



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN REGULAR MEETING
June 1, 2020 ~ 7:00 p.m.**

Call to Order Mayor Feather

Determination of Quorum / *Announcing Remote Participants if Necessary*

Moment of Silence

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Consent Agenda

A. Approval of the Minutes

- 1) Regular Meeting Minutes May 4, 2020
- 2) Special Called Meeting Minutes Budget Workshop May 21, 2020

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

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

3. Citizen Comments

(All comments are limited to 6 minutes. No sharing of minutes with other citizens)

4. Guests and Presentations

A. Brittany Barnhardt Granite Quarry Fire Department Auxiliary Vice-President

- 1) Port-a-Pit Fundraiser Review
- 2) Corporate & Community Donation Drive

5. Town Manager Update (*Report in Board packet*)

A. Presentation of Budget Message

B. Set Date for Budget Public Hearing Proposed Date 6/22/2020

New Business

6. Presentation

Joint Police Authority Budget Formula

ACTION REQUESTED: Motion to amend the Joint Police Authority Agreement with the Town of Faith as presented.

ACTION REQUESTED: Motion to approve a flat rate of \$136,000 for the Town of Faith's portion of the JPA budget for the FY20-21, to be reviewed again during next fiscal year's budgeting process.

- 7. Public Hearing** **Rezoning of Quarry Property**
A. Staff Summary **Steve Blount**
B. Applicant Presentation **Chief Hord**
C. Public Hearing
D. Board Discussion and Decision

ACTION REQUESTED: Motion to approve the rezoning of parcels 352 082, 352 083, and 352 084 from RH and HI to LI.

ACTION REQUESTED: Motion to adopt the Statement of Consistency.

Statement of Consistency

“In voting to recommend the proposed rezoning of this property, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town’s Comprehensive Plan.”

- 8. Presentation** **Non-Profit Policy**
If the Board chooses to adopt this policy for FY20-21, then it might want to consider postponing the program’s enactment until the 2nd or 3rd quarter proposed review of Revenues against new / capital / major expenditures.

ACTION REQUESTED: Motion to approve the Non-Profit Policy as presented.

- 9. Discussion** **Termination of State of Emergency**

ACTION REQUESTED: Board direction.

- 10. Presentation of Certificate** **Chief Cook**

11. Board Comments

- | | |
|--|--|
| 12. Mayor’s Notes | Announcements and Date Reminders |
| A. Monday, June 8 5:00 p.m. | Rowan Chamber Business After Hours |
| B. Monday, June 8 6:00 p.m. | Planning Board |
| C. Wednesday, June 10 6:00 p.m. | CCOG Executive Board Meeting |
| D. Monday, June 15 5:00 p.m. | Parks, Events, and Recreation Committee |
| E. Monday, June 15 5:30 p.m. | Zoning Board of Adjustment |
| F. Tuesday, June 16 3:30 p.m. | Revitalization Team |
| G. Thursday, June 18 7:30 a.m. | Rowan Chamber Power in Partnership Breakfast |
| H. Wednesday, June 24 5:30 p.m. | Cabarrus-Rowan County MPO Meeting |

Adjourn

Agenda Item Summary

Regular Meeting

June 1, 2020

Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the June 1, 2020 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

Agenda Item Summary

Regular Meeting

June 1, 2020

Agenda Item 2

Summary:

The Board may discuss, add, or delete items from the Consent agenda.

Attachments:

- Regular Board Minutes – May 4, 2020
- Special Called Meeting Minutes – May 21, 2020
- Departmental Reports
- Financial Reports

Action Requested:

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

Approval of Consent Agenda

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, May 4, 2020**

Present: Mayor Bill Feather, Mayor Pro Tem John Linker, Alderman Jim Costantino (*via video conferencing*), Alderman Doug Shelton

Not Present: Alderman Kim Cress

Staff: Town Manager Larry Smith, Town Attorney Chip Short (*via video conferencing*), Town Clerk Aubrey Smith, Town Planner Steve Blount, Fire Chief/ Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Police Chief Mark Cook (*via video conferencing*)

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

Determination of Quorum: Mayor Feather determined there was a quorum present after Board members attending both in person and remotely made their presence known.

1. Approval of the Agenda

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

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes April 6, 2020

B. Interlocal Agreement for Provision of Personal Protective Equipment (PPE)

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

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

ACTION: Alderman Shelton made a motion to approve the consent agenda as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

3. Citizen Comments - There were no citizen comments.

4. Guests and Presentations

A. GQFD Auxiliary Vice-President Brittany Barnhardt – Fundraiser – postponed until June Meeting

5. Town Events

- **Dumpster Days** – 5/7 & 5/8 9:00 a.m. – 3:00 p.m., 5/9 8:00 a.m. – 1:00 p.m.
Chief Hord reminded the Board that the dumpsters will be open to Town residents only. He listed items that would not be accepted and reviewed precautions his staff will be taking.

6. Town Manager's Update

Mr. Smith commended staff for being able to complete projects, even those working from home. He passed out and reviewed an amended Town Hall project update which included an updated option for a 3rd Fire Department bay door.

Mr. Smith also shared the health insurance renewal rates for Town staff. There will be no changes to coverage, but an out of pocket coverage will be addressed with an HRA.

Alderman Shelton asked for a FEMA grant update. Chief Hord shared that there were no changes. The target date is still October.

New Business

7. Rezoning

316 S. Main Street Property

Mr. Blount reviewed his PowerPoint presentation on the requested rezoning with the Board. He reviewed the zoning of the adjacent properties and the overview.

A. Open Public Hearing

Mayor Feather opened the public hearing at 7:16 p.m.

B. Public Comments

- Ginger Lovette, 305 S. Main Street, Granite Quarry – opposed the rezoning (*Mr. Blount shared the email sent from Ms. Lovette and stated her opposition to the project*).

C. Close Public Hearing

Mayor Feather closed the public hearing at 7:17 p.m.

D. Board Discussion and Decision

There was no Board discussion.

ACTION: Mayor Pro Tem Linker made a motion to approve the rezoning of the rear portion of parcel 351 039 from LI to RH. Alderman Costantino seconded the motion. The motion passed with all in favor.

ACTION: Alderman Costantino made a motion to adopt the Statement of Consistency. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

Statement of Consistency: In voting to approve the proposed rezoning of the property, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town's Comprehensive Plan.

8. Discussion

Town Hall Upgrades Project

Mr. Smith reviewed the status of the Town Hall Upgrades project and presented the Board with specific answers to questions they had regarding timing and potential issues. He also clarified information regarding the Fund Balance and asked for Board feedback on what options to pursue.

Board discussion included specific questions regarding the scope and timing of the project. The project would be paid for by drawing from unappropriated funds and the scope is all-inclusive.

Mayor Feather requested that a concrete apron be added to the scope of the project. Chief Hord recommended that be added to the parking lot project, which would be separate.

ACTION: Mayor Pro Tem Linker made a motion to amend Capital Project Ordinance 2020-06 with the amended scope in an amount not to exceed \$403,803. Alderman Costantino seconded the motion. The motion passed with all in favor.

9. Bid Award

2020 Capital Streets Improvement

ACTION: Alderman Shelton made a motion to award the 2020 Capital Streets Improvement Project to J.T. Russell & Sons, Inc. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

10. CPO Amendment

Town Hall Upgrades Project

Action was taken after the discussion in item 8.

11. Resolution 2020-06

Title VI Policy Adoption

ACTION: Mayor Pro Tem Linker made a motion to accept Resolution 2020-06 as presented. Alderman Shelton seconded the motion. The motion passed with all in favor.

12. Policy Manual / Employee Handbook

ACTION: Mayor Pro Tem Linker made a motion to authorize the Town Manager to enter into a contract with the MAPS Group for policy manual / employee handbook review and rewrite and pay and classification study for an amount not to exceed \$8,000. (Funding will be in next year’s budget). Alderman Shelton seconded the motion. The motion passed 2-1 with Mayor Pro Tem Linker and Alderman Shelton in favor and Alderman Costantino opposed.

13. Proclamation

National Police Week & Peace Officers’ Memorial Day

14. Proclamation

Municipal Clerks Week

15. Board Comments

- Alderman Shelton stated his desire to set a date for the budget meeting. **By consensus, the budget meeting was set for Thursday, May 21st, at 4:00 p.m.**
- Mayor Feather asked for clarification regarding Fire Department calls in the district vs. the number of calls outside of the district and whether a dollar value could be assigned to each.

16. Mayor's Notes

- a. Thursday, May 7
- b. Friday, May 8
- c. Saturday, May 9
- d. Monday, May 11
- e. Wednesday, May 13
- f. Monday, May 18
- ~~g. Monday, May 18~~
- h. Tuesday, May 19
- i. Thursday, May 21
- j. Monday, May 25
- k. Wednesday, May 27

Announcements and Date Reminders

- 9am – 3pm Dumpster for Residents
- 9am – 3pm Dumpster for Residents
- 8am – 1pm Dumpster for Residents
- 6:00 p.m. Planning Board
- 6:00 p.m. Virtual CCOG Board of Delegates Meeting
- 5:00 p.m. Parks, Events, and Recreation Committee
- ~~5:30 p.m. Zoning Board of Adjustment~~
- 3:30 p.m. Revitalization Team
- 8:00 a.m. Virtual Rowan Chamber PIP Breakfast
- Memorial Day – Office Closed
- 5:30 p.m. Cabarrus-Rowan County MPO Meeting

Adjourn

ACTION: Mayor Pro Tem Linker made a motion to adjourn. Alderman Shelton seconded the motion. The motion passed with all in favor.

The meeting ended at 8:07 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING MINUTES
BUDGET WORKSHOP
Thursday, May 21, 2020**

Present: Mayor Bill Feather, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Doug Shelton

Not Present: Alderman Kim Cress

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

Call to Order: Mayor Feather called the meeting to order at 4:00 p.m.

1. Approval of the Agenda

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

2. Discussion **FY 20-21 Budget**

Mr. Smith reviewed the attached handout with the Board. The Board made statements, asked questions, and discussed priorities for the budget.

