

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the January 9, 2023 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Agenda Item Summary

Regular Meeting
January 9, 2023
Agenda Item 2

Summary:

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

A. Approval of the Minutes

1) Regular Meeting December 12, 2022

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

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

Action Requested:

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

Approval of Consent Agenda

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against



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

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

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

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

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

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

1. Approval of the Agenda

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

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting November 14, 2022

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

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

D. Certification of Fire Roster

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

3. Citizen Comments – There were no citizen comments.

4. Town Manager's Update

Manager Smith passed out an updated Town Manager's report and shared updates from the report including Granite Fest statistics which will continue to be tracked to show event growth. Transformational projects are underway with Stewart. The Board will meet January 12, 2023 for a special meeting with Stewart and Representative Warren to discuss. Manager Smith introduced the proposed mission statement and stated any feedback could be sent to him before the next meeting.

Manager Smith passed out examples of communication guidelines; examples A-D show what would usually be found in an agreement between a manager and board and the final example was a more general governance example that would be more appropriate to a board's rules of procedure.

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

Old Business

5. Adoption

Fund Balance Policy

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

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

New Business

6. Presentation

Audit

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

Highlights for the general fund:

- Ad valorem tax collections were up ~ \$84,000
- Unrestricted intergovernmental revenues were up ~ \$144,000
- Total revenues were up ~ \$212,000 mainly due to increases in ad valorem collections, local options sales tax increase, and an increase in environmental fee revenues
- Expenditures were up ~ \$255,000 mainly due to expenditures in the transportation department concerning equipment purchases and road construction
- For the year revenues were greater than expenditures by \$587,000 vs. an increase of \$96,000 in 2021
 - ~ \$480,000 was an operating transfer from the APRA special revenue fund. Excluding this transfer, the bottom line increased by roughly the same amount as last fiscal year.
- Capital Projects as of June 30, 2022
 - Industrial development project was completed
 - Granite Lake Project stood at 87% complete
- Other noteworthy items:
 - Available or unassigned fund balance increased to 85% of general fund expenditures
 - Notes payable decreased \$100,000 due to principal payments
 - Collection rate remains above state average (average 96%, Town 98.88%)
- New requirements from the Local Government Commission:
 - Will no longer issue unit, or white, letters
 - Auditors are now required to report any Financial Performance Indicators to the Governing Body
 - New requirement for governing body to submit response to indicators to the LGC. Must be signed by majority of members and submitted within 60 days with plan to address areas of

concern. The Town does not have any Financial Performance Indicators for FY 21/22 and therefore does not have to submit a response.

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

7. Appointments Centralina & MPO's TAC

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

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

8. Introduction Rules of Procedure

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

9. Budget Amendment Police Vehicles

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

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

10. Board Comments

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

11. Announcements and Date Reminders

A.	Thursday	December 15	7:30 a.m.	Power in Partnership Breakfast
B.	Monday	December 19	5:00 p.m.	Parks, Events and Recreation Committee
C.	Monday	December 19	6:00 p.m.	Zoning Board of Adjustment
D.	Tuesday	December 20	3:30 p.m.	Revitalization
E.	Friday	December 23		Office Closed
F.	Monday	December 26		Office Closed
G.	Tuesday	December 27		Office Closed
H.	Monday	January 2		Office Closed
I.	Tuesday	January 3	6:00 p.m.	Planning Board

Adjournment

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

The meeting ended at 7:24 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

DRAFT



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 January 2023

- Call volume report for the month of December 2022:
 - Date of Report: 12/30/2022
 - Total calls for service/activities – 1049
 - Calls for service/activities Granite Quarry: 912
 - Calls for service/activities Faith: 137
 - Incident Reports- 8
 - Arrest Reports- 1
 - Crash Reports- 11
 - Traffic Citations- 23
- See Attached for Total Calls for Service.
- The following is the ending and average mileage for each vehicle by month:

131 Chevy Impala-	End-	77,651
141 Ford Taurus-	End-	86,245
161 Ford Utility-	End-	76,987
171 Ford Utility -	End-	58,583
172 Ford Utility -	End-	93,751
173 Ford Utility -	End-	46,913
181 Ford F150 -	End-	84,852
191 Dodge Durango -	End-	46,297
201 Ford Utility-	End-	27,981
211 Ford Utility-	End-	15,902
212 Ford Utility-	End-	38,437

- Other Information:
 - Drug Collection Box. Dec. 2022: 20.32 pounds collected.
 - December CID Report. 1 Cases assigned; 6 Cases cleared; 12 follow-ups conducted; 102 open assigned cases.
 - Officers completed 23 hours of in-service or continuing education training in Dec.

GQPD**Number of Events by Nature**

CFS Dec 2022 Granite Quarry

Nature	# Events
103A3 LOST PROPERTY	1
104B01 ATM ALARM	4
104C2 COMMERCIAL BURG (INTRUSI	6
104C3 RESIDENTIAL BURG (INTRUSI	1
105D2 ANIMAL-DANGEROUS	1
106C5 ASSAULT JUST OCC	1
107O1 ASSIST OTHER AGENCY-REFE	1
107O2 ASSIST OTHER AGENCY-INFO	1
110D2 RESIDENTIAL B&E	1
112D2 DECEASED (SUDDEN)	1
113B2 OTHER NOISE COMPLAINT	1
113D2 DISTURBANCE / VERBAL	2
114D1 PHYSICAL DOMESTIC	2
114D2 VERBAL DOMESTIC	1
114D4 VERBAL FAMILY DOMESTIC	1
118B2 FRAUD-PAST FORGERY	3
118C1 FRAUD (PHONE/MAIL/ELEC)	1
121B1 MENTAL - NOT VIOLENT	1
125B1 CHECK WELFARE - ROUTINE	1
125B2 LOCKOUT - ROUTINE	4
125D1 CHECK WELFARE-URGENT	3
129B3 SUSPICIOUS CIRCUM (PAST)	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	6
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B3 THEFT FROM VEH (PAST)	2
130C1 THEFT JUST OCCURED	1
131B1 TRAFFIC ACCIDENT - PD	1
131O2 TRAFFIC - INFORMATION	7

Nature	# Events
132A1 ABANDONED VEHICLE	1
132B1 MINOR TRAFFIC VIOLATION	1
132B3 STALLED VEHICLE	2
132C1 SEVERE TRAFFIC VIOLATION	1
132O1 TRAFFIC COMP - REFERRAL	1
133D1 TRESPASSING	1
135C1 SHOTS FIRED (HEARD)	1
71B1 VEHICLE FIRE	1
71C1 VEHICLE FIRE	1
77B1 TRAFFIC ACC - INJURY	2
77B3 TRAFFIC ACC - POSS INJURY	2
911 HANG UP	6
ASSIST FIRE DEPT	1
ASSIST MOTORIST	1
ATTEMPT TO LOCATE	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	758
COMMUNITY PROGRAM	4
DELIVER MESSAGE	3
DOMESTIC PROPERTY PICKUP	1
FOLLOWUP	14
FOOT PATROL	1
GENERAL INFORMATION	7
LAW CALL	1
MISDIAL	6
OPEN DOOR	1
SCHOOL SECURITY CHECK	2
SUBPOENA SERVICE	2
TRAFFIC CHECK	1
TRAFFIC CONTROL	1
TRAFFIC STOP	23
VEHICLE ACCIDENT PROP DAMAGE	4
Total	912

