



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, December 12, 2022
6:00 p.m.**

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

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Fire Chief / Public Works Director Jason Hord, Police Chief Mark Cook, Finance Officer Shelly Shockley

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.

1. Approval of the Agenda

ACTION: Alderman Costantino made a motion to approve the agenda. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting November 14, 2022

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

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

D. Certification of Fire Roster

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

3. Citizen Comments – There were no citizen comments.

4. Town Manager's Update

Manager Smith passed out an updated Town Manager's report and shared updates from the report including Granite Fest statistics which will continue to be tracked to show event growth. Transformational projects are underway with Stewart. The Board will meet on January 12, 2023 for a special meeting with Stewart and Representative Warren to discuss. Mayor Barnhardt asked if the Board would receive materials from Stewart ahead of the special meeting. Manager Smith stated he

wasn't sure they would have it available with the limited time but would ask. He stated the hope is to get us as much information ahead of time as possible.

Manager Smith introduced the proposed mission statement and stated any feedback could be sent to him before the next meeting. Manager Smith passed out examples of communication guidelines; examples A-D show what would usually be found in an agreement between a manager and board and the final example was a more general governance example that would be more appropriate to a board's rules of procedure.

Manager Smith passed out the project tracking sheet and reviewed updates with the Board.

Old Business

5. Adoption

Fund Balance Policy

Finance Officer Shelly Shockley addressed the Board and answered questions regarding the proposed Fund Balance Policy. There was discussion regarding the goal to maintain approximately 40-60% of the previous year's budgeted General Fund expenditures as unassigned fund balance. There was discussion of changing the range to 40-50%.

ACTION: Alderman Shelton made a motion that Mayor Barnhardt restated as a motion to adopt Resolution 2022-09 to adopt a Town Fund Balance Policy and amend the range (*of unassigned fund balance from a 40-60% range*) to 40-50%. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

New Business

6. Presentation

Audit

Tony Brewer, CPA addressed the Board and expressed thanks for the opportunity to serve as the Town's auditors. Mr. Brewer passed out a guide to the audit and shared highlights.

Highlights for the general fund:

- Ad valorem tax collections were up ~ \$84,000
- Unrestricted intergovernmental revenues were up ~ \$144,000
- Total revenues were up ~ \$212,000 mainly due to increases in ad valorem collections, local options sales tax increase, and an increase in environmental fee revenues
- Expenditures were up ~ \$255,000 mainly due to expenditures in the transportation department concerning equipment purchases and road construction
- For the year revenues were greater than expenditures by \$587,000 vs. an increase of \$96,000 in 2021
 - ~ \$480,000 was an operating transfer from the APRA special revenue fund. Excluding this transfer, the bottom line increased by roughly the same amount as last fiscal year.
- Capital Projects as of June 30, 2022
 - Industrial development project was completed
 - Granite Lake Project stood at 87% complete
- Other noteworthy items:
 - Available or unassigned fund balance increased to 85% of general fund expenditures
 - Notes payable decreased \$100,000 due to principal payments
 - Collection rate remains above state average (average 96%, Town 98.88%)
- New requirements from the Local Government Commission:
 - Will no longer issue unit, or white, letters

- Auditors are now required to report any Financial Performance Indicators to the Governing Body
- New requirement for governing body to submit response to indicators to the LGC. Must be signed by majority of members and submitted within 60 days with plan to address areas of concern. The Town does not have any Financial Performance Indicators for FY 21/22 and therefore does not have to submit a response.

Mr. Brewer thanked Manager Smith and Finance Officer Shockley for the job that they do and the Board for its involvement.

7. Appointments

Centralina & MPO's TAC

Mayor Barnhardt shared that many municipalities have both the representative and the alternate attend all the meetings.

ACTION: Alderman Shelton made a motion to appoint Mayor Brittany Barnhardt as the representative and Alderman Jim Costantino as the alternate representative for each of the groups (*the Centralina Board of Delegates and the CRMPO's TAC*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

8. Introduction

Rules of Procedure

Draft Rules of Procedure were included in the agenda packet for the Board's review. Any feedback can be sent in before the next meeting. The discussion and possible adoption will be placed on next month's agenda.

