,000	45,449	(4,551)	91%	2
01-3493-26 FEMA Funds	44,926	33,694	-	100%	3
01-3613-41 Parks Miscellaneous	20,000	8,250	(11,750)	41%	
01-3831-89 Interest on Investments	140,870	70,376	(70,494)	50%	
01-3834-41 Park Shelter Rentals	11,000	6,765	(4,235)	62%	
01-3835-80 Police Surplus Items Sold	10,000	-	(10,000)	0%	
01-3835-81 Surplus items Sold	3,500	10	(3,490)	0%	
01-3837-31 ABC Net Revenue-Co.	15,218	7,509	(7,709)	49%	
01-3980-96 Transfers Other Funds	36,971	-	(36,971)	0%	
01-3991-99 Fund Balance Appropriated	520,835	-	-	0%	4
	4,781,856	2,641,616	(2,140,240)	55%	

Notes:

- 1 A majority of property taxes are collected and distributed in July/August
- 2 Kind Estate (Troutman St) plan review fees \$27,479
- 3 BA# 3 - FEMA Reimbursement from Hurricane Florence, Payment 1 of 2 received
- 4 Fund Balance Appropriated = Budget as Adopted + Budget Amendments as follows:

Budget as Adopted	565,761
BA# 3 - FEMA Reimbursement	(44,926)
Total Fund Balance Appropriated	520,835

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Council Salaries	24,745	-	10,260	14,485	41%	
01-4110-09 FICA Expense	1,893	-	785	1,108	41%	
01-4110-14 Insurance - Workers Comp	60	-	40	20	67%	5
01-4110-18 Professional Services	92,000	20,000	35,785	36,215	61%	
01-4110-26 Office Expense	2,050	-	1,947	103	95%	6
01-4110-31 Training & Schools	6,900	-	3,954	2,946	57%	
01-4110-40 Dues & Subscriptions	17,000	-	16,321	679	96%	7
01-4110-45 Insurance & Bonds	2,200	-	2,199	1	100%	5
01-4110-61 Nonprofit Grant Program	1,400	-	1,400	-	100%	
01-4110-63 Elections	4,100	-	3,772	328	92%	
	152,348	20,000	76,463	55,885	63%	

Notes:

5 Worker's Comp and Liability insurance premiums are paid at the beginning of the fiscal year

6 New computer for Board Room, groundbreaking shovels and hard hats

7 Most membership dues are paid at the beginning of the fiscal year

Contingency & Transfers:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-9840-96 Transfer to Capital Project Funds	372,885	-	54,479	318,406	15%	
01-9910-97 General Fund Contingency	67,000	-	-	67,000	0%	
	439,885	-	54,479	385,406	12%	

Notes:

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	333,527	-	162,314	171,213	49%	
01-4120-02 Salaries - Part-Time	24,000	-	3,672	20,328	15%	
01-4120-03 Salaries - Longevity	2,400	-	2,400	-	100%	
01-4120-07 401K Expense	16,677	-	8,302	8,375	50%	
01-4120-09 FICA Expense	27,520	-	12,870	14,650	47%	
01-4120-10 Retirement Expense	48,278	-	23,877	24,401	49%	
01-4120-11 Group Insurance	49,357	-	14,940	34,417	30%	
01-4120-14 Insurance - Workers Comp	1,000	-	619	381	62%	8
01-4120-17 Insurance – HRA/Admin Cost	1,300	-	1,070	231	82%	
01-4120-18 Professional Services	147,600	-	71,138	76,462	48%	
01-4120-20 Motor Vehicle Fuel	2,500	-	660	1,840	26%	
01-4120-22 Employee Appreciation	3,500	-	696	2,804	20%	
01-4120-26 Office Expense	14,361	46	6,879	7,436	48%	
01-4120-31 Training & Schools	9,500	400	2,001	7,099	25%	
01-4120-32 Telephone/Communications	22,000	-	9,586	12,414	44%	
01-4120-33 Utilities	8,400	-	2,633	5,767	31%	
01-4120-34 Printing	4,689	-	1,594	3,095	34%	
01-4120-37 Advertising	3,000	-	783	2,217	26%	
01-4120-40 Dues & Subscriptions	4,450	-	2,561	1,889	58%	
01-4120-44 Contracted Services	28,000	-	12,675	15,325	45%	
01-4120-45 Insurance & Bonds	9,000	-	8,205	795	91%	8
01-4120-62 Committees - CAC	1,000	-	100	900	10%	
01-4120-68 Tax Collection	34,000	-	22,826	11,174	67%	
	796,059	446	372,403	423,210	47%	

Notes:

8 Worker's Comp and Liability insurance premiums are paid at the beginning of the fiscal year

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	190,972	-	91,274	99,699	48%	
01-4190-02 Salaries - Part-Time	85,000	-	34,935	50,065	41%	
01-4190-03 Salaries - Longevity	2,450	-	2,450	-	100%	
01-4190-07 401K Expense	9,549	-	4,564	4,985	48%	
01-4190-09 FICA Expense	21,269	-	10,043	11,226	47%	
01-4190-10 Retirement Expense	27,757	-	13,125	14,632	47%	
01-4190-11 Group Insurance	38,467	-	11,882	26,585	31%	
01-4190-14 Insurance - Workers Comp	13,000	-	7,357	5,643	57%	9
01-4190-20 Motor Fuel	13,000	-	5,025	7,975	39%	
01-4190-21 Uniforms	4,500	-	2,628	1,872	58%	
01-4190-24 Maint & Repair - Bldgs/Grounds	20,000	-	2,225	17,775	11%	
01-4190-25 Maint & Repair - Vehicles	10,000	-	677	9,323	7%	
01-4190-29 Supplies & Equipment	26,000	-	16,410	9,590	63%	
01-4190-31 Training & Schools	500	-	178	322	36%	
01-4190-32 Telephone/Communications	2,177	-	912	1,265	42%	
01-4190-33 Utilities	4,389	-	1,663	2,726	38%	
01-4190-34 Printing	25	-	6	19	23%	
01-4190-35 Maint & Repairs - Equipment	5,000	-	4,979	21	100%	10
01-4190-40 Dues & Subscriptions	7,250	-	4,122	3,128	57%	
01-4190-44 Contracted Services	21,000	205	3,595	17,200	18%	
01-4190-45 Insurance & Bonds	7,700	-	6,757	943	88%	9
	510,005	205	224,806	284,994	44%	

Notes:

9 Worker's Comp and Liability insurance premiums are paid at the beginning of the fiscal year

10 Leaf Vac repairs, equipment PM

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	600,996	-	282,688	318,308	47%	
01-4310-02 Salaries - Part-Time	50,000	-	7,453	42,548	15%	
01-4310-03 Salaries - Longevity	5,550	-	4,650	900	84%	
01-4310-04 Separation Allowance - LEO	25,000	-	-	25,000	0%	
01-4310-07 401K Expense	31,300	-	14,134	17,166	45%	
01-4310-09 FICA Expense	54,051	-	22,570	31,481	42%	
01-4310-10 Retirement Expense	101,553	-	45,456	56,097	45%	
01-4310-11 Group Insurance	101,144	-	30,831	70,313	30%	
01-4310-14 Insurance - Workers Comp	23,515	-	9,568	13,947	41%	11
01-4310-20 Motor Fuel	25,000	-	10,805	14,195	43%	
01-4310-21 Uniforms	6,000	-	3,092	2,908	52%	
01-4310-25 Maint & Repair - Vehicles	17,000	-	2,468	14,532	15%	
01-4310-26 Office Expense	1,500	-	278	1,222	19%	
01-4310-29 Supplies & Equipment	25,000	-	2,878	22,122	12%	
01-4310-31 Training & Schools	5,000	-	1,182	3,818	24%	
01-4310-32 Telephone/Communications	10,000	-	4,414	5,586	44%	
01-4310-33 Utilities	4,229	-	1,049	3,180	25%	
01-4310-34 Printing	545	-	236	309	43%	
01-4310-35 Maint & Repair - Equipment	1,000	-	-	1,000	0%	
01-4310-40 Dues & Subscriptions	7,300	-	2,554	4,746	35%	
01-4310-44 Contracted Services	30,000	-	22,940	7,060	76%	
01-4310-45 Insurance & Bonds	32,766	-	26,171	6,595	80%	11
01-4310-55 Cap Outlay - Equipment	25,000	-	23,156	1,844	93%	12
	1,183,449	-	518,574	664,875	44%	

Notes:

11 Worker's Comp and Liability insurance premiums are paid at the beginning of the fiscal year

12 Verkada camera system

Fire:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4340-00 Salaries - Regular	492,680	-	240,796	251,884	49%	
01-4340-02 Salaries - Part-Time	260,000	-	112,154	147,846	43%	
01-4340-03 Salaries - Longevity	5,800	-	5,750	50	99%	
01-4340-07 401K Expense	25,884	-	12,276	13,608	47%	
01-4340-09 FICA Expense	59,918	-	27,856	32,062	46%	
01-4340-10 Retirement Expense	75,241	-	35,306	39,935	47%	
01-4340-11 Group Insurance	88,635	-	30,656	57,979	35%	
01-4340-14 Insurance - Workers Comp	27,000	-	16,745	10,255	62%	13
01-4340-17 Firemen's Pension Fund	1,500	-	-	1,500	0%	
01-4340-20 Motor Fuel	9,000	-	3,698	5,302	41%	
01-4340-21 Uniforms	6,500	-	1,177	5,323	18%	
01-4340-25 Maint & Repair - Vehicles	14,000	-	3,238	10,762	23%	
01-4340-26 Office Expense	150	-	-	150	0%	
01-4340-29 Supplies & Equipment	32,035	3,615	19,299	9,121	72%	
01-4340-31 Training & Schools	8,000		3,297	4,703	41%	
01-4340-32 Telephone/Communications	8,927	-	3,788	5,139	42%	
01-4340-33 Utilities	9,775	-	3,407	6,368	35%	
01-4340-34 Printing	180	-	48	132	27%	
01-4340-35 Maint & Repair - Equipment	3,500	-	1,252	2,248	36%	
01-4340-40 Dues & Subscriptions	14,000	-	3,112	10,888	22%	
01-4340-44 Contracted Services	14,500		13,021	1,479	90%	
01-4340-45 Insurance & Bonds	16,300	-	15,142	1,158	93%	13
01-4340-71 Fire Truck - Principal	72,720	-	72,718	2	100%	14
01-4340-72 Fire Truck - Interest	50,375	-	50,375	0	100%	14
	1,296,620	3,615	675,110	617,895	52%	

