



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING
Monday, November 13, 2023
6:00 p.m.**

Call to Order

Moment of Silence

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Consent Agenda

A. Approval of the Minutes

1) Regular Meeting October 9, 2023

B. Departmental Reports

C. Financial Reports

D. 2024 Board of Aldermen Regular Meeting Schedule / Holiday Closing Schedule *as amended*

E. Community Appearance Commission Appointment

3. Public Comments

(All comments are limited to 3 minutes. No sharing of minutes with other residents.)

4. Town Manager Update

5. Guest Presentation

NCDOT

NCDOT representatives Pat Ivey, Fred Haith, and Phillip Craver will discuss the US Highway 52 Bypass project, the upcoming prioritization process, and transportation funding.

6. Public Hearing

Non-Annexation Agreement

A. Staff Summary

B. Public Hearing

C. Board Discussion and Decision

ACTION REQUESTED: Motion to adopt Annexation Agreement Ordinance 2023-08 establishing boundaries and parameters of non-annexation areas between the Town of Granite Quarry and the City of Salisbury.

7. Public Hearing **Zoning Map Amendment 2023-11-13**

A. Staff Summary

Rowan parcel located at 0 St Paul's Church Road (Parcel 404 104, PIN 5667-06-37-0724) from "Agricultural (AG)" and Rowan parcel with no address assigned (Parcel 404 154, PIN 5667-05-28-2884) formerly part of Village at Granite from "Planned Unit Development (PUD)" to a "Single Family Residential - 2 (SFR-2)" District (draft ordinance #ZMA 2023-11-13).

B. Public Hearing

C. Board Discussion and Decision

ACTION REQUESTED: Motion to adopt Ordinance ZMA-2023-11-13.

Old Business **None**

New Business

8. Discussion and Possible Action **Town Manager Evaluation Process**

9. Discussion and Possible Approval **Longevity Pay**
ACTION REQUESTED: Motion to approve Longevity Pay for the FY23-24.

10. Discussion and Possible Approval **Social Media Terms of Use and Comment Policy**
ACTION REQUESTED: Motion to adopt Resolution 2023-07 adopting the Social Media Terms of Use and Comment Policy.

11. Board Comments

12. Announcements and Date Reminders

- | | | | | |
|-----------|-----------|-------------|-----------|--------------------------------|
| A. | Thursday | November 16 | 7:30 a.m. | Power in Partnership Breakfast |
| B. | Wednesday | November 22 | 5:30 p.m. | CRMPO TAC |
| C. | Thursday | November 23 | | Thanksgiving – Office Closed |
| D. | Friday | November 24 | | Office Closed |
| E. | Saturday | December 2 | 2:00 p.m. | Christmas at the Lake |
| F. | Monday | December 4 | 6:00 p.m. | Planning Board |

Adjourn

Agenda Item Summary

Regular Meeting
November 13, 2023
Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the November 13, 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
November 13, 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 October 9, 2023
- B. Departmental Reports**
- C. Financial Reports**
- D. 2024 Board of Aldermen Regular Meeting Schedule / Holiday Closing Schedule *as amended***
- E. Community Appearance Commission Appointment**

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, October 9, 2023 6:00 p.m.**

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

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Zachary Moretz, Finance Officer Shelly Shockley, Fire Chief/Public Works Director Jason Hord, Police Sergeant Richard Tester

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 Shelton made a motion to approve the agenda with two changes. He requested that Discussion of Town Shirts and Discussion of the Revitalization Team be removed from the Town Manager's Report to become new items 9A and 9B with Board Comments then becoming item 9C. Alderman Costantino seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Regular Meeting September 11, 2023
- 2) Closed Session Meeting September 11, 2023

B. Departmental Reports

C. Financial Reports

A. 2024 Schedules

- 2024 Board of Aldermen Regular Meeting Schedule / Holiday Closing Schedule
- 2024 Planning Board Meeting Schedule

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

3. Citizen Comments: There were no citizen comments.

4. Town Manager's Update

Manager Smith reviewed items from his report found in the agenda packet including updates on staff training. He shared that the Police Department's traffic enforcement campaign was successful. There was discussion regarding the status of the upcoming newsletter and the Board's desire to spread the word that the town does not have bulk item pickup.

