



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, July 10, 2023 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, Town Attorney Zachary Moretz, Finance Officer Shelly Shockley, Police Chief Mark Cook, Fire Chief/Public Works Director Jason Hord

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.

During discussion Mayor Pro Tem Linker asked to pull the Financial Reports out of the consent agenda and add to New Business. There were no objections.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting June 12, 19, & 29, 2023

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

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

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

3. Citizen Comments: There were no citizen comments.

4. Guest Presentation

Newsletter

Jerod Brown of Granite Sky Creative Group introduced himself and requested a dialogue with the Board in order to help make a recommendation for the most effective newsletter option for the Town. Mr. Brown cautioned that the Board should be realistic about the capabilities of staff. Mr. Brown passed out examples of newsletters from local municipalities and pointed out what was most effective. Individual Board members shared their opinions on what they would like to see. Mayor Barnhardt suggested a quarterly mailed newsletter and a monthly e-newsletter. There were no objections. Mr.

Brown shared that staff would benefit from developing a timeline for content. Staff will follow up with Mr. Brown.

5. Town Manager's Update

Manager Smith passed out copies of the implementation timeline from Stewart's Scope of Services for Town Transformational Projects. He also included a rough draft illustration of a Gantt chart for some of the other major town projects underway. He explained the amount of time and effort that he and Clerk Smith put into just that draft made it understandable why professionally scoped timelines have been static documents for project forecasting only, not living documents updated through the projects. Individual board members gave positive feedback on the visual. Mayor Barnhardt stated she would love to see the chart updated quarterly.

Manager Smith reviewed other items from his report included in the agenda packet including the reminder of the Rowan Municipal Association meeting that will take place July 27, 2023. The Civic Park Transformation project needs a target completion date of August or September in order to have the park ready for the Granite Fest. Manager Smith reported that as of today, the streets loan has been paid off. The Town does not currently have any debt.

Old Business

None

New Business

6. Financial Reports

Pulled from Consent Agenda

Mayor Barnhardt invited Finance Officer Shockley forward to provide a rough answer on the funds leftover after restricted funds.

7. Discussion

Charter Amendments

Staff followed up with Deputy General Counsel of the NC League of Municipalities, Tom Carruthers. Mr. Carruthers wasn't available for tonight's meeting but was willing to meet with the Board at a future meeting to discuss the process for charter amendments by ordinance and answer any specific questions the Board may have. Mayor Barnhardt asked if there was Board consensus to move forward with scheduling Mr. Carruthers to present; there were no objections stated.

8. Discussion and Possible Action

Civic Park Master Plan

Manager Smith reviewed the scope of services provided by Stewart for the Civic Park Master Plan and the additional fees for optional services. After Alderman Shelton asked whether the Board could serve as the steering committee Manager Smith shared that the steering committee could have Board representation but would ideally be a group representing the community.

ACTION: Alderman Costantino made a motion to approve (*the scope of services for the Civic Park Master Plan as presented by Stewart*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

ACTION: Alderman Shelton made a motion for a short recess. Mayor Pro Tem Linker seconded the motion. Mayor Barnhardt recessed the meeting at 7:11 p.m.

Mayor Barnhardt called the meeting back to order at 7:14 p.m.

9. Discussion

Town Hall Upgrades

The Board reviewed the design drawings for Town Hall upgrades from 2019. Manager Smith shared USDA loan figures with annual payments ranging from \$275,000 to \$425,000 a year. Manager Smith

shared that requesting funding from state representatives may be an option. Legislative funding and USDA loans are the two options at this point. Alderman Shelton pointed out that it would cost money to get things ready to make a request from the legislators, but that seemed to be the only feasible option. After Mayor Barnhardt stated an interest in putting together a steering committee to suggest tweaks to the design Manager Smith shared that would be moving away from the architect's expertise. Board members discussed different options for moving forward including proceeding with the upgrades as presented and building a new building.

Mayor Barnhardt asked to keep the item on the agenda and discuss the options further next month.