Notes:

13 Worker's Comp and Liability insurance premiums are paid at the beginning of the fiscal year

14 Annual Fire truck payment

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
Powell Bill:						
01-4510-18 Professional Services	1,000	-	92	908	9%	
01-4510-29 Supplies & Equipment	3,000	-	-	3,000	0%	
01-4510-39 Maint & Repair	25,000	-	6,995	18,005	28%	
Non Powell Bill:						
01-4511-29 Supplies & Equipment	3,500	-	397	3,103	11%	
01-4511-33 Utilities - Street Lights	59,150	-	22,313	36,837	38%	
01-4511-39 Other Services	300	-	-	300	0%	
	91,950	-	29,797	62,153	32%	

Notes:

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	183,936	-	84,124	99,812	46%	
	183,936	-	84,124	99,812	46%	

Notes:

Parks:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-24 Maint & Repair - Bldgs/Grounds	50,000	17,763	9,067	23,170	54%	15
01-6130-29 Supplies & Equipment	10,000	-	1,851	8,149	19%	
01-6130-32 Telephone/Communications	7,920	-	3,600	4,320	45%	
01-6130-33 Utilities	22,684	-	12,837	9,847	57%	
01-6130-44 Contracted Services	1,500	-	100	1,400	7%	
	92,104	17,763	27,455	46,886	49%	

Notes:

15 Remainder of Centenial Park Trail Design contract is encumbered

Granite Fest:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6121-22 Food	250	-	-	250	0%	
01-6121-27 Granite Fest Merchandise	1,500	-	-	1,500	0%	
01-6121-31 Transportation	840	-	-	840	0%	
01-6121-43 Equipment Rental	3,250	-	3,023	227	93%	
01-6121-44 Entertainment & Contracts	20,860	-	20,843	17	100%	
	26,700	-	23,866	2,834	89%	

Notes:

Arts in the Park:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6122-29 Supplies	200	-	-	200	0%	
01-6122-31 Transportation	651	-	-	651	0%	
01-6122-44 Entertainment & Contracts	149	-	-	149	0%	
	1,000	-	-	1,000	0%	

Notes:

Christmas at the Lake:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6123-29 Supplies	589	-	423	166	72%	
01-6123-31 Transportation	651	-	-	651	0%	
01-6123-44 Entertainment & Contracts	760	-	760	-	100%	
	2,000	-	1,183	817	59%	

Notes:

Additional Events:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6124-27 GQ Merchandise	1,500	-	-	1,500	0%	
01-6124-29 Supplies	900	-	332	568	37%	
01-6124-37 Advertising	3,000	-	2,982	18	99%	16
01-6124-40 Subscriptions	100	-	-	100	0%	
01-6123-44 Entertainment & Contracts	300	-	300	-	100%	
	5,800	-	3,614	2,186	62%	

Notes:

16 Advertising and posters for events - Miller Davis

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2023-01
Transformational Project
Inception 1/9/2023

<u>REVENUES</u>	Budget*		Total To Date	Variance
08-3613-31 Duke Energy Foundation Grant	-		5,000	
08-3613-32 Woodson Foundation Grant	20,000		20,000	-
08-3613-33 Robertson Foundation Grant	35,000		35,000	-
08-3613-34 Cannon Foundation Grant	100,000		100,000	-
08-3613-35 Farmers & Merchants Bank Grant	50,000		10,000	(40,000)
08-3613-36 PARTF Grant	500,000		-	(500,000)
08-3613-84 Donations and Contributions	-		500	500
08-3981-96 Transfer from General Fund	959,917		527,137	(432,780)
<i>TOTAL REVENUES AND OTHER FINANCING SOURCES</i>	<i>1,664,917</i>		<i>697,637</i>	<i>(972,280)</i>

<u>EXPENDITURES</u>	Budget*	Encumb.	Total To Date	Variance
08-4930-18 Professional Services	588,488	97,024	431,679	59,785
Attorney Fees	2,573	-	2,573	-
Pre-Development Services	26,753	-	26,753	-
Civic Park "Option 1" Improvements	43,678	-	43,678	-
Civic Park Master Plan	55,075	-	55,075	-
Civic Park Survey	43,455	-	43,455	-
Civic Park Design	299,175	94,501	204,674	-
Civic Park Electrical Engineering	16,235	1,583	14,652	-
LWCF Grant Assistance	9,900	941	8,960	-
Wetlands Delineation	5,900	-	5,900	-
Subsurface Utility Survey	25,960	-	25,960	-
TBD	59,785	-	-	59,785
Total Professional Services	588,488	97,024	431,679	59,785
08-4930-29 Supplies & Equipment	7,000	-	1,167	5,833
08-4930-58 Cap Outlay - Construction	945,107	-	220,677	674,430
Feasibility Study	15,000	-	15,000	-
Civic Park Parking Lot	205,677	-	205,677	-
Civic Park Construction	124,430	-	-	124,430
TBD	550,000	-	-	550,000
Total Construction	895,107	-	220,677	734,215
08-4930-97 Contingency	14,322	-	-	14,322
08-9840-96 Transfer to TAP Project Fund	110,000	-	40,840	69,160
TOTAL EXPENDITURES	1,664,917	97,024	694,363	823,530

TOTAL FINANCING SOURCES OVER EXPENDITURES	-	(97,024)	3,274	(148,750)
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* Budget as amended by Capital Project Ordinance

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2023-03
Transportation Alternatives Program Project
Inception 2/13/2021

<u>REVENUES</u>	Budget*		Total To Date	Variance
09-3450-36 Transportation Alternatives Program Fund	440,000		50,861	389,139
09-3450-37 Surface Transportation Block Grant	360,000		-	360,000
09-3981-96 Transfer from General Fund	90,000		-	90,000
09-3984-96 Transfer from Transformational Projects	<u>110,000</u>		<u>40,840</u>	<u>69,160</u>
<i>TOTAL REVENUES AND OTHER FINANCING SOURCES</i>	<i>1,000,000</i>		<i>91,701</i>	<i>908,299</i>

<u>EXPENDITURES</u>	Budget*	Encumb.	Total To Date	Variance
09-4511-18 Professional Services	277,500	31,389	76,556	169,555
09-4511-58 Cap Outlay - Construction	700,000	-	-	700,000
09-4511-97 Contingency	<u>22,500</u>	<u>-</u>	<u>-</u>	<u>22,500</u>
<i>TOTAL EXPENDITURES</i>	<i>1,000,000</i>	<i>31,389</i>	<i>76,556</i>	<i>892,055</i>

<i>TOTAL FINANCING SOURCES OVER EXPENDITURES</i>	<i>-</i>	<i>(31,389)</i>	<i>15,144</i>	<i>16,244</i>
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* Budget as amended by Capital Project Ordinance

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

<u>FINANCING SOURCES</u>	Budget*	Total To Date
02-3981-96 Transfer from General Fund	76,000	76,000
<i>TOTAL REVENUES AND OTHER FINANCING SOURCES</i>	<i>76,000</i>	<i>76,000</i>

<u>EXPENDITURES</u>	Budget*	Total To Date
02-4190-54 Cap Outlay - Dump Truck	-	-
02-4260-58 Cap Outlay - Town Hall	76,000	-
02-4340-54 Cap Outlay - Fire Truck	-	-
<i>TOTAL EXPENDITURES</i>	<i>76,000</i>	<i>-</i>

<i>TOTAL FINANCING SOURCES OVER EXPENDITURES</i>	<i>-</i>	<i>76,000</i>
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Unassigned Fund Balance:

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

Unassigned Fund Balance as of 7/01/24	3,132,467
Less Estimated EOY for FY 24/25:	(293,355)
Revenues to date	2,641,616
Expenses to date	(2,091,875)
Revenues over Expense to date	549,741
Less Encumbered:	(42,029)
Less Restricted:	
Powell Bill	(105,467)
Reserved by State Statute	(425,000)
Total Restricted	(530,467)
Less Committed:	
Transformational Project CPO	(318,406)
Total Committed	(318,406)
Estimated Unassigned Fund Balance at Month End	\$ 2,497,951

Interest on Investments by Month														
FY 25/26														
Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
Money Market Accounts:														
XX9011	28	29	26	29	25	28	-	-	-	-	-	-	164	54,331.71
XX1186	32	33	30	35	29	32	-	-	-	-	-	-	192	63,668.10
	60	62	56	64	54	60	-	-	-	-	-	-	356	\$ 117,999.81
NC Capital Management Trust:														
XX4319	10,789	10,705	12,817	12,934	11,806	10,967	-	-	-	-	-	-	70,020	3,591,452.75
	10,789	10,705	12,817	12,934	11,806	10,967	-	-	-	-	-	-	70,020	\$ 3,591,452.75
Totals	10,849	10,767	12,874	12,998	11,861	11,027	-	-	-	-	-	-	\$ 70,376	\$ 3,709,453