GQPD

Number of Events by Nature

CFS Dec 2022 Faith

Nature	# Events
110C2 POSSIBLE B&E COMMERCIAL	1
111B1 PAST DAMAGE TO PROPERTY	1
112D2 DECEASED (SUDDEN)	1
115D1 DRIVING UNDER INFLUENCE	1
118D2 FRAUD-FORGERY	1
119D2 THREAT	1
129C3 SUSPICIOUS VEHICLE	2
131B3 HIT & RUN	1
132B1 MINOR TRAFFIC VIOLATION	1
132C2 HAZARDOUS ROAD CONDITION	2
911 HANG UP	5
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	107
FOLLOWUP	3
GENERAL INFORMATION	1
MISDIAL	1
SCHOOL SECURITY CHECK	1
TRAFFIC CHECK	1
TRAFFIC STOP	4
VEHICLE ACCIDENT PROP DAMAGE	1
Total	137



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report January/2023 Chief Hord

Emergency Calls for Service November 2022

41 calls in district

- 21 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 2 - Structure Fires
- 4 - Motor Vehicle Accident
- 3 - Fire Alarms
- 2 - Vehicle Fires
- 2 - Cancelled en-route
- 2 - Public Service
- 1 - brush/Grass fire
- 2 - Water issues
- 2 - Lines down

15 calls to Salisbury

- 8 - Alarm/Structure, EMS calls canceled en-route
- 1 - Fire alarm
- 3 - Move ups
- 2 - EMS
- 1 - Structure fire

16 calls to Rockwell Rural

- 7 - EMS
- 3 - Structure fires
- 1 - Move up
- 1 - Brush/Grass fire
- 4 - Cancelled en-route

8 calls to Union

- 1 - Structure fire
- 1 - Brush/Grass fire
- 2 - EMS
- 1 - Vehicle fire
- 3 - Cancelled en-route

5 calls to Rockwell City

- 1 - EMS

- 4 - Cancelled en-route
- 4 calls to Liberty
- 1 - Fire alarm
 - 3 - Cancelled en-route
- 3 calls to South Salisbury cancelled en-route
1 call to Faith cancelled en-route

TOTAL – 93

ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections, and the assistance of other divisions within the Town of GQ.
- Monthly training included E.M.T continuing education and Joint Training with Faith F.D.
- Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.
- Car Seat Check Station on Thursday from 1 p.m.to 4 p.m. – 4 seat installed/checked.
- Grounds care on Thursdays
- Communities in school visits on Thursdays.

E-571

- Mileage – 19926
- Hours – 1768

E-572

- Mileage – 40355.6
- Hours – 3262.5

R-57

- Mileage – 37800.5
- Hours – 3463.0

SQ-57

- Mileage – 5288
- Hours - 697



December Work 2022 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Leaf pickup bi-weekly
- Nature trail maintenance weekly
- Filled various potholes
- Cleaned carpets board room
- Wind storm clean up
- Updated 8 stop signs
- New tires on dump truck
- Cleaned gutters at Legion
- Flail mower installed
- Rebuilt urinal at Lake Park
- 2 temporary “duck shelters” built and placed at lake

2007 Ford Truck	Mileage – 63,914	+60 miles
1995 Ford Dump Truck	Mileage – 43,969	+329 miles
2009 Ford Truck	Mileage – 92,790	+313 miles
2019 Ford Truck F350	Mileage – 18,135	+348 miles
2022 Chevy Silverado	Mileage – 8,134	+938 miles

Planning Department Monthly Report December 2022

Permits

9 Permit Applications

8 Permits approved

00 Permits denied

Date	Address	Permit	Status
1-Dec-22	204 Balfour Quarry Rd	Other	Issued
1-Dec-22	102 Pecan Lane	Accessory Building/Storage Building	Issued
1-Dec-22	415 Belfour Quarry Rd	Addition	Issued
1-Dec-22	422 W. Bank St.	Addition	Issued
5-Dec-22	109 S. Walnut Street	Remodel	Issued
5-Dec-22	4960 Fish Pond Road	Accessory Building/Storage Building	Issued
12-Dec-22	110 Stone Haven Ct.	New Single Family Dwelling	Issued
19-Dec-22	923 N Salisbury GQ Ave	Accessory Building/Storage Building	Issued

Planning/Zoning Review

Date	Inquiry	Zoning	Comments
Dec-22	635 Dunns Mountain Church Rd.	RL	Solar Panels
Dec-22	Sifford	OI/RL	Received Plat SFH/Townhomes
Dec-22	Phase III Granite Village	PUD	Townhomes
Dec-22	R&J Investments	RL	Exempt Subdivision
Dec-22	Finney Investments	RL	Exempt Subdivision
Dec-22	Matt Wagoner	MH-O	Possible Duplex or Storage
Dec-22	Tripp	RL	Possible Major Subdivision for SFH

Planning Board. Met 12/5/2022 – Continued Granite Quarry Development Ordinance Project with N-Focus.

Zoning Board of Adjustment. Did not meet in December due to lack of business.



Finance Department

Breakdown by Department:
As of December 31, 2022

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>3,025,883</u>		<u>2,295,334</u>	<u>76%</u>
Total Revenues:	\$ 3,025,883		\$ 2,295,334	76%
Expenses:				
Governing Body	171,827	32,750	69,925	60%
Administration	621,023	800	251,111	41%
Public Works	341,475	360	177,314	52%
Police	914,516	17,608	423,749	48%
Fire	598,990	16,500	304,981	54%
Streets	126,102	-	61,309	49%
Sanitation	175,000	-	88,148	50%
Parks & Recreation	<u>76,950</u>	<u>3,050</u>	<u>29,334</u>	<u>42%</u>
Total Expenses:	\$ 3,025,883	\$ 71,068	\$ 1,405,870	49%
Expense to Revenue:				61%

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

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	1,121,777	859,026	(262,751)	77%	1
01-3100-17 Tax Penalties & Interest	3,700	3,022	(678)	82%	1
01-3101-12 Taxes - Prior Years	7,000	8,466	1,466	121%	1
01-3102-12 Vehicle Tax	142,823	74,674	(68,149)	52%	
01-3230-31 Local Option Sales Tax	963,578	520,913	(442,665)	54%	
01-3231-31 Solid Waste Disposal Tax	2,374	1,106	(1,268)	47%	
01-3316-32 Powell Pave & Patch Funds	89,302	92,003	2,701	103%	2
01-3322-31 Beer & Wine - State	12,762	-	(12,762)	0%	
01-3324-31 Utilities Franchise Tax	137,447	70,105	(67,342)	51%	
01-3330-84 County First Responders	4,020	2,010	(2,010)	50%	
01-3413-89 Miscellaneous Revenue	2,900	1,738	(1,162)	60%	
01-3431-41 Police Authority Revenue_Faith	146,000	36,500	(109,500)	25%	
01-3431-45 Police Report Revenue	100	70	(30)	70%	
01-3431-89 Police Miscellaneous	1,100	599	(501)	54%	
01-3451-85 Property Damage Claims	-	2,700	2,700	100%	3
01-3471-51 Environmental Fee Collection	178,500	77,795	(100,705)	44%	
01-3491-41 Subdivision & Zoning Fees	5,500	5,542	42	101%	
01-3613-41 Parks Miscellaneous	21,000	11,415	(9,585)	54%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments	3,000	30,635	27,635	1021%	4
01-3834-41 Park Shelter Rentals (Maint)	3,750	3,785	35	101%	5
01-3835-80 Police Surplus Items Sold	1,350	2,580	1,230	191%	6
01-3835-81 Surplus items Sold	1,000	3,425	2,425	342%	7
01-3837-31 ABC Net Revenue-Co.	11,400	7,266	(4,134)	64%	
01-3982-96 Transfer In - ARPA Fund	-	479,958	479,958	100%	
01-3991-99 Fund Balance Appropriated	115,500	-	(115,500)	0%	8
	3,025,883	2,295,334	(730,549)	76%	