Highlights and follow-up items from the discussion:

- The majority of the Board felt the tax rate should remain the same. Mayor Feather felt the tax rate should be lowered to an even .41.
- Alderman Shelton requested that the Fund Balance Policy be amended to add a dollar figure rather than a percentage for what should remain in the account. He asked that this be discussed at a future meeting. The Town Manager will distribute copies of the current Fund Balance Policy for review.
- The Town Manager will draft a Non-Profit policy for the Board's review at the next meeting.
- The Town Manager will draft a Longevity / Bonus policy for the Board's review at the next meeting.
- The Joint Police Authority agreement amendment will be placed on the next meeting agenda.
- There was Board consensus to discontinue the administrative Business Registration program.
- The Town Manager will prepare the Budget Message for the Board and present it to them next week.
- The Board will discuss whether to terminate the State of Emergency at the next meeting.

Adjourn

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

The meeting ended at 5:46 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

DRAFT

TOWN OF GRANITE QUARRY

BOARD OF ALDERMEN

BUDGET WORKSHOP

May 21, 2020

4:00pm

1. Overall status & approach

- Reconstructed and thoroughly evaluated budget this FY; much more accurate
Downside is COVID impacts over next year
- Capital & Grant Project Ordinances, training(!) and efficiencies in procedures
- Budgeting worst-case and with latest data and forecasting possible
Cut capital expenditures where possible; prioritize others for review of revenues / consideration of budget amendments at the end of each quarter (possibly + a month)

2. Revenue Forecasting

A. Ad Valorem Taxes (41% of this year's budget)

- Projected EOY collections actually up from what we budgeted
- Clarifying Tax Office's new reporting format to calculate statutory max tax percentage

B. State shared distributions (37% of this year's budget)

Local Option Sales Tax (Articles 39-44 + hold harmless)

- Projected EOY estimate \$742,920
- Projected FY20-21: *Moderate: \$761,930; Severe \$745,529; Most Conservative \$719,146*

Utilities Franchise Taxes (Electricity, Piped Natural Gas, Telecommunications, Video Franchise Fee)

- Projected EOY estimate \$145,050
- Projected FY20-21: \$144,484

C. End of year projecting generally; "rollover" balance especially from COVID reductions

3. Policy v Administration

A. Fund Balance

- Current target is to maintain 50% of state peer group average (64%) = 32%
- Manager's red flag is state peer group average (64%)
- As of April 30th, available (unrestricted) FB was \$1.95 million (75.66%)

B. Powell Bill - Streets and Sidewalks policies / budgeting

Drafting up to account for loan amortization schedule, reserves, and streets/sidewalks split

C. Nonprofit funding – Nonprofit Funding Request Policy / Program

Recommendation is to not add funding to it FY20-21 though, or at least > 2nd quarter review

D. "Needs v wants", "Spend it or lose it", trust-building between Board and staff

Budget amendments v factoring in a little more leeway?

4. Salaries, Recruitment and Retention
 - A. Salary Survey (statewide & local comps)
 - B. Structural Assessment (Admin spreadsheet)
 - Admin – planning
 - PD / COPS Grant
 - C. Work environment / retention & recruiting
 - Participation Award
 - Detractors
 - Boosters (training, resources)
 - Teambuilding (depts AND with Board)
 - D. Longevity Pay (formula?)
 - E. Professional Services (Planning, Finance consultants)

5. Joint Police Authority
 - A. Handout from May 20th JPA meeting regarding budget formula
 - B. Capital Outlay – Vehicle: Rollover funds, revisit 3rd or 4th quarter
 - C. 10 positions (including the 2 added FY19-20); 1 frozen
 - D. COPS grant – would pay 1 position Yr 1: 1--%;

6. Generally
 - A. Schedule of Fees
 - Full review
 - Business Registration Fees: 18/19 = \$350; 19/20 = \$690
 - B. Review of carry-over goals & priorities

Agenda Item Summary

Joint Police Authority Meeting

May 20, 2020

Agenda Item 3

Summary

At the last meeting's discussion on the JPA budget formula, JPA asked if staff could supply some scenario calculations based on population and budget increases. **Please see the attached illustrations and notes.**

There are a lot of potential benefits to moving to a flat rate (e.g., budgets, governing). To ensure the protection of both towns' interests, a flat rate would simply need to be reviewed every few years to make sure the amount was still equitable and reflecting then-current conditions.

If the JPA decides to recommend moving to a flat rate agreement, the following motion could be made. Staff from both towns would then work together to qualify the motion and draft the appropriate format for consideration by the two Town Boards. Each Board can then discuss the amount and terms

Action Requested

Motion to recommend moving to a flat rate of \$_____ for the Town of Faith's portion of the JPA budget for a period of two years).

JPA Budget Formula

Motion Made By:

- Chairman Smith
- Mayor Feather
- Mayor Moody
- Mayor Pro-Tem Linker
- Mayor Pro-Tem Lyerly

Second By:

- Chairman Smith
- Mayor Feather
- Mayor Moody
- Mayor Pro-Tem Linker
- Mayor Pro-Tem Lyerly

For:

- Chairman Smith
- Mayor Feather
- Mayor Moody
- Mayor Pro-Tem Linker
- Mayor Pro-Tem Lyerly

Against:

- Chairman Smith
- Mayor Feather
- Mayor Moody
- Mayor Pro-Tem Linker
- Mayor Pro-Tem Lyerly

Summary - JPA Budget Formula

At the last meeting's discussion on the JPA budget formula, JPA asked if staff could supply some scenario calculations based on population and budget increases. Below are some illustrations.

Village at Granite advises that construction is slowed down and they're not sure what to expect until - and even after - COVID impacts level out. We just used that development as an example since it is a familiar reference.

- Scenarios 1 and 2 show different budget amounts for comparison.
- A and B for each scenario show how hypothetical population increases in GQ (and if there was no increase in Faith's pop) would affect Towns' shares by formula vs flat rate.

Proposed JPA Budget without vehicle						
Scenario 1		1A		1B		
Current Conditions and Proposed Budget (- vehicle)		GQ Population Change Village at Granite 53 Homes (+~159 pop)		GQ Population Change Village at Granite 100 Homes (+~300 pop)		
Budget	<u>\$687,140</u>	\$687,140		\$687,140		
GQ population	3120	<u>3279</u>		<u>3420</u>		
Faith population	830	830		830		
By % Formula		By % Formula		By % Formula		
GQ	79.0% \$542,754	79.8% \$548,341	80.5% \$552,946			
Faith	21.0% \$144,386	20.2% \$138,799	19.5% \$134,194			
By Flat Rate		By Flat Rate		By Flat Rate		
GQ	80.2% \$551,140	80.2% \$551,140	80.2% \$551,140			
Faith	19.8% \$136,000	19.8% \$136,000	19.8% \$136,000			

Proposed JPA Budget with vehicle						
Scenario 2		2A		2B		
Current Conditions and Proposed Budget (+ vehicle)		GQ Population Change Village at Granite 53 Homes (+~159 pop)		GQ Population Change Village at Granite 100 Homes (+~300 pop)		
Budget	<u>\$733,140</u>	\$733,140		\$733,140		
GQ population	3120	<u>3279</u>		<u>3420</u>		
Faith population	830	830		830		
By % Formula		By % Formula		By % Formula		
GQ	79.0% \$579,088	79.8% \$585,049	80.5% \$589,962			
Faith	21.0% \$154,052	20.2% \$148,091	19.5% \$143,178			
By Flat Rate		By Flat Rate		By Flat Rate		
GQ	81.4% \$597,140	81.4% \$597,140	81.4% \$597,140			
Faith	18.6% \$136,000	18.6% \$136,000	18.6% \$136,000			

I just used the flat rate of \$136,000 that the Town of Faith advised me they were discussing. If the two Boards were to consider a flat rate moving forward, then *whatever* that flat rate is, the charts above illustrate at what point that flat rate would cross the threshold of the original percentage formula's amount (for instance, if the flat rate was \$136,000, and if GQ was to grow by 300 people and Faith remained the same, then the highlighted cells show that would be about the "break even" point).



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report June Meeting /2020 Chief Hord

Emergency Calls for Service April 2020

12 calls in district

- 8- EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 1- Fuel spill
- 1- Move up
- 1- Brush/outbuilding fire
- 1- Smoke investigation

10 calls to Salisbury

- 5- Alarm/Structure, EMS calls cancelled en-route
- 3- Structure Fires, manpower
- 2- EMS

6 calls to Rockwell Rural

- 3- Alarm/Structure, EMS calls cancelled en-route
- 2- Trees/Lines down due to storms
- 1- Brush Fire

2 calls to Union cancelled en-route

5 Calls to Rockwell City

- 4- Alarm/Structure, EMS calls cancelled en-route
- 1- Tree/Lines down

1-Call to South Salisbury cancelled en-route

1- Call to Bostian Heights structure fire, water point

1- Call to Franklin 5709 residence

TOTAL – 38

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
- Rigorous cleaning, decontamination, and social distancing practiced due to suggested COVID response multiple times daily
- Our monthly training was minimal to adhere to the social distancing regulations.
- Multiple days of driver training, water point training and district familiarization. Weekly shift training/ officer's choice
- Car Seat Check Station on Thursday from 1 p.m.to 4 p.m. – 1 seat installed/checked
- Annual hydrant maintenance/ testing completed
- Attended graduation parade in Faith
- Prep, assist moving furniture, cleaning due to ongoing construction/renovations
- 2 drive-by birthday parties for small children during quarantine
- Moved to further Delta and Echo medical call response per EMS

EQUIPMENT

- E-573/R-57 work continues
- 24' ladder placed in service E-572
- Annual SCBA maintenance/testing completed
- Old R-57 (F-350) Sold, E-573 refitted/in service as R-57



June Meeting 2020 Maintenance Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Quarry property cleared for leaf and limb site
- Town Hall project continues
- Playgrounds remain closed
- Opened shelters, bathrooms, gazebos on 5/23/20
- Storm clean up- cut 3 fallen trees
- Waxed equipment
- Flags up 5/21/20 – 7/13/20
- Town banners up