5. Guest Presentation

**Charter Amendment Process and Timeline
Tom Carruthers, NCLM Deputy General Counsel**

Deputy General Counsel Carruthers provided a presentation on the statutory charter amendment by ordinance process and the associated timeline. He stated that a resolution of intent, a properly noticed public hearing, and a vote on an ordinance to amend the charter would each need to be conducted at separate regular meetings with the ordinance adoption taking place at least ninety days before the municipal election in which it would take effect. Changes to the town’s charter regarding the mayor’s term that are adopted in the upcoming year would be effective for the 2025 election. Charter amendments allowed by the statute can be combined and adopted together.

6. Public Hearing

GQDO Amendment – Article 11

A. Staff Summary

Planning, Zoning, and Subdivision Administrator Richard Flowe summarized the draft ordinance to amend Article 11 of the GQDO. The ordinance for amendment reflected the recommendations of the Planning Board. The draft ordinance included the statement that the amendment is both consistent with the adopted Town Plan 2040 and reasonable.

There were questions from individual Board members regarding exemptions and the effect on the average homeowner. Mr. Flowe pointed out where the exemptions could be found in the article and stated that the exemptions had broad applicability. Developers will be given the information at pre-development meetings with the planning department. There were concerns stated regarding landscaping and Mr. Flowe stated the landscaping was covered in the ordinance as well. Alderman Cannon questioned why six inches was proposed by the Planning Board instead of the original four inches.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 6:56 p.m.
 - Planning Board Chairman Richard Luhrs stated he would be happy to answer the question from Alderman Cannon regarding why the Planning Board suggested the amendment from four inches to six inches. He shared that the Planning Board vote was unanimous; there were no strong feelings, but some Planning Board members felt that four inches seemed too narrow.
- 2) Closed: Mayor Barnhardt closed the public hearing at 6:58 p.m.

C. Board Discussion and Decision

The Board continued discussion on the proposed amendment. Alderman Cannon asked if it could be five inches instead of six. It was confirmed that it could be any number.

ACTION: Mayor Pro Tem Linker made a motion to adopt Ordinance ZTA-2023-10-09 (*to amend the Granite Quarry Development Ordinance Article 11*). Alderman Costantino seconded the motion. The motion passed 3-1 with Mayor Pro Tem Linker, Alderman Costantino, and Alderman Shelton in favor and Alderman Cannon opposed.

Old Business

None

| | | | |
|--------------|-------------|-----------|---|
| G. Thursday | October 19 | 7:30 a.m. | Power in Partnership Breakfast |
| H. Saturday | October 21 | 1:00 p.m. | Granite Fest |
| I. Wednesday | October 25 | 5:30 p.m. | CRMPO TAC |
| J. Thursday | October 26 | 5:30 p.m. | Community Appearance Commission |
| K. Thursday | October 26 | 6:00 p.m. | Rowan Municipal Association |
| L. Tuesday | October 31 | 5:00 p.m. | FD Trunk-or-Treat |
| M. Monday | November 6 | 6:00 p.m. | Planning Board |
| N. Tuesday | November 7 | | Election Day |
| O. Wednesday | November 8 | 5:00 p.m. | Centralina Executive Board |
| P. Thursday | November 9 | 5:30 p.m. | Community Appearance Commission |
| Q. Friday | November 10 | | Office Closed in Observance of Veterans Day |
| R. Saturday | November 11 | | Veterans Day |

