



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING
Tuesday, September 8, 2020
7:00 p.m.**

Call to Order Mayor Feather

Moment of Silence

Pledge of Allegiance Damian Stephens, Troop 379

1. Approval of Agenda

2. Approval of Consent Agenda

(Any items may be removed from the consent agenda as requested by the Board)

A. Approval of the Minutes

- 1) Regular Meeting Minutes August 3, 2020
- 2) Special Called Meeting Minutes August 12, 2020
- 3) Special Called Meeting Strategic Workshop Minutes August 20, 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. PERC Lake Park Wall Presentation Jim LaFevers

B. Eagle Scout Presentation Eagle Scout Candidate Damian Stephens

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

Old Business

6. Committee Updates

A. Parks and Recreation Aldermen Cress and Shelton

B. Revitalization Mayor Pro Tem Linker and Alderman Costantino

New Business

7. Public Hearing

A. Staff Presentation Verifiable Percentage Goal for Minority Businesses

B. Open Public Hearing Finance Officer Shelly Shockley

C. Public Comments

- D. Close Public Hearing**
- E. Board Discussion and Decision**

ACTION REQUESTED: Motion to approve Resolution 2020-11 to establish a verifiable percentage goal for participation by minority businesses and to adopt an outreach plan in the awarding of building construction contracts pursuant to GS 143-128.2 as presented.

8. CRF Expenditure Report

ACTION REQUESTED: Motion to approve the CRF Expenditure Report as submitted and attested to by the Town Manager.

9. Appointment Community Appearance Commission

There are currently three vacant seats on the Community Appearance Commission. An application was submitted by Scott Cline.

ACTION REQUESTED: Motion to appoint Scott Cline to the Community Appearance Commission.

10. Resolution 2020-12 Committee Appointment Policy

ACTION REQUESTED: Motion to approve Resolution 2020-12 to adopt a policy for Committee Membership Recruiting and Appointment as presented.

11. 2021 Board Meeting Dates Alderman Shelton

12. Proclamations Constitution Week, National Day of Service Remembrance

13. Board Comments

14. Mayor’s Notes Announcements and Date Reminders

A. Wednesday, September 9	6:00 p.m.	CCOG Executive Board Meeting
B. Monday, September 14	5:00 p.m.	Rowan Chamber Business After Hours (virtual)
C. Monday, September 14	5:00 p.m.	Parks, Events, and Recreation Committee
D. Monday, September 14	6:00 p.m.	Planning Board
E. Tuesday, September 15	3:30 p.m.	Revitalization Team
F. Thursday, September 17	7:30 a.m.	Rowan Chamber Power in Partnership Webinar
G. Monday, September 21	5:30 p.m.	Zoning Board of Adjustment
H. Wednesday, September 23	5:30 p.m.	Cabarrus-Rowan County MPO Meeting

15. Closed Session

ACTION REQUESTED: Motion to go into closed session pursuant to N.C. GS143-318.11(a)(5)(i) to instruct staff concerning the negotiation of the price and terms of a contract concerning the acquisition of real property.

ACTION REQUESTED: Motion to return to open session.

Adjourn

Agenda Item Summary

Regular Meeting
September 8, 2020
Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the September 8, 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
September 8, 2020
Agenda Item 2

Summary:

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

- A. Approval of the Minutes
 - 1) Regular Meeting Minutes August 3, 2020
 - 2) Special Called Meeting Minutes August 12, 2020
 - 3) Special Called Meeting Strategic Workshop Minutes August 20, 2020
- B. Departmental Reports
- C. 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, August 3, 2020
7:00 p.m.**

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

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

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

Moment of Silence: Mayor Feather opened the meeting with a moment of silence.

Pledge of Allegiance: The Pledge of Allegiance was led by Tucker Fisher, Troop 379.

1. Approval of the Agenda

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

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes July 6, 2020

B. Departmental Reports

C. Financial Reports

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

3. Citizen Comments - There were no citizen comments.

4. Guests and Presentations - There were no guest presentations.

5. Town Manager’s Update

Mr. Smith reviewed with the Board items from his report including the press release regarding the end of the recycling program and a tinting quote for the Police Department window. There was Board discussion regarding the need for the tinting, whether walling over the window would be a better option, and how it would affect the aesthetic of the building.

ACTION: Alderman Shelton made a motion to send the item back to the Town Manager for further research. Alderman Cress seconded the motion. The motion passed 4-0.

Old Business

6. Committee Updates

A. Parks and Recreation

Alderman Cress suggested the information regarding the cancellation of events be shared with the public. Alderman Shelton shared that PERC had postponed the fall events to a date unknown, possibly in the spring.

B. Revitalization

Mr. Smith shared that the Revitalization Team elected Brittany Barnhardt as the new Chairperson and asked to be placed on the Board of Aldermen’s Strategic Workshop agenda.

7. Resolution 2020-07

Non-Profit Organization Funding Policy

This item was amended from June’s discussion, and then continued from last month’s meeting. Mayor Feather read the proposed policy aloud.

ACTION: Alderman Costantino made a motion to approve Resolution 2020-07 for the adoption of the Non-Profit Organization Funding Policy as presented. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

8. Resolution 2020-09

Powell Bill Policy

A Resolution to adopt the Powell Bill / Street and Sidewalk Paving Policy.

ACTION: Alderman Shelton made a motion to approve Resolution 2020-09 for the adoption of the Powell Bill / Street and Sidewalk Paving Policy as presented. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

9. Resolution 2020-10

Easement Negotiation Policy

A Resolution to adopt the Easement Negotiation Policy.

ACTION: Mayor Pro Tem Linker made a motion to approve Resolution 2020-10 for the adoption of the Easement Negotiation Policy as presented. Alderman Costantino seconded the motion. The motion passed 4-0.

10. Personnel Policy

Longevity Bonus Policy

The Longevity Bonus Policy was presented in draft form at the July 2020 meeting. If approved, will be added to personnel policies scheduled for consultant review this fall.

ACTION: Alderman Costantino made a motion to approve the Longevity Bonus Policy for review as presented. Alderman Cress seconded the motion. The motion passed 4-0.

New Business

11. Boards and Committees

Appointments

A. Adjustment to Membership

Planning Board

In June two vacancies for Town Members opened on the Planning Board. Brenda Costantino currently serves as an Alternate Town Member. It is recommended that she be moved to one of the two vacant full Town Member seats.

ACTION: Mayor Pro Tem Linker made a motion to appoint Brenda Costantino to the vacant Planning Board full Town Member seat with an expiration of July 31, 2023. Alderman Cress seconded the motion. The motion passed 3-0, Alderman Costantino abstained.

B. Appointment of New Members

Planning Board

The Planning Board has two vacancies for Town Members. Applications have been submitted by Mike Brinkley, Joseph Hudson, and Jim King.

ACTION: Alderman Shelton made a motion to table the item until the next meeting. The motion failed because of the lack of a second.

ACTION: Alderman Cress made a motion to appoint Joe Hudson and Jim King to the Planning Board. Alderman Costantino seconded the motion. The motion passed 3-1 with Mayor Pro Tem Linker, Alderman Cress, and Alderman Costantino for and Alderman Shelton opposed.

C. Appointment of New Members

Community Appearance Committee

There are currently seven vacant seats on the Community Appearance Committee. Applications have been submitted by Kelly Cozart, Chelsea Franzese, Travis Barnhardt, and Tom Bost.

ACTION: Mayor Pro Tem Linker made a motion to appoint Kelly Cozart, Chelsea Franzese, Travis Barnhardt, and Tom Bost to the Community Appearance Committee. Alderman Costantino seconded the motion. The motion passed 4-0.

D. Appointment of New Members

Revitalization Team

There is currently one vacancy on the Revitalization Team. An application has been submitted by Donnie Pressley.

ACTION: Alderman Costantino made a motion to appoint Donnie Pressley to the vacant Revitalization Team seat with an expiration of July 31, 2021. Alderman Cress seconded the motion. The motion passed 4-0.

E. Appointment of New Members

Zoning Board of Adjustment

There are currently two Board of Aldermen members who wish to be replaced on the ZBA. An application has been submitted by Brittany Barnhardt.

Mayor Pro Tem Linker submitted his verbal resignation from the Zoning Board of Adjustment.

ACTION: Alderman Costantino made a motion to appoint Brittany Barnhardt to the Zoning Board of Adjustment seat with an expiration of July 31, 2022, replacing Mayor Pro Tem Linker. Alderman Cress seconded the motion. The motion passed 4-0.

12. Discussion

Municipal Coronavirus Relief Funds Plan

The Board discussed the source of the funds and asked the Manager to clarify whether the Town would spend the funds and then apply to be reimbursed. Mr. Smith confirmed that was correct. Chief Hord spoke about the need for the items listed.

ACTION: Mayor Pro Tem Linker made a motion to authorize the Manager to move forward with the application for Coronavirus Relief Funds. Alderman Costantino seconded the motion. The motion passed 4-0.

13. Discussion

CPO 2020-06 Town Hall Project

The Board discussed the presented options for sealcoating and landscaping for the Town Hall Project and the costs associated with each.

ACTION: Alderman Costantino made a motion to complete the 2020 Town Hall upgrades project with the amended scope of not sealcoating the parking areas and to discuss the bigger picture at the Strategic Workshop. Alderman Costantino seconded the motion. The motion passed 4-0.

14. Budget Amendment #1

Civic Park Stormwater System Repair

A Budget Amendment request to transfer funds from Fund Balance Appropriated (01-3991-99) to Parks Maint & Repair - Bldgs/Grounds (01-6130-24) for the Civic Park Stormwater Repair Project in an amount not to exceed \$26,000.

Alderman Shelton suggested moving the money from the Contingency Fund rather than the Fund Balance. There was Board discussion regarding materials, scope of the project, and cost. Mayor Feather suggested looking into concrete piping.