2007 Ford Truck Mileage	57,808	+235 miles
1995 Ford Dump Truck Mileage	37,717	+209 miles
2009 Ford Truck Mileage	69,053	+1,288 miles
2019 Ford Truck F350	3,935	+552 miles



12 Permit Applications

10 Permits Approved
 00 Permits Denied

Date	Address	Permit	Status
5/15/2020	508 W Peeler Street	Residential	Pending
5/15/2020	335 Limestone Terrace	Residential	Approved
5/15/2020	340 Limestone Terrace	Residential	Approved
5/15/2020	325 Limestone Terrace	Residential	Approved
5/15/2020	1320 Winding Creek Road	Residential	Approved
5/15/2020	1345 Winding Creek Road	Residential	Approved
5/15/2020	1335 Winding Creek Road	Residential	Approved
5/15/2020	1305 Winding Creek Road	Residential	Approved
5/15/2020	1285 Winding Creek Road	Residential	Approved
5/15/2020	1245 Winding Creek Road	Residential	Approved
5/15/2020	1235 Winding Creek Road	Residential	Approved
5/22/2020	973 N Salisbury Avenue	Residential	Approved

02 Permit Inquiries

Inquiring Party	Zoning	Notes
Rowan Christian Assembly	NB	Inquiry about changing existing sign
New restaurant in Brinkley Center	CB	Inquiry about sign permit

Planning Board: PB met 5/11/2020

- Planning Board recommended the rezoning of parcels 352 082, 083, and 084 from RH/HI to LI to the Board of Aldermen

Zoning Board of Adjustment: Meeting cancelled - No business

Code Enforcement:

03 New Offenses (High Vegetation)

14 Abatement by owner / party at interest from prior months
 00 Abatement by Town
 11 Not yet due / pending disposition / Second notice sent

*7 violations pending, not addressed due to COVID – not emergent

Planning Department - Activity Report

Training & Research:

- NCLM Online Planning Modules complete
- Working on Planning Department policy manual updates
- Reviewing internal processes and options to improve Planning presentations & reports
- Reviewed other municipal ordinances while developing text amendments for COO/UDO

Text amendment review:

- Amendments for COO Chapter 6, Animals developed for future review of Planning Board
- Amendments for UDO Chapter 8, Fences – being developed further
- Amendments for UDO Driveways for future review of Planning Board
- Preparing for zoning map amendment for downtown overlay district

Zoning:

- Worked on revisions to zoning permit applications, as well as revisions to multiple other applications and forms being used internally.
- Attended to property owner questions about residential fence installation
- Approved two recombination plats
- Discussion with Public Works about multiple stormwater issues and stormwater mapping needs
- Multiple inquiries about mobile home overlays
- Major subdivision application for Parcel 628 173

Code Enforcement:

- Reviewed inbound complaints and followed up on prior violations, but did not complete weekly quadrant checks due to limitations due to COVID limitations
- Sent reminders/second notices for violations still not abated (prior to COVID limitations)
- Reviewed General Statutes and Ordinances pertaining to abandoned houses for future work to resolve pending complaints
- Sent several second notices to violations pending from April
- Pending voluntary demolition rescheduled by Contractor, working with owner for new date

Police Department Report

May 2020

- Call volume report for the month of May 2020:
 - Date of Report: 05/26/2020
 - Total calls for service/activities – 267
 - Calls for service/activities Granite Quarry: 198
 - Calls for service/activities Faith: 38
 - Incident Reports- 12
 - Arrest Reports- 1
 - Crash Reports- 4
 - Traffic Citations- 12
 - See Attached for Total Calls for Service.
- The following is the ending and average mileage for each vehicle by month:

221-	End-	44,100
222-	End-	50,263
224-	End-	65,364
225-	End-	55,144
226-	End-	35,145
227-	End-	52,596
228-	End-	26,486
229-	End-	38,717
230-	End-	17,507
- Other Information:
 - Average response time for May CFS is 3.66 minutes.
 - Drug Collection Box. April 2020: 7.68 pounds collected.
 - April CID Report. 1 Cases assigned; 7 Cases cleared; 17 follow-ups conducted; 80 open assigned cases.
 - Officers completed 22 hours of in-service or continuing education training in March.
 - The Department is currently short 2 full time officers. We are aggressively trying to recruit qualified officers for employment.

GQPD**Number of Events by Nature**

CFS May 2020

Nature	# Events
103A2 FOUND PROPERTY	2
104C2 COMMERCIAL BURG (INTRUSI	14
104C3 RESIDENTAL BURG (INTRUSI	2
107B1 ASST OTHER AGENCY-ROUTIN	2
110C1 POSSIBLE B&E RESIDENTIAL	1
111B1 PAST DAMAGE TO PROPERTY	1
111D1 DAMAGE TO PROPERTY	1
112D2 DECEASED (SUDDEN)	1
113D2 DISTURBANCE / VERBAL	7
114C1 PHYSICAL DOMESTIC	1
114D1 PHYSICAL DOMESTIC	1
114D2 VERBAL DOMESTIC	4
114D3 PHYSICAL FAMILY DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	3
116O1 DRUGS - REFERRAL	1
118B1 FRAUD-PAST CRIMINAL	2
118B2 FRAUD-PAST FORGERY	1
122O2 MISC - INFORMATION	1
125B1 CHECK WELFARE - ROUTINE	1
125B2 LOCKOUT - ROUTINE	3
125D1 CHECK WELFARE-URGENT	2
129C1 SUSPICIOUS PERSON	8
129C2 WANTED PERSON	1
129C3 SUSPICIOUS VEHICLE	7
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B1 LARCENY (ALREADY OCC)	2
130C1 THEFT JUST OCCURED	1
130D1 LARCENY	1
132B2 PARKING COMPLAINT	1

Nature	# Events
132C1 SEVERE TRAFFIC VIOLATION	2
133B1 PAST TRESPASSING	1
133D1 TRESPASSING	5
23C7 OVERDOSE OR POISON	1
25A1 PSYCHIATRIC (PD-ROUTINE)	1
25A2 PSYCHIATRIC	1
4B1 ROUTINE ASSAULT / SEX ASLT	1
69E5 STRUCTURE FIRE	1
77A2 TRAFFIC ACC - HAZARD	1
911 HANG UP	16
ASSIST EMS	3
BURGLARY ALARM	6
BUSINESS OR HOUSE CHECK	22
COMMUNITY PROGRAM	8
DELIVER MESSAGE	7
DOMESTIC PROPERTY PICKUP	1
FOLLOWUP	30
GENERAL INFORMATION	15
HOLD UP ALARM	1
ILLEGAL BURNING	1
LAW CALL	1
MISDIAL	7
PARK CHECK	6
SEARCH WARRANT	6
SEX OFFENDER CHECK	1
SPECIAL EVENT	1
SUBPOENA SERVICE	2
TRAFFIC CHECK	1
TRAFFIC CONTROL	10
TRAFFIC STOP	30
VEHICLE ACCIDENT PROP DAMAGE	3
WARRANT SERVICE	1



Finance Department

Breakdown of Departments:
As of May 22, 2020

Department	Budgeted	YTD	
Revenues:	<u>3,233,360</u>	<u>2,271,548</u>	<u>70%</u>
Total Revenues:	\$ 3,233,360	\$ 2,271,548	70%
Expenses:			
Governing Body	16,787	15,459	92%
Administration	619,481	484,983	78%
Maintenance	327,619	289,111	88%
Police Dept.	743,422	569,289	77%
Fire Department	503,781	442,789	88%
Sanitation/Environmental	185,120	172,211	93%
Parks & Recreation	39,000	31,746	81%
Special Projects	<u>820,349</u>	<u>105,994</u>	<u>13%</u>
Total Expenses	\$ 3,255,559	\$ 2,111,582	65%
Expense to Revenue:			93%

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

Revenues:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-3100-12 Taxes - Budget Year	880,268	\$898,580	18,312	102%
01-3100-17 Tax Penalties & Interest	4,000	\$1,924	(2,076)	48%
01-3101-12 Taxes - Prior Years	10,000	\$3,414	(6,586)	34%
01-3102-12 Vehicle Tax	100,000	\$91,746	(8,254)	92%
01-3230-31 Local Option Sales Tax	746,653	\$695,165	(51,488)	93%
01-3231-31 Solid Waste Disposal Tax	2,185	\$2,370	185	108%
01-3260-41 Business Registration Fees	400	\$690	290	173%
01-3261-31 Cable Franchise Tax	6,397	\$4,407	(1,990)	69%
01-3300-36 Grants	277,800	0	(277,800)	0%
01-3315-33 Fireman Retirement	2,200	0	(2,200)	0%
01-3316-32 Powell Pave & Patch Funds	82,557	83,141	584	101%
01-3322-31 Beer & Wine - State	13,499	0	(13,499)	0%
01-3324-31 Utilities Franchise Tax	146,740	101,958	(44,782)	69%
01-3330-84 County First Responders	4,020	\$3,685	(335)	92%
01-3340-41 Permits	1,350	\$5,490	4,140	407%
01-3346-40 Abatements	0	\$545	545	100%
01-3413-89 Miscellaneous Revenue	300	\$1,337	1,037	446%
01-3431-32 Federal Asset Seizure Funds	0	\$5,967	5,967	100%
01-3431-41 Police Authority Revenue_Faith	153,243	\$109,500	(43,743)	71%
01-3431-45 Police Report Revenue	100	\$92	(8)	92%
01-3431-89 Police Miscellaneous	1,825	\$1,075	(750)	59%
01-3471-51 Solid Waste Collection - Salisbury	144,000	\$130,193	(13,807)	90%
01-3491-41 Subdivision & Zoning Fees	2,500	\$5,060	2,560	202%
01-3493-26 FEMA Funds	437,793	\$34,675	(403,118)	8%
01-3613-41 Parks Miscellaneous	0	\$70	70	100%
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	\$50,000	0	100%
01-3831-89 Interest on Investments *	11,500	\$18,241	6,741	159%
01-3833-89 Donations/Contributions	0	\$25	25	100%
01-3834-41 Park Shelter Rentals (Maint)	5,000	2,555	(2,445)	51%
01-3835-80 Police Surplus Items Sold	1,200	174	(1,026)	15%
01-3835-81 Surplus items Sold	21,950	\$5,653	(16,297)	26%
01-3836-82 Sale of Land	0	\$3,350	3,350	100%
01-3837-31 ABC Net Revenue-Co.	9,600	\$10,467	867	109%
01-3991-99 Fund balance Appropriated	116,280	0	(116,280)	0%
	\$3,233,360	\$2,271,548	(\$961,812)	70%