Total Invested Balance	\$ 3,709,453
Cash Balance at Month End	\$ 421,242
Minus Outstanding Transactions at Month End	\$ (4,482)
Total Reconciled Cash Balance	\$ 416,760
Total Available Funds	\$ 4,126,212



RESOLUTION 2026-01

A RESOLUTION AUTHORIZING THE DONATION OF SURPLUS PERSONAL PROPERTY TO THE ROWAN RESCUE SQUAD

WHEREAS, the Town Council of the Town of Granite Quarry, North Carolina is authorized under N.C. General Statute § 160A-280 to donate personal property that it determines to be surplus, obsolete, or unused to any nonprofit organization incorporated under Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, Town staff have identified the following vehicle as surplus to the needs of the Town of Granite Quarry:

• Year/Make/Model:	<u>2016 Ford Interceptor Utility</u>
• VIN:	<u>1FM5K8AR9GGA28548</u>
• Current Mileage:	<u>97,308</u>
• Condition:	<u>Engine/transmission issues</u>

WHEREAS, the Town Council finds that the vehicle listed above is no longer necessary for municipal operations and that its donation will serve a valid public purpose; and

WHEREAS, the Rowan Rescue Squad, a North Carolina nonprofit corporation and recognized 501(c)(3) organization, has requested the donation of this surplus vehicle to support its mission of providing emergency rescue, medical, and public-safety services to the residents of Rowan County, including the Town of Granite Quarry; and

WHEREAS, public notice of the Town's intent to donate this property was published in accordance with N.C.G.S. § 160A-280 at least five (5) days prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Granite Quarry, North Carolina, that:

1. The vehicle described herein is hereby declared surplus.
2. The Town Council hereby approves the donation of the surplus vehicle to the Rowan Rescue Squad, a qualified 501(c)(3) nonprofit organization.
3. The Town Manager, or their designee, is authorized to execute any documents and take any actions necessary to complete the donation and transfer ownership of the vehicle.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 12TH DAY OF JANUARY, 2026.

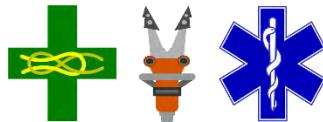
Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Rowan County Rescue Squad

1140 Julian Road
Salisbury, NC 28146



704-633-5405
rowanrescue.org

Chief Taylor,

The Rowan County Rescue Squad is interested in your surplus 2017 Detectives vehicle. This would be a great asset for our department to be used as a Chiefs vehicle and District Chiefs vehicle. This would allow us to respond safer and more efficiently to emergencies throughout Rowan County including to assist in the town limits of Granite Quarry. Thank you for your consideration of this request.

Thanks for all you do!

Robert Parnell

R.A. Parnell

-910

704-267-8395

Bobby.Parnell@RowanRescue.org

[Rowan County Rescue Squad](#)

Agenda Item Summary

Regular Meeting

January 12, 2026

Agenda Item **2E**

Summary:

Both the Planning Board and Board of Adjustment conducted the annual review of their respective Rules of Procedure. The Rules of Procedure have been updated to replace all instances of all variations of "Board of Aldermen" with "Town Council" and to correct one instance of "Gaston County" to "Rowan County" in the Board of Adjustment Rules of Procedure.

Attachments:

- Updated Planning Board Rules of Procedure
- Updated Board of Adjustment Rules of Procedure

PB & BOA Rules of Procedure

Motion Made By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Second By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

For:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Against:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

In case of tie:

Mayor Brittany Barnhardt

For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Action Requested:

Motion to approve the updated Planning Board and Board of Adjustment Rules of Procedure as presented.

**RULES OF PROCEDURE
GRANITE QUARRY PLANNING BOARD**

**PART I
PLANNING BOARD**

1-1 The official name of the Planning Board shall be the “Granite Quarry Planning Board”, hereafter referred to as the “Planning Board”.

**PART II
OBJECTIVE AND PURPOSE**

2-1 The primary objective of the Planning Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Granite Quarry.

2-2 The purposes of the Planning Board are:

- (a) To make studies of the Town and its surrounding area;
- (b) To determine objectives to be sought in the development of the areas under study;
- (c) To prepare and recommend plans for adoption by the Town Council achieving these objectives;
- (d) To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
- (e) To keep the Town Council and the general public informed and advised as to these matters; and
- (f) To perform any other related duties that the Town Council may direct.

**PART III
MEMBERSHIP**

3-1 Members of the Planning Board shall be appointed by the Town Council for designated terms in accordance with Article 4 of the Granite Quarry Development Ordinance (GQDO).

3-2 If a vacancy occurs on the Planning Board by reason of death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.

3-3 Each Board member shall be sworn by the Mayor or their designee before assuming any position on the Board in accordance with Section 4.2-3 of the GQDO.

PART IV ELECTION OF OFFICERS

- 4.1 Annually, at the regular meeting of the Planning Board held in the month of January, a Chairman and Vice-Chairman shall be elected. These officers shall be elected for a term of one (1) year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular January meeting. Each officer shall serve until relieved of their duties as herein provided.
- 4-2 The Chairman or Vice-Chairman shall preside at all meetings and hearings of the Planning Board, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman or Vice-Chairman shall have the privilege of discussing all matters before the Planning Board.
- 4-3 In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Planning Board, the remaining members present may elect a temporary Chairman for that meeting and proceed with the order of business.
- 4-4 The Planning board may appoint from its membership or recommend that the Town Council appoint or hire a person(s) to serve as a secretary for the Planning Board. Said person (s) (hereinafter referred to as the "Secretary") shall keep minutes and records of the Planning Board, prepare with the Chairman the agenda for regular and special meetings, attend to correspondence of the Planning Board and perform such other duties normally carried out by a Secretary.

PART V MEETINGS

- 5-1 Regular meetings of the Planning Board shall be held on the first Monday of each month at 6:00 p.m. in the Granite Quarry Town Hall. Each member shall be notified of each regular meeting by the Secretary to the Planning Board. The Secretary shall also notify each Planning Board member of all joint Town Council/Planning Board meetings. Said meetings shall be considered Town Council meetings for purposes of determining the rules of conduct and procedure.
- 5-2 Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours written or oral notice of time of such meeting shall be given each member by the Secretary.
- 5-3 Four (4) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4 The Chairman shall decide all points of procedure unless otherwise directed by a majority of the Planning Board in session at the time.
- 5-5 All regular and special meetings of the Planning Board shall be open to the public.
- 5-6 The Planning Board shall adjourn by 7:45 p.m. during any regular, continuation, or special meeting unless extended by majority vote of the members present for a specified period of time.

PART VI ATTENDANCE

6-1 In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to attend meetings. If any member is absent for three (3) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of their absences and if such member fails to attend the next regular meeting, the Planning Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Town Council.

PARTVII ORDER OF BUSINESS

7-1 The order of business shall be as follows:

- (a) Call to Order
- (b) Determination of Quorum
- (c) Pledge of Allegiance
- (d) Changes to and Approval of Agenda
- (e) Approval of Previous Meeting Minutes
- (f) Old Business
- (g) New Business
- (h) Adjournment/Continuation

7-2 Items of business at the regular meeting shall appear on the agenda. Business which is not identified on the agenda may be considered only after approval by a majority of the Planning Board in session at the time.

PART VIII CONFLICT OF INTEREST & CONDUCT

8-1 No member of the Planning Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in a private benefit to themselves, their immediate relatives or their business interest in accordance with Article 4, Section 4.2-6 of the GQDO. In applying this rule, the following procedure shall govern.

A Planning Board member who believes there may exist a conflict of interest shall declare their possible conflict, the nature of the conflict, and ask for a determination by the Board. A majority vote of the remaining Board members present shall determine whether or not a conflict of interest exists. If determined that a conflict of interest does exist said member shall be excused from voting on that matter, but may voice their opinion, as a local citizen, on the matter.

- 8-2 A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. If an objection is raised to a member's participation and that member does not recuse themselves, the remaining members shall by majority vote rule on the objection as required by G.S. 160D-109(e). The Board shall hear all evidence and shall, by majority vote, make the final determination as to the existence of any conflict of interest.
- 8-3 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.
- 8-4 Any person who abstains from voting without having first been excused by the Board as herein prescribed shall be deemed to have voted on the matter in an affirmative manner.
- 8-5 Upon receipt by the Secretary of a written allegation of unethical conduct by a member, or the initiation by the Board of an inquiry into unethical conduct, the Board shall immediately notify the member of the allegation and inquiry, if any. In addition, the Board may decline to accept, refer, or conduct an inquiry into a complaint if it determines that any of the following apply: a. The complaint is frivolous or brought in bad faith. b. The member and conduct complained of have already been the subject of a prior complaint. c. The conduct complained of is primarily a matter more appropriately and adequately addressed and handled by other federal, State, or local agencies or authorities, including law enforcement authorities. If other agencies or authorities are conducting an investigation of the same actions or conduct involved in a complaint filed under this section, the Board may stay its inquiry.
- 8-6 After inquiry, the Board shall dispose of the matter in one or more of the following ways: (1) If the Board finds substantial evidence of an alleged violation of a criminal statute, the Board shall refer the matter to the Town Manager and Town Attorney for investigation and referral to the district attorney for possible prosecution. (2) If the Board finds that the alleged violation is not established by clear and convincing evidence, the Board shall dismiss the complaint. (3) If the Board finds that the alleged violation of this rule is established by clear and

convincing evidence, the Board shall do one or more of the following: a. Issue a private admonishment to the member, if applicable. Such notification shall be treated as part of the record of the member. b. Refer the matter for appropriate action to the Town Council and Town Attorney. In making recommendations under this subsection, if the Board determines, after proper review and investigation, that sanctions are appropriate, the Board may recommend any action it deems necessary to properly address and rectify any violation of these rules by a member, including removal of the member from the Board.