ACTION: Alderman Shelton made a motion to approve transfer of funds from Governing Body Board Contingency (01-4110-97) to Parks Maint & Repair - Bldgs/Grounds (01-6130-24) for the Civic Park Stormwater Repair Project using concrete piping in an amount not to exceed \$32,000. Alderman Costantino seconded the motion. The motion passed 4-0.

15. Set Agenda

Strategic Workshop

Mayor Feather asked Board members to submit agenda items to the Manager so that he could send the list back out to the Board at least five days in advance. There was consensus that each Board member would submit up to three items. Mayor Feather said he, Mayor Pro Tem Linker, and Mr. Smith would sit down to discuss the agenda. The Board heard from ZBA Chairwoman Brittany Barnhardt about the ZBA's desire to be added to the agenda to discuss future goals.

16. Notice of Lien

315 N. Oak Street

Mr. Smith shared the history of the Town's code enforcement interactions with the property.

ACTION: Mayor Pro Tem Linker made a motion to approve the Notice of Lien for 315 N. Oak Street. Alderman Cress seconded the motion. The motion passed 4-0.

There was discussion regarding options for future code enforcement issues. The Board discussed adding code enforcement to the Strategic Workshop agenda.

17. Board Comments - There were no Board comments.

18. Mayor's Notes

- A. Monday, August 10 5:00 p.m.
- B. Monday, August 10 6:00 p.m.
- C. Tuesday, August 11 3:30 p.m.
- D. Wednesday, August 12 TBD
- E. Monday, August 17 5:00 p.m.
- F. Monday, August 17 5:30 p.m.
- G. Thursday, August 20 4:00 p.m.
- H. Wednesday, August 26 5:30 p.m.

Announcements and Date Reminders

- Rowan Chamber Business After Hours
- Planning Board
- Revitalization Team
- CCOG Delegate & Member Appreciation Event
- Parks, Events, and Recreation Committee
- Zoning Board of Adjustment
- Board of Aldermen Strategic Workshop
- Cabarrus-Rowan County MPO Meeting

19. Closed Session

ACTION: Mayor Pro Tem Linker made a motion to go into closed session pursuant to the provisions of NC General Statute 143-318.11 to discuss personnel performance review. Alderman Costantino seconded the motion. The motion passed 4-0.

ACTION: Alderman Cress made a motion to return to open session. Alderman Costantino seconded the motion. The motion passed 4-0.

There was no action was taken in closed session.

Adjourn

ACTION: Alderman Costantino made a motion to adjourn.

The meeting ended at 9:30 p.m.

Respectfully Submitted,

Aubrey Smith
Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING
Wednesday, August 12, 2020
4:00 p.m.**

Present: Mayor Bill Feather, Mayor Pro Tem John Linker (*via telephone*), Alderman Kim Cress, Alderman Jim Costantino, Alderman Doug Shelton

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Fire Chief/ Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Town Planner Steve Blount

Call to Order: Mayor Feather called the meeting to order at 3:58 p.m.

1. Approval of the Agenda

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

2. Budget Amendment #1 Civic Park Stormwater Project

During the Regular meeting August 3, 2020, a motion was made to approve transfer of funds for the Civic Park Stormwater Repair Project using concrete piping in an amount not to exceed \$32,000. The quote for the project using the concrete piping was over the allotted amount. The Board discussed using the HDPE plastic pipe that was originally recommended instead.

ACTION: Alderman Cress made a motion to use 36" thick wall DOT-approved plastic pipe for the repair. Alderman Costantino seconded the motion. The motion passed 4-0.

Discussion included clarification of the location of the repair.

Adjourn

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

The meeting ended at 4:05p.m.

Respectfully Submitted,

Aubrey Smith
Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING
STRATEGIC WORKSHOP
Wednesday, August 20, 2020
4:00 p.m.**

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

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Chip Short

Guests: Revitalization Team Chair Brittany Barnhardt, Revitalization Team Member Rob Miller

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

1. Approval of the Agenda

ACTION: Alderman Shelton made a motion to approve the agenda with the Revitalization Team Goals moved to the first item. Alderman Costantino seconded the motion. The motion passed 4-0.

2. Discussion

Revitalization Team's Goals

Chairwoman Barnhardt and Mr. Miller discussed the Revitalization Team's priority goals. The goals included the following:

A. Façade grant

There was discussion regarding issues that existed when the project was first proposed years ago. Mr. Miller stated the Team hoped to capitalize on Mr. Smith's knowledge of working with the Main Street Program.

B. Town's Branding, Marketing, Social Media, and Website

The Team requested approval to purchase a ribbon-cutting set. Mayor Feather recommended checking with the Chamber of Commerce first.

C. Town Square

Alderman Shelton suggested exploring grants, gifts, and other funding sources in addition to taxpayer funds.

D. Town Hall

Alderman Shelton encouraged the Revitalization Team to bring the projects requiring Board action to the next Budget Retreat. Alderman Costantino requested they bring the numbers for each project at that time.

3. Coronavirus Relief Funds Interlocal Agreement

Mayor Feather called the Board's attention to the Interlocal Agreement included in their handouts. He pointed out there were some updates from the original draft the Board received by email earlier in the week.

ACTION: Mayor Pro Tem Linker made a motion to approve the revised interlocal agreement for Coronavirus Relief Funds. Alderman Cress seconded the motion. The motion passed 4-0.

Alderman Shelton questioned the paragraph referencing liability, specifically related to the lack of clear guidance on how the funds could be used. Town Attorney Chip Short addressed the liability and clarified that although the specific statement was broad, it was referring to a knowing violation and not an unknowing violation. If some of the spending was disallowed in the future the Town would need to pay it back, but the Board members would not be personally liable.

Alderman Costantino questioned the safety net for the Town. Mr. Smith replied that when he signs the CRF plan he is attesting that he is taking responsibility for everything that he put on the report. He is only adding items he feels comfortable justifying. Mr. Smith stated that he would submit the CRF plan that he handed out to the Board unless there were any objections.

Mr. Short left the meeting at 4:23 p.m.

4. Discussion Strategic Goals

The Board discussed first putting together a "wish list" for long-term goals and then holding future meetings to discuss the priorities in greater detail.

A. Infrastructure

1) Growth / Strategic Development Planning

- a. Sewer
- b. Water
- c. Streets

2) Zoning Plan

- a. Corridors

3) Stormwater

B. Space Needs Assessment

1) Facility Needs

- a. Maintenance Equipment Storage
- b. PD

2) Equipment Storage

C. Parks and Recreation Master Plan

Pulled from goal list. Staff will make a recommendation to the Board.

D. 5 Year Revenue Projections (to drive planning)

E. Town Hall

F. Code Enforcement

Mr. Smith asked if the Board would be opposed to staff bringing a recommendation for the Parks and Recreation Master Plan process.

After discussion, Mayor Feather asked if there was Board consensus to leave the Parks and Recreation Master Plan in the hands of Town staff and talk about infrastructure, growth, and strategic planning at the next meeting. There were no objections from the Board.

Adjourn

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

The meeting ended at 5:17 p.m.

Respectfully Submitted,

Aubrey Smith
Town Clerk



Planning Department Monthly Report August 2020

ZONING PERMITS

33 issued (24 for Village at Granite)

Date	Address	Permit	Status
7/27/2020	426 Coley Rd	Residential	Approved
7/31/2020	202 N Cleo	Residential	Approved
8/5/2020	1024 Timber Run Dr	Residential	Approved
8/10/2020	1525 Dunns Mtn Rd	Residential	Approved
8/10/2020	401 Elm St	Residential	Approved
8/19/2020	1210 Standing Oak Dr	Residential	Approved
8/19/2020	1220 Standing Oak Dr	Residential	Approved
8/19/2020	1240 Standing Oak Dr	Residential	Approved
8/19/2020	1250 Standing Oak Dr	Residential	Approved
8/19/2020	1320 Standing Oak Dr	Residential	Approved
8/19/2020	1330 Standing Oak Dr	Residential	Approved
8/19/2020	1340 Standing Oak Dr	Residential	Approved
8/19/2020	1350 Standing Oak Dr	Residential	Approved
8/19/2020	1345 Standing Oak Dr	Residential	Approved
8/19/2020	1335 Standing Oak Dr	Residential	Approved
8/19/2020	1325 Standing Oak Dr	Residential	Approved
8/19/2020	1305 Standing Oak Dr	Residential	Approved
8/19/2020	1245 Standing Oak Dr	Residential	Approved
8/19/2020	1235 Standing Oak Dr	Residential	Approved
8/19/2020	1225 Standing Oak Dr	Residential	Approved
8/19/2020	1215 Standing Oak Dr	Residential	Approved
8/19/2020	1205 Standing Oak Dr	Residential	Approved
8/19/2020	1055 Standing Oak Dr	Residential	Approved
8/19/2020	1045 Standing Oak Dr	Residential	Approved
8/19/2020	1035 Standing Oak Dr	Residential	Approved
8/19/2020	375 Waterstone Dr	Residential	Approved
8/19/2020	120 Ramses Rock Run	Residential	Approved
8/19/2020	130 Ramses Rock Run	Residential	Approved
8/19/2020	125 Ramses Rock Run	Residential	Approved
8/21/2020	2695 Faith Rd	Residential	Approved
8/21/2020	210 Bradford Dr	Residential	Approved

August New Code Violations
(7 prior violations resolved; 9 new violations cited)

Date	Address	Issue	Status
7/28/2020	211 N Oak St	High grass	
7/28/2020	1513 St Pauls Ch Rd	Storage container in front yard	1st notice letter sent
7/31/2020	303 S Oak St	House demolition	complete
8/5/2020	106 E Church St	High vegetation	sent email 1st notification
8/5/2020	1513 St Pauls Ch Rd	Storage container in front yard	Resolved by relocating container to rear yard
8/6/2020	421 E Lyerly St	Couch at curb	Resolved
8/6/2020	403 N Salisbury Ave	TV at curb	Resolved
8/12/2020	Oak and Peeler	High grass	2nd notice
6/14/2020	616 E Campbell	High grass	1st notice sent; owner responded
6/17/2020	0 Campbell St	High grass	1st notice sent
8/26/2020	206 Wall St	High grass	1st notice issued
8/26/2020	208 N Kayla Dr	Refrigerator on porch	1st notice issued