Notes:

- 1 A majority of Ad Valorem Taxes are received in the first few months of the fiscal year
- 2 Received both Powell Bill allocations for the Fiscal Year
- 3 Storm damage to Lake Park fence covered by insurance
- 4 Invested a large amount into the NC Capital Management Trust (see Interest on Investments page for details)
- 5 Includes GQ Civitans annual rental fee of \$1,200
- 6 Includes sale of surplus pistols
- 7 Includes sale of sickle bar and multiple other items
- 8 Rowan County Fire Dept .25 Cent Appropriation (\$50,000) allocated in 01-4340-29 and CLUP/UDO (\$65,500)

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Mayor/Aldermen Salary	18,745	-	8,934	9,811	48%	
01-4110-09 FICA Expense	1,434	-	683	-	48%	
01-4110-14 Insurance - Workers Comp	50	-	36	14	72%	9
01-4110-18 Professional Services	85,500	32,750	45,008	7,742	91%	10
01-4110-26 Office Expense	900	-	268	632	30%	
01-4110-31 Training & Schools	900	-	210	690	23%	
01-4110-40 Dues & Subscriptions	13,565	-	11,428	2,137	84%	
01-4110-45 Insurance & Bonds	1,814	-	1,814	-	100%	9
01-4110-60 Special Projects	24,438	-	1,443	22,995	6%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	100	250	29%	
01-4110-97 General Fund Contingency	24,131	-	-	24,131	0%	
	171,827	32,750	69,925	69,152	60%	

Notes:

- 9 Paid once annually at the beginning of the Fiscal Year
- 10 Annual audit complete, CLUP/UDO encumbered

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	292,500	-	129,391	163,109	44%	
01-4120-03 Salaries - Longevity	850	-	850	-	100%	
01-4120-07 401K Expense	14,625	-	6,470	8,155	44%	
01-4120-09 FICA Expense	22,442	-	9,765	12,677	44%	
01-4120-10 Retirement Expense	35,584	-	15,695	19,889	44%	
01-4120-11 Group Insurance	37,000	-	17,100	19,900	46%	
01-4120-14 Insurance - Workers Comp	500	-	435	65	87%	11
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	600	600	50%	
01-4120-18 Professional Services	81,500	-	33,027	48,473	41%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	300	2,871	6,329	33%	
01-4120-31 Training & Schools	7,000	-	2,878	4,123	41%	
01-4120-32 Telephone/Communications	4,500	-	1,851	2,649	41%	
01-4120-33 Utilities	4,800	-	2,324	2,476	48%	
01-4120-34 Printing	6,000	-	2,686	3,314	45%	
01-4120-37 Advertising	3,000	-	363	2,637	12%	
01-4120-40 Dues & Subscriptions	3,300	-	630	2,670	19%	
01-4120-44 Contracted Services	19,500	500	10,223	8,777	55%	
01-4120-45 Insurance & Bonds	5,200	-	5,177	23	100%	11
01-4120-62 Committees - CAC	700	-	56	644	8%	
01-4120-68 Tax Collection	16,775	-	8,015	8,760	48%	
01-4120-71 Water Line - Principal	51,536	-	-	51,536	0%	
01-4120-72 Water Line - Interest	1,311	-	706	605	54%	
	621,023	800	251,111	369,112	41%	

Notes:

11 Paid once annually at the beginning of the Fiscal Year

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	134,500	-	62,639	71,861	47%	
01-4190-02 Salaries - Part-Time	45,000	-	24,965	20,035	55%	
01-4190-03 Salaries - Longevity	1,150	-	933	217	81%	
01-4190-07 401K Expense	6,725	-	3,132	3,593	47%	
01-4190-09 FICA Expense	13,820	-	6,773	7,047	49%	
01-4190-10 Retirement Expense	16,455	-	7,582	8,873	46%	
01-4190-11 Group Insurance	25,500	-	11,362	14,138	45%	
01-4190-14 Insurance - Workers Comp	6,500	-	6,444	56	99%	12
01-4190-20 Motor Fuel	16,500	-	7,188	9,312	44%	
01-4190-21 Uniforms	1,600	-	680	920	43%	
01-4190-24 Maint & Repair - Bldgs/Grounds	23,300	-	19,449	3,851	83%	13
01-4190-25 Maint & Repair - Vehicles	4,500	-	3,799	701	84%	14
01-4190-29 Supplies & Equipment	11,000	-	10,549	451	96%	15
01-4190-31 Training & Schools	250	-	-	250	0%	
01-4190-32 Telephone/Communications	850	-	354	496	42%	
01-4190-33 Utilities	3,500	-	1,645	1,855	47%	
01-4190-34 Printing	25	-	6	19	23%	
01-4190-35 Maint & Repairs - Equipment	8,000	-	3,284	4,716	41%	
01-4190-40 Dues & Subscriptions	200	-	106	94	53%	
01-4190-44 Contracted Services	17,500	360	1,861	15,279	13%	
01-4190-45 Insurance & Bonds	4,600	-	4,563	37	99%	12
	\$341,475	360	177,314	163,801	52%	

Notes:

- 12 Paid once annually at the beginning of the Fiscal Year
- 13 Storm damage to Lake Park fence reimbursed by insurance, Board Room and Town Hall front doors
- 14 Includes dump truck tires
- 15 Flail mower purchased