PART IX RECORDS

9-1 The Secretary shall keep a record of the Planning Board's recommendations, transactions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk in Granite Quarry Town Hall.

PART X ACTION BY BOARD

10.1 All actions of the Planning Board shall have been put before the Planning Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum except as provided in Section 8-4.

10-2 Voting shall be done by voice or hand. Only members present at the time a vote is taken shall be eligible to vote. If an issue before the Planning Board is carried over from one meeting to another, a member may be able to vote on the issue if they did not attend the previous meeting at which item was discussed.

10-3 All members of the Planning Board have the right to vote on all matters except as specified in Section 8-1.

10-4 The Board shall refer to *Suggested Rules of Procedure for Small Local Government Boards*; Second edition; A. Fleming Bell, II. The Board shall refer to the current edition of *Suggested Rules of Procedure for a City Council*; Trey Allen, to answer procedural questions not resolved by the *Rules of Procedure for Small Local Government Boards*, so long as *Suggested Rules of Procedure for a City Council* does not conflict with North Carolina law or with the spirit of these rules.

PART XI
ADOPTION AND AMENDMENT

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Board, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted this 5th day of January, 2026.

Joseph H. Hudson, Chair

Ratified by Town Council:

ADOPTED on this the 12th day of January, 2026.

Brittany H. Barnhardt, Mayor

Aubrey Smith, Town Clerk

**RULES OF PROCEDURE
GRANITE QUARRY BOARD OF ADJUSTMENT**

**TOWN OF GRANITE QUARRY
NORTH CAROLINA**

PART I. General Rules

The Board of Adjustment (hereinafter referred to as the “Board”) shall have all the powers and duties as authorized and prescribed by Section 160D-302 of the General Statutes of North Carolina and by Article 4 of the Town of Granite Quarry Development Ordinance.

Should any conflict between documents be found, the order of precedence shall be (1) the General Statutes, (2) the Granite Quarry Development Ordinance, and (3) these Rules.

All members of the Board shall thoroughly familiarize themselves with these documents. The Board, being a public body, shall at all times conduct meetings in conformity with the applicable Open Meetings Law Statutes.

PART II. Officers and Duties

A. Appointments

The Board of Adjustment shall consist of five (5) members, three (3) members who shall reside within the Town Limits, and two (2) member who shall reside within the Town’s area of extraterritorial jurisdiction (ETJ) in accordance with G.S. 160D-307. Members residing within the Town Limits shall be appointed by the Council in accordance with G.S.160D-310. Members residing outside the Town Limits within the area of Granite Quarry ETJ shall be appointed by the Rowan County Commission for the designated terms set forth in Section 4.3-2(A) of the Granite Quarry Development Ordinance (GQDO), unless repealed, or Section 4.3-2 of the GQDO from and after the effective date of the GQDO.

Each Board member shall be sworn by the Mayor or their designee before assuming any position on the Board in accordance with Section 4.3-3 of the GQDO.

The alternate members of the Board shall attend all regular and special meetings, and shall be permitted to fully participate in Board business whenever a regular member of the Board is absent, or if any Board member is determined to have a conflict of interest.

B. Elections

A Chair and Vice-Chair shall be elected by majority vote of the regular and alternate Board membership at the first called meeting following initial establishment of the Board. Each officer shall serve for two (2) year terms but may be elected by the Board membership for successive terms to the

same office. Biannually thereafter at the regular meeting of the Board held in January, a Chair and Vice Chair shall be elected. Each officer shall serve until relieved of their duties as herein provided.

C. Duties

The Chair shall decide upon all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chair shall appoint any committees found necessary to investigate any matters before the Board. The Vice Chair shall serve as acting Chair in the absence of the Chair, and at such times they shall have the same powers and duties as the Chair.

D. Clerk to the Board

The Town Council shall arrange to have clerical duties performed for the Board. Said person(s) (hereinafter referred to as the “Clerk to the Board”), shall take minutes and keep all records. The Clerk to the Board shall keep in a permanent volume the minutes of every meeting of the Board. These minutes shall accurately reflect the record of all important facts pertaining to each meeting and hearing, the names of all members in attendance, alternates seated, if any, every resolution acted upon by the Board, and all votes of the seated members of the Board upon any resolution or upon the final determination of any question, including the names of any regular members present, but excused from voting per Sub-sections 4.3-5 and/or 4.3-6, and the names of any sitting members abstaining to vote. The minutes and records of the Board of Adjustment shall be kept at Town Clerk’s office.

E. Staff Assistance

The Planning, Zoning and Subdivision Administrator shall generally serve as staff to the Board and shall provide (or cause to be provided) such technical assistance as requested. In particular, the Planning, Zoning and Subdivision Administrator shall conduct all correspondence for the Board, arrange for all public notices required to be given, notify members of pending meetings and provide agendas for same in advance, notify interested parties of Board decisions on cases, and generally supervise the clerical work of the Board.

PART III. Rules of Conduct for Members

A. Removal

Members of the Board may be removed by the Town Council for cause, including violation of the rules stated below. The Board may, after deliberation on the matter, by majority vote request that a member’s position be vacated for cause and a replacement member appointed by the Town Council. Where feasible, the Town Council shall notify a member being considered for removal of the reasons for removal and give that member an opportunity to respond.

B. Attendance

In order for the Board to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. If any regular member is absent for three (3) consecutive regular meetings, the Chair may direct the Clerk to the Board to notify such member in writing of their absences. If such member fails to attend the next regular meeting, the Board of Adjustment may, by a majority vote of the remaining regular and alternate members, request that the position be vacated.

C. Conflict of Interest

No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board, which may result in a private benefit to themselves, their immediate relatives or their business interests. A sitting member may be excused from voting on a particular issue under the following circumstances:

1. If the member has a direct financial interest in the outcome of the issue; or
2. If the matter at issue involves the member's own official conduct; or
3. If a member has such familial, business, or other associational relationship with an affected person that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
4. If a member has a fixed opinion prior to hearing the matter that is not susceptible to change; or
5. If a member has undisclosed ex parte communications.

If a sitting Board member declares that they may have a conflict of interest on a particular issue, they shall declare the nature of such conflict and ask to be excused from voting on the issue related to such conflict. The remaining sitting members, by majority vote as required by G.S. 160D-109(e), shall determine whether such conflict exists and whether said member may excuse themselves from further deliberations on said matter. If a member is excused from voting, they shall not participate in any further discussion on said matter or (at their discretion) they shall remove themselves from the meeting room during all deliberations pertaining to such matter. In no instance may a sitting member be excused from voting merely due to unwillingness to vote on the issue at hand and where no conflict of interest is found to exist by their fellow Board members.

A challenge to the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for a review of the findings of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted at a properly convened meeting of the Board. The Board shall hear all such evidence. In order to find that a sitting member does have a previously undisclosed conflict of interest, a majority vote to such effect of the remaining members shall be required.

In the event a sitting Board member is found to have a conflict of interest and is excused from voting on particular issue by the Board; they shall be replaced by an alternate member for that business associated with the conflict of interest, as provided for in Rule II.A.

D. Discussion of Board Cases

Board members shall refrain from discussing forthcoming or anticipated matters of business with any parties, including other Board members, prior to the meeting at which such items are to be publicly discussed.

Members may receive and/or seek general technical information pertaining to a case from the Clerk to the Board or Zoning Administrator prior to the Board meeting at which the case is to be heard. Such requested information shall be provided to all members in writing, and shall also be entered into the case record by the Clerk to the Board.

Members of the Board shall not express individual opinions on the proper judgment of any case with any parties thereto, or one another, before or during the hearing for that case.

PART IV. Meetings

A. Regular Meetings

Regular meetings of the Board shall be held on the first Monday of each month at 6:15 p.m. in the Board Meeting Room of the Town Municipal Building. All Board members shall be notified of and provided an agenda for each meeting by the Planning, Zoning and Subdivision Administrator, and public notices shall be posted by the Clerk to the Board as prescribed by law. Regular meetings and hearings may be rescheduled by the Chair if a scheduled meeting or hearing cannot be held because of a holiday, weather, lack of a quorum or other unusual circumstance. Notice of a rescheduled meeting shall be provided in the same manner as required for a special meeting.

B. Special Meetings

Special meetings of the Board may be called at any time by the Chair, provided that at least forty-eight (48) hours advance notice of the time, place and purpose of such special meetings are provided by the Clerk to the Board to all members of the Board. Public notices to this effect shall also be posted.

C. Quorum

A quorum shall consist of at least four (4) members when a matter of variance is before the Board; however, for all other matters a simple majority shall constitute a quorum. All members seated are entitled to vote on matters brought before the Board, including any alternates seated, as set forth in Rule III.A. A quorum shall be in attendance in order to open any meeting of the Board.

D. Cancellation of Meetings

Whenever there are no appeals, interpretations, applications for variances, or other business for the Board, or whenever so many regular and alternate members notify the Clerk to the Board or

Chair of their inability to attend that a quorum can not be established, the Chair may dispense with a meeting. In such instance, the Clerk to the Board shall give written or oral notice to all Board members as much in advance of the scheduled meeting date as possible, and post suitable public notice.