9. Budget Amendment

Police Vehicles

To decrease General Fund Contingency (01-4110-97) and increase Police – Maint & Repair Vehicles (01-4310-25) in the amount of \$3,900 for an emergency repair to Vehicle 141 and additional maintenance to the fleet for the remainder of the fiscal year.

ACTION: Alderman Costantino made a motion to approve the \$3,900 for maintenance and repair vehicles (*Budget Amendment #5*). Alderman Cannon seconded the motion. The motion passed 4-0.

10. Board Comments

- Alderman Costantino commended the police and fire departments for their handling of the recent situation.
- Mayor Barnhardt echoed the statement and shared that the Board would like to do something special for them in the next few months.
- Mayor Pro Tem Linker asked about the Highway 52 bypass plans and the effect on proposed developments.
 - Manager Smith stated he had followed up with the referenced developer, who was not willing to negotiate.
- Alderman Shelton stated the surplus on the last audit was largely from ARPA funds and unexpected revenues such as the \$50,000 fire stipend. He stated concern that the surplus wouldn't be repeated after this year and should be taken into consideration during budget planning.
 - Mayor Pro Tem Linker commented that revaluation was happening next year.
 - Alderman Costantino stated there was growth happening.

11. Announcements and Date Reminders

A. Thursday	December 15	7:30 a.m.	Power in Partnership Breakfast
B. Monday	December 19	5:00 p.m.	Parks, Events and Recreation Committee
C. Monday	December 19	6:00 p.m.	Zoning Board of Adjustment
D. Tuesday	December 20	3:30 p.m.	Revitalization
E. Friday	December 23		Office Closed

F. Monday	December 26		Office Closed
G. Tuesday	December 27		Office Closed
H. Monday	January 2		Office Closed
I. Tuesday	January 3	6:00 p.m.	Planning Board

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

The meeting ended at 7:24 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



RESOLUTION 2022-09

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ADOPT A FUND BALANCE POLICY

WHEREAS, The Town of Granite Quarry has a responsibility to provide taxpayers with reasonable assurance that government finances are adequately controlled; and

WHEREAS, improving and maintaining fiscal responsibility is a priority to the Town; and

WHEREAS, it is necessary for the Town to establish guidelines for preserving an adequate fund balance in the Town of Granite Quarry General Fund in order to provide sufficient financial flexibility to meet future obligations, enhance the financial position of the Town, plan for contingencies in the event of an emergency, and to ensure adequate cash flow; and

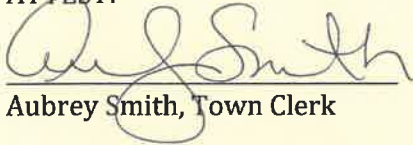
WHEREAS, the Town staff and Board of Aldermen recognize that it is essential to maintain adequate unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances; and

WHEREAS, the Board of Aldermen of the Town of Granite Quarry feels it is necessary to have firm guidelines in place to detail the Town's handling of funds.

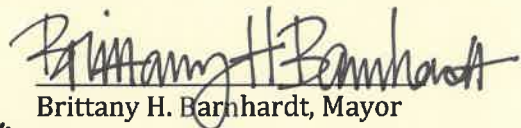
NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the attached Fund Balance Policy is hereby adopted.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 12th DAY OF Dec 2022.

ATTEST:


Aubrey Smith, Town Clerk




Brittany H. Barnhardt, Mayor

Town of Granite Quarry

**FISCAL YEAR 2022-2023
BUDGET AMENDMENT REQUEST #5**

December 12, 2022

PURPOSE: To decrease General Fund Contingency (01-4110-97) and increase Police – Maint & Repair Vehicles in the amount of \$3,900 for an emergency repair to Vehicle 141 and additional maintenance to the fleet for the remainder of the fiscal year.

General Fund – Fund 01

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4110-97	General Fund Contingency	(3,900)
01-4310-25	Police – Maint & Repair – Vehicles	3,900
Total Increase/Decrease:		\$ 0

The above Budget Amendment was approved / denied by the Manager or Board on 12/12/2022


Brittany H. Barnhardt, Mayor


Shelly Shockley, Finance Officer