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	494,750	-	234,366	260,384	47%	
01-4310-02 Salaries - Part-Time	5,000	-	1,148	3,853	23%	
01-4310-03 Salaries - Longevity	2,550	-	2,500	50	98%	
01-4310-07 401K Expense	24,738	-	11,718	13,020	47%	
01-4310-09 FICA Expense	38,426	-	18,558	19,868	48%	
01-4310-10 Retirement Expense	64,848	-	30,561	34,287	47%	
01-4310-11 Group Insurance	91,111	-	40,362	50,749	44%	
01-4310-14 Insurance - Workers Comp	10,614	-	10,613	1	100%	16
01-4310-20 Motor Fuel	36,000	-	14,706	21,294	41%	
01-4310-21 Uniforms	4,400	1,008	2,137	1,255	71%	
01-4310-25 Maint & Repair - Vehicles	9,900	1,600	8,139	161	98%	17
01-4310-26 Office Expense	1,500	-	259	1,241	17%	
01-4310-29 Supplies & Equipment	16,890	-	11,635	5,255	69%	
01-4310-31 Training & Schools	5,500	-	1,814	3,686	33%	
01-4310-32 Telephone/Communications	8,000	-	3,575	4,425	45%	
01-4310-33 Utilities	1,725	-	827	898	48%	
01-4310-34 Printing	1,000	-	335	665	33%	
01-4310-35 Maint & Repair - Equipment	1,664	-	-	1,664	0%	
01-4310-40 Dues & Subscriptions	3,650	-	1,612	2,038	44%	
01-4310-44 Contracted Services	23,250	-	14,885	8,365	64%	
01-4310-45 Insurance & Bonds	14,000	-	14,000	-	100%	16
01-4310-54 Cap Outlay - Vehicles	50,000	15,000	-	35,000	30%	18
01-4310-55 Cap Outlay - Equipment	5,000	-	-	5,000	0%	
	914,516	17,608	423,749	473,159	48%	

Notes:

- 16 Paid once annually at the beginning of the Fiscal Year
- 17 Multiple unanticipated costly repairs to vehicles
- 18 Vehicle upfit encumbered

Fire:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4340-00 Salaries - Regular	134,000	-	66,626	67,374	50%	
01-4340-02 Salaries - Part-Time	225,000	-	110,541	114,459	49%	
01-4340-03 Salaries - Longevity	2,200	-	1,946	254	88%	
01-4340-07 401K Expense	7,645	-	3,791	3,854	50%	
01-4340-09 FICA Expense	27,632	-	13,578	14,054	49%	
01-4340-10 Retirement Expense	18,813	-	9,213	9,600	49%	
01-4340-11 Group Insurance	28,000	-	12,364	15,636	44%	
01-4340-14 Insurance - Workers Comp	9,198	-	9,197	1	100%	19
01-4340-17 Firemen's Pension Fund	1,800	-	160	1,640	9%	
01-4340-20 Motor Fuel	8,000	-	3,920	4,080	49%	
01-4340-21 Uniforms	3,000	-	1,777	1,223	59%	
01-4340-25 Maint & Repair - Vehicles	19,500	-	19,037	463	98%	20
01-4340-26 Office Expense	150	-	109	41	73%	
01-4340-29 Supplies & Equipment	70,500	16,500	29,236	24,764	65%	21
01-4340-31 Training & Schools	2,500	-	851	1,649	34%	
01-4340-32 Telephone/Communications	4,500	-	2,058	2,442	46%	
01-4340-33 Utilities	6,300	-	3,080	3,220	49%	
01-4340-34 Printing	275	-	88	187	32%	
01-4340-35 Maint & Repair - Equipment	6,500	-	850	5,650	13%	
01-4340-40 Dues & Subscriptions	3,675	-	1,841	1,834	50%	
01-4340-44 Contracted Services	10,000	-	5,187	4,813	52%	
01-4340-45 Insurance & Bonds	9,802	-	9,532	270	97%	19
	598,990	16,500	304,981	277,509	54%	

Notes:

- 19 Paid once annually at the beginning of the Fiscal Year
- 20 Intake relief valves on E571, R57 valves and A/C Repair, Preventative Maintenance
- 21 Rescue 57 items - Fire Stipend, Turn Out Gear encumbered

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	2,425	-	2,422	3	100%	22
01-4510-29 Supplies & Equipment	975	-	35	940	4%	
01-4510-39 Maint & Repair	10,000	-	5,500	4,500	55%	23
01-4510-55 Cap Outlay - Equipment	9,000	-	7,160	1,840	80%	24
01-4510-71 Debt Service - Principal	50,000	-	25,000	25,000	50%	
01-4510-72 Debt Services - Interest	7,225	-	3,802	3,423	53%	
01-4510-99 Unappropriated Fund Balance	9,677	-	-	9,677	0%	
01-4511-33 Utilities - Street Lights	36,500	-	17,391	19,109	48%	
01-4511-58 Cap Outlay - Bldg/Infrastructure	300	-	-	300	0%	
	126,102	-	61,309	64,793	49%	

Notes:

- 22 Powell Bill maps paid for once annually
- 23 Timber Run sink hole repair
- 24 Snow Plow

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	175,000	-	88,148	86,852	50%	
	175,000	-	88,148	86,852	50%	

Notes:

Parks & Rec:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	3,050	9,579	13,371	49%	
01-6130-29 Supplies & Equipment	8,400	-	1,900	6,500	23%	
01-6130-32 Telephone/Communications	1,650	-	273	1,377	17%	
01-6130-33 Utilities	16,900	-	7,075	9,825	42%	
01-6130-44 Contracted Services	1,500	-	-	1,500	0%	
01-6130-62 Committees - PERC	22,500	-	10,507	11,993	47%	
	76,950	3,050	29,334	44,566	42%	

Notes:

Interest on Investments by Month														
FY 2022-2023														
Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
Certificates of Deposits:														
XX7779	418.18	432.13	432.13	-	-	-	-	-	-	-	-	-	1,282.44	Matured
	418.18	432.13	432.13	-	-	-	-	-	-	-	-	-	\$ 1,282.44	\$ -
Money Market Accounts:														
XX9011	126.75	124.59	49.98	38.52	56.62	58.53	-	-	-	-	-	-	454.99	153,167.63
XX1186	5.32	5.32	5.49	11.51	18.03	18.64	-	-	-	-	-	-	64.31	62,708.71
ARPA	19.23	28.76	-	-	closed	closed	-	-	-	-	-	-	47.99	Closed
	151.30	158.67	55.47	50.03	74.65	77.17	-	-	-	-	-	-	\$ 567.29	\$ 215,876.34
NC Capital Management Trust:														
XX4319	65.72	396.81	4,372.14	6,738.04	8,006.15	9,206.53	-	-	-	-	-	-	28,785.39	2,779,830.29
	65.72	396.81	4,372.14	6,738.04	8,006.15	9,206.53	-	-	-	-	-	-	\$ 28,785.39	\$ 2,779,830.29
Totals													\$ 30,635.12	\$ 2,995,707

Total Invested Balance	\$ 2,995,707
Cash Balance (As of 12/31/22)	\$ 356,089
Minus Outstanding Transactions (As of 12/31/22)	\$ (26,515)
Total Reconciled Cash Balance	\$ 329,574
Total Available Funds	\$ 3,325,280

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

<u>REVENUES</u>	Amended Project Authorization	Total To Date	21/22 Projected
04-3613-26 Federal Emergency Management Agency Grant	\$ 576,286	\$ 502,170	6,161
04-3613-36 NC Division of Emergency Management Grant	192,095	167,390	2,054
<i>Total Revenues</i>	<u>768,381</u>	<u>669,560</u>	<u>8,214</u>
<u>OTHER FINANCING SOURCES</u>			
04-3981-96 Transfer from General Fund	-	-	-
<i>Total Other Financing Sources</i>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>768,381</u>	<u>669,560</u>	<u>8,214</u>
<u>EXPENDITURES</u>			
04-6130-18 PROFESSIONAL SERVICES			
Engineer or Architect Fees	174,250	166,037	8,214
<i>Total Personnel</i>	<u>174,250</u>	<u>166,037</u>	<u>8,214</u>
04-6130-69 CAP OUTLAY - BLDG, STRUCT, OTHER			
Construction Cost	\$ 547,619	\$ 503,524	-
Contingency (10%)	46,512	\$ -	-
<i>Total Capital Outlay</i>	<u>594,131</u>	<u>503,524</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 768,381</u>	<u>\$ 669,560</u>	<u>8,214</u>
TOTAL FINANCING SOURCES OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2021-13
American Rescue Plan Act Fund
Inception 8/9/2021