10. Board Comments – There were no Board comments.

11. Announcements and Date Reminders

A. Thursday	July 13	5:30 p.m.	Community Appearance Commission
B. Monday	July 17	6:00 p.m.	Zoning Board of Adjustment
C. Tuesday	July 18	3:30 p.m.	Revitalization Team
D. Saturday	July 22	9:00 a.m.	Dragon Boat Festival
E. Thursday	July 27	5:30 p.m.	Events Committee
F. Thursday	July 27	6:00 p.m.	Rowan Municipal Association
G. Monday	August 7	6:00 p.m.	Planning Board
H. Wednesday	August 9	5:00 p.m.	Centralina Board of Delegates
I. Thursday	August 10	5:30 p.m.	Community Appearance Commission

Adjourn

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

The meeting ended at 7:39 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



CIVIC PARK MASTER PLAN

PROJECT UNDERSTANDING

Stewart will provide Landscape Architecture and Planning Services to create a site-specific master plan for the Town of Granite Quarry's Civic Park. Civic Park is located just west of downtown Granite Quarry and is the site of the annual Granite Fest held each October. This community park is utilized for a variety of activities and events. Priority maintenance tasks are currently being undertaken. A site-specific master plan is needed prior to major programming and facility changes. This plan will include both the park site and the American Legion property and building. The plan will include three rounds of community engagement: Idea gathering, draft concept reviews, and final plan input. The plan will clarify relationships with adjacent properties and set forth a plan for the park to serve the community for the next 50+ years. This plan will set the Town up to be grant application ready to assist the Town with funding the renovations.

THE PLAN WILL INCLUDE THREE PHASES:

- Phase 1: Analysis and Community Input
- Phase 2: Draft Concept Plan and Recommendations
- Phase 3: Final Master Plan

PHASE 1: ANALYSIS AND COMMUNITY INPUT

During this phase the Stewart team will listen to the site and community feedback to determine long-term needs and opportunities.

This phase will start off with a full team site visit and kickoff meeting to review the site and set a vision for the project. We will discuss the goals, opportunities, and constraints of the project and analyze the site to evaluate the notable features and gain intimate knowledge of the property. Guiding this effort will be the development of a Project Mission Statement which will help in developing agreed upon program elements.

The evaluated components of the sites will include, but are not limited to, existing structures and recreational facilities, historical research, land use analysis, maintenance practices, design strategy, topography, drainage, property boundaries, adjacent properties, easements, existing water features, geological formations, existing surface & soil conditions, existing vegetation, and utilities. During the site visit pictures of existing park fixtures will be taken. Staff will also visit and inventory newer fixtures utilized in Granite Lake Park. These images will be utilized in Phase 2 to develop recommendations for design standards for typical fixtures in Civic Park and future improvements to other town parks.

The design team will compile information that will be used in the master plan and present the information to the client in an online meeting.

The Stewart Team will develop a Public Engagement Plan (PEP) which outlines the strategy to involve a broad spectrum of public input representing existing and potential users of Civic Park. The PEP will include three phases of public input on the master plan. The first public input session will seek to identify initial public concerns and



priorities for the site. A survey will also be developed and launched during this initial input phase. The survey will be made available online and in paper format. The team will assist the Town in advertising the survey. Respondents will be analyzed to ensure a sample that is representative of the Town's population. Materials for the town's website will also be provided during this phase.

Meetings:

- Site Visit & Kickoff Meeting
- Biweekly Admin/Coordination Meetings
- Analysis Findings Worksession
- Public Meeting #1

Deliverables:

- *Site Analysis Maps*
- *Images of existing fixtures*
- *Public Engagement Plan*
- *Website Materials*
- *Public Meeting Materials and Advertising Assistance*
- *Public Meeting Summary*
- *Survey and Advertising Assistance*
- *Survey Summary*

PHASE 2: DRAFT CONCEPT PLAN AND RECOMMENDATIONS

Stewart will facilitate planning for and the development of a conceptual master plan for the property that includes an evaluation of existing facilities and initial recommendations for proposed recreation facilities. Evaluations and recommendations for buildings, vehicular and pedestrian circulation and natural features will also be included. This phase will include a mid-process review meeting, an initial recommendations meeting, a public meeting and a round of meetings with key stakeholders or advisory boards (i.e. the Parks, Events and Recreation Committee and the Revitalization Team).

Meetings:

- *Mid-process Review Meeting*
- *Initial Recommendations Review Meeting*
- *Two (2) Meetings with Stakeholders or Advisory Boards*
- *Public Meeting #2*
- *Debrief Meeting (after Public Meeting #2)*

Deliverables:

- *Conceptual Master Plan*
 - *Initial Recommendations to address issues or priorities identified in Task 1.*
 - *Exhibits and/or precedent images to support the understanding of each solution option.*
 - *Initial costs and/or costing hierarchy for major items.*



- Draft recommendations for standard fixtures.
- One (1) **DRAFT** package of materials to be reviewed with client
- One (1) Set of edits from draft review
 - One (1) **FINAL** package of materials submitted to client
- Public Meeting Materials and Advertising Assistance
- Public Meeting Summary

PHASE 3: FINAL MASTER PLAN

Based on input from the community, staff and advisory boards the Stewart team will proceed with creating the Final Master Plan. This final document will incorporate deliverables from Tasks 1 and 2 in a report format. The final master plan will include programming and phasing recommendations for improvements as well as cost estimates. Design standards will be developed that outlines preferred fixtures and furnishings for Civic Park and future improvements in other parks. The design team will meet with the client three times during this task—once to review Client feedback on the draft report, once to review final report edits before delivery to the Client and after the public meeting. A draft report will be available for public comment prior to a facilitated public meeting. A member of the Stewart team will present the final plan to an advisory board or the Board of Aldermen.