*See last page for breakdown of account# 01-3831-89 Interest on Investments

Governing Body:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4110-02 Mayor/Alderman Salary	12,431	12,431	0	100%
01-4110-03 Mayor Expense	250	0	250	0%
01-4110-08 Board Expense	800	539	261	67%
01-4110-09 FICA Expense	951	866	85	91%
01-4110-14 Insurance - Workers Comp	55	60	(5)	109%
01-4110-40 Dues & Subscriptions	800	0	800	0%
01-4110-45 Insurance & Bonds	1,500	1,562	(62)	104%
01-4110-97 Board Contingency	0	0	0	0%
	\$16,787	\$15,459	\$1,328	92%

Administration:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	251,855	234,548	17,307	93%
01-4120-02 Salaries-Part Time	25,000	20,548	4,452	82%
01-4120-07 401K Expense	12,593	7,146	5,447	57%
01-4120-09 FICA Expense	21,179	19,079	2,100	90%
01-4120-10 Retirement Expense	22,541	12,458	10,083	55%
01-4120-11 Group Insurance	25,500	26,517	(1,017)	104%
01-4120-12 Health/Vision Insurance Overpayment	0	709	(709)	100%
01-4120-13 Unemployment Expense	0	1,033	(1,033)	100%
01-4120-14 Insurance - Workers Comp	525	557	(32)	106%
01-4120-18 Professional Services	24,000	15,115	8,885	63%
01-4120-22 Banquet Expense	1,700	1,580	120	93%
01-4120-26 Office Expense	11,000	4,904	6,096	45%
01-4120-29 Supplies & Equipment	200	141	59	71%
01-4120-31 Training & Schools	8,500	5,104	3,396	60%
01-4120-32 Telephone/Communications	3,500	3,085	415	88%
01-4120-33 Utilities	4,500	3,892	608	86%
01-4120-34 Printing	4,600	4,631	(31)	101%
01-4120-35 Maint/Repair Equipment	500	0	500	0%
01-4120-37 Advertising	4,500	3,064	1,436	68%
01-4120-40 Dues & Subscriptions	13,300	12,313	987	93%
01-4120-45 Insurance & Bonds	4,000	4,141	(141)	104%
01-4120-49 Visionary Projects	6,523	0	6,523	0%
01-4120-50 Community Projects	5,000	2,751	2,249	55%
01-4120-57 Cap Outlay - Land	62,213	62,212	1	100%
01-4120-60 Contracted Services	32,000	31,797	203	99%
01-4120-71 Water Line - Principal	50,000	0	50,000	0%
01-4120-72 Water Line - Interest	4,167	4,682	(515)	112%
01-4140-68 Tax Collection	18,000	0	18,000	0%
01-4170-63 Elections	2,085	2,975	(890)	143%
	\$619,481	\$484,983	\$134,498	78%

Maintenance:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4190-00 Salaries - Regular	117,500	97,119	20,381	83%
01-4190-02 Salaries - Part-Time	34,000	28,871	5,129	85%
01-4190-07 401K Expense	5,875	5,318	557	91%
01-4190-09 FICA Expense	11,590	9,677	1,913	83%
01-4190-10 Retirement Expense	10,516	9,508	1,008	90%
01-4190-11 Group Insurance	23,500	21,417	2,083	91%
01-4190-14 Insurance - Workers Comp	4,650	7,222	(2,572)	155%
01-4190-20 Motor Fuel	7,000	6,463	537	92%
01-4190-21 Uniforms	2,000	1,104	896	55%
01-4190-24 Maint & Repairs Buildings & Grounds	32,965	30,870	2,095	94%
01-4190-25 Maint & Repairs Trucks	2,500	1,146	1,354	46%
01-4190-26 Office Expense	25	0	25	0%
01-4190-29 Supplies & Equipment	7,000	5,999	2,399	66%
01-4190-31 Training & Schools	250	48	202	19%
01-4190-32 Telephone/Communications	950	597	353	63%
01-4190-33 Utilities	3,000	2,809	191	94%
01-4190-34 Printing	50	12	38	24%
01-4190-35 Maint & Repairs Equip	11,198	11,228	(30)	100%
01-4190-45 Insurance & Bonds	3,050	3,151	(101)	103%
01-4190-51 Tools & Light Equipment	2,500	2,247	253	90%
01-4190-54 Cap Outlay - Vehicles	32,660	32,559	101	100%
01-4190-60 Contracted Services	14,840	11,746	3,094	79%
	\$327,619	\$289,111	\$39,906	88%

Parks & Rec:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-6130-24 Maint/Repair Bldg & Grounds	15,000	13,245	1,755	88%
01-6130-29 Supplies & Equipment	6,000	3,191	3,950	34%
01-6130-33 Utilities	15,000	14,754	246	98%
01-6130-60 Contracted Services	3,000	556	2,444	19%
	\$39,000	\$31,746	\$8,395	81%

Environmental Protection:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-33 Utilities (Street Lights)	36,000	28,581	7,419	79%
01-4710-64 Recycling	42,000	36,806	5,194	88%
01-4710-65 Garbage Services	107,120	106,824	296	100%
	\$185,120	\$172,211	\$12,909	93%

Fire Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	103,500	102,129	1,371	99%
01-4340-02 Salaries - Part-Time	200,000	157,678	42,322	79%
01-4340-07 401K Expense	5,175	5,082	93	98%
01-4340-09 FICA Expense	23,218	19,427	3,791	84%
01-4340-10 Retirement Expense	9,263	9,011	252	97%
01-4340-11 Group Insurance	25,750	25,134	616	98%
01-4340-14 Insurance - Workers Comp	11,100	16,125	(5,025)	145%
01-4340-17 Firemen's Pension Fund	2,200	1,240	960	56%
01-4340-20 Motor Fuel	5,000	3,138	1,862	63%
01-4340-21 Uniforms	3,000	1,357	1,643	45%
01-4340-25 Maint & Repairs - Vehicles	10,000	5,709	4,291	57%
01-4340-26 Office Expense	250	55	195	22%
01-4340-29 Supplies & Equipment	23,950	20,541	5,892	75%
01-4340-31 Training & Schools	1,500	860	640	57%
01-4340-32 Telephone/Communications	3,800	3,733	67	98%
01-4340-33 Utilities	5,400	5,159	241	96%
01-4340-34 Printing	425	118	307	28%
01-4340-35 Maint & Repairs - Equipment	3,000	2,760	240	92%
01-4340-40 Dues & Subscriptions	2,705	2,654	51	98%
01-4340-45 Insurance & Bonds	4,750	7,402	(2,652)	156%
01-4340-55 Cap Outlay - Equipment	50,000	43,750	0	100%
01-4340-60 Contracted Services	9,795	9,727	68	99%
	\$503,781	\$442,789	\$57,225	88%

Police Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	398,000	307,050	90,950	77%
01-4310-02 Salaries-Part Time	10,000	8,330	1,670	83%
01-4310-07 401K Expense	19,900	15,734	4,166	79%
01-4310-09 FICA Expense	31,212	24,811	6,401	79%
01-4310-10 Retirement Expense	38,606	29,793	8,813	77%
01-4310-11 Group Insurance	83,000	61,017	21,983	74%
01-4310-14 Insurance - Workers Comp	12,750	14,229	(1,479)	112%
01-4310-20 Motor Fuel	19,000	11,982	7,018	63%
01-4310-21 Uniforms	3,250	1,836	1,414	56%
01-4310-25 Maint & Repair-Autos	9,000	7,359	1,641	82%
01-4310-26 Office Expense	1,500	1,256	244	84%
01-4310-29 Supplies & Equipment	8,000	3,720	4,280	47%
01-4310-31 Training & Schools	3,000	1,346	1,654	45%
01-4310-32 Telephone/Communications	8,000	7,363	637	92%
01-4310-33 Utilites	1,600	1,384	216	87%
01-4310-34 Printing	1,000	587	413	59%
01-4310-35 Maint & Repair - Equipment	2,000	1,010	990	51%
01-4310-40 Dues & Subscriptions	1,900	1,494	406	79%
01-4310-45 Insurance & Bonds	11,800	12,266	(466)	104%
01-4310-54 Cap Outlay - Vehicles	54,904	35,786	19,118	65%
01-4310-55 Cap Outlay - Equipment	0	0	0	0%
01-4310-60 Contracted Services	25,000	20,936	4,064	84%
	\$743,422	\$569,289	\$174,133	77%

Special Projects:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4510-66 Powell - Streets	82,557	29,042	53,515	35%
03-4260 Town Hall Upgrades Project	299,999	74,719	225,280	25%
04-6130 FEMA Granite Lake Project	437,793	2,233	435,560	1%
05-4170 Industrial Development Fund	277,800	5,000	272,800	2%
06-4510 Streets Improvement Project	390,750	1,317	389,433	0%
	\$820,349	\$105,994	\$714,355	13%

**Interest on Investments by Month
For FY 2019-2020**

Acct#	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Interest YTD	Balance
Certificates of Deposits:														
XX7779	418	432	432	418	432	418	432	431	403	417	431		4,664.75	250,000.00
XX7809	356	368	368	356	368	356	367	367	343	367	355		3,972.16	250,000.95
XX7151	356	368	368	356	368	356	367	367	343	367	355		3,968.03	250,284.54
XX0261	287	297	297	287	297	287	297	296	277	296	287		3,205.58	251,385.06
XX1519	206	212	212	206	212	Matured							1,048.37	-
	1,623	1,677	1,677	1,623	1,677	1,417	1,463	1,461	1,366	1,447	1,427	-	\$ 16,858.89	\$ 1,001,670.55
Money Market Accounts:														
XX9011	37	39	33	37	105	139	152	129	97	55			824.25	337,674.47
XX7545	7	7	6	7	7	7	7	6	7	7			65.34	52,850.47
XX1186	8	8	7	8	8	8	8	7	8	8			78.19	62,484.88
	51	55	46	51	120	153	168	142	111	70	-	-	902.44	453,009.82
NC Capital Management Trust:														
XX4319	-	-	-	-	-	-	42	402	271	118			\$ 832.47	\$ 350,714.81
	-	-	-	-	-	-	42	402	271	118	-	-	832.47	350,714.81

Total Interest YTD: \$ 18,593.80
Total Invested Balance: \$ 1,805,395.18
Cash on Hand * \$ 292,488.98

*(As of Bank Statement on 5/22/2020)

Town of Granite Quarry
Town Manager's Report
June 2020



Quarry Property / Requested Statement **(Attachments A1, A2)**

Mayor Feather requested a document about the Town's intention for use of the property. I've attached a "Policy Statement" pulled from the information we have been working to distribute to all the property's neighbors, along with the most updated site sketch from our work with DEQ.