<u>REVENUES</u>	Project Authorization	Total To Date	Projected by Completion
07-3301-23 CSLRF Funds (ARPA Funds)	959,917	959,917	-
07-3831-89 Interest on Investment - ARPA	-	413	-
<i>Total Revenues</i>	959,917	960,330	-
TOTAL REVENUES AND OTHER FINANCING SOURCES	959,917	960,330	-
<u>EXPENDITURES</u>			
07-9810-96 Transfer Out - General Fund	959,917	960,330	-
<i>Total Personnel</i>	959,917	960,330	-
TOTAL EXPENDITURES	959,917	960,330	-
TOTAL FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ -	\$ -

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 5

Summary:

The drafted Rules of Procedure were presented at the Board’s December 12, 2022 meeting. Staff requests that the Board of Aldermen discuss and decide on amendments to the document before adoption.

Attachments:

- Draft Rules of Procedure

Action Requested:

Motion to adopt Rules of Procedure with amendments.

Rules of Procedure

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Rules of Procedure for the Board of Aldermen of the Town of Granite Quarry

Part I. Applicability

Rule 1. Applicability of Rules

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

Part II. Quorum

Rule 2. Quorum

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

Part III. Open Meetings

Rule 3. Remote Participation in Board Meetings

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

(Remote Participation Policy 2020-01 adopted 4/3/2020)

Rule 4. Meetings to Be Open to the Public

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

Rule 5. Closed Sessions

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

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

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

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

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

Rule 6. Meeting Minutes

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

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

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

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

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

Rule 7. Broadcasting and Recording Meetings

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

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

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

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

Part IV. Organization of the Board

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

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

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected mem-

bers of the board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

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

Part V. Types of Meetings

Rule 9. Regular Meetings

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

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

Rule 10. Special Meetings

(a) Calling Special Meetings. A special meeting of the board may be called by the mayor, the mayor pro tempore, or any two board members. A special meeting may also be called by vote of the board in open session during a regular meeting or another duly called special meeting.

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

(c) Notice to Members.

- (1) *Meeting called by the mayor, the mayor pro tempore, or any two board members.* At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two board members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each board member or left at his or her usual dwelling place.
- (2) *Meeting called by vote of the board in open session.* When a special meeting is called by vote of the board in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and

purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each board member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.

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

Rule 11. Emergency Meetings

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

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

- (1) The mayor, the mayor pro tempore, or any two members of the board may at any time call an emergency board meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each board member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the board are present and consent thereto, or when any absent member has signed a written waiver of notice.

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

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

Rule 12. Recessed Meetings

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

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

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

- (1) *Preparation.* The town manager and/or the town clerk shall prepare a draft agenda in advance of each meeting of the town board.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the town manager or the town clerk at least twelve days before the date of the meeting. The town manager and/or town clerk must place an item on the draft agenda in response to a board member's timely request.
- (3) *Supplemental information/materials.* If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to board members.* Each board member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each member at least **twenty-four hours** before the meeting.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

(b) Adoption of the Agenda.

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

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

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

Rule 14. Acting by Reference to Agenda or Other Document

The board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or

any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The board may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

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

Rule 16. Order of Business

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

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

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

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

(a) Presiding Officer. When present, the mayor shall preside at meetings of the board.

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

(c) Recognition of Members. A member must be recognized by the mayor (or other presiding officer) in order to address the board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

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

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in

his or her remarks and entertain and rule on objections from other members on this ground;

- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

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

Rule 18. The Mayor Pro Tempore

(a) Presiding in Mayor's Absence. When present, the mayor pro tempore shall preside over board meetings in the mayor's absence with all the powers specified in Rule 17(d).

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

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

Rule 19. Other Presiding Officer

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

Rule 20. When the Presiding Officer Is Active in Debate

If the mayor becomes active in debate on a particular proposal, he or she **[may] [must]** have the mayor pro tempore preside during the board's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor **[may] [must]** designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she **[may] [must]** designate another board member to preside temporarily.

Part VIII. Motions and Voting

Rule 21. Action by the Board

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

Rule 22. Second Required

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

Rule 23. One Motion at a Time

A member may make only one motion at a time.

Rule 24. Withdrawal of Motion

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

Rule 25. Debate

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

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

Rule 26. Adoption by Majority Vote

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

Rule 27. Changing a Vote

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

Rule 28. Duty to Vote

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

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

should be directed to the town attorney.

(c) Procedure for Excusal.

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

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

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

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

Rule 29. Voting by Written Ballot

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

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

Rule 30. Substantive Motions

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

Rule 31. Procedural Motions

(a) Certain Motions Allowed. The board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

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

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and

- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

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

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

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

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

Motion 4. To Take a Brief Recess.

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

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

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

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

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

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. The board may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the

referral date, the board must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

(c) Amendments to Ordinances. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

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

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

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

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

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

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

Rule 33. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the board’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the board.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed

ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all board members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the mayor's vote counts if there is an equal division.

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

Rule 34. Adoption of the Budget Ordinance

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

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

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

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

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

Rule 35. Approval of Contracts and Authorization of Expenditures

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

(b) Approval of Contracts. To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all board members not excused from voting on the contract, including the mayor's vote in the event of a tie.

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

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

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

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

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

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

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

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

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

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

Rule 37. Public Comment Periods

(a) Frequency of Public Comment Periods. The board must provide at least one opportunity for public

comment each month at a regular meeting, except that the board need not offer a public comment period during any month in which it does not hold a regular meeting.

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

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

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

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

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

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

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

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

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

(f) Vote by Written Ballot. The board may vote on proposed appointments by written ballot in accordance with Rule 29.

Rule 39. Committees and Boards

(a) Establishment and Appointment. The board may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by

law or the board, the power of appointment to such bodies lies with the board.

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

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

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

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

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

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

Rule 42. Communication Guidelines (?)

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 6

Mission Statement

Summary:

Please see attached summary.

Attachments:

- Mission Statement summary and suggestion

Action Requested:

Motion to adopt the proposed Mission statement (as presented / as amended).

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against

SUMMARY

TO: Board of Aldermen
FROM: Town Manager
RE: **Mission Statement**
DATE: 1/9/23



Vision: *Solid as the rock on which it was founded, Granite Quarry will be a growing, connected and family-friendly town that provides a high quality of life for all.*

Core Values: “GQ SOLID”

Growth

Quality

Streamline Communication

Operate with Accountability

Lead with Honesty & Integrity

Implement Teamwork

Demonstrate Enthusiastic Engagement

Now that that the Board has updated its Vision and Core Values, the last component for our organizational guidance is the Mission Statement. As a general rule:

- Mission is what you do best every day
- Vision is what the future looks like because you do that mission exceedingly well

2015 Mission draft (for background only):

To foster (community?) growth through a sustainable comprehensive plan committed to economic development for the town where citizens can work and play while improving quality of life.