The goal of the Final Master Plan task is to provide a usable document that maps out the phasing, costing, and implementation for the future renovations and improvements of Civic Park.

Deliverables:

- Public Meeting Materials and Advertising Assistance
- Final Master Plan
 - One (1) **DRAFT** package of materials to be reviewed with client
 - One (1) Set of edits from draft review
 - One (1) **FINAL** package of materials submitted to client

Meetings:

- Client meetings
- Public Meeting #3
- Presentation at advisory board or BOA

FEE ESTIMATE:

Phases	Fee Estimate
Phase 1: Analysis and Community Input	\$17,000
Phase 2: Draft Concept Plan and Recommendations	\$20,000
Phase 3: Final Master Plan	\$18,000
Total Fee Estimate	\$55,000*

*Fee is inclusive of basic printing and travel costs (mileage, meals, printing, etc.).



OPTIONAL TASKS

Additional Meetings: Public Meetings (\$5,000 per meeting), In-person Meetings (\$1,500 per person/meeting), Virtual Meetings (\$500 per person/meeting)

Existing Conditions Topographic Survey: (Civic Park property and the American Legion property) = \$10,000-20,000.

CLIENT RESPONSIBILITIES:

It shall be the responsibility of the Client to provide the following items:

- *Provide access to the site;*
- *Provide any available electronic information relevant to the study area(s) including survey data, reports, proposals, etc.;*
- *Provide notice of scheduled meetings (with reasonable advanced notice);*
- *Provide decisions on critical issues as necessary in a timely manner;*
- *Payment of all invoices per Conditions of the Agreement.*
- *Assist by presenting project updates and plans to appropriate boards and elected bodies for necessary input and approvals;*

ASSUMPTIONS & EXCLUSIONS:

Our Scope of Services and fee proposal is based on the following assumptions:

1. No liability is assumed for the accuracy of other consultant's work (i.e. Planner, Architect, Testing Agency, Biologist, Surveyor, etc.) or information provided by others used in the production of our documents.

The following items are specifically excluded from the Scope of Services but can be provided as an additional service and under separate proposal. Additionally, any items not listed in the Assumptions or Scope of Work above shall be considered excluded from this agreement.

- Construction Documentation; For budgeting assume 10% of construction value of proposed project, Based on final concept design, a design scope can be determined for future phases. A separate proposal will be provided for that scope of work;
- Electrical Engineering. and photometry for site lighting;
- Geotechnical Engineering;
- Subsurface Utility Engineering (SUE);
- Construction Surveying;
- Platting;
- ALTA/ASCM Certifications;
- Tree Identification/Tagging and associated surveys except as mentioned herein;
- Soil testing;
- Wetlands delineations, surveying, mitigation or permitting;
- Stream determination, flagging or buffer impact permitting;



- Environmental services including Phase I and Phase II assessments;
- FEMA Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) services;
- Private utility location;
- Testing for offsite improvements. No such improvements are known at this time;
- Design of off-site roadway improvements including signalization and turn lanes;
- Design, coordination, or engineering off property;
- Detailed (beyond code minimum) landscape architecture, site design and construction documentation for areas not included in the Scope of Services above;
- Design and Structural Engineering of site retaining walls or other site elements;
- Design or coordination of custom site furnishings.
- Design or coordination of water features;
- Design or coordination of fire features;
- Irrigation design and installation;
- Design of well and septic systems;
- Any additional graphic or design work not mentioned in the scope of services
- Tree tagging/selection at nurseries;
- Sustainability certification (LEED, WELL Building, etc.) review and submittal services;
- Payment of permit or review fees;
- Health department submittals/approval services;
- Representation for court appearances or preparation for the same;
- Public Relations efforts (graphics, brochures, etc.) not mentioned in scope of services;
- Design services for new buildings or renovation to existing are not included as part of this proposal. Based on final concept design, architectural design scope can be determined for future phases. A separate proposal will be provided for that scope of work.