Fund Balance Policy **(Attachments B1, B2)**

At the budget workshop I was asked to include a copy of our current fund balance (FB) policy, and whether we should consider a specific dollar figure rather than a percentage for our target balance. Municipal officials and the Local Government Commission benchmark by the state peer group average of each town's fund balance available for appropriation *as a percentage of its expenditures*. Budget dollar amounts will change each year, so planning a target based on what percentage of the annual expenses are is generally the clearest direction for budgeting and finance.

Longevity Bonus Policy

With Shelly out the week of preparing this report (and the annual budget among other deadlines), there are simply too many "what-ifs" for me to calculate in the time available to hash out a reasonably achievable across-the-board longevity formula. GQ has a very unique structure of positions; I'll need to vet with staff again the multiple formulas we had to use last year to provide a fair & equitable distribution, and see if we can make it into a simpler formula and "policy".

COVID-19

We have continued amending operations and workloads throughout the course of the pandemic. It has been nothing short of remarkable what some of our core, hard-charging staff members have still been able to help us accomplish given all the projects and goals we already had in motion.

Staffing: Beginning the week of June 1st I will begin bringing back some of the work-from-home staff, at least on a partial basis. We have taken all appropriate measures within the facility to do so, and it's critical to have all our resources on hand to finish out this fiscal year.

Code Enforcement: We had cut focus down to serious health & safety violations only over the past month. Complaints and the degree of some property issues have pressed for us to begin opening back up to addressing some nuisance violations as well. I've directed that we simply take the most courteous and compassionate approach possible given so many people still struggling with unemployment and health/well-being. Staff will run any formal or questionable notices or issues by me for the time being before taking any such action, just as an extra precaution.

Budget Calendar **(Attachment C)**

1. Proposed Budget. I will have a proposed draft to you by the time of this meeting. As we have discussed, it will be preliminary and definitely subject to change.
2. Set date for Budget Public Hearing. Budget Calendar is attached. Recommended date for public hearing is Monday, June 22, 2020.

POLICY STATEMENT
1040 Mar Rock Drive
Town Leaf and Limbs Operations Site
June 1, 2020



Overview:

The Town collects leaves and limbs from properties within the Town Limits as a service to its citizens. The Town received temporary permit approval in 2018 to store and process these at 316 S Main Street, which is now under contract for development. Hence the Town's need to relocate the site.

The previous owner of 1040 Mar Rock Drive had stopped actively mining that site before subdividing parcels from its western side for residential development. Even though that subdivision ("Raven Brook Way") was then developed with houses, the remainder of this property has remained open as an active mining permitted site.

The Town recently acquired the quarry property at 1040 Mar Rock Drive. Site conditions were very favorable for the Town's operational needs, and the development of residential housing to the west resulted in no buffered zoning transition between a Heavy Industrial district and a Residential district. This purchase therefore provided an opportunity for the Town to: a) secure property it needed; while b) creating a "downzoned", transition district between an HI and RH district.

Policy Statement / Declaration of Intent:

In pursuit of open governance, as well as to proactively inform and assure surrounding property residents of the Town's intentions (for both use of the property, and to be a good neighbor), the Town of Granite Quarry Board of Aldermen hereby declares the following:

1. This property will be used as the Town's "leaf & limbs" operations facility. This includes leaf & limb storage and periodic grinding of that into mulch, incidental storage of Town equipment and operational supplies. This does not include garbage or other such waste material storage.
2. The property is approximately 6.53 acres of land, but this operation will only use approximately 1 acre. The remainder of the property will be used as buffers and setbacks required by state and local regulations. The unused portion of the property will be maintained in a safe but natural state to provide additional buffering from adjacent properties.
3. The site will be accessed via Mar Rock Drive, which will be gated & locked to prevent unauthorized access, and kept clear of any mud or debris created by the Town's operation of this facility.
4. New fencing, trees and vegetation will be added as needed to provide buffering of the operation for adjacent residential lots. The Town intends to leave as much natural vegetation as possible and practicable for both additional buffering and as a deterrence to unauthorized entry.
5. The Town may at times host programs such as its annual "Dumpster Day Event" in May at this site.
6. The Town will adhere to all State, County, and Local regulations for this operation.
7. Any additional uses or structures the Town may need or desire in the future will have to adhere to the standard approval processes required by the Town's Uniform Development Ordinance.



- Addresses
- Bus Stations
- Church
- Government
- Hospital
- Schools
- Building Footprints
- Major Roads
 - Interstate
 - NC HWY
 - US HWY
- Roads
 - City/Town Street
 - Drive in Process of Being MA
 - Drive Serving 2 or Less Home
 - Drive That Accesses 3 or More
- Interstate
- North Carolina Highway
- On-Off Ramps
- State Maintained Roads
- United States Highway
- Streams and Rivers
- Lakes & Ponds
- Parcel Information
 - Private
 - Government
 - Other EIS
 - Educational
 - Religious
 - Health
 - Nurses for Aged
- Parcel Information Lines
- FEMA Streams
- Flood Hazard
 - 2% Contours
 - 10% Contours
 - 20% Contours

Total Length: 803.94 Feet
 22537.18 Sq. Feet
 or .52 Acres
 or Sq. Miles

1 : 83 Feet

This information was prepared from the Rowan County, NC Geographic Information System. Rowan County has made substantial efforts to ensure the accuracy of location and labeling information contained on this site. The information provided is a representation of various City and County data sources and does not serve as an official map. Rowan County promotes the independent verification of any information contained on this site by the user. Rowan County makes no warranty or other assertion as to the fitness of the maps for any particular purpose and neither Rowan County nor its agents or employees shall be liable for any claim alleged to have resulted from any use thereof.

A2



Town of Granite Quarry Policy Manual

Effective Date: August 1, 2013
Revision Date:
Review Due Date: August 1, 2014

Procedure Number: 420-11

Issued By: Finance Officer

Policy Title: Fund Balance Policy

Purpose:

The purpose of this policy is to meet the requirements of the Governmental Accounting Standards Board (GASB) and the Local Government Commission (LGC) in regards to fund balance. It establishes guidelines for maintaining adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The policy outlines the conditions under which fund balance appropriated can be justified.

Policy & Procedure:

Definitions:

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, fund balance will be classified as follows:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. Ex. Powell Funds
- *Committed fund balance*—amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. Ex. Board resolution.
- *Assigned fund balance*—amounts a government *intends* to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

Calculations:

In order to maintain an adequate cash flow and based on the recommendations of the NC LGC, fund balance available for appropriation should never drop below 8% of total expenditures. This represents approximately one month's average expenditures. 8% is the minimum amount needed to meet short-term cash flow needs, however for sound financial management; higher levels are recommended by the NC Department of State Treasurer and required by the Town of Granite Quarry.

In line with best practice, the Town of Granite Quarry will annually review the NC Department of State Treasurers memo regarding Management of Cash and Taxes and Fund Balance

B1

Available that is published in the Spring. The memo shows the average percentage of fund balance available for appropriation for similarly grouped cities for the prior fiscal year end. The Town of Granite Quarry will use these figures to compare their unit to similar units and evaluate the adequacy of current reserves. Reserves are considered adequate when they equal at least one half (1/2) of the average for similar units based on population and electric systems.

In addition, as stated in G.S. 159-13(b)(16): "Appropriated fund balance in a fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget year."

Maintenance:

In the event that the unassigned general fund balance is calculated to be less than this policy states as an adequate reserve, the Town shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. This replenishment period should be limited to no more than three years.

Except in extraordinary circumstances, unassigned fund balance should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the Town. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow, and to provide overall financial stability.

FY2020-2021 BUDGET CALENDAR - Proposed

Date	Item	Who	NOTES
Updated Schedule 5/6/20 due to COVID-19 associated disruptions and state laws/orders			
Thursday, 5/21/20 @ 4:00pm	BOA Budget Workshop	BOA	Manager presents preliminary overview of FY20-21 Budget; BOA gives feedback and direction on policy direction (tax rate, goals and capital items).
5/22/20 - 5/28/20	Budget Development	Manager, BOA, Finance	Estimates are reviewed and adjusted; Manager applies any changes from BOA direction, develops proposed budget message (and draft ordinance).
Monday, 6/1/20 @ 7:00pm	Presentation of FY20-21 Budget Message	Manager	Manager presents budget message (and draft ordinance) to BOA for its consideration.
		BOA	BOA schedules Public Hearing Date for budget; gives Manager any additional direction.
		Clerk	Copy of budget is filed with the Clerk / available to public at time it is presented to the Board.
Friday, 6/12/2020	Advertise Public Hearing	Town Clerk	Place advertisement in the Salisbury Post to run one time for public hearing on June 12, 2020. Place Notice of Public Hearing on Town website. Post Notice of Public Hearing in Town Hall bulletin board. Advertise Public Hearing at least once on Town Hall electronic information sign.
Monday, 6/22/2020	Open & Recess Public Hearing: FY20-21 Budget	BOA	BOA opens Public Hearing for public comment on FY20-21 Budget; Recesses until at least 24 hours later to take action (<i>COVID-19 law update</i>).
Wednesday, 6/24/2020	Reconvene & Conclude Public Hearing	BOA	BOA reconvenes; Closes public comment portion of Public Hearing; Can deliberate and adopt budget.
Post Budget Adoption			
Upon Budget Adoption	Signatures Minutes Publicize Filed copies	Town Clerk	Mayor Signs, Clerk seals Budget Ordinance. Budget Ordinance must be entered in the Board's minutes. Budget Ordinance posted on town's website. <u>Within 5 days after adoption</u> , copies must be filed with budget officer, finance officer, and clerk.