2022 Mission draft: Possible 2022 revamp that pulls from updated strategic planning discussions:

Optimizing quality of life for our community by delivering exemplary municipal services and embracing quality growth consistent with our unique sense of place and granite character.

Recommended Action:

Motion to adopt the proposed Mission statement (as presented / as amended).

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 7

Summary:

Town events have grown over the last few years, largely in part to sponsorships. Before actively seeking sponsorships for the 2023 events, staff would like to have a set of guidelines to ensure that all objectives and expectations are clearly outlined.

Staff is asking that the Board discuss the drafted document and adopt the administrative guidelines by consensus.

Attachments:

- Draft Event Sponsorship Guidelines

Action Requested:

Adoption by consensus.

Event Sponsorship Guidelines

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



2023

EVENT SPONSORSHIP GUIDELINES

Purpose: The purpose of these guidelines is to set standards for the Town of Granite Quarry as it actively seeks sponsorships to generate additional revenues for the betterment of events within the control of the Town. Sponsorships are not intended to provide a public forum for communication and debate.

The Town will operate its sponsorship program in a manner that maximizes revenue while ensuring that the sponsorship materials displayed do not negatively affect the goodwill of citizens and visitors and do not diminish the reputation of the Town. To accomplish these objectives, the Town has adopted the following guidelines.

Sponsorship Criteria

At a minimum, the following criteria when evaluating a sponsorship application shall be taken into consideration in determining compatibility for a sponsorship; in all cases, the Town Manager or his/her designee will have the ability to accept or reject a proposal.

1. The compatibility of the organization's products, customers, and promotional goals with the Town and/or event's purpose;
2. The organization's past record of involvement in community and projects;
3. The mission, vision, and values of the potential sponsor;
4. the degree to which the organization's impact aligns with the Town's Strategic Plan;
5. Community support for, or opposition to, the application;
6. The organization's record of responsible environmental stewardship;

Sponsorship from an Organization or Business

Sponsorship from an organization or business that is engaged in any of the following activities, or has a mission of supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the Town is deemed to be unsuitable for and contrary to community standards or appropriateness for government publications, shall be prohibited on any Town property or in any Town publications:

1. Businesses that mass-produce and distribute alcoholic beverages. Local breweries producing craft beer may be considered if the corporation promotes the local economy and advertisement messages are deemed appropriate for general audiences;

2. Promotion of the sale or consumption of tobacco and/or vaping products or depiction of the use of tobacco products;
3. Promotion of gambling, or promotion of establishments providing such services or activities of a related or similar nature;
4. Depiction in any form of profanity, obscenity or lewdness, or characterizations which suggest, depict or promote any such element or sexually-oriented products, activities, or materials;
5. Promotion in any form of illegal drugs, illegal drug use, illegal drug paraphernalia, or characterizations that suggest or depict the promotion or glorification of any such products, activities, or materials;

Individuals wishing to sponsor may not include a logo or slogan and will not be included on printed materials regardless of the sponsorship level. Sponsorships from individuals will be considered a donation.

Application Review

1. The Town Manager or his/her designee will initially review the application. At a minimum, the staff will review the sponsorship application to confirm/determine whether the sponsor meets the criteria, restrictions, standards, and guidelines set forth in this document.
2. The Town Manager or his/her designee, possibly including an event committee, will have the ability to approve or deny any and all sponsorships.

Permissible Sponsors and Message Content

1. The Town reserves the right to exercise full editorial control over the location, method, size, appearance, and wording of any sponsorship messages.
2. All sponsorship messages displayed or spoken in or at Town venues or events shall be commercial or governmental in nature and purpose.
 - a. Commercial messages - messages whose sole purpose is to sell or rent real or personal property for profit, or to sell services for profit. It does not include messages that both offer to sell property or services and convey information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing. Commercial messages also mean messages whose sole purpose is to promote a non-profit or regional tourist attraction.
 - b. Governmental messages mean messages whose sole purpose is to promote or inform the public of a service, program, or activity of the federal, state, or local governmental entity or agency.
3. The Town will allow legally qualified candidates for public office to sponsor the Granite Fest event occurring each October unless or until the Town determines political sponsorships to be out of alignment with the event's purpose.
4. Town venues and events must accommodate all persons, regardless of age or sensibilities. Therefore, the following types of messages will not be displayed, and may not be spoken, even if the messages are commercial or governmental in nature.
 - a. Messages for products or services related to human reproduction or sexuality, including but not limited to contraceptive products or services, other products or services related to sexual hygiene, counseling with regard to pregnancy, abortion, or other sexual matters.

- b.** Messages for products, services, or entertainment directed to sexual stimulation.
- 5.** The Town will not permit messages that disparage the Town, any other person, or any entity.
- 6.** The use of the Town's name, logo, slogans, or other graphic representations requires express prior approval of the Town Manager or his/her designee.
- 7.** All messages must be truthful. Statements, copy, and illustrations should not be exaggerated, distorted, or deceptive.
- 8.** No messages shall include language, pictures, or other graphic representations that are unsuitable for exposure to persons of young age and immature judgment or shall be derogatory of any person or group because of race, national origin, ethnic background, religion, or gender.
- 9.** No messages shall be displayed or spoken that would violate any federal, state, or local law or regulation.

DRAFT

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 8

NCLM Voting Delegate

Summary:

The League Bulletin included the following in their Dec. 9, 2022 edition.

Dec. 9, 2022 | nclm.org

2023-2024 Biennium Legislative Goals | Designate Your Municipality's Voting Delegate

The League's member-driven legislative goals development process coincides with the start of each new legislative biennium. During even-numbered years, members come together to submit their legislative goals and priorities. Over the last few months, the Legislative Policy Committee has been considering these ideas and will present its recommendations to the Board of Directors this month. The Board will refine the position further before sending them to the full League membership for a final vote. After the final voting period closes, cities and towns will have a focused advocacy agenda to pursue at the state and federal levels.

Identify Your Municipality's Voting Delegate

Each member municipality is eligible to cast a single vote in this goal setting process. Each member municipality shall designate one voting delegate who is responsible for casting the municipality's vote. Take action NOW to designate your municipality's voting delegate by following this link:

[Designate your voting delegate here.](#)

Voting delegates must be designated by Thursday, Jan. 12, 2023.

- The designated voting delegate shall receive their credentials and voting instructions.
- The designated voting delegate shall vote on the proposed Legislative Goals package electronically.
- The Legislative Goals will be shared with the membership electronically following the voting period.

The League is grateful to the 65-member legislative policy committee and its two co-chairs, Mayor Melinda Bales of Huntersville and Mayor Lynda Sossamon of Sylva for their hard work and many meetings over the past months.

For questions, please contact Derrick Applewhite, dapplewhite@nclm.org, 919-715-1229.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Action Requested:

Motion to appoint _____ as the Board's NCLM voting delegate.