E. Voting

The concurring vote of at least three-fifths (3/5) of the sitting members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Planning, Zoning and Subdivision Administrator, or to decide in favor of the applicant on any other matter upon which the Board is required to pass; however, a concurring vote of at least four-fifths (4/5) of the sitting members of the Board shall be necessary to grant a variance from the provisions of the Zoning Ordinance.

The Chair shall be able to vote on any matter, including making and seconding a motion. An unauthorized abstention from voting by a sitting member shall be considered as a "yes" vote. No sitting Board member shall vote on any matter deciding an application or appeal unless they shall have attended the evidentiary hearing(s) on that application.

Unless otherwise specified in these Rules, all regular and alternate members may vote on procedural matters, which do not necessitate a evidentiary hearing.

F. Conduct of Meetings

All meetings shall be open to the public. The order of business at regular meetings shall be as follows:

1. Call to Order
2. Determination of Quorum; Recording of Seated (Voting) Members
3. Approval of Minutes of Previous Meetings
4. Hearing of Cases
5. Other Business
6. Consideration and Determination of Cases
7. Adjournment/Continuation

G. Continuation of Meetings

Meetings may be continued from one date to another at a publicly stated date, time, and location. No further notice of a continued hearing need be published unless a period of six weeks or more elapses between hearing dates.

PART V. Appeal, Applications, Evidentiary hearings

A. Types of Appeals

The Board shall hear and decide all appeals from and review any order, requirement, decision, or determination made by the Planning, Zoning & Subdivision Administrator, hear and decide any appeals that require an interpretation of the Zoning Ordinance, and hear and grant variances to certain provisions of the Zoning Ordinance.

B. Procedure for Filing Applications

No appeal shall be heard by the Board unless a completed application for an appeal is filed within thirty-six (36) calendar days of the date a decision was made by the Planning, Zoning & Subdivision Administrator, or in accordance with rules of Constructive Notice as established by the State of North Carolina. Applications for variances shall be submitted no less than fourteen (14) calendar days prior to the regular or special meeting at which the case is to be heard. All such applications shall be filed with the Planning, Zoning & Subdivision Administrator. The Planning, Zoning & Subdivision Administrator may file an application for an interpretation of the Zoning Ordinance at any time. All applications shall be made upon the form furnished by the Town for that purpose, and all information required thereon shall be complete before an appeal shall be considered as having been filed.

The Planning, Zoning & Subdivision Administrator shall determine if an application is complete. If any application is found to be incomplete, the Planning, Zoning & Subdivision Administrator shall notify the applicant and assist in completion of the application before placing same before the Board.

C. Fees

A fee, in accordance with a fee schedule adopted by the Town Council of Granite Quarry shall accompany an application for any appeal or variance. This fee shall be waived for any application initiated by the Planning, Zoning & Subdivision Administrator, the Planning Board, or the Town Council. No application shall be considered complete unless accompanied by the fee as herein prescribed.

D. Hearing Mandate

A hearing conducted by the Board shall be required to decide all appeals, interpretations, and to grant any variances to the provisions of the Zoning Ordinance.

E. Evidentiary Hearing Date and Notice

Notice of such a hearing shall be posted at or near the subject property at least ten (10) calendar days before the hearing date. Written notice shall be provided to the applicant, any owners of record whose property is immediately adjacent to any property identified in the application, and any other person who makes a written request for such notice at least ten (10) days before the hearing.

F. Conduct of Hearing

All Board hearings shall be conducted in a quasi-judicial manner. The Chair may limit discussion among parties present or ask unruly members of the public to leave the meeting.

Any party may appear in person or be represented by agent or by attorney at any hearing. All persons desiring to present evidence before the Board shall first be placed under oath by the Chair. Presentation of evidence carries with it the obligation to submit to cross-examination by any opposing party.

The order of business for each case presented at a Board hearing shall be as follows:

1. All persons desiring to give testimony, and having signed up beforehand with the Clerk to the Board to present evidence or arguments, shall be sworn in. In the event any individual(s) declines to be sworn, they may still be heard, but shall be advised by the Chair that the Board will consider their statements merely as information, not as evidence.
2. The Chair shall request that any sitting Board member, or any other person present, advise of the existence of any potential conflict of interest regarding the case about to be heard. Any such indication in the affirmative shall be disposed of in accordance with Rule III.C before proceeding further.
3. The Planning, Zoning & Subdivision Administrator, or such other person as the Chair may direct, shall give a preliminary statement of the case.
4. The applicant shall present evidence and arguments in support of their application.
5. Other persons in favor of granting the application shall present arguments for the application.
6. Persons opposed to granting the application shall present arguments against the application.
7. Both sides will be permitted to present rebuttals to opposing testimony, and cross-examine the opposing party(s). The Chair shall ensure that cross-examinations are conducted with brevity and decorum, and limited to matters directly relevant to the case at hand.
8. The Chair, or their designee, shall summarize the evidence, which has been presented, giving all interested parties the opportunity to make objections or offer corrections.
9. The Chair shall close this case for public discussion, and shall proceed to the next case, if any, and thereafter to the next item of business on the meeting agenda. The Board shall subsequently and publicly discuss the case, calling upon the Planning, Zoning & Subdivision Administrator for input, clarification, etc. as deemed desirable, but without further input from

the public. Board members, however, may seek further input, clarification, etc. from persons previously sworn and eligible to give evidence who are seated in the audience on any piece of evidence heretofore presented. Cross-examination of any rebuttals by opposing parties at that time shall only be permitted on any such new evidence presented.

The Board shall render a decision on the matter in the manner prescribed in Rule IV.E, or, as it so chooses, the Board may continue the hearing to a publicly stated date, time, and location. No further notice of a continued hearing need be published unless a period of six weeks or more elapses between hearing dates.

G. Decision

1. Time - Decisions by the Board shall be made within thirty (30) calendar days after the date of the hearing, or any continuation thereof, was concluded, or at the next regularly scheduled meeting of the Board following the hearing conclusion, whichever occurs later.

2. Form - Written notice of the decision in each case shall be sent by first class mail or hand-delivered to the applicant and to every aggrieved party who has filed a written request for such notice with the Planning, Zoning & Subdivision Administrator. The final decision shown in the record of the case shall be entered in the minutes of the Board. Such record shall show the reasons for the determination, with a summary of the evidence introduced and the findings of fact made by the Board. The decision may reverse or affirm, wholly or partly, or modify the order, requirement, decision, or determination which was the cause for an appeal or interpretation.

3. Voting At Hearings - Voting on any issue placed before the Board shall be conducted in accordance with Rule IV.E.

H. Board Decision Appeals

Any person or persons, jointly or severally, aggrieved party who has filed a written request for such copy at the time of its hearing of the case, whichever is later, present to a court of competent jurisdiction a petition duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of alleged illegality, whereupon such decision of said Board shall be subject to review by the Superior Court of Rowan County by proceedings in the nature of certiorari as provided by Article 14 of G.S. 160D.

PART VI. Amendments

These rules within the limits allowed by law, may be amended at any time by an affirmative vote of a majority of the entire membership of the Board in attendance at such time, but consisting of not less than three (3) regular members; provided that such amendment be presented in writing at a regular meeting preceding the meeting at which the vote is taken.

Adopted this 5th day of January, 2026.

Joseph H. Hudson, Chairperson

Ratified by Town Council:

ADOPTED on this the 12th day of January, 2026

Brittany H. Barnhardt, Mayor

Aubrey Smith, Town Clerk

Town of Granite Quarry
Town Manager's Report

December 2025



- Christmas at the Lake on the 6th was well attended even with cold, dreary weather. Debbie, Colton and team worked through the electrical issues and pulled off a great event. Staff have debriefed and made notations on how the event better next year. Thanks to the local businesses that participated.
- I spoke with a representative from Congressman McDowell's office concerning our postal issues. The Congressman is going to send a letter to the USPS district supervisor, and if that does not work, he is willing to file a bill to change to Granite Quarry NC 28072 on all addresses.
- Staff had meetings with potential partners in the mixed-use development near the SECU. The project is gaining momentum, and I have Planning working on a conceptual design to present to the stakeholders. We anticipate having more on this in February.
- We received our flood plain review documents and have reviewed 100% plans for phase 1 and 2 at the Civic Park. We will have a printed copy of those plans for review in the upcoming days. Our next steps are to obtain permits. Unfortunately, this is going to take a while and delay bidding the project out by December / January. I will have a better updated timeline once we see how long permitting is going to take. Staff are already preparing for Granite Fest to be moved to a different location next October.
- Rowan Rescue Squad has sent a letter of request to the Town Council to consider donating a surplus police car to them for a Chief vehicle. Town Council with a resolution at the January meeting. The proceeds if sold would be minimal, and the Rescue Squad is assisting GQFD greatly with the newly acquired areas near the interstate for medical calls.
- The PD and FD delivered gifts to Granite Elementary on December 18th. Operation Christmas Spirit allowed 15 children and 10 families to have a better Christmas. Special thanks to Debbie for arranging this before her surgery.
- Granite Quarry PTA delivered meals to families in need on December 18th. The PTA President once again thanks the generosity of the Town for the helping make this happen.

- Finance reviewed the draft audit and submitted comments. This has now been submitted to LGC for approval. This is later than normal this year as the state rules have changed due to the lack of auditors.
- Danny Norman has met with department heads and is working through some drafts of the space needs study. We should have some drafts for the January strategic planning meeting.
- Staff have been working on Town properties that would be a feasible location for Public Works. Some possible solutions should be available at the upcoming strategic planning meeting.
- I touched base with the grant writer on the Rural Transportation Grant, and she was told these are in review. We will hopefully get some positive news soon.
- We had several surgeries among staff in the month of December. Some expected and some not expected. I am happy to report that all are doing fine, and we anticipate everyone back at work in the upcoming weeks.