Agenda Item Summary

Regular Meeting

June 1, 2020

Agenda Item 6

Summary:

At the Joint Police Authority’s December meeting, JPA discussed the budgeting formula and asked staff to supply some scenario calculations based on population and budget increases.

Please see the attached illustrations and notes.

After reviewing the information and scenarios, JPA unanimously recommended that the two town boards consider approving a flat rate this year. To ensure the protection of both towns' interests, a flat rate would simply need to be reviewed every so often to make sure the amount was still equitable and reflecting then-current conditions.

The two Town Boards can amend the 2013 Agreement’s Section 3 verbiage to allow for consideration of the flat rate, or the existing proportion percentage, either way.

Please see attached amendment draft verbiage.

If approved, the final Agreement is also attached for signature.

Action Requested:

Motion to amend the Joint Police Authority Agreement with the Town of Faith as presented.

If approved:

Motion to approve a flat rate of \$136,000 for the Town of Faith’s portion of the JPA budget for the FY20-21, to be reviewed again during next fiscal year’s budgeting process.

JPA Budget Formula

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

Summary - JPA Budget Formula

At the last meeting's discussion on the JPA budget formula, JPA asked if staff could supply some scenario calculations based on population and budget increases. Below are some illustrations.

Village at Granite advises that construction is slowed down and they're not sure what to expect until - and even after - COVID impacts level out. We just used that development as an example since it is a familiar reference.

- Scenarios 1 and 2 show different budget amounts for comparison.
- A and B for each scenario show how hypothetical population increases in GQ (and if there was no increase in Faith's pop) would affect Towns' shares by formula vs flat rate.

Proposed JPA Budget without vehicle						
Scenario 1		1A		1B		
Current Conditions and Proposed Budget (- vehicle)		GQ Population Change Village at Granite 53 Homes (+~159 pop)		GQ Population Change Village at Granite 100 Homes (+~300 pop)		
Budget	\$687,140	\$687,140		\$687,140		
GQ population	3120	3279		3420		
Faith population	830	830		830		
By % Formula		By % Formula		By % Formula		
GQ	79.0% \$542,754	79.8% \$548,341	80.5% \$552,946			
Faith	21.0% \$144,386	20.2% \$138,799	19.5% \$134,194			
By Flat Rate		By Flat Rate		By Flat Rate		
GQ	80.2% \$551,140	80.2% \$551,140	80.2% \$551,140			
Faith	19.8% \$136,000	19.8% \$136,000	19.8% \$136,000			

Proposed JPA Budget with vehicle						
Scenario 2		2A		2B		
Current Conditions and Proposed Budget (+ vehicle)		GQ Population Change Village at Granite 53 Homes (+~159 pop)		GQ Population Change Village at Granite 100 Homes (+~300 pop)		
Budget	\$733,140	\$733,140		\$733,140		
GQ population	3120	3279		3420		
Faith population	830	830		830		
By % Formula		By % Formula		By % Formula		
GQ	79.0% \$579,088	79.8% \$585,049	80.5% \$589,962			
Faith	21.0% \$154,052	20.2% \$148,091	19.5% \$143,178			
By Flat Rate		By Flat Rate		By Flat Rate		
GQ	81.4% \$597,140	81.4% \$597,140	81.4% \$597,140			
Faith	18.6% \$136,000	18.6% \$136,000	18.6% \$136,000			

I just used the flat rate of \$136,000 that the Town of Faith advised me they were discussing. If the two Boards were to consider a flat rate moving forward, then *whatever* that flat rate is, the charts above illustrate at what point that flat rate would cross the threshold of the original percentage formula's amount (for instance, if the flat rate was \$136,000, and if GQ was to grow by 300 people and Faith remained the same, then the highlighted cells show that would be about the "break even" point).

**STATE OF NORTH CAROLINA
COUNTY OF ROWAN**

THIS AGREEMENT, made and entered into this the 9th day of June, 2020, by and between the Town of Faith, a North Carolina municipal corporation, (hereinafter referred to as “Faith”), party of the first part; and the Town of Granite Quarry, a North Carolina municipal corporation (hereinafter referred to as “Granite”), party of the second part;

WITNESSETH:

WHEREAS, the parties hereto believe it to be in their mutual best interests for the Granite Police Department to provide police services to Faith under the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of ten dollars in hand paid, receipt of which is hereby acknowledged, and other good and valuable consideration as set forth below, the parties agree as follows:

1. Faith hereby contracts with Granite for the services of the law enforcement officers of Granite. The officers shall be under the direction of the Granite Police Chief, but certain rules and guidelines will be determined by a committee consisting of the Mayors of Faith and Granite, an appointee of the Town Boards of each respective municipality, and the Granite Town Manager.
2. Faith hereby appoints and directs that the law enforcement officers of Granite are delegated and empowered with all of the law enforcement authority as set forth in North Carolina General Statutes Section 160A-285, to the same extent as if the same officers constituted the police force of the Town of Faith, including the Police Chief of Granite as Chief of Police of Faith.
3. ~~The population of Faith is roughly twenty per cent of the population of Granite and based upon this fact, Faith shall be responsible for twenty per cent of the costs of operating the police department of Granite with its expanded duties including the policing of Faith. Budgeting costs for the police department will be shared and based on the estimated population ratios at the time of the budgeting process each year. — Faith will make quarterly payments to Granite to share in the cost of operation the Police Department.~~

Faith shall be responsible for sharing the operating costs of the Police Department of Granite with its expanded duties including the policing of Faith. Budgeting costs will be based either on the Towns’ estimated population ratio at the time of the budgeting process each year, or by a flat rate as may be mutually agreed upon by both Towns’ governing boards. Faith will make quarterly payments to Granite to share in the cost of operation the Police Department.

4. All funds not expended in Joint Police Authority budget shall be designated to the capital line item for vehicles to the following fiscal year.
5. Both parties agree to cooperate and execute any additional documents, including the adoption of ordinances to accomplish the intent of this Agreement. However, The Granite Quarry-Faith **Joint** Police Authority (GQFJPA) may be dissolved by majority vote of either town board, provided a quorum is present, and provided that notification of an intent to vote to dissolve has been submitted in writing to all board members of both town boards at least 45 days prior to the vote and the vote is held no less than 150 days prior to the close of the fiscal year. A majority affirmative vote to dissolve the GQFJPA shall not take effect until the start of the following fiscal year.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year first above written.

Stricken text in ~~red~~, proposed text in **highlighted italics**

**STATE OF NORTH CAROLINA
COUNTY OF ROWAN**

THIS AGREEMENT, made and entered into this the 9th day of June, 2020, by and between the Town of Faith, a North Carolina municipal corporation, (hereinafter referred to as "Faith"), party of the first part; and the Town of Granite Quarry, a North Carolina municipal corporation (hereinafter referred to as "Granite"), party of the second part;

WITNESSETH:

WHEREAS, the parties hereto believe it to be in their mutual best interests for the Granite Police Department to provide police services to Faith under the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of ten dollars in hand paid, receipt of which is hereby acknowledged, and other good and valuable consideration as set forth below, the parties agree as follows:

1. Faith hereby contracts with Granite for the services of the law enforcement officers of Granite. The officers shall be under the direction of the Granite Police Chief, but certain rules and guidelines will be determined by a committee consisting of the Mayors of Faith and Granite, an appointee of the Town Boards of each respective municipality, and the Granite Town Manager.
2. Faith hereby appoints and directs that the law enforcement officers of Granite are delegated and empowered with all of the law enforcement authority as set forth in North Carolina General Statutes Section 160A-285, to the same extent as if the same officers constituted the police force of the Town of Faith, including the Police Chief of Granite as Chief of Police of Faith.
3. Faith shall be responsible for sharing the operating costs of the Police Department of Granite with its expanded duties including the policing of Faith. Budgeting costs will be based either on the Towns' estimated population ratio at the time of the budgeting process each year, or by a flat rate as may be mutually agreed upon by both Towns' governing boards. Faith will make quarterly payments to Granite to share in the cost of operation the Police Department.
4. All funds not expended in Joint Police Authority budget shall be designated to the capital line item for vehicles to the following fiscal year.
5. Both parties agree to cooperate and execute any additional documents, including the adoption of ordinances to accomplish the intent of this Agreement. However, The Granite Quarry-Faith Joint Police Authority (GQFJPA) may be dissolved by majority vote of either town board, provided a quorum is present, and provided that notification of an intent to vote to dissolve has been submitted in writing to all board members of both town boards at least 45 days prior to the vote and the vote is held no less than 150 days prior to the close of the fiscal year. A majority affirmative vote to dissolve the GQFJPA shall not take effect until the start of the following fiscal year.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year first above written.

TOWN OF FAITH

By: _____ (SEAL)
Mayor

ATTEST:

Town Clerk

TOWN OF GRANITE QUARRY

By: _____ (SEAL)
Mayor

ATTEST:

Town Clerk

Agenda Item Summary

Regular Meeting

June 1, 2020

Agenda Item 7

Summary:

Rezoning has been requested for the parcels 352 083, 352 083, and 352 084.

Attachments:

- Rezoning Presentation by Town Planner

Action Requested:

Motion to approve the rezoning of parcels 352 082, 352 083, and 352 084 from RH and HI to LI.

Motion to adopt the Statement of Consistency.

“In voting to recommend the proposed rezoning of this property, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town’s Comprehensive Plan.”