Adjourn

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

The meeting ended at 7:42 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

Planning Monthly Report

OCTOBER 2023



Permits

3 Permit Applications

3 Permits Approved

0 Permits denied

| Date | Address | Permit | Status |
|----------|-----------------------|---|--------|
| 10-17-23 | 0 Dunns Mountain Road | Exemption plat | Issued |
| 10-18-23 | 5940 US HWY 52 | Interior and Exterior Additions/remodel | Issued |
| 10-24-23 | 175 Twin Oaks Rd | Exemption plat | Issued |
| 10-26-23 | 175 Scotland Lane | Addition to existing principal | Issued |
| 10-26-23 | 317 Yost Farm Rd | Addition to existing garage | Issued |

Planning/Zoning Review

| Inquiry | Zoning | Comments |
|---------------------|--------|---|
| Scotland Lane | SFR-2 | 10-4-23 meeting- considering dev. options |
| W. Bank St | RMST | 10-10-23 Pre-appl. mtg for ZMA-2024-01-08 |
| 908 N Salisbury Ave | C-52 | 10-10-23 Meeting w/ Owner of Food Truck |

Planning Board: Oct. 2, 2023, Met to review ZMA 2023-11-13; recommended approval.

Zoning Board of Adjustment: Oct.16, 2023, Met to discuss new GQDO and current Rules of Procedure. Elected officers.



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report November 2023 Chief Hord

Emergency Calls for Service October 2023

39 calls in district

- 20 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 3 - Fire alarms
- 1- Lines Down
- 1- Brush Fire
- 2 - Motor vehicle accidents
- 6 - Public Assist
- 5 - Cancelled/No incident found
- 1 - Structure fire/electrical short

8 calls to Salisbury

- 2 - Fire Alarms
- 1 - Structure fire
- 2 - Cancelled en route
- 3 - Move ups

4-calls to Rockwell Rural

- 1 - EMS
- 1 - Smoke Scare
- 2 - Motor Vehicle Accidents

3- Calls to South Salisbury

- 1 - Cancelled en route
- 1 - EMS
- 1 - Fire Alarm

2- Calls to Rockwell City

- 1 - Cancelled en route
- 1 - Haz Mat

1 Call to East Spencer Structure Fire

1 Call to Union cancelled en route

1 Call to Faith cancelled en route

TOTAL – 59

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. & Rockwell Rural FD
- 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 seats installed/checked
- Grounds care on Thursdays
- GQ School visits on Thursdays
- Fire Prevention Week events at local Schools, Churches, and Day Cares
- Attended fall fest events at GQ Elementary School, Whittenburg Lutheran Church, and Rowan Christian Assembly
- Port-A-Pit event
- Granite Fest Event
- Trunk-or-Treat Event
- Pre plan updates ongoing

E-571

- Mileage – 22,714
- Hours – 2,042

E-572

- Mileage – 42,040
- Hours – 3,409.4

R-57

- Mileage – 38,763.5
- Hours – 3,573.6

SQ-57

- Mileage – 7,167
- Hours - 980



October Work 2023 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping).
- PM check on generator.
- Nature trail maintenance weekly.
- Filled various potholes.
- A new roof installed on the Town Hall. (Guy Roofing)
- New guardrail installed on Chamandy Dr. (Reynolds)
- Several transformation project meetings.
- Prepped and worked Granite Fest.
- Prepped for Port a Pit and assisted.
- Repaired wiring harness on leaf vac.
- Blew leaves and collected 1st round in parks.

| | | |
|----------------------|------------------|--------------|
| 2007 Ford Truck | Mileage – 64,596 | +129 miles |
| 1995 Ford Dump Truck | Mileage – 45,740 | +70 miles |
| 2009 Ford Truck | Mileage – 95,150 | +296 miles |
| 2019 Ford Truck F350 | Mileage – 21,492 | +425 miles |
| 2022 Chevy Silverado | Mileage – 18,869 | +1,079 miles |