August Planning and Zoning Inquiries

Date	Location	Issue
7/27/2020	Faith Rd	questioning what permits needed for new building
7/28/2020	Hwy 52	enquiry about possible residential subdivision
7/28/2020	Balfour Quarry Rd	discussed possible uses of quarry property
7/28/2020	N Main St	answered questions concerning mailbox location
7/30/2020	Hwy 52	discussed upgrade to existing mobile home park with potential buyer
7/31/2020	Coley Rd	discussed addressing issue with potential buyer
8/5/2020	316 S Main St	discussed handicapped parking spaces and trash receptacles
8/5/2020	3000 Faith Rd	road drainage problem
8/5/2020	316 S Main St	sent sign ordinance to designer
8/5/2020	6195 US Hwy 52	discussed design guidelines with engineer
8/5/2020	Coley Rd	discussed road naming process with potential buyer
8/10/2020	Cleo St	question about zoning permit process
8/17/2020	Hwy 52	helped resolve property line issue at mobile home park
8/19/2020	Hwy 52	discussed CUP process
8/19/2020	S Main St	requested HOA bylaws on townhome project
8/24/2020	Hwy 52	began processing CUP application for Sept. ZBA meeting
8/26/2020	Hwy 52	provided information on engineering drawings for DG

Miscellaneous

- Sent out letter to property owners concerning Downtown LI rezoning project
- Resolved curb cut issue at Harwood Signs addition
- Caught up code enforcement and property filing system
- Discussed possible revision of commercial area at Village at Granite to multi-family
- Planning Board meeting, approved Dollar General site plan
- ZBA meeting, training session



Granite Quarry-Faith Joint Police Authority

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



Police Department Report

August 2020

- Call volume report for the month of August 2020:

- Date of Report: 08/31/2020

- Total calls for service/activities – 271
- Calls for service/activities Granite Quarry: 226
- Calls for service/activities Faith: 51
- Incident Reports - 10
- Arrest Reports - 4
- Crash Reports - 8
- Traffic Citations - 19

- 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-	53,500
224-	End-	67,923
225-	End-	57,901
226-	End-	38,070
227-	End-	57,020
228-	End-	29,132
229-	End-	43,058
230-	End-	21,441
231-	End-	980

- Other Information:

- Average response time for August CFS is 3.90 minutes.
- Drug Collection Box. July 2020: 15.12 pounds collected.
- July CID Report. 4 Cases assigned; 7 Cases cleared; 26 follow-ups conducted; 87 open assigned cases.
- Officers completed 6 hours of in-service or continuing education training in July.

- The Department is currently short 2 full time officers. We are aggressively trying to recruit qualified officers for employment.
- We have extended a conditional offer of employment to a candidate. Currently we are waiting for his response.
- On August the 31st the Department received a notification from The Office of Community Oriented Policing concerning our 2020 COPS Hiring Program Application. Due to the large number of applicants this year and high demand for funding, our agency was not selected to receive the 2020 COPS grant. According to the information provided, only an estimated 55% of the submitted grant applications were funded.

GQPD**Number of Events by Nature**

CFS August 2020

Nature	# Events
103A2 FOUND PROPERTY	1
104C2 COMMERCIAL BURG (INTRUSI	4
104C3 RESIDENTAL BURG (INTRUSI	3
104D2 COMMERCIAL HOLD UP ALARM	1
104O2 ALARM TEST CALL	2
105D2 ANIMAL-DANGEROUS	1
106B3 PAST SEXUAL ASLT-CHILD	1
110B2 PAST RESIDENTIAL B&E	1
110D2 RESIDENTIAL B&E	2
111D2 MISCHIEF-DAMAGE TO PROP	1
113B2 OTHER NOISE COMPLAINT	1
113D2 DISTURBANCE / VERBAL	7
114D2 VERBAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	3
116D1 DRUGS (USE-POSSESSION)	1
116D2 DRUGS (SALE)	1
116O2 DRUGS - INFORMATION	1
118B2 FRAUD-PAST FORGERY	4
119B3 HARASS - PAST THREAT	1
119D3 THREAT	1
123B2 RUNAWAY	1
123D1 MISSING PERSON (AT RISK)	1
125B1 CHECK WELFARE - ROUTINE	3
125B2 LOCKOUT - ROUTINE	2
125D2 LOCKOUT - URGENT	1
127D1 SUICIDE ATTEMPT	2
129C1 SUSPICIOUS PERSON	7
129C2 WANTED PERSON	1
129C3 SUSPICIOUS VEHICLE	9

Nature	# Events
130B1 LARCENY (ALREADY OCC)	3
130C1 THEFT JUST OCCURED	4
131B1 TRAFFIC ACCIDENT - PD	1
132C1 SEVERE TRAFFIC VIOLATION	1
133D1 TRESPASSING	6
134D1 UNKNOWN	1
135C1 SHOTS FIRED (HEARD)	2
135D1 ARMED SUBJECT	1
23E1A OPIOID OVERDOSE (ACC)	1
77B1 TRAFFIC ACC - INJURY	1
77D4 TRAFFIC ACC - PIN IN	1
911 HANG UP	18
ASSIST FIRE DEPT	2
ASSIST MOTORIST	2
BURGLARY ALARM	5
BUSINESS OR HOUSE CHECK	19
COMMUNITY PROGRAM	4
CV19 ORDINANCE VIOLATION	1
DELIVER MESSAGE	8
DOMESTIC PROPERTY PICKUP	1
ESCORT FUNERAL OR OTHER	2
FOLLOWUP	27
GENERAL INFORMATION	9
HOLD UP ALARM	2
LAW CALL	1
MISDIAL	4
PARK CHECK	16
SCHOOL SECURITY CHECK	12
SUBPOENA SERVICE	11
TRAFFIC CHECK	4
TRAFFIC CONTROL	6
TRAFFIC STOP	45

Nature	# Events
VEHICLE ACCIDENT PROP DAMAGE	5
WARRANT SERVICE	10
Total	301



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report Aug/2020 Chief Hord

Emergency Calls for Service August 2020

18 calls in district (elevated due to Millers Ferry Accident and Backfill)

- 10 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 2 - Fire Alarm
- 1 - Structure Fire (fire out upon arrival)
- 1 - Move up
- 2 - Motor Vehicle Accidents
- 1 - Haz-Mat (Co Alarm Activation)
- 1 - Service assignment/Traffic control

17 calls to Salisbury

- 5 - Alarm/Structure, EMS - canceled en-route
- 4 - EMS - manpower
- 2 - Motor Vehicle Accidents – manpower & equipment
- 6 - Alarm/Structure –manpower

6 calls to Rockwell Rural

- 0 - Alarm/Structure, EMS - canceled en-route
- 6 - Alarm/Structure, EMS - manpower

5 Calls to Union

- 2 - Alarm/Structure - canceled en-route
- 3 - Alarm/Structure, EMS - manpower

2 Calls to Faith

- 1 - EMS - canceled en-route
- 1 - EMS - manpower

0 Calls to South Salisbury

2 Call to Bostian Heights

- 1 - Alarm/Structure - staged & released
- 1 - Alarm/Structure – canceled en-route

4 Calls to Rockwell City

- 3 - Alarm/Structure – canceled en-route
- 1 - Alarm/Structure - manpower

1 Call to East Spencer

- 1 - Alarm/Structure – manpower

TOTAL – 55

ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development and updates, hose and hydrant maintenance, water points, emergency response, public education, inspections, and the assistance to other divisions within the Town
- 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. – **9 seats installed/checked.**
- Prep, assist moving furniture/equipment, cleaning due to ongoing construction/renovations
- Staff began work to prepare department for ISO inspection scheduled for November

EQUIPMENT

- Annual SCBA FIT test completed
- Annual maintenance on apparatus completed
- **New AMKUS E-draulic extrication tools arrived and placed in service**



August Work 2020 Maintenance Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Quarry property – permitted as small waste facility
- Closed down Rowan Street limb site with NCDEQ
- Town hall electrical finished
- Playgrounds remain closed
- Cut back right of ways with Bobcat mower
- Swept curb and gutter streets
- Removed large stump in nature trail
- Striped lot at town hall maintenance side
- New tires and PM on leaf vac
- Town resurfacing project completed
- Patched town hall parking areas
- Storm drain repaired at Civic Park- awaiting seeding
- FEMA project for Lake in final approval phase

2007 Ford Truck	Mileage – 58,632	+328 miles
1995 Ford Dump Truck	Mileage – 38,065	+55 miles
2009 Ford Truck	Mileage – 71,321	+1,223 miles
2019 Ford Truck F350	Mileage – 5,395	+573 miles



Finance Department

Breakdown of Departments:
As of July 31, 2020

Department	Budgeted	YTD	
Revenues:	<u>2,674,969</u>	<u>140,045</u>	<u>5%</u>
Total Revenues:	\$ 2,674,969	\$ 140,045	5%
Expenses:			
Governing Body	129,566	11,833	9%
Administration	524,508	44,341	8%
Maintenance	516,671	32,405	6%
Parks & Recreation	45,000	9,002	20%
Police Dept.	687,635	83,265	12%
Fire Department	519,172	101,605	20%
Sanitation	135,693	9,737	7%
Streets	116,724	775	1%
Total Expenses	\$ 2,674,969	\$ 292,962	11%
Expense to Revenue:			209%