Rezoning of Quarry Property

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
In case of tie:	
Mayor Bill Feather	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Rezoning Request

Parcels 352 082, 352 083, & 352 084

From RH/HI to LI

Balfour Quarry Rd

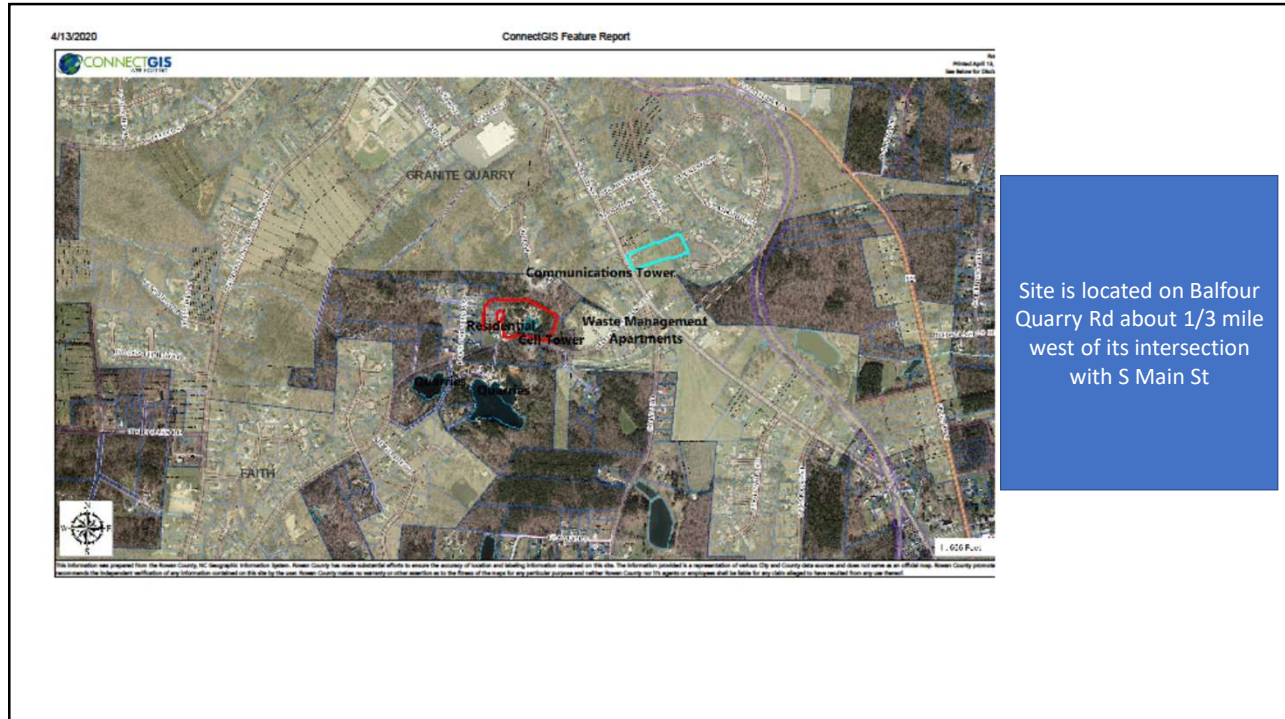
1

3.1.2 Purposes of Zoning

A. The following are some of the purposes for zoning:

- To be in accordance with and to achieve the objectives outlined in the comprehensive plan;
- To lessen congestion in the streets;
- To secure safety from fire, panic, and other dangers;
- To promote health and the general welfare;
- To provide adequate light and air;
- To prevent the overcrowding of land;
- To avoid undue concentration of population;
- To provide for each type of community development—more specifically, to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements;
- To utilize land uses in the community in such a way as to be beneficial on both an individual level and a community level;
- To promote, maintain, or restrain an appropriate intensity or density of development in each area at a level which can be satisfactorily serviced by such public facilities as the street, school, recreation, and utilities systems;
- To protect and stabilize property values; and
- To preserve the natural environment and beauty of the community.

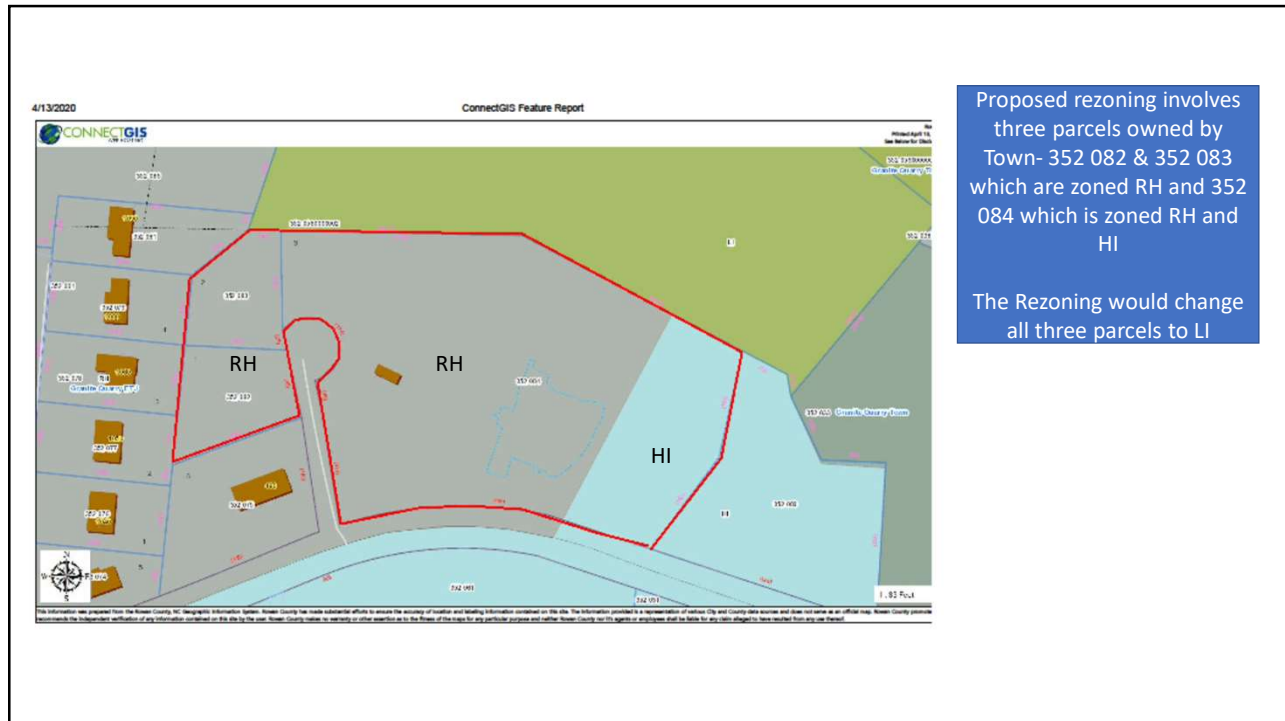
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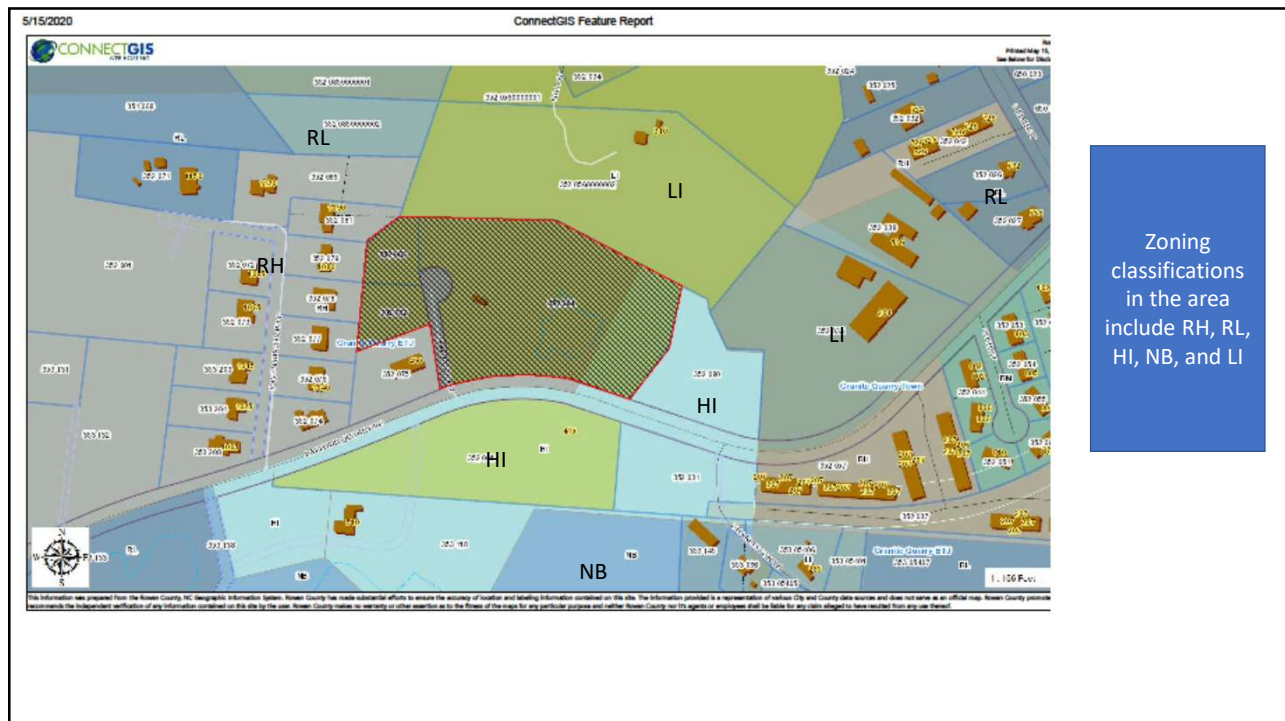
3