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
November 05, 2023

| ADDRESS | VIOLATION | STATUS |
|-----------------------|-----------|--------|
| 518 Railroad St | MH | OPEN |
| 111 W Lyerly | MH | OPEN |
| 1190 Summer Ln | JP/JV | OPEN |
| 106 E Church St | JV | OPEN |
| 302 W Peeler St | JV/JP | ABATED |
| 127 Rowan St | OL | ABATED |
| 305 Yadkin St | JV | OPEN |
| 723 N Salisbury Ave | JP/OL | ABATED |
| 221 S Oak St | JV | ABATED |
| PID 351130 (Rowan St) | ZN/JP | OPEN |
| 403 Lake Dr | JV | OPEN |
| 411 Lake Dr | JV | OPEN |
| 412 Lake Dr | JP | OPEN |
| 736 S Main St | JV | OPEN |
| 518 S Main St | JP/JV | OPEN |
| 320 Barringer St | JV | OPEN |
| 424 Barringer St | JP | OPEN |
| 101 Granite St | OL | OPEN |
| 211 N Oak St | OL | ABATED |
| 221 W Peeler St | OL | ABATED |
| 114 N Oak St | JV | ABATED |
| 119 W Lyerly St | JP | ABATED |
| 1010 Kenton Pl | OL | ABATED |
| 1208 S Claiborne Rd | OL | ABATED |
| 1304 Stonewyck Dr | JP | OPEN |
| 1401 Gentry Pl | OL | ABATED |
| 1403 Gentry Pl | OL | ABATED |
| 1404 Gentry Pl | OL | ABATED |
| 1202 S Claiborne Rd | JV | ABATED |
| 720 S Main St | JV | OPEN |
| 706 S Main St | JP | OPEN |
| 507 S Main St | JV | OPEN |
| 423 Railroad St | JV | ABATED |
| 610 Maple St | OL/JP | OPEN |



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
November 05, 2023

| | | |
|----------------------------|-------|--------|
| 110 Chase Stone Ct | JP/JV | OPEN |
| 106 Chase Stone Ct | JP | OPEN |
| PID 649A017 (Palasade Cir) | OL | OPEN |
| PID 649A026 (Palasade Cir) | OL | OPEN |
| PID 649A025 (Palasade Cir) | OL | OPEN |
| PID 649A024 (Palasade Cir) | OL | OPEN |
| 703 S Salisbury Ave | JP | ABATED |
| 316 Kluttz St | JP | OPEN |

MONTHLY HIGHLIGHTS

- 24 New cases OPENED for September & October.
- 16 Cases have been ABATED.
- 412 Lake Dr - No one showed up for hearing, Finding of Facts will be posted on the property.
- 518 Railroad St - Burned home has been torn down, we will continue to monitor for the debris cleanup.
- 723 N Salisbury Ave - Home is being remodeled, the junk pile has been removed from property.
- 1202 S Claiborne Rd - Junk Vehicle has been removed from the property (Silver Honda CRV).
- 316 Kluttz St- Notice of Hearing will be posted on 11/6 for the consistent accumulation of Junk/Trash.
- 119 W Lyerly St - Fallen Tree has been cut and removed from the property.



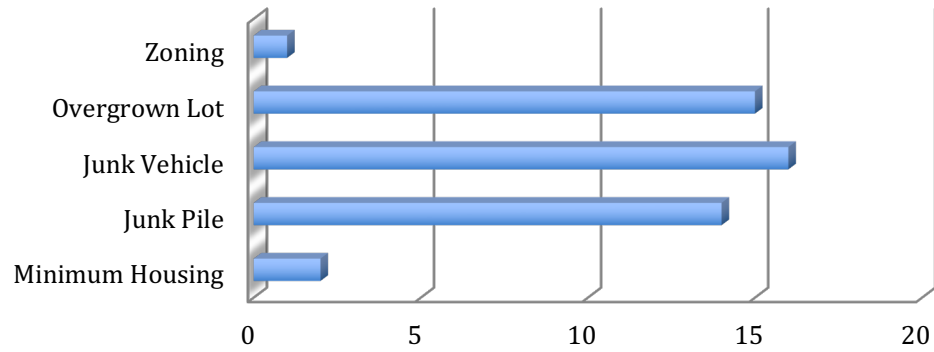
PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