Agenda Item Summary

Regular Meeting

January 12, 2026

Agenda Item 6

Summary:

Part IV Rule 8(d) of the Rules of Procedure adopted April 13, 2023 states that at the next regularly scheduled meeting after the Council's Organizational meeting, "the Council shall review these Rules of Procedure and decide if any revisions are necessary." The current Rules of Procedure have been updated to change "Board of Aldermen" to "Town Council".

Attorney Moretz made the following suggestions regarding public comment periods:

Rule 37(c) **Content-Based Restrictions Generally Prohibited.**

~~The Council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the Council's real or apparent jurisdiction.~~

Subject Matter of Comments. While speakers may express any viewpoint, all comments must be reasonably related to town business and matters which are within the council's jurisdiction.

And consider the changes to the Rules for Public Comment Periods (*shown on Attachment C*).

Part XII Rule 40, "Any amendment to these rules must be consistent with the Town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Council's members, excluding vacant seats and counting the Mayor only if the Mayor may vote on all questions."

Attachments:

- Rules for Public Comment Periods with suggested edits.
- Current Rules of Procedure - *adopted 4/13/2023*

Action Requested:

No action is required unless the Council wishes to amend the Rules.

Rules of Procedure Review

Motion Made By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Second By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

For:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Against:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

In case of tie:

Mayor Brittany Barnhardt

For
Against

Attachment C

Rules for Public Comment Periods

1. The Mayor or Chair is the only one authorized to give someone “the floor” to speak.
2. Sidebar Conversations are prohibited.
 - Sidebar conversations are disrespectful, especially to whoever has been given the floor at the time.
 - Further, audience sidebars and/or speaking without being given the floor by the Chair disrupts other audience members and the clerk/advisory staff from being able to hear & focus on the official discussion of the Council.
 - Conversations may be held after the meeting or outside of the meeting room.
3. Speakers must sign in on the sign-in sheet and fill out a speaker slip. Every effort should be made to give the completed form to the Town Clerk before the meeting begins.
4. Members of the public wishing to speak will be called to the podium in the order they signed in.
5. **Each speaker shall first provide his or her full name and address prior to speaking.** Each ~~resident~~ speaker will be allotted 3 minutes to speak. Time may not be given to another speaker.
6. If a group of persons holds the same position in support or opposition of a certain topic, the Council may require that a spokesperson be appointed for the group.
7. In the event that the number of persons wishing to speak exceeds the capacity of the meeting room (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the room to listen to the hearing), delegates may be selected from groups of persons supporting or opposing the same positions.
8. Speakers ~~will be~~ are allowed to speak on any relevant matter. A relevant matter is defined as a matter ~~which is within the authority of the Town Council to decide and is not privileged by law (such as personnel matters)~~, reasonably related to town business and within the Council's jurisdiction.
9. Action by the Council is not to be expected or required for items discussed during the Public Comment Period.

Rules of Procedure for the Town Council of the Town of Granite Quarry

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of Granite Quarry's Town Council. For purposes of these rules, a meeting of the Council occurs whenever a majority of the Council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the Council to conduct business. A majority of the Council's actual membership plus the Mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Part III. Open Meetings

Rule 3. Remote Participation in Council Meetings

No member who is not physically present for a Council meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the Council.

(See Attachment A: Remote Participation Policy 2020-01 adopted 4/3/2020)

Rule 4. Meetings to Be Open to the Public

Except as permitted by Rule 5, all meetings of the Council shall be open to the public, and any person may attend its meetings.

Rule 5. Closed Sessions

(a) Motion to Enter Closed Session. The Town Council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.

(b) Bases for Closed Session. A closed session is permissible under the following circumstances and no others:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) To consult with the town attorney or another attorney employed or retained by the Town in order to preserve the attorney-client privilege. If the Council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the Town or (b) the closure or realignment of a military installation. The Council may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the Town's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the Town Council or other public body or is being considered to fill a vacancy on the Town Council or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

(c) Closed Session Participants. Unless the Council directs otherwise, the town manager, town attorney, and town clerk may attend closed sessions of the Council. No other person may attend a closed session unless invited by majority vote of the Council.

(d) Motion to Return to Open Session. Upon completing its closed session business, the Council shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

(a) Minutes Required for All Meetings. The Council must keep full and accurate minutes of all of its meetings, including closed sessions. To be "full and accurate," minutes must record all actions taken by the Council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the

Council, though the Council in its discretion may decide to incorporate such details into the minutes.

(b) Record of “Ayes” and “Noes.” At the request of any member of the Council, the minutes shall list each member by name and record how each member voted on a particular matter.

(c) General Accounts of Closed Sessions. In addition to minutes, the Council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

(d) Sealing Closed Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Council or, if the Council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the Council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

(a) Right to Broadcast and Record. Any person may photograph, film, tape-record, or otherwise reproduce any part of a Council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Council meeting.

(b) Advance Notice. Any radio or television station that plans to broadcast any portion of a Council meeting shall so notify the town clerk or town manager no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Council meeting.

(c) Equipment Placement. The town manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.

(d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the Council grants the request, the news media making the request shall pay the costs incurred by the Town in securing an alternative meeting site.

Part IV. Organization of the Council

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

(a) Scheduling Organizational Meeting. The Council must hold an organizational meeting following each general election in which Council members are elected. The organizational meeting must be held either (1) on the date and at the time of the Council’s first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent Council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected members of the Council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. As the second order of business at the organizational meeting, the Council shall elect from among its members a Mayor Pro Tempore using the procedures specified in Rule 38. The Mayor Pro Tempore shall serve at the Council's pleasure.

(d) Rules of Procedure. At the next regularly scheduled monthly meeting following the organizational meeting the Council shall review these Rules of Procedure and decide if any revisions are necessary.

Part V. Types of Meetings

Rule 9. Regular Meetings

(a) Regular Meeting Schedule. The Council shall hold a regular meeting on the second Monday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at 143 N. Salisbury Ave. in downtown Granite Quarry and begin at 6:00 p.m. The Council shall adopt a meeting schedule each year consistent with this rule. A copy of the Council's current meeting schedule shall be filed with the town clerk and posted on the Town's website.

(b) Change to Meeting Schedule. Notwithstanding paragraph (a) of this rule, the Council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the Town's website.

Rule 10. Special Meetings

(a) Calling Special Meetings. A special meeting of the Council may be called by the Mayor, the Mayor Pro Tempore, or any two Council members. A special meeting may also be called by vote of the Council in open session during a regular meeting or another duly called special meeting.

(b) Notice to the Public. At least forty-eight hours before a special meeting of the Council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the Council's principal bulletin board or, if the Council has no such board, at the door of the Council's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Furthermore, if the Council has a website maintained by at least one town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

(c) Notice to Members.

(1) *Meeting called by the Mayor, the Mayor Pro Tempore, or any two Council members.* At least forty-eight hours before a special meeting called by the Mayor, the Mayor Pro Tempore, or any two Council members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the Mayor and each Council member or left at his

or her usual dwelling place.

(2) *Meeting called by vote of the Council in open session.* When a special meeting is called by vote of the Council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each Council member not present for the meeting at which the special meeting was called, and to the Mayor if he or she was not present at that meeting.

(d) **Transacting Other Business.** Even when all members are present or any absent member has signed a waiver, the Council may take up an item of business not covered by the notice only if the Council first unanimously determines in good faith that the item must be discussed or acted upon immediately.

Rule 11. Emergency Meetings

(a) **Grounds for Emergency Meeting.** Emergency meetings of the Town Council may be called only to address generally unexpected circumstances demanding the Council's immediate attention.

(b) **Calling Emergency Meetings.** There are two methods by which an emergency meeting of the Council may be called.

(1) The Mayor, the Mayor Pro Tempore, or any two members of the Council may at any time call an emergency Council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each Council member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held when the Mayor and all members of the Council are present and consent thereto, or when any absent member has signed a written waiver of notice.

(c) **Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify Council members. Notice must be provided immediately after Council members have been notified and at the expense of the party notified.

(d) **Transaction of Other Business Prohibited.** Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

(a) **Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the Council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

(b) **Notice of Recessed Meetings.** If the Council has a website maintained by one or more town employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

- (1) *Preparation.* The town manager and/or the town clerk shall prepare a draft agenda in advance of each meeting of the Town Council.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, any Council member's request to have an item of business placed on the draft agenda must be received by the town manager or the town clerk at least twelve days before the date of the meeting. The manager and/or clerk will consult with the Mayor for any direction the Mayor may have based on feedback from the Council. The Mayor is not obligated to direct placing an item on the agenda merely because such a request has been received, since any member may seek Council consensus on individual issues during "Council Comments" or request that the Council formally consider adding the item to the agenda during discussion on "Approval of Agenda".
- (3) *Supplemental information/materials.* If the Council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to Council members.* Each Council member shall receive a hard or electronic copy of the draft agenda and the agenda package. In all times possible, regular monthly meeting agendas and agenda packages with all supporting documents shall be furnished to each member five days before the meeting. In cases of emergency or other called meetings, agendas and any potential packages shall be furnished to each member as soon as possible beforehand, but no later than twenty-four hours prior to such meetings.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

(b) Adoption of the Agenda.

- (1) *Adoption.* As its first order of business at each meeting, the Council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the Council may add or subtract agenda items by majority vote of the members present and voting, except that the Council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and only business connected with the emergency may be considered at an emergency meeting.
- (3) *Designation of items for "Discussion" or "For Discussion and Possible Action."* The Council may designate an agenda item "for discussion and possible action." The designation signifies that the Council intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

(c) Consent Agenda.