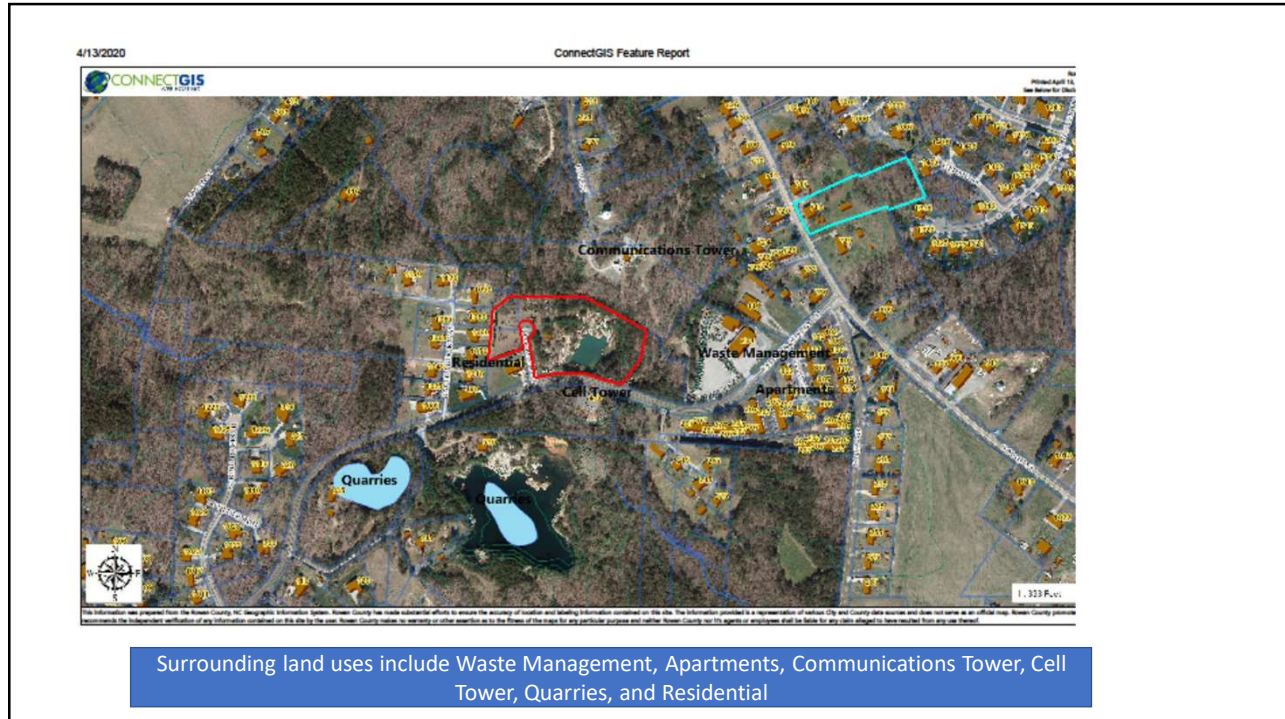
4



5



6



7

3.2.4 Residential High Density (RH) District
 The Residential High Density District is intended for the development of a higher density mixture of residential uses and their customary accessory uses.

3.2.10 Heavy Industrial (HI) District
 The Heavy Industrial District is established for certain industrial, manufacturing, or processing plants which are heavy in nature but will not be dangerous or detrimental to the health, safety, welfare, or general character of the area by reason of the emission of smoke, fumes, noise, odor, or dust.

3.2.9 Light Industrial (LI) District
 The Light Industrial District is established for certain non-offensive industrial, manufacturing, or processing plants. The type of industrial or manufacturing use would be light in nature and free from the undesirable aspects, which may be objectionable or offensive to residential areas.

8

HI zoning allows such things as adult establishments, circuses, solar farms, foundries, hazardous material storage, quarrying, and heavy manufacturing that are not allowed in LI zoning.

RH allows multi-family housing (apartments, condos, townhouses) that are not allowed in LI zoning.

LI zoning does allow multiple commercial and industrial uses (see Table 3.3 in the UDO for full list) that are low in impact and are meant to be acceptable to adjacent residential areas with required buffering in place.

9

Action Requested:

Vote to approve rezoning of property from RH and HI to LI.

If approved, adopt the following Statement of Consistency:

“In voting to recommend the proposed rezoning of this property, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town’s Comprehensive Plan.”

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Agenda Item Summary

Regular Meeting

June 1, 2020

Agenda Item 8

Summary:

Attached is a draft Nonprofit Funding Policy, and the Application form that staff would use (just for information and illustration).

Given the current situation with COVID-19 and the very conservative approach to budgeting the Town is taking on all other fronts:

If the Board chooses to adopt this policy for FY20-21, then it might want to consider postponing the program's enactment until the 2nd or 3rd quarter proposed review of Revenues against new / capital / major expenditures.

Action Requested:

Motion to adopt Resolution 2020-07 to Establish a Policy and Guidelines for funding of Non-Profit Organizations.

Non-Profit Policy

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against



RESOLUTION 2020-07

**A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
TO ESTABLISH A POLICY AND GUIDELINES FOR FUNDING OF NON-PROFIT ORGANIZATIONS**

WHEREAS, the Town of Granite Quarry Board of Aldermen desires to contribute to the efforts of organizations that enhance or supplement services provided by the Town; and

WHEREAS, the Town of Granite Quarry Board of Aldermen recognizes the need for a policy to provide guidelines to Board and staff in making decisions regarding funding requests by local non-profit organizations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry adopts the Funding of Non-Profit Organizations policy attached hereto.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE ___ DAY OF _____ 20__.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk



2020-07

FUNDING OF NON-PROFIT ORGANIZATIONS POLICY

Purpose

The purpose of this policy is to provide guidelines to Board and staff in making decisions regarding funding requests by local non-profit organizations. The Town of Granite Quarry wishes to contribute to the efforts of organizations that enhance or supplement services provided by the Town. However, the Town recognizes that it has limited revenue sources to use for such purpose, and that the expenditure or waiver of public funds should be properly accounted.

Eligibility

To be eligible to apply for funding from the Town of Granite Quarry, an organization must meet the following criteria:

1. The organization must be able to provide documentation that shows compliance with all applicable federal and state laws related to tax-exempt status.
2. The operations of the organization must benefit the residents of the Town of Granite Quarry by meeting one of the following quality of life standards.
 - A. Safety
 - B. Education
 - C. Transportation
 - D. Health
 - E. Cultural & Recreational Services
3. The organization is governed by a volunteer board of directors that serves without compensation.
4. The organization is subject to an independent audit or review annually.

Criteria

Requests for funding from non-profit organizations will be submitted to the Board of Aldermen for consideration. The criteria used to evaluate the requests may include, but are not limited to, the following criteria:

1. The number or percentage of Granite Quarry citizens served by the organization.
2. How well the services of the organization match the needs of Granite Quarry citizens.
3. What the impact on Town services would be if the non-profit could not provide its services to citizens.

Grant Funding

The total amount of funding available for award to all non-profit organizations shall not exceed \$1,000 for any fiscal year, with no more than \$250 awarded to any single non-profit organization.

Funds distributed by the Town of Granite Quarry may only be spent as indicated on the application submitted by the organization. Proof of expenditures may be requested as verification by the Town. In the event that funds are not used as indicated, the full amount of funding may be required to be returned to the Town.

In-Kind Grant Funding

In-kind grant funding shall be limited to the waiver of reservation, deposit and permit fees for special events open to and intended for the benefit of the general public. The applicant shall still be responsible for the amount of any damages to town-owned property.

Indemnification

Any organization receiving funding will hold the Town of Granite Quarry harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding or in-kind funding from the Town of Granite Quarry.

Applications

The Town Clerk shall be the Town's point of contact and administrator for accepting and processing Applications for Non-Profit Funding Grant. A copy of this policy shall be provided with any request for application.

In order for an application to be considered complete:

- All information requested on the application form must be completed.
- Applicant must provide a copy of the current Articles of Incorporation for the non-profit organization.

Completed applications must be submitted at least ten (10) days prior to the regularly scheduled Board meeting at which they are to be considered. Any incomplete or late requests will be returned to the applicant, or scheduled for the next regularly scheduled meeting, as applicable.

As provided in the Application (Attachment A), the Clerk shall:

1. Verify that the application is complete and note the date that the completed application is received.
2. Note the date and initial when she verifies with the Secretary of State online that the SOSID# submitted matches the applicant's organization, and that its status is "active".
3. List the date of the Board meeting at which the application is to be considered.
Following a decision by the Board, the Clerk shall:
4. Note the application's disposition by the Board, and the amount of funds / in-kind funds granted.
5. Retain a copy of the application and any attachments for town files, and issue notice of the approval, along with any potential funds, to the applicant within ten (10) days of approval.



APPLICATION FOR NONPROFIT GRANT

Name of organization: _____
 (as it is filed with the NC Department of the Secretary of State)

Secretary of State ID Number: _____

Attach a copy of the organization’s current Articles of Incorporation.

Agent Name: _____

Registered Office Address: _____

Agent Contact Number: _____

Agent Email: _____

What amount of grant funds / waiver of fees are you requesting? _____

Local governments are only authorized to expend public funds on items or efforts that enhance or supplement services lawfully provided by the Town. To what public purpose(s) will these funds be used? (attach any additional documentation necessary)

By signing below, I attest:

- That I have read and understand the Town of Granite Quarry’s “Policy Establishing Guidelines For Funding of Non-Profit Organizations”;
- That I am an authorized representative of a nonprofit organization properly registered with the State of North Carolina and eligible to receive these municipal funds;
- That all funds received will be used solely for the purpose(s) stated herein; and
- That proper accounting of the funds, as well as documentation showing compliance with all applicable federal and state laws related to tax-exempt status, will be kept and provided to the Town upon request.

 Name (type or print legibly)

 Signature

 Title

 Date submitted

For Staff Use Only

Date application received: _____
 SOSID verified? Y / N Active Status? Y / N Date confirmed: _____ Initials: _____
 BOA consideration date: _____ Approved? Y / N Amount: \$ _____

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	BoA Regular Mtg. 7:00pm					
7	8	9	10	11	12	13
	Chamber Business After Hours 5:00pm Planning Board 6:00pm		CCOG Executive Board Mtg. 6:00pm			
14	15	16	17	18	19	20
	P.E.R.C. 5:00pm ZBA 5:30pm	Revitalization 3:30pm		Chamber PIP Breakfast 7:30am		
21	22	23	24	25	26	27
			MPO TAC Mtg. 5:30pm			
28	29	30				

EVENTS