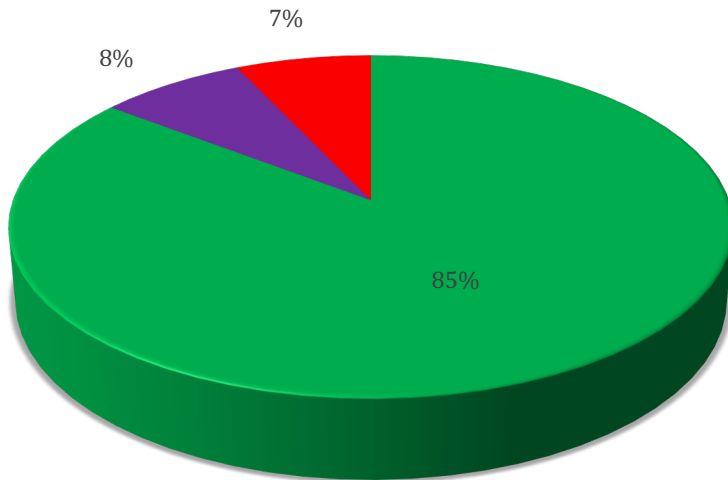
Monthly Report
Town of Granite Quarry

Updated
November 05, 2023

Violations by the Numbers



| | Minimum Housing | Junk Pile | Junk Vehicle | Overgrown Lot | Zoning |
|-----------------------------|-----------------|-----------|--------------|---------------|--------|
| ■ Violations by the Numbers | 2 | 14 | 16 | 15 | 1 |



Total Cases : 161

Abated: 146

Open In Progress: 13

New Cases: 12

■ Abated ■ Open in Progress ■ New Cases



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

November 2023

- Call volume report for the month of October 2023.
- See Attached for Total Calls for Service.

- Date of Report: 11/06/2023

- Total calls for service/activities – 974
 - 125 Officer Generated Calls
 - 131 Calls for Service

- Calls for service/activities Granite Quarry: 781

- Calls for service/activities Faith: 193

- Incident Reports- 22

- Arrest Reports- 6

- Crash Reports- 21

- Traffic Citations- 54

- The following is the ending and average mileage for each vehicle by month:

| | | |
|---------------------|------|---------|
| 141 Ford Taurus- | End- | 87,960 |
| 161 Ford Utility- | End- | 85,254 |
| 171 Ford Utility - | End- | 63,375 |
| 172 Ford Utility - | End- | 107,675 |
| 173 Ford Utility - | End- | 52,174 |
| 181 Ford F150 - | End- | 100,475 |
| 191 Dodge Durango - | End- | 54,482 |
| 201 Ford Utility- | End- | 39,403 |
| 211 Ford Utility- | End- | 20,651 |
| 212 Ford Utility- | End- | 59,155 |

- Other Information:

- Drug Collection Box. October 2023: 20.07 pounds collected.

- October CID Report. 3 Cases assigned; 0 Cases cleared; 41 follow-ups conducted; 104 open assigned cases.

- Officers completed 39 hours of in-service or continuing education training in Oct.

GQPD

Number of Events by Nature

CFS Oct 2023 Granite Quarry

| Nature | # Events |
|--------------------------------|----------|
| 102D1 ABUSE | 1 |
| 102D3 NEGLECT | 1 |
| 103A2 FOUND PROPERTY | 1 |
| 103O2 ADMIN/INFORMATION | 1 |
| 104C2 COMMERCIAL BURG (INTRUSI | 7 |
| 104C3 RESIDENTAL BURG (INTRUSI | 4 |
| 104D4 BUSINESS HOLDUP/PANIC | 1 |
| 106B3 PAST SEXUAL ASLT-CHILD | 1 |
| 107B1 ASST OTHER AGENCY-ROUTIN | 