The Council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the Council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda must be honored by the Council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each

item.

(d) Informal Discussion of Agenda Items. The Council may informally discuss an agenda item even when no motion regarding that item is pending.

Rule 14. Acting by Reference to Agenda or Other Document

The Council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The Council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the Council include an item on its regular meeting agenda, he or she must submit the request to the town clerk and/or town manager by the deadline specified in Rule 13(a)(2). The Council is not obligated to place an item on the agenda merely because such a request has been received.

Rule 16. Order of Business

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- administrative reports,
- committee reports,
- public comments,
- public hearings,
- guest presentations,
- old business, and
- new business.

Without objection, the Mayor may call agenda items in any order most convenient for the dispatch of business.

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

(a) Presiding Officer. When present, the Mayor shall preside at meetings of the Council.

(b) Right to Vote. The Mayor may vote only when an equal number of affirmative and negative votes have been cast.

(c) Recognition of Members. A member must be recognized by the Mayor (or other presiding officer)

in order to address the Council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

(d) Powers as Presiding Officer. As presiding officer, the Mayor is to enforce these rules and maintain order and decorum during Council meetings. To that end, the Mayor may

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

(e) Appeals of Procedural Rulings. A member may appeal a decision made or answer given by the Mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

Rule 18. The Mayor Pro Tempore

(a) Presiding in Mayor's Absence. When present, the Mayor Pro Tempore shall preside over Council meetings in the Mayor's absence with all the powers specified in Rule 17(d).

(b) Delegation of Mayor's Powers/Duties. In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. Likewise, if the Mayor becomes physically or mentally unable to perform the duties of his or her office, the Council may by unanimous vote declare the Mayor incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When the Mayor announces that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties.

(c) Duty to Vote. Even when presiding over a Council meeting, the Mayor Pro Tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

Rule 19. Other Presiding Officer

If both the Mayor and Mayor Pro Tempore are absent, the Council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

Rule 20. When the Presiding Officer Is Active in Debate

If the Mayor becomes active in debate on a particular proposal, he or she may have the Mayor Pro Tempore preside during the Council's consideration of the matter. If the Mayor Pro Tempore is absent or is also actively debating the matter, the Mayor may designate another member to preside until the matter is concluded. Similarly, if the Mayor Pro Tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another Council member to preside temporarily.

Part VIII. Motions and Voting

Rule 21. Action by the Council

Except as otherwise provided in these rules, the Council shall act by motion. Any member may make a motion, not including the Mayor.

Rule 22. Second Required

A second is required on every motion, with the exception of a point of privilege, a point of order, or a request for information.

Rule 23. One Motion at a Time

A member may make only one motion at a time.

Rule 24. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

Rule 25. Debate

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

Rule 26. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

Rule 27. Changing a Vote

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Rule 28. Duty to Vote

(a) Duty to Vote. Every Council member must vote except when excused from voting as provided by this rule.

(b) Grounds for Excusal. A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to Council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160D-109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

(c) Procedure for Excusal.

- (1) *At member's request.* Upon being recognized at a duly called meeting of the Council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On Council's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining Council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

(d) Consequence of Non-Excused Failure to Vote. Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided:

- (1) the member is physically present in the Council room or
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

(e) Failure to Vote on Certain Zoning Matters. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

Rule 29. Voting by Written Ballot

(a) Secret Ballots Prohibited. The Council may not vote by secret ballot.

(b) Rules for Written Ballots. The Council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the Council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

Rule 31. Procedural Motions

(a) Certain Motions Allowed. The Council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a ma-

jority of votes cast, a quorum being present, for adoption.

(b) Priority of Motions. The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the Council is in closed session.

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Council is in closed session.

Motion 4. To Take a Brief Recess.

Motion 5. To Follow the Agenda. This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats and not counting the Mayor if the Mayor votes only in case of a tie. The Council may not suspend provisions in these rules that are required under state law.

Motion 7. To Divide a Complex Motion. This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

Motion 8. To Defer Consideration. The Council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. To End Debate (Call the Previous Question). If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the Council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day,

meeting, or hour. During the period of postponement, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. The Council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the Council must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

- (a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.
- (b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.
- (c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The Council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

Motion 14. To Reconsider. The Council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the Council’s deliberation on a pending matter.

Motion 15. To Rescind. The Council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

Motion 16. To Prevent Reintroduction for Six Months. This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the Council’s actual membership, excluding vacant seats and not counting the Mayor, unless the Mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the Council’s next organizational meeting, whichever occurs first.

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date on which the Council first votes on the proposed ordinance’s subject matter. The Council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

Rule 33. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the Council's actual membership, excluding vacant seats and not counting the Mayor, unless the Mayor has the right to vote on all questions before the Council.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all Council members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the Mayor's vote counts if there is an equal division.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 34. Adoption of the Budget Ordinance

(a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the Town charter, general law, or local act,

- (1) the Council may adopt or amend the budget ordinance at a regular or special meeting of the Council by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Council; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any Town charter or local act concerning initiative or referendum.

(b) Notice Requirements for Budget Meetings. During the period beginning with the submission of the budget to the Council and ending with the adoption of the budget ordinance, the Council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the Council has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

(c) No Authority for Closed Sessions. This rule shall not be construed to authorize the Council to hold closed sessions on any basis other than the grounds set out in Rule 5.

Rule 35. Approval of Contracts and Authorization of Expenditures

(a) Contracts to be in Writing. No contract shall be approved or ratified by the Town Council unless it has been reduced to writing at the time of the Council's vote.

(b) Approval of Contracts. To be approved or ratified, a contract must receive affirmative votes equal

to at least a majority of all Council members not excused from voting on the contract, including the Mayor's vote in the event of a tie.

(c) Authorization of Expenditure of Public Funds. The same vote necessary to approve or ratify a contract is required for the Council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

(a) Calling Public Hearings. In addition to holding public hearings required by law, the Council may hold any public hearings it deems advisable. The Council may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the Council itself to call the hearing. If the Council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

(b) Public Hearing Locations. Public hearings may be held anywhere within the town or within the county where the town is located.

(c) Rules for Public Hearings. The Council may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(d) Notice of Public Hearings. Any public hearing at which a majority of the Council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

(e) Continuing Public Hearings. The Council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the Council is not present for a properly scheduled public hearing, the hearing must be continued until the Council's next regular meeting without further advertisement.

(f) Conduct of Public Hearings. At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Council for the hearing. Unless the Council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Mayor shall declare the hearing closed, and the Council shall resume the regular order of business.

(g) Public Hearings by Less Than a Majority of Council Members. Nothing in this rule prevents the Council from appointing a member or members to hold a public hearing on the Council's behalf, except when state law requires that the Council itself conduct the hearing.

Rule 37. Public Comment Periods

(a) Frequency of Public Comment Periods. The Council must provide at least one opportunity for public comment each month at a regular meeting, except that the Council need not offer a public comment period during any month in which it does not hold a regular meeting.

(b) Rules for Public Comment Periods. The Council may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(c) Content-Based Restrictions Generally Prohibited. The Council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the Council's real or apparent jurisdiction.

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

(a) Appointments in Open Session. The Council must consider and make any appointment to another body or, in the event of a vacancy on the Council, to its own membership in open session.

(b) Nomination and Voting Procedure. The Council shall use the following procedure to fill a vacancy in the Council itself or in any other body over which it has the power of appointment. The Council will set a timeframe to receive applications for the vacancy. The town clerk will compile the applications and present as part of the agenda packet. After the Council has reviewed the applications in open session, the Mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

(c) Mayor. The Mayor may not vote on appointments under this rule.

(d) Multiple Appointments. If the Council is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

(e) Duty to Vote. It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

(f) Vote by Written Ballot. The Council may vote on proposed appointments by written ballot in ac-

cordance with Rule 29.

Rule 39. Committees and Boards

(a) Establishment and Appointment. The Council may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the Council, the power of appointment to such bodies lies with the Council.

(b) Open Meetings Law. The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

(c) Procedural Rules. The Council may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the Council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the Town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Council's members, excluding vacant seats and counting the Mayor only if the Mayor may vote on all questions.

Rule 41. Reference to Robert's Rules of Order Newly Revised

The Council shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the Mayor shall make a ruling on the issue subject to appeal to the Council under Rule 31, Motion 1.

Attachment A



2020-01

REMOTE PARTICIPATION POLICY

The Town of Granite Quarry Town Council authorizes remote participation in briefings and official meetings of the Town Council only in Town emergencies, as declared by the Mayor and/or Mayor Pro Tem, subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Council Member desiring to participate in a meeting remotely must assert one or more of the following reasons for being physically unable to attend the meeting:
 - a. Personal illness or disability;
 - b. Employment purposes;
 - c. Family or other emergency;
 - d. To participate in other scheduled Town-related meetings which make it logistically impossible to attend the Council meeting; or
 - e. In times of a national emergency as declared by the President of the United States or a statewide emergency as declared by the Governor of North Carolina.
2. Remote participation may be allowed only during open sessions.
3. Remote participation shall not be allowed during the following:
 - a. Quasi-judicial hearings; and
 - b. Closed sessions.
4. In emergency situations, remote participation will be allowed to establish a quorum pursuant to General Statute 143-318.10(d).
5. A Council Member desiring to participate in a meeting remotely must notify the Town Clerk of the need for remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.