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

Revenues:				
Disp Acct	Budget	YTD	Variance	Prct
01-3100-12 Taxes - Budget Year	932,604	2,841	(929,763)	0%
01-3100-17 Tax Penalties & Interest	2,000	(4)	(2,004)	0%
01-3101-12 Taxes - Prior Years	4,000	12	(3,988)	0%
01-3102-12 Vehicle Tax	100,000	8,700	(91,300)	9%
01-3230-31 Local Option Sales Tax	719,146	59,649	(659,497)	8%
01-3231-31 Solid Waste Disposal Tax	2,186	-	(2,186)	0%
01-3261-31 Cable Franchise Tax	5,800	-	(5,800)	0%
01-3300-36 Grants	243,075	-	(243,075)	0%
01-3316-32 Powell Pave & Patch Funds	82,724	-	(82,724)	0%
01-3322-31 Beer & Wine - State	13,430	-	(13,430)	0%
01-3324-31 Utilities Franchise Tax	144,484	-	(144,484)	0%
01-3330-84 County First Responders	4,020	335	(3,685)	8%
01-3340-41 Permits	3,000	1,450	(1,550)	48%
01-3346-40 Abatements	200	-	(200)	0%
01-3413-89 Miscellaneous Revenue	1,000	77	(923)	8%
01-3431-41 Police Authority Revenue_Faith	136,000	-	(136,000)	0%
01-3431-45 Police Report Revenue	100	50	(50)	50%
01-3431-89 Police Miscellaneous	800	657	(143)	82%
01-3471-51 Solid Waste/Recycling Collection - Salisbu	138,500	1,018	(137,482)	1%
01-3491-41 Subdivision & Zoning Fees	2,500	500	(2,000)	20%
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%
01-3831-89 Interest on Investments *	10,000	1,435	(8,565)	14%
01-3834-41 Park Shelter Rentals (Maint)	2,000	(25)	(2,025)	-1%
01-3835-81 Surplus items Sold	3,500	185	(3,315)	5%
01-3836-82 Sale of Land	63,650	63,166	(484)	99%
01-3837-31 ABC Net Revenue-Co.	10,250	-	(10,250)	0%
	2,674,969	140,045	(2,534,924)	5%

***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/Aldermen Salary	12,575	-	12,575	0%
01-4110-08 Board Expense	250	-	250	0%
01-4110-09 FICA Expense	962	-	261	0%
01-4110-14 Insurance - Workers Comp	60	40	20	67%
01-4110-18 Professional Services	16,586	-	16,586	0%
01-4110-26 Office Expense	400	20	380	5%
01-4110-31 Training & Schools	100	-	100	0%
01-4110-40 Dues & Subscriptions	12,075	10,309	1,766	85%
01-4110-45 Insurance & Bonds	1,600	1,464	136	92%
01-4110-61 Grants - Nonprofit Grant Program	100	-	100	0%
01-4110-97 Board Contingency	84,858	-	84,858	0%
	129,566	11,833	117,032	9%

Administration:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries - Regular	220,000	21,202	198,798	10%
01-4120-02 Salaries - Part-Time	35,000	4,320	30,680	12%
01-4120-07 401K Expense	11,000	1,060	9,940	10%
01-4120-09 FICA Expense	19,508	1,901	17,607	10%
01-4120-10 Retirement Expense	22,330	2,142	20,188	10%
01-4120-11 Group Insurance	34,000	226	33,774	1%
01-4120-14 Insurance - Workers Comp	615	428	187	70%
01-4120-17 Insurance – HRA/Admin Cost	5,450	100	5,350	2%
01-4120-18 Professional Services	42,645	3,326	39,319	8%
01-4120-22 Banquet Expense	1,700	-	1,700	0%
01-4120-26 Office Expense	11,000	306	10,694	3%
01-4120-29 Supplies & Equipment	200	-	200	0%
01-4120-31 Training & Schools	7,000	1,762	5,238	25%
01-4120-32 Telephone/Communications	3,500	186	3,314	5%
01-4120-33 Utilities	4,500	337	4,163	7%
01-4120-34 Printing	5,000	546	4,454	11%
01-4120-35 Maint & Repair - Equipment	500	-	500	0%
01-4120-37 Advertising	3,500	133	3,367	4%
01-4120-40 Dues & Subscriptions	3,500	1,123	2,377	32%
01-4120-44 Contracted Services	13,750	1,085	12,665	8%
01-4120-45 Insurance & Bonds	4,100	3,831	269	93%
01-4120-61 Grants - Grant Related Expenditures	3,500	-	3,500	0%
01-4120-68 Tax Collection	18,000	-	18,000	0%
01-4120-71 Water Line - Principal	50,000	-	50,000	0%
01-4120-72 Water Line - Interest	4,210	327	3,883	8%
	524,508	44,341	480,167	8%

Maintenance:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4190-00 Salaries - Regular	110,000	11,953	98,047	11%
01-4190-02 Salaries - Part-Time	35,500	5,329	30,171	15%
01-4190-07 401K Expense	5,500	598	4,902	11%
01-4190-09 FICA Expense	11,131	1,322	9,809	12%
01-4190-10 Retirement Expense	11,165	1,220	9,945	11%
01-4190-11 Group Insurance	22,000	268	21,732	1%
01-4190-14 Insurance - Workers Comp	7,500	5,247	2,253	70%
01-4190-20 Motor Fuel	7,000	493	6,507	7%
01-4190-21 Uniforms & Janitorial Supplies	4,500	-	4,500	0%
01-4190-24 Maint & Repair - Bldgs/Grounds	10,000	103	9,897	1%
01-4190-25 Maint & Repair - Vehicles	2,000	577	1,423	29%
01-4190-26 Office Expense	25	-	25	0%
01-4190-29 Supplies & Equipment	7,500	929	6,571	12%
01-4190-31 Training & Schools	250	-	250	0%
01-4190-32 Telephone/Communications	775	107	668	14%
01-4190-33 Utilities	3,100	240	2,860	8%
01-4190-34 Printing	50	3	47	6%
01-4190-35 Maint & Repairs - Equipment	10,000	816	9,184	8%
01-4190-44 Contracted Services	22,000	277	21,723	1%
01-4190-45 Insurance & Bonds	3,600	2,923	677	81%
01-4190-96 Interfund Transfer	243,075	-	243,075	0%
	\$516,671	\$32,405	\$484,266	6%

Parks & Rec:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-6130-21 Uniforms & Janitorial Supplies	2,000	-	2,000	0%
01-6130-24 Maint & Repair - Bldgs/Grounds	15,000	7,653	7,347	51%
01-6130-29 Supplies & Equipment	4,000	326	3,674	8%
01-6130-33 Utilities	16,000	1,023	14,977	6%
01-6130-44 Contracted Services	3,000	-	3,000	0%
01-6130-62 Committees - PERC	5,000	-	5,000	0%
	\$45,000	\$9,002	\$35,998	20%

Police Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries - Regular	394,000	39,273	354,727	10%
01-4310-02 Salaries - Part-Time	15,000	2,040	12,960	14%
01-4310-07 401K Expense	19,700	1,964	17,736	10%
01-4310-09 FICA Expense	31,289	3,132	28,157	10%
01-4310-10 Retirement Expense	42,946	4,273	38,673	10%
01-4310-11 Group Insurance	76,000	2,010	73,990	3%
01-4310-14 Insurance - Workers Comp	13,500	8,579	4,921	64%
01-4310-20 Motor Fuel	19,000	1,113	17,887	6%
01-4310-21 Uniforms & Janitorial Supplies	3,000	-	3,000	0%
01-4310-25 Maint & Repair - Vehicles	6,000	252	5,748	4%
01-4310-26 Office Expense	1,500	29	1,471	2%
01-4310-29 Supplies & Equipment	8,000	84	7,916	1%
01-4310-31 Training & Schools	3,000	378	2,622	13%
01-4310-32 Telephone/Communications	8,000	557	7,443	7%
01-4310-33 Utilities	3,000	120	2,880	4%
01-4310-34 Printing	1,000	80	920	8%
01-4310-35 Maint & Repair - Equipment	2,000	-	2,000	0%
01-4310-40 Dues & Subscriptions	3,650	165	3,486	5%
01-4310-44 Contracted Services	23,250	6,416	16,834	28%
01-4310-45 Insurance & Bonds	13,800	12,800	1,000	93%
	687,635	83,265	604,370	12%

Fire Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	113,900	16,333	97,567	14%
01-4340-02 Salaries - Part-Time	185,000	19,331	165,669	10%
01-4340-07 401K Expense	5,695	905	4,790	16%
01-4340-09 FICA Expense	22,866	2,642	20,224	12%
01-4340-10 Retirement Expense	11,561	1,836	9,725	16%
01-4340-11 Group Insurance	25,500	192	25,308	1%
01-4340-14 Insurance - Workers Comp	14,000	9,789	4,211	70%
01-4340-20 Motor Fuel	5,000	288	4,712	6%
01-4340-21 Uniforms & Janitorial Supplies	3,000	-	3,000	0%
01-4340-25 Maint & Repair - Vehicles	6,000	5,469	531	91%
01-4340-26 Office Expense	250	-	250	0%
01-4340-29 Supplies & Equipment	20,000	3,176	16,824	16%
01-4340-31 Training & Schools	2,000	-	2,000	0%
01-4340-32 Telephone/Communications	3,800	307	3,493	8%
01-4340-33 Utilities	5,700	447	5,253	8%
01-4340-34 Printing	400	77	323	19%
01-4340-35 Maint & Repair - Equipment	3,000	120	2,880	4%
01-4340-40 Dues & Subscriptions	3,000	-	3,000	0%
01-4340-44 Contracted Services	10,000	1,174	8,826	12%
01-4340-45 Insurance & Bonds	8,000	7,227	773	90%
01-4340-54 Cap Outlay - Vehicles	38,000	-	38,000	0%
01-4340-55 Cap Outlay - Equipment	32,500	32,292	208	99%
	519,172	101,605	417,567	20%

Sanitation:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-64 Recycling	10,125	-	10,125	0%
01-4710-65 Garbage Services	125,568	9,737	115,831	8%
	135,693	9,737	125,956	7%

Streets:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4510-18 Professional Services	500	750	(250)	150%
01-4510-29 Supplies & Equipment	2,000	-	2,000	0%
01-4510-35 Maint & Repair	5,000	-	5,000	0%
01-4510-71 Debt Service - Principal	50,000	-	50,000	0%
01-4510-72 Debt Services - Interest	10,233	-	10,233	0%
01-4510-99 Unappropriated Fund Balance	14,991	-	14,991	0%
01-4511-33 Utilities - Street Lights	34,000	25	33,975	0%
	116,724	775	115,949	1%