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 9

NCLM Legislative Goals

Summary:

The NCLM has developed legislative goals and has asked municipalities to cast their votes. After selecting a voting delegate, each municipality is being asked to review, discuss, and determine which 10 of the 16 goals they support.

Staff has highlighted 10 goals as a recommendation to begin discussion.

Attachments:

- NCLM Legislative Goal Statements

Action Requested:

Review, discuss, and determine which of the proposed legislative goals the town supports.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

LEGISLATIVE GOAL STATEMENTS

RECOMMENDED BY THE NCLM BOARD OF DIRECTORS

The following goal statements are grouped by subject area but NOT listed in any priority order.

- Expand federal and state resources for affordable housing.
 - Housing affordability is a growing problem across North Carolina, affecting cities and towns of all sizes and people across different income levels.
 - Increasingly, the lack of affordable housing acts as a major impediment to business and workforce recruitment.
 - Ongoing state and federal revenue streams to address housing affordability are extremely limited, with much of the burden for solutions left with cities and towns

- **Revitalize vacant and abandoned properties with enhanced legal tools and funding.**
 - Abandoned and vacant properties, often the subject of so-called tangled titles, can affect the ability of communities to revitalize areas and improve economic conditions.
 - The abandoned properties, with enhanced legal tools to help heirs clear up title issues and sell properties at market rates, could help address local housing needs.
 - Many towns do not have the funding to adequately address abandoned properties.

-

- **Create an adequate and permanent funding stream for local infrastructure.**
 - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
 - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
 - Creating more permanent funding streams for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.

- **Allow municipalities to use local resources and capabilities to expand broadband access in their communities through innovative partnerships.**
 - Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.
 - Municipalities own existing infrastructure – including dark fiber, towers and electric poles – that could be utilized in innovative partnerships and assist in making broadband service more affordable.
 - Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.

- Extend deadlines for completion of federal infrastructure projects.
 - Current deadlines for the allocation and expenditure of American Rescue Plan Act funding may make more complex infrastructure projects unrealistic.
 - High inflation and worker shortages are leading to higher project costs; extending ARPA and other funding deadlines will spread projects out and may help lower costs.
 - Cities and towns require flexible deadlines to get the best bang for their buck out of this funding.

-

- **Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.**
 - Current Powell Bill and other state funding is not adequate to address transportation needs, particularly as they affect municipal and state-owned secondary roads.
 - In many cities and towns, major commuting corridors are not receiving the level of investment needed to keep pace with traffic.
 - More investment is needed for these roads if existing residents are to embrace business and residential growth.

- **Support integrated and multi-modal transportation solutions.**
 - Today, cities and towns seek to make downtowns and other areas accessible to residents and visitors, whether traveling by foot, bike, car, mass transit and other means.
 - Making areas accessible in this manner requires integrated planning and funding with the state.
 - Only through recognizing the need for multi-modal transportation solutions can cities and towns maximize tourism and other economic opportunities, ensuring that local businesses thrive.

- **Increase state funding for public transportation operations.**
 - Road construction is not keeping pace with transportation needs in any many areas, and public transportation provides a means to reduce the burden of building roads.
 - Investment in public transportation can improve traffic safety, air quality and residents' accessibility to businesses and public services.
 - One of the biggest impediments to economic growth is traffic and commuting times, which can be alleviated through public transportation options.

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- **Expand incentives and funding for local economic development.**
 - Funding is simply inadequate in many cities and towns to encourage job growth.
 - State grants and incentives are often targeted in ways that fail to assist the areas in greatest need of job creation.
 - Maintaining or expanding funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits helps cities and towns across the state.

- Expand incentives that encourage regionalization of water and sewer, as well as other municipal services, when appropriate.
 - A number of municipal water and sewer systems continue to financially struggle with deferred maintenance needs.
 - These challenges came about largely due to population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
 - While legislators and municipalities have begun to address these issues with the creation of the Viable Utility Reserve and the use of ARPA funding, state estimates show needs still exceed expenditures by several billion dollars.

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- Enhance state systems and resources for local law enforcement officer recruitment, training, and retention.
 - Municipalities across the state are facing law enforcement staffing shortages, in many cases severe shortages.
 - State training resources are limited, and the cost of local law enforcement agencies to send recruits and existing officers to NC Justice Academy locations can be prohibitive.
 - Grant writing assistance is one of several options that might provide better access to the large volume of federal law enforcement grant funding that is available.
- Provide state assistance for yearly financial audits, ensuring that an adequate number of auditors is available.
 - Several dozen local governments have been placed on the state Unit Assistance List due to late audits.
 - Often these audits are late due to staffing shortages, changes in financial personnel and a growing shortage of private auditors willing to perform this work.
 - Addressing this challenge would lessen negative portrayals of local government financial controls.

- **Revise state contracting laws to better protect public entities from the effects of inflation.**
 - Labor and materials costs have been rising at a rapid rate, leaving municipalities with few options when project bids and costs exceed expectations.
 - Additional flexibility regarding the contracting process could assist municipalities in protecting taxpayers from inflation and escalating costs.
 - Without contracting law flexibility, projects can be delayed and costs can further increase.

- Update annexation petition thresholds to make voluntary annexations easier to initiate.
 - Voluntary annexation by petition currently requires 100 percent consent from all property owners, a threshold that can be impossible to meet even if a majority of property owners can benefit by utilizing their property for business or residential purposes.
 - Lowering the threshold from 100 percent represents a middle ground that would still reflect the will of property owners but not handicap communities' ability to economically thrive.
 - The ability of a city or town to grow and reflect its urban footprint is vital to its financial health; city services are relied on by residents whether they live in or near municipal boundaries.

- Provide authority to municipal water systems to recoup costs of clean-up from polluters.
 - Local municipal water systems are increasingly being looked to for the clean-up of PFAS and other “forever” chemicals found in surface waters.
 - State regulators plan to set surface water standards for these chemicals and propose Maximum Contaminant Levels for PFAS chemicals in drinking water.
 - To date, cities' only recourse to try to recoup the cost for utility ratepayers is through the courts.

- **Provide local revenue options beyond property tax.**
 - Roughly 40 percent of municipal general fund revenue is generated by local property taxes.
 - Cities have little to no authority to raise significant revenue in other ways.
 - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 10

Budget Amendment #6

Summary:

The Police Department applied for and has been awarded a Governor’s Crime Commission (GCC) grant in the amount of \$24,497.91 to cover the full cost of 9 Taser devices. This includes a 5-year warranty, multiple training items, replacement cartridges for five years, license fees, and other needed accessories. Once these new units are in place and the officers are trained, the PD will designate one of the older units for the part-time officers to carry.

The PD confirmed an updated quote of \$24,479.37 for these units, which is the actual amount the grant will reimburse. BA#6 is attached, which authorizes the purchase of the equipment and receipt of the grant funds to cover it.

Attachments:

- Budget Amendment FY 22-23 #6

Action Requested:

Motion to approve Budget Amendment #6 as presented.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**FISCAL YEAR 2022-2023
BUDGET AMENDMENT REQUEST #6**

January 9, 2023

PURPOSE: To increase Grants (01-3300-36) and increase Police – Cap Outlay - Equipment (01-4310-55) in the amount of \$24,480 for the purchase of 9 taser devices funded by the Governor’s Crime Commission Grant.