Attachment A

6. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce that a Council Member has requested to participate remotely, and the Council may take action to approve.
 - a. A Council Member participating remotely shall participate via teleconference communication and must be fully heard by other members of the Council and any other individuals in attendance at the meeting.
 - i. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Council may elect to disallow or discontinue the remote participation.
 - b. Such Council Member shall identify himself or herself and state the reason that he/she is participating remotely.
7. A Council Member participating remotely shall be allowed to participate in all open session Council briefing discussions and open session official Council meeting discussions.
8. A Council Member participating remotely shall be able to vote on matters allowed under the policy. One or more Council Members may cast the deciding vote(s) on a matter. In this event, the vote(s) shall be ratified by the remotely attending Council Member(s) at the next Town Council meeting at which the member(s) are physically present.
 - a. A Council Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.
9. Where practical, a Council Member participating remotely shall be provided with all documents to be considered during the meeting.
10. This policy shall also be applicable to all Town of Granite Quarry boards and committees appointed by the Town Council.

Technical updates made to change "Board of Aldermen" to "Town Council" after Town Charter was amended by Ordinance 2024-01.

Attachment B



2020-12

COMMITTEE MEMBERSHIP RECRUITING AND APPOINTMENT POLICY

Purpose

The purpose of this policy is to outline the process for recruiting and appointing membership to the Town of Granite Quarry's appointed Boards, Committees, and Commissions, hereinafter referred to simply as "Committees".

Recruitment and Application Process

Current committee members, Town Council, and Town staff are all encouraged to actively recruit applicants they believe meet the qualifications for a committee and would be a good fit for the diversity and dynamics of that team.

Citizens may serve only two consecutive terms on Boards, Committees, or Commissions unless this limitation is waived by the Town Council.

1. Initial Review. Upon receipt of an application, the Town Clerk or her designee will conduct an initial administrative review of the application, comparing with:
 - Any ordinance requirements for qualifications;
 - The current composition of the applicable committee's membership for diversity of backgrounds and residence locations with a goal of fair representation of the town's jurisdiction.
2. Scheduling. The Clerk will include the application along with a summary of that analysis to the applicable committee(s) for consideration at its next regularly scheduled meeting. The Clerk will notify the applicant of the meeting date and time, and that he/she needs to be present for the meeting.
3. Committee Review.
 - A. New Applicants. The committee should conduct any new applicant review at the end of its business for that meeting. The committee can then review the application and engage the applicant for any clarification of the application, his/her qualifications or interest in the committee, any feedback about the meeting, and so forth to establish whether the committee feels the applicant would serve well and impartially on the committee.

Attachment B

- B. Reappointments. No later than its regularly scheduled May meeting each year, each committee shall review the status of any members whose terms expire July 31 of that year. For any such members wishing to be reappointed, the committee shall confirm eligibility of those members and make a recommendation for or against reappointment to the Town Council.
4. Recommendation. The committee will discuss and send any recommendations about appointments to the Town Council for its next regularly scheduled meeting. It can also continue the discussion if further information or time to make a decision is needed. If continued, a recommendation shall be made by no later than at the committee's next regularly scheduled meeting.
5. Final Review. The Clerk will include the application, summary, and committee's recommendation to the Town Council for consideration at its next available regularly scheduled meeting. Appointments to all committees will be made by a majority vote of the Town Council.

Appointments or reappointments to terms expiring each year shall be made at the regularly scheduled July Town Council meeting to become effective July 31. Appointments to fill the remainder of any unexpired term vacancies shall be considered as openings occur throughout the year.

Applications not selected will be kept on file according to the Records Retention and Disposition Schedule and may be considered when vacancies arise during the year.

Orientation

After being appointed to a committee, the new member shall meet with the staff liaison and/or committee chair for introduction and orientation to the committee.

Requirements

The Town Council may remove a member from a committee for any reason, including but not limited to failure to comply with the provisions of the ordinance, this policy, or established rules of procedure for that committee.

ETJ Committee Members

Residents of the Town's Extraterritorial Jurisdiction (ETJ) complete the same application process as outlined above. If approved by the Town Council, the recommendation for appointment of ETJ members is sent to the County Commissioners for final review and approval.

Technical updates made to change "Board of Aldermen" to "Town Council" after Town Charter was amended by Ordinance 2024-01.

Attachment C

Rules for Public Comment Periods

1. The Mayor or Chair is the only one authorized to give someone “the floor” to speak.
2. Sidebar Conversations are prohibited.
 - Sidebar conversations are disrespectful, especially to whoever has been given the floor at the time.
 - Further, audience sidebars and/or speaking without being given the floor by the Chair disrupts other audience members and the clerk/advisory staff from being able to hear & focus on the official discussion of the Council.
 - Conversations may be held after the meeting or outside of the meeting room.
3. Speakers must sign in on the sign-in sheet and fill out a speaker slip. Every effort should be made to give the completed form to the Town Clerk before the meeting begins.
4. Members of the public wishing to speak will be called to the podium in the order they signed in.
5. Each resident will be allotted 3 minutes to speak. Time may not be given to another speaker.
6. If a group of persons holds the same position in support or opposition of a certain topic, the Council may require that a spokesperson be appointed for the group.
7. In the event that the number of persons wishing to speak exceeds the capacity of the meeting room (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the room to listen to the hearing), delegates may be selected from groups of persons supporting or opposing the same positions.
8. Speakers will be allowed to speak on any relevant matter. A relevant matter is defined as a matter which is within the authority of the Town Council to decide and is not privileged by law (such as personnel matters).
9. Action by the Council is not to be expected or required for items discussed during the Public Comment Period.

Agenda Item Summary

Regular Meeting

January 12, 2026

Agenda Item 7

Summary:

The NCLM Town and State Dinner being held in Concord will be on Wednesday, March 4, 2026. Mayor Barnhardt and Council Member Mack have expressed an interest in attending.

NCLM Town & State Dinner

Will be held at the Charlotte Motor Speedway.
The Speedway Club
5555 Concord Parkway S
Concord, NC 28027

Cost:

Registration for Town and State Dinner \$125.00 per attendee

Mileage for Town and State Dinner \$43.68 per vehicle

IRS reimbursement rate of .70 for 31.2 miles each way.

Total: Between \$337.36 (for 2 attendees/vehicles) – \$843.40 (for 5 attendees/vehicles)

Action Requested:

Motion to approve the training and travel request for Mayor Barnhardt, Council Member Mack, (and any additional members who desire), to attend the NCLM Town and State Dinner.

Training and Travel Request

Motion Made By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Second By:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

For:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

Against:

John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>

In case of tie:

Mayor Brittany Barnhardt

For
Against

TOWN & STATE DINNER: FROM JONES ST. TO MAIN ST. (CONCORD)

LOCATION

The Speedway Club: 5555
Concord Parkway S,
Concord, NC 28027

DATE & TIME

March 4 5:15 PM - 8:30 PM

EVENT TYPE

Meeting

Event Details

Save the Date! Additional information coming soon.

The North Carolina League of Municipalities invites you to join us at Town and State Dinner, From Jones Street to Main Street. This year, we are coming to you in your municipalities across the state. This event provides an opportunity for you, our municipal elected officials, to meet and build relationships with your regional state legislators over dinner.

The night begins with appetizers and refreshments, and a full plated dinner will shortly follow. Please join us as we celebrate our communities and the leadership that makes their successes possible.

We look forward to seeing you on the road!

Office of The Mayor:

Proclamation

DR. MARTIN LUTHER KING, JR. DAY
January 19, 2026

“We may have all come on different ships, but we’re in the same boat now.”

Whereas: the vision of Dr. Martin Luther King, Jr., was one of peace, opportunity, and harmony. His message of nonviolence, optimism, and service continues to resonate today as we strive to reflect our highest ideals of fairness and equality in opportunity; and,

Whereas: Dr. King’s legacy remains a message of enduring truth, reminding us that life’s most urgent and persistent question is “What are you doing for others?” We must continue to pursue freedom, opportunity, and peace and embrace the history, culture, religion, and ability of all people as an essential part of our American identity; and,

Whereas: as we gather on this day to commemorate the life and legacy of this extraordinary man, let us remember his words that call us to action in the fight against injustice and inequality. Let us pledge to use our lives, as he did, to make a difference in the world.

Therefore: in special recognition of the accomplishments and the legacy of Dr. Martin Luther King, Jr., I, Brittany H. Barnhardt, Mayor of Granite Quarry, do hereby proclaim January 19, 2026, as

Dr. Martin Luther King, Jr. Day

I encourage all citizens to recognize the importance of Dr. King’s work in the history of our nation and in the conscience of our people.

In Witness

Whereof: I have hereunto set my hand and affixed the seal of the Town of Granite Quarry on this the 12th day of January 2026.

Brittany H. Barnhardt, Mayor

Attest

Aubrey Smith, Town Clerk

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				New Year's Day Town Offices Closed		
4	5	6	7	8	9	10
	Planning Board 6pm Board of Adjustment 6:15pm			Strategic Planning Mtg. 9am		
11	12	13	14	15	16	17
			Centralina Executive Board 5pm CAC 5:30pm Events 6pm	Power in Partnership 7:30am		
18	19	20	21	22	23	24
	MLK, Jr. Day Town Offices Closed					
25	26	27	28	29	30	31
				Chamber 100th Annual Gala 5:30pm		

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Planning Board 6pm Board of Adjustment 6:15pm					Crepe Myrtle Workshop 9-11am
8	9	10	11	12	13	14
	TC Mtg. 6pm		Centralina Board of Delegates 5pm CAC 5:30pm Events 6pm			
15	16	17	18	19	20	21
				Power in Partnership 7:30am		
22	23	24	25	26	27	28