**Interest on Investments by Month
FY 2020-2021**

Acct#	July 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Interest YTD	Balance
Certificates of Deposits:														
XX7779	417												417.03	250,000.00
XX7809	355												355.16	250,000.95
XX7151	355												354.76	250,284.54
XX0261	287												286.57	251,385.06
	1,414	-	-	-	-	-	-	-	-	-	-	-	\$ 1,413.52	\$ 1,001,670.55
Money Market Accounts:														
XX9011	61												60.91	337,787.05
XX1186	8												8.45	62,500.50
	69	-	-	-	-	-	-	-	-	-	-	-	69.36	400,287.55
NC Capital Management Trust:														
XX4319	21	-	-	-	-	-	-	-	-	-	-	-	\$ 21.28	\$ 350,916.01
	21	-	-	-	-	-	-	-	-	-	-	-	21.28	350,916.01

Total Interest YTD:	\$	1,504.16
Total Invested Balance:	\$	1,752,874.11
Cash on Hand *	\$	316,436.63

*(As of Bank Statement on 7/31/2020)

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2020-05
Granite Industrial Park Sewer Line Extension
Inception 3/2/2020

<u>REVENUES</u>	Project Authorization	Total To Date	20/21 Projected
05-3714-36 Rural Economic Development Grant	\$ 208,350	\$ 16,121	\$ 192,230
05-3714-37 Rowan County Match	34,725	-	34,725
<i>Total Revenues</i>	243,075	16,121	226,955
<u>OTHER FINANCING SOURCES</u>			
05-3981-96 Transfer from General Fund (GQ Match)	34,725	34,725	-
<i>Total Other Financing Sources</i>	34,725	34,725	-
TOTAL REVENUES AND OTHER FINANCING SOURCES	277,800	50,846	226,955

<u>EXPENDITURES</u>			
PROFESSIONAL SERVICES			
05-7140-18 Engineer or Architect Fees	66,660	21,718	44,942
05-7140-18 Legal Fees		7,556	
05-7140-49 Administrative Costs	20,000	10,000	10,000
<i>Total Personnel</i>	86,660	39,274	54,942
05-7140-58 CAP OUTLAY - BLDG, STRUCT, OTHER	191,140	200	190,940
<i>Total Capital Outlay</i>	191,140	200	190,940
TOTAL EXPENDITURES	277,800	39,474	245,882

REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ 11,372	\$ (18,928)
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Fund Balance:

Beginning of year, July 1	\$ -	\$ 34,725	\$ 11,372
End of year, June 30	\$ 34,725	\$ 11,372	\$ -

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2020-06
Town Hall Upgrades Project
Inception 3/2/2020
Amended 5/4/20

	Project Authorization 5/4/20	Total To Date	20/21 Projected
<u>REVENUES</u>			
<u>OTHER FINANCING SOURCES</u>			
03-3981-96 Transfer from General Fund	403,803	358,622	45,181
TOTAL FINANCING SOURCES	\$ 403,803	\$ 358,622	\$ 45,181

<u>EXPENDITURES</u>			
03-4260-18 Professional Services - Eng or Arch Fees	\$ 25,650	\$ 25,050	\$ 600
Architect Fees	24,900	24,900	-
Construction Docs Printing	600	-	600
Hazardous Material Survey	150	150	-
Contingency	-	-	-
03-4260-58 Cap Outlay - Construction Costs	\$ 378,153	\$ 333,572	\$ 44,581
Building Construction Costs	352,555	333,572	\$ 18,983
Parking Areas Patch & Sealcoat	17,098	-	17,098
Landscaping	5,500	-	5,500
Irrigation	3,000	-	3,000
Total Expenditures	403,803	358,622	45,181

TOTAL FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ -	\$ -
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Fund Balance:

Beginning of year, July 1	\$ -	\$ 403,803	\$ 45,181
End of year, June 30	\$ 403,803	\$ 45,181	\$ -

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2020-04
FEMA Grant - Granite Lake Repairs
Inception 3/2/2020

<u>REVENUES</u>	Project Authorization	Total To Date	20/21 Projected
04-3613-26 Federal Emergency Management Agency Grant	\$ 523,361	\$ -	\$ 523,361
04-3613-36 NC Division of Emergency Management Grant	174,454		174,454
<i>Total Revenues</i>	<u>697,815</u>	<u>-</u>	<u>697,815</u>
 OTHER FINANCING SOURCES			
04-3981-96 Transfer from General Fund	-	29,064	(29,064)
<i>Total Other Financing Sources</i>	<u>-</u>	<u>29,064</u>	<u>(29,064)</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>697,815</u>	<u>29,064</u>	<u>668,751</u>
 <u>EXPENDITURES</u>			
PROFESSIONAL SERVICES			
04-6130-18 Engineer or Architect Fees	186,315	29,064	157,251
<i>Total Personnel</i>	<u>186,315</u>	<u>29,064</u>	<u>157,251</u>
 04-6130-69 CAP OUTLAY - BLDG, STRUCT, OTHER			
Construction Cost	\$ 465,000	\$ -	\$ 465,000
Contingency (10%)	46,500	-	46,500
<i>Total Capital Outlay</i>	<u>511,500</u>	<u>-</u>	<u>511,500</u>
TOTAL EXPENDITURES	<u>\$ 697,815</u>	<u>\$ 29,064</u>	<u>\$ 668,751</u>

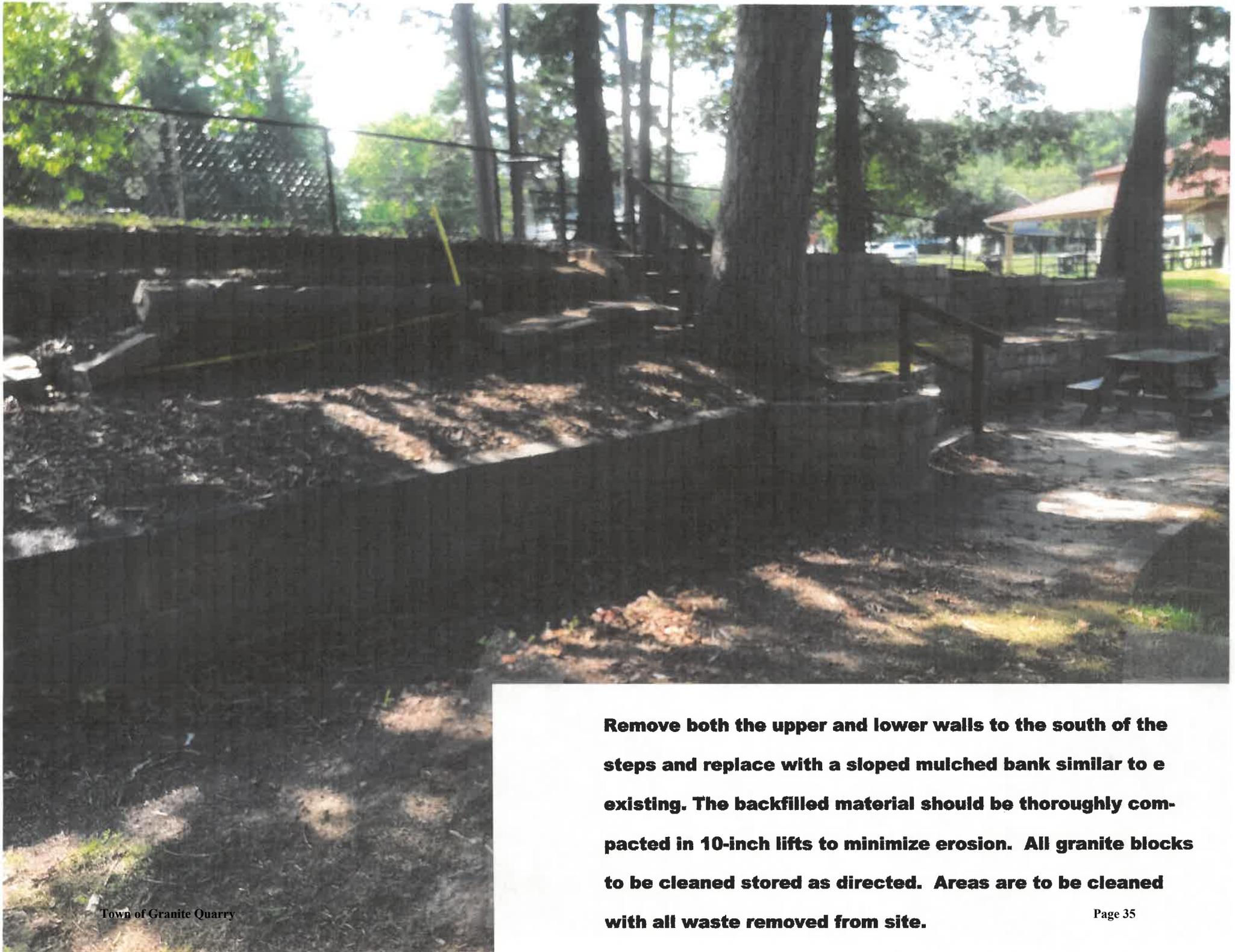
REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ (0)	\$ 0
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Fund Balance:

Beginning of year, July 1	\$ -	\$ -	\$ -
End of year, June 30	\$ -	\$ -	\$ -

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2020-07
Capital Streets Improvement Project
Inception April 6, 2020

<u>REVENUES</u>	Project Authorization	Total To Date	20/21 Projected
<u>OTHER FINANCING SOURCES</u>			
06-3981-96 Transfer from General Fund (F&M Loan)	350,000	350,000	-
<i>Total Other Financing Sources</i>	350,000	350,000	-
TOTAL FINANCING SOURCES	350,000	350,000	-
<u>EXPENDITURES</u>			
06-4510-49 Administrative Fees	\$ 10,500	\$ 1,317	\$ 9,183
06-4510-59 Cap Outlay - Construction Costs	339,500	-	339,500
Total Expenditures	350,000	1,317	348,683
<hr/>			
TOTAL FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ 348,683	\$ (348,683)
Fund Balance:			
Beginning of year, July 1		\$ 350,000	\$ 348,683
End of year, June 30		\$ 348,683	\$ -



Remove both the upper and lower walls to the south of the steps and replace with a sloped mulched bank similar to existing. The backfilled material should be thoroughly compacted in 10-inch lifts to minimize erosion. All granite blocks to be cleaned stored as directed. Areas are to be cleaned with all waste removed from site.