General Fund – Fund 01

Revenues:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-3300-36	Grants	\$ 24,480
Total Increase/Decrease:		\$ 24,480

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4310-55	Police – Cap Outlay - Equipment	\$ 24,480
Total Increase/Decrease:		\$ 24,480

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany H. Barnhardt, Mayor

Shelly Shockley, Finance Officer

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 11

GPO 2021-13 Closeout

Summary:

The Board adopted Grant Project Ordinance 2021-13 to account for the Town’s allocation of and plan for American Rescue Plan Act funds. Attached is the GPO closeout draft with the final accounting for the project.

Attachments:

- GPO 2021-13 Closeout
- GPO 2021-13 ARPA Adopted as amended

Action Requested:

Motion to adopt Grant Project Ordinance 2021-13 closeout as presented.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



GRANT PROJECT ORDINANCE

2021-13

**TOWN OF GRANITE QUARRY, NC
AMERICAN RESCUE PLAN ACT FUND**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby *completed and closed as follows*:

Section 1: The project authorized was to expend the Town’s allocation of American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) under the standard allowance for the provision of government services authorized by 31 CFR Part 35.6(d)(1).

Section 2: The following amounts were appropriated and realized for this project:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Fire Department Services for period of 3/3/21 through 3/31/22	6.1	Salaries	\$275,000.00
002	Law Enforcement Services for period of 3/3/21 through 3/31/22	6.1	Salaries	\$310,000.00
003	Administrative Services for period of 3/3/21 through 3/31/22	6.1	Salaries	\$220,000.00
004	Public Works Services for period of 3/3/21 through 3/31/22	6.1	Salaries	\$150,000.00
005	Governing Body Services for period of 3/3/21 through 3/31/22	6.1	Salaries	\$4,916.71
			TOTAL	\$959,916.71

Section 3: The following revenues were received for this project and transferred to General Fund:

Source	Anticipated
CSLRF Funds	\$959,916.71
Interest on CSLRF Funds	412.94
TOTAL	\$960,329.65

Section 4: The Finance Officer is directed to maintain sufficient specific detailed accounting records of the project to satisfy the requirements of the grantor agency, the grant agreements, and all state and federal regulations.

Section 5: A copy of this grant project ordinance closeout shall be entered into the Governing Board’s meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk to complete and close out this project.

Adopted the 9th day of January, 2023

(Seal)

Brittany H. Barnhardt, Mayor

Attest: _____
Aubrey Smith, Town Clerk



GRANT PROJECT ORDINANCE

2021-13

TOWN OF GRANITE QUARRY, NC AMERICAN RESCUE PLAN ACT FUND

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted, **as amended June 13, 2022**:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF). The Town of Granite Quarry has received the first tranche in the amount of \$479,958.35 of CSLRF funds. The total estimated allocation is \$959,916.70, with the remainder to be distributed to the town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Town of Granite Quarry
PO Box 351
Granite Quarry, NC 28072
Phone: 704.279.5596 • Fax: 704.279.6648
www.granitequarrync.gov

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriated for the project:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Fire Department Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$275,000.00
002	Law Enforcement Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$310,000.00
003	Administrative Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$220,000.00
004	Public Works Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$150,000.00
005	Governing Body Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$4,916.70
			TOTAL	\$959,916.70

Section 4: The following revenues are anticipated to be available to complete the project:

Source	Anticipated
CSLRF Funds	\$959,916.70
TOTAL	\$959,916.70

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby authorized to account for and invest the funds in an account separate from the General Fund, and the Government Entity Resolution attached and incorporated by reference herein is duly authorized and adopted.

Section 7: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Town of Granite Quarry
 PO Box 351
 Granite Quarry, NC 28072
 Phone: 704.279.5596 • Fax: 704.279.6648
www.granitequarrync.gov

Section 8: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Town Clerk.

Section 9: This grant project ordinance is effective as of March 3, 2021, and expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.




(Seal)

Adopted the 13th day of June, 2021



Brittany Barnhardt, Mayor

Attest:



Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

January 9, 2023

Agenda Item 12

Summary:

Attached is the Capital Project Ordinance authorizing the funding for us to move forward with the Transformational Projects.

Attachments:

- CPO 2023-01 for Transformation Projects

Action Requested:

Motion to adopt Capital Project Ordinance 2023-01 as presented for the Town's Transformational Projects.

CPO Transformational Projects

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against



CAPITAL PROJECT ORDINANCE

2023-01

**TOWN OF GRANITE QUARRY, NC
TRANSFORMATIONAL PROJECTS**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The Project authorized is for “Transformational Projects”, generally defined by the Board for the purposes herein to mean rare or even once-in-a-generation opportunities to advance Town projects that otherwise have not been possible through traditional Town funding or resources.

In Fiscal Years 2022 and 2023 the Town received \$959,916.71 through American Rescue Plan Act funding, which it elected to expend under the standard allowance for the provision of government services authorized by 31 CFR Part 35.6(d)(1). While this amount was specifically used to reimburse the Town for qualifying salaries during the pandemic, the Board is choosing to use this same amount of funds as the basis for Transformational Projects it wishes to see achieved within the Town limits.

Section 2: The officers of this unit of government are hereby directed to proceed with the capital project within the terms of this project ordinance and the budget contained herein.

Section 3: The following amounts are appropriated for this project*:

Administrative, Engineer, or Architect Fees	\$	50,000.00
Construction Costs		864,416.71
Contingency		45,500.00
Total Appropriations	\$	<u>959,916.71</u>

** The Board will amend this section as it refines and prioritizes specific projects with the assistance of its consulting firm, Stewart.*

Section 4: The following revenues are appropriated for this project:

Fund Balance Appropriated	\$	959,916.71
Total Revenues	\$	<u>959,916.71</u>

Section 5: The Finance Officer is directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all state and federal regulations.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7: The Finance Officer is directed to report on the financial status of each project element in Section 3 of this ordinance on a quarterly basis.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board until this project is complete.

Section 9: A copy of this capital project ordinance shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk for direction in carrying out this project.

Adopted the 9th day of January, 2023

(Seal)

Brittany H. Barnhardt, Mayor

Attest: _____
Aubrey Smith, Town Clerk

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Town Hall Closed	Planning Board 6pm				
8	9	10	11	12	13	14
	BoA Mtg. 6pm		Centralina Exec. Board Mtng 5pm	CAC 6pm		
15	16	17	18	19	20	21
	MLK Jr. Day Town Hall Closed	Revitalization 3:30pm ZBA 6pm		Power in Partnership Breakfast 7:30am		
22	23	24	25	26	27	28
			CRMPO TAC 5:30pm	Chamber Annual Mtng 6pm		
29	30	31				

February 2023

Sunday	Monday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
5	6	7	8	9	10
	Planning Board 6pm		Centralina Board of Delegates Mtng TBD	CAC 6pm	
12	13	14	15	16	17
	BoA Mtg. 6pm			Power in Partnership Breakfast 7:30am	
19	20	21	22	23	24
	ZBA 6pm	Revitalization 3:30pm	CRMPO TAC 5:30pm		
26	27	28			