Except for the out of place granite blocks around the tree and at the lower wall, the two northern walls will be left in place. Remove the loose blocks add topsoil as necessary to restore the slope around tree and at the lake grade. Do not disturb the soil at the base of the tree.





Existing mulched bank.





Replace the wooden hand rails on both sides of steps with metal to match rails at shelter. The hand rails should connect with the fence at the higher elevation. Power wash steps and walls to the north.



Rework south side of steps before new hand railings are installed. Do not disturb roots of tree nor backfill at base of tree.

Summary of Eagle Scout Service Project Proposal

To the Board of Alderman of Granite Quarry,

I am Damian Stephens, an Eagle Scout candidate from Boy Scout Troop-379, at Shiloh United Methodist church here in Granite Quarry. My proposed Eagle scout service project consists of, replacing the old damaged nature trail artifact signs, and replacing the older nature trail trash cans that are not permanent in nature with new cans that are on a permanent concrete pad. I would also add recycling cans with them in the trail areas as well. I also want to replace the Nature Trail signs with new post, more weather resistant information cards due to the fact they are becoming faded, broken, and in need of repair.

I want this to be my Eagle scout service project because I grew up walking these trails and seeing the trash cans knocked over or water bottles and trash everywhere, not to mention trying to read all of the nature trail signs and not being able to tell what was put on it for us to be able to learn. My goal is to make the trails look as new and professional as possible. This will also make cleaning of the park easier with more available trash and recycling bins for park users but also easier for maintenance staff to empty.

I will be raising the funds for this project by asking local businesses for donations to meet my goal of \$7,000 USD. This price includes all materials to build permanent pads, new trash and recycle cans, and materials to install the fore mentioned. I will also seek donations of supplies and materials from local businesses. I will hold Fundraising events to even help me raise money to complete this project.

After receiving approval from this board, I will attend our Scout District board for final approval prior to beginning this project. Once approved I will contact the representative from the town to communicate that I will begin the process of fundraising. My 1st step will be to dig up the post for the artifacts. My 2nd step will be making the forms for concrete pads to start my 3rd step. My third step is to start pouring the concrete slabs along with the holes for the post to provide a solid base. My 4th step is to make any finishing touches on my project. I will be keeping you informed by coming to the city hall meeting and give you updates every week.

Thank you for this opportunity to speak with you today.

Damian Stephens
Eagle Scout Candidate
Troop 379
Shiloh UMC
Granite Quarry, NC

Agenda Item Summary

Regular Meeting
September 8, 2020
Agenda Item 7

Summary:

Attached is Resolution 2020-11 to establish a verifiable percentage goal for participation by minority businesses and to adopt an outreach plan in the awarding of building construction contracts pursuant to GS 143-128.2

Attachments:

- Resolution 2020-11
- Outreach Plan and Guidelines

Action Requested:

Motion to approve Resolution 2020-11 to establish a verifiable percentage goal for participation by minority businesses and to adopt an outreach plan in the awarding of building construction contracts pursuant to GS 143-128.2 as presented.

Resolution 2020-11

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 2020-11

A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ESTABLISH A VERIFIABLE PERCENTAGE GOAL FOR PARTICIPATION BY MINORITY BUSINESSES AND TO ADOPT AN OUTREACH PLAN IN THE AWARDING OF BUILDING CONSTRUCTION CONTRACTS PURSUANT G.S. § 143-128.2

WHEREAS, the North Carolina General Assembly enacted Session Law 2001– 496, Senate Bill 914 to enhance and improve the good faith efforts to recruit and select minority businesses for participation in public building construction or repair contracts by adding G.S. § 143-128.2; and

WHEREAS, G.S. § 143-128.2(a) and 143-128.2(j) require each city, county, or other local public entity to adopt, after notice and a public hearing, an appropriate verifiable percentage goal for participation by minority businesses in the total value of work for building projects costing \$300,000 or more; and

WHEREAS, G.S. § 143-128.2(a) requires a local government unit that receives State appropriations for a building project or other State grant funds for a building project, including a building project done by a private entity on a facility to be leased or purchased by the local government unit, where the project cost is \$100,000, to have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of the work; and

WHEREAS, G.S. § 143-128.2(b) and 143-128.2(j) require a public entity awarding a building contract where the total cost equals or exceeds \$300,000 to establish, prior to solicitation of bids, good faith efforts on the part of contractors that such contractors will take to increase minority business participation in bidding and construction of applicable public building projects; and

WHEREAS, G.S. § 143-128.2 (a), 143-128.2 (b), and 143-128.2(e)(1) require a public entity awarding a building construction or repair contract where the total cost exceeds \$300,000, prior to awarding a contract, to develop and implement a minority business participation outreach plan; and

WHEREAS, notice of the public hearing was duly published in the Salisbury Post on August 16, 2020 and August 23, 2020 and the required public hearing was held on September 08, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry:

1. Shall have a 10% verifiable percentage goal for participation by minority businesses in the total value of work for building projects awarded by of the Town of Granite Quarry and costing \$300,000 or more.
2. That the Town of Granite Quarry shall follow the guidelines of the Town of Granite Quarry Outreach Plan for minority business participation in building construction or repair contracts in order to attain such goals.
3. That this resolution shall become effective upon its adoption.

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

OUTREACH PLAN AND GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN TOWN OF GRANITE QUARRY BUILDING CONSTRUCTION OR REPAIR CONTRACTS

In accordance with G.S. § 143-128.2, these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, Construction Manager-at-Risk, and alternative contracting methods on Town of Granite Quarry building construction projects in the amount of \$300,000 or more, (\$100,000 or more, where state funds are received for building construction projects).

The Town of Granite Quarry (“Town”) has a goal of ten percent (10%) for minority participation for building construction or repair projects. The goal will be reviewed annually, or as soon as relevant data becomes available.

INTENT

It is the intent of these guidelines that the Town, as awarding authority for building construction or repair projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the goal of ten percent (10%) for participation by minority businesses in each building construction or repair project as required by § 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

DEFINITIONS

1. Minority Persons - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female

2. Minority Business (MBE) - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637: Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.
4. Public Entity – means State (and all political subdivisions thereof) and local government units.
5. Owner – Town of Granite Quarry
6. Designer – Any person, firm, partnership, or corporation which has contracted with the Town of Granite Quarry to perform architectural or engineering work.
7. Bidder – Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.
8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials, or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the Town of Granite Quarry to perform building construction or repair work.
10. Subcontractor - A firm under contract with the prime contractor or Construction Manager-at-Risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in the subcontract.

MINORITY OUTREACH PLAN AND GUIDELINES

Owner

The Town of Granite Quarry will employ the following strategies to encourage participation from Minority Business Enterprises (MBEs).

1. Place emphasis on the importance of soliciting certified MBE firms for subcontracting opportunities at pre-bid conferences and in the bid documents. Examine specifications to identify special subcontracting opportunities and strongly encourage prime contractors to solicit bids for subcontracts from MBE firms.
2. Provide detailed information to majority contractors concerning the bidding and good faith efforts requirements by holding meetings with the contractors.

3. Assess the effectiveness of the MBE program, and identify opportunities to enhance it by evaluating MBE participation and compliance and reviewing the good faith efforts provided in bid packages.
4. Build new and strengthen existing business relationships through networking. Continue communicating with other North Carolina public agencies to find out how their MBE outreach programs are working and to share “best practices” and ideas to improve programs.
5. Participate in educational opportunities throughout the community as they become available and offer training sessions to share the Town of Granite Quarry’s outreach plan with interested businesses and organizations
6. Be visible through participation in trade shows and business organizations of interest to MBE firms, majority contractors, and small businesses, and provide information to the general public about the MBE program, and continue outreach efforts to the business community.
7. Enhance the Town of Granite Quarry’s web page by including the outreach plan and guidelines, listing good faith efforts, creating links to MBE resources, and creating awareness of specific subcontracting opportunities.
8. Make available to minority-focused agencies and minority businesses that have requested notices a list of contracting opportunities when they are identified, no later than 10 days prior to the bid opening. The list shall include a description of the work, important bidding information, contact information for questions, where the bid documents may be reviewed, and a list of prime bidders that subcontractors may wish to contact for subcontracting consideration.
9. Maintain or continue to maintain a database specifically for MBE firms and majority contractors to ensure those firms wishing to do business with the Town of Granite Quarry have access to up-to-date information.
10. Advertise upcoming bid opportunities in minority-focused media.
11. Work with architects and engineers to make subcontracting opportunities more noticeable and more easily understood by potential contractors and subcontractors.

Designer

Under the single-prime bidding, separate-prime bidding, dual bidding, Construction Manager-at-Risk, and alternative contracting methods, the designer will:

1. Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.

2. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
3. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
4. Review jointly with the owner, all requirements of G.S. § 143-128.2(c) and G.S. § 143-128.2(f) and these guidelines (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.
5. During construction phase of the project, review "MBE Documentation for Contract Payment" form with monthly pay applications to the Owner and forward copies to the Town of Granite Quarry.

Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors

Under the single-prime bidding, separate-prime bidding, dual bidding, Construction Manager-at-Risk, and alternative contracting methods, contractor(s) will:

1. Attend the scheduled pre-bid conference.
2. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
3. During the bidding process, comply with the owner's requirements listed in the proposal for minority participation.
4. Identify on the bid the minority businesses that will be utilized on the project with corresponding total dollar value of the bid (MBE Form 1, attached) and an affidavit listing good faith efforts as required by G.S. § 143-128.2(c) and G.S. § 143-128.2(f) (MBE Form 2, attached), or an affidavit of intent to self-perform (MBE Form 3, attached). See below for full description of Good Faith Efforts.
5. Make documentation showing evidence of implementation of Prime Contractor, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by the Town of Granite Quarry, upon request.
6. Upon being named the apparent low bidder, the bidder shall provide one of the following: (1) an affidavit that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal (MBE Form 4, attached); or (2) if the participation percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal (MBE Form 5, attached). The documentation must include evidence of all good faith efforts that were implemented including any advertisements,

solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.

7. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values.
8. The contractor(s) shall submit with each monthly pay request(s) and final payment(s) documentation for contract payment to MBEs (MBE Form 6, attached).
9. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.
10. If during the construction of a project additional subcontracting opportunities become available, the contractor shall make a good faith effort to solicit sub-bids from minority businesses.

Minority Business Responsibilities

Certification

The Town of Granite Quarry does not certify minority, disadvantaged or women-owned businesses. Any business that desires to participate as an MBE will be required to complete and submit for certification, documents required by any of the agencies listed below. Only those firms holding current certification through at least one of the following agencies will be considered eligible for inclusion in meeting the MBE participation percentage goals:

- North Carolina Department of Administration Historically Underutilized Business (HUB) certification
- North Carolina Department of Transportation Minority/Disadvantaged/Women-owned Business certification
- Small Business Administration 8(a) certification
- Other governmental agencies on a case-by-case basis

Other Responsibilities

Minority businesses that are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

MINIMUM COMPLIANCE REQUIREMENTS

Good Faith Efforts

All written statements or affidavits made by the bidder shall become part of the agreement between the contractor and the Town of Granite Quarry for performance of the contract. Failure to comply with any of these statements, affidavits, or with the minority business guidelines shall constitute a breach of contract. A finding by the Town of Granite Quarry that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete shall also constitute a breach of contract. Any such breach may result in rejection of the contractor's bid as non-compliant or in termination of a contract in accordance with the termination provisions contained in the contract. It shall be solely at the discretion of the Town of Granite Quarry whether to terminate the contract for breach.

In determining whether a contractor has made good faith efforts, the Town of Granite Quarry will evaluate all efforts made by the contractor and will determine compliance in regard to quantity, diligence, and results of these efforts. Contractors are required to earn at least 50 points for good faith efforts. Failure to file a required affidavit or documentation demonstrating that the contractor made the required good faith effort, is grounds for rejection of the bid. Good faith efforts include:

1. Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. (10 points)
2. Making the construction plans, specifications, and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due. (10 points)
3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation. (15 points)
4. Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and those included in the bid documents to provide assistance in recruitment of minority businesses. (10 points)
5. Attending any pre-bid meetings scheduled by the public owner. (10 points)
6. Providing assistance in obtaining required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. (20 points)
7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Reasons for rejection of a minority business based on lack of qualification should be documented in writing. (25 points)

8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. (25 points)
9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. (20 points)
10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands. (20 points)

Failure to file a required affidavit or document demonstrating that the contractor made the required good faith effort is grounds for rejection of the bid.

DISPUTE RESOLUTION PROCEDURES

Pursuant to G.S. § 143-128.2(f1), all disputes involving contractors on a building construction or repair project with the Town of Granite Quarry shall be resolved pursuant to the State of North Carolina Policy G.S. § 143-135.26(11).

Town of Granite Quarry
“GOOD FAITH EFFORT”

COUNTY OF _____

AFFIDAVIT OF _____
(Name of Bidder)

I have a good faith effort to comply under the following areas checked:

(A minimum of 5 areas must be checked Yes in order to have achieved a “good faith effort”)

(Y/N)

- _____ (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- _____ (2) Making the construction plans, specifications, and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- _____ (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- _____ (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and those included in the bid documents to provide assistance in recruitment of minority businesses.
- _____ (5) Attending any pre-bid meetings scheduled by the public owner.
- _____ (6) Providing assistance in obtaining required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- _____ (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Reasons for rejection of a minority business based on lack of qualification should be documented in writing.
- _____ (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.

- _____ (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- _____ (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands.

In accordance with GS143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certified that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

[Seal] Signature: _____

Title: _____

State of North Carolina,

County of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

My commission expires _____

Town of Granite Quarry

**Intent to Perform Contract
With Own Workforce**

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

[Seal] Title: _____

State of North Carolina

County of _____

Subscribed and sworn to before me

this ____ day of _____, 20____.

Notary Public _____

My commission expires. _____

Town of Granite Quarry

**Portion of Work to be
Performed by Minority Firms**

****(NOTE: THIS FORM IS NOT TO BE SUBMITTED WITH THE BID PROPOSAL)****

If the portion of work to be executed by minority businesses as defined in GS § 143-128.2 (g) is equal to or greater than 5% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within 72 hours after notification of being low bidder.

Affidavit of: _____ I do hereby certify that on the
(Bidder)

(Project Name)

Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with minority business enterprises. Minority Businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required.

Name and Phone Number	*Minority Category	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**), Socially and Economically Disadvantaged (**D**)

Pursuant to GS § 143-128.2 (d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

[Seal] Signature: _____

Title: _____

State of North Carolina,

County of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

My commission expires _____

If the contract for goal participation by minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts.

Affidavit of: _____
(Bidder)

I do certify the attached documentation as true and accurate representation of my good faith efforts.

Minority firms contacted by Bidder
(Attach additional sheets if required.)

Name and Phone Number	*Minority Category	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**), Socially and Economically Disadvantaged (**D**)

Documentation of the Bidder’s good faith efforts to meet the goals set forth in these provisions. Examples of documentation shall include the following evidence:

- A. Copies of solicitation for quotes to at least three (3) minority business firms from the source listed provided for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contract, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Date: _____ Name of Authorized Officer: _____

Signature: _____

[Seal]

Title: _____

State of North Carolina,

County of _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____

My commission expires _____

Town of Granite Quarry

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application#: _____ Period: _____

The following is a list of payments to be made to minority business contractors on this project for the above-mentioned period.

Firm Name	*Minority Category	Payment Amount	Owner Use Only

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

Date: _____

Approved/Certified By: _____

Name

Title

Signature

****THIS DOCUMENT MUST BE SUMITTED WITH EACH PAY REQUEST & FINAL PAYMENT**

MEMORANDUM

TO: Board of Aldermen
FROM: Town Manager
RE: CRF Expenditure Report – September 2020
DATE: 9/8/2020



Please see the attached CRF Expenditure Report for expenditures through August 27, 2020.

Please approve the attached CRF Expenditure Report to be filed with the County by September 15th. Staff has thoroughly verified that all expenditures for invoices and time worked listed on the Report qualify under the requirements of the CRF legislation.

ACTION REQUESTED:

Motion to approve the CRF Expenditure Report as submitted and attested to by the town manager.

**ATTACHMENT C-2: NCPRO Coronavirus grant
Monthly Reimbursement Request**

Date of Invoice, payroll, or service,	Employee ID Number or Invoice Number	Employee Title or Description of Item Purchased	Required Monthly Hours Worked or Total Invoice Amount	Actual Employee Hours Dedicated to COVID or Invoice Quantity or # of Patients Served	Employee Expenses (Payroll and benefits cost for employee that are dedicated to COVID-19)	Contracted Labor Expenses	Goods Expenses (e.g. supplies, PPE)	Other Expenses (e.g. related charges not assigned in columns H-M and described by recipient, such as, patient services)	TOTAL Expenditures
4/17/20	4219	Social distancing decals					\$ 64.20		\$ 64.20
4/17/20	3215362-00	Additional grounds & facilities disinfecting supplies					\$ 55.23		\$ 55.23
4/28/20	3215362-01	Additional grounds & facilities disinfecting supplies					\$ 388.28		\$ 388.28
5/21/20	02340689	Disinfecting sprayers					\$ 14.96		\$ 14.96
4/23/20	1032	Emergency Paid Sick Leave	269.22		\$ 269.22				\$ 269.22
5/7/20	1032	Emergency Paid Sick Leave	1,076.86		\$ 1,076.86				\$ 1,076.86
6/4/20	0129	Emergency Paid Sick Leave	952.80		\$ 952.80				\$ 952.80
7/30/20	0133	Firefighter	310.03		310.03				\$ 310.03
7/30/20	1054	Firefighter	1,362.85		1,362.85				\$ 1,362.85
7/30/20	1012	Firefighter	710.49		710.49				\$ 710.49
7/30/20	0594	Firefighter	410.15		410.15				\$ 410.15
7/30/20	0589	Firefighter	284.20		284.20				\$ 284.20
7/30/20	1026	Firefighter	1,904.01		1,904.01				\$ 1,904.01
7/30/20	0168	Firefighter	361.70		361.70				\$ 361.70
7/30/20	0169	Firefighter	635.83		635.83				\$ 635.83
7/30/20	0129	Firefighter	2,048.01		2,048.01				\$ 2,048.01
7/30/20	0203	Firefighter	839.67		839.67				\$ 839.67
7/30/20	1057	Firefighter	335.87		335.87				\$ 335.87
7/30/20	0069	Firefighter	2,308.62		2,308.62				\$ 2,308.62
7/30/20	0596	Firefighter	1,369.31		1,369.31				\$ 1,369.31
7/30/20	0154	Firefighter	310.03		310.03				\$ 310.03
8/13/20	0158	Firefighter	111.96		111.96				\$ 111.96
8/13/20	1054	Firefighter	897.80		897.80				\$ 897.80
8/13/20	1012	Firefighter	710.49		710.49				\$ 710.49
8/13/20	1058	Firefighter	75.36		75.36				\$ 75.36
8/13/20	1017	Firefighter	41.98		41.98				\$ 41.98
8/13/20	1026	Firefighter	1,926.57		1,926.57				\$ 1,926.57
8/13/20	1031	Firefighter	8.61		8.61				\$ 8.61
8/13/20	1032	Firefighter	12.92		12.92				\$ 12.92
8/13/20	0168	Firefighter	310.03		310.03				\$ 310.03
8/13/20	0169	Firefighter	635.83		635.83				\$ 635.83
8/13/20	0129	Firefighter	1,975.80		1,975.80				\$ 1,975.80
8/13/20	0051	Firefighter	652.63		652.63				\$ 652.63
8/13/20	0203	Firefighter	441.37		441.37				\$ 441.37
8/13/20	1048	Firefighter	8.61		8.61				\$ 8.61
8/13/20	1057	Firefighter	300.88		300.88				\$ 300.88
8/13/20	0063	Firefighter	21.53		21.53				\$ 21.53
8/13/20	0069	Firefighter	2,473.13		2,473.13				\$ 2,473.13
8/13/20	0596	Firefighter	1,085.11		1,085.11				\$ 1,085.11
8/13/20	0152	Firefighter	155.02		155.02				\$ 155.02
8/13/20	0545	Firefighter	247.60		247.60				\$ 247.60
8/13/20	0154	Firefighter	620.06		620.06				\$ 620.06
8/27/20	0158	Firefighter	139.95		139.95				\$ 139.95
8/27/20	1054	Firefighter	820.29		820.29				\$ 820.29

**ATTACHMENT C-2: NCPRO Coronavirus grant
Monthly Reimbursement Request**

8/27/20	1012	Firefighter	1,136.78		1,136.78				\$	1,136.78
8/27/20	0589	Firefighter	142.10		142.10				\$	142.10
8/27/20	1026	Firefighter	1,388.93		1,388.93				\$	1,388.93
8/27/20	0169	Firefighter	635.83		635.83				\$	635.83
8/27/20	0129	Firefighter	2,126.95		2,126.95				\$	2,126.95
8/27/20	0051	Firefighter	702.56		702.56				\$	702.56
8/27/20	0203	Firefighter	475.13		475.13				\$	475.13
8/27/20	1057	Firefighter	323.90		323.90				\$	323.90
8/27/20	0069	Firefighter	2,662.32		2,662.32				\$	2,662.32
8/27/20	0596	Firefighter	1,168.12		1,168.12				\$	1,168.12
8/27/20	0152	Firefighter	166.88		166.88				\$	166.88
8/27/20	0154	Firefighter	667.49		667.49				\$	667.49
									\$	-
					\$ 40,760.18	\$ -	\$ 522.67	\$ -	\$	41,282.85

Agenda Item Summary

Regular Meeting
September 8, 2020
Agenda Item 9

Summary:

There are currently three vacant seats on the Community Appearance Commission. An application was submitted by Scott Cline.

Action Requested:

Motion to appoint Scott Cline to the Community Appearance Commission.

**Appointment of New
Community Appearance
Commission Member**

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



P.O. Box 351
 Granite Quarry, NC 28072-0351
 704-279-5596
www.granitequarrync.gov

BOARDS AND COMMITTEES APPLICATION

NAME Scott E Cline

PHYSICAL ADDRESS 618 South Main Street **ZIP** 28072

MAILING ADDRESS PO Box 1331 **ZIP** 28072

PHONE 704-314-6650 **PHONE (business or cell)** _____

EMAIL scott@mightyanvil.com

OCCUPATION Graphic Designer/Web Developer

ARE YOU CURRENTLY SERVING ON A BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

ARE YOU APPLYING FOR REAPPOINTMENT TO YOUR CURRENT BOARD OR COMMITTEE?
 Yes No

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMITTEES IN ORDER OF PREFERENCE (please check up to three applicable boxes)

- | | |
|---|-------------------------------------|
| <u>2</u> Community Appearance Committee | <u>1</u> Planning Board |
| <u>4</u> Environmental Committee | _____ Revitalization Team |
| _____ PERC Committee | <u>3</u> Zoning Board of Adjustment |

WORK EXPERIENCE (List your four most recent employment experiences, listing present or most recent first)

Dates	Company Name/Location	Position	Job Description
June 2013 to Present	Miller Davis Agency, Salisbury, NC	Senior Visual Designer	Lead Creative Team. Print & Web Design
October 2009-June 2013	Freelance Graphic Designer, Hickory, NC	Owner	Print & Web Design
March 2002 - July 2011	Gotham Strategic Marketing, Hickory, NC	Senior Graphic Designer	Print & Web Design
April 2000 - March 2002	Forbes Printing, Lenoir, NC	Graphic Designer	Graphic Design and Pre-Press Work

over

EDUCATION (*List your three most recent educational experiences, listing present or most recent first*)

Educational Institution/School	Degree Received	Area(s) of Study
McDowell Community College	Associate in Advertising & Graphic Design	Graphic Design & Marketing
Alexander Central High School	Diploma	

BOARDS/ COMMITTEES ON WHICH YOU HAVE SERVED (*LIST MUNICIPALITIES AND DATES*)

EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

I affirm that I understand this application may be considered a public record and as such, portions may be subject to release under North Carolina General Statute Chapter 132, Public Records. I certify that the facts contained in this application are true and correct to the best of my knowledge. I agree that by my submission of this application form, I shall be deemed to have affixed my signature hereto.

Signature  Date 8/28/20

FOR OFFICE USE ONLY

Application Received: _____ Interview Date & Time: _____
 Confirmation Date: _____ Term Ending: _____

over

Agenda Item Summary

Regular Meeting
September 8, 2020
Agenda Item 10

Summary:

Attached is a resolution to establish a policy for committee membership recruiting and appointment and the draft policy.

Action Requested:

Motion to approve Resolution 2020-12 to adopt a policy for Committee Membership Recruiting and Appointment as presented.

Committee Appointment Policy

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"/>



RESOLUTION 2020-12

**A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
TO ESTABLISH A POLICY FOR COMMITTEE MEMBERSHIP RECRUITING AND APPOINTMENT**

WHEREAS, the Town of Granite Quarry Board of Aldermen desires to encourage citizen participation and engage the most qualified talent to its boards, committees, and commissions as possible; and

WHEREAS, the Town of Granite Quarry Board of Aldermen recognizes the need for a policy to outline the process for recruiting and appointing membership to the Town of Granite Quarry's appointed Boards, Committees, and Commissions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry adopts the Committee Membership Recruiting and Appointment 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



2020-12

COMMITTEE MEMBERSHIP RECRUITING AND APPOINTMENT POLICY

Purpose

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

Recruitment and Application Process

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

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

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

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

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

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

Orientation

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

Requirements

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

ETJ Committee Members

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

Agenda Item Summary

Regular Meeting
September 8, 2020
Agenda Item 11

Summary:

Current Board and Committees meeting dates:

Board / Committee	Day of Month	Time
Board of Aldermen	First Monday	7:00 pm
Planning Board	Second Monday	6:00 pm
Community Appearance Commission	Second Thursday	6:00 pm
Parks, Events and Recreation Committee	Third Monday	5:00 pm
Zoning Board of Adjustment	Third Monday	5:30 pm
Revitalization Team	Third Tuesday	3:30 pm
Joint Police Authority	<i>Quarterly</i>	<i>TBD</i>

Action Requested:

Item presented for Board discussion.

2021 Meeting Dates

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

Proclamation

PROCLAIMING SEPTEMBER 17-23, 2020 AS CONSTITUTION WEEK

WHEREAS, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America and at the culmination of months of deliberation, debate and compromise, on September 17, 1787, the Constitution of the United States of America was signed; and

WHEREAS, it is the privilege and duty of the American people to commemorate the two hundred and thirty-third anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd as

CONSTITUTION WEEK

and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities that privilege involves.

Now, Therefore, I, WILLIAM D. FEATHER, Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim September 17 - 23, 2020, as Constitution Week and urge all citizens of the Town of Granite Quarry to reflect during this week on the many benefits of our Federal Constitution and the responsibilities and privileges of American citizenship.

ADOPTED this ____ day of September 2020.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Proclamation

National Day of Service Remembrance

WHEREAS, on September 11, 2001, terrorists attacked the United States leading to the tragic death of thousands of innocent United States citizens and other citizens of 90 different countries and territories; and

WHEREAS, in response to the attacks in New York City, Washington D.C. and Shanksville, Pennsylvania, firefighters, police officers, emergency medical technicians, physicians, nurses, military personnel, other first responders, and passengers of Flight 93, immediately and without concern for their own well-being rose to service, in a heroic attempt to protect the lives of those still at risk, consequently saving thousands of men and women; and

WHEREAS, hundreds of thousands of brave men and women continue to serve every day, having answered the call to duty as members of our nation's armed forces with thousands having given their lives, or been injured to defend our nation's security and prevent future terrorist attacks; and

WHEREAS, North Carolina has been called the most military friendly state in the nation, and its citizens continue to support our brave men and women in uniform and the veterans that came before them; and

WHEREAS, families of 9/11 victims, survivors, first responders, rescue and recovery workers, and volunteers called for Congress to pass legislation to formally authorize the establishment of September 11 as an annually recognized "National Day of Service Remembrance", and for the President of the United States to proclaim the day as such.

Now, Therefore, I, WILLIAM D. FEATHER, Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim do hereby proclaim September 11, 2020 as a, "Day of Service and Remembrance" and urge all citizens to commit to community service on this day and on an ongoing basis.

ADOPTED this ____ day of September 2020.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk
Town of Granite Quarry

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
				<i>Community Appearance Commission 6pm</i>		
6	7	8	9	10	11	12
	Labor Day – Town Offices Closed	BoA Regular Mtg. 7pm	CCOG Executive Board 6pm			
13	14	15	16	17	18	19
	Business After Hours 5pm P.E.R.C. 5pm Planning Board 6pm	Revitalization 3:30pm		Power in Partnership Zoom Webinar 7:30am		
20	21	22	23	24	25	26
	ZBA 5:30pm		MPO TAC Mtg. 5:30pm			
27	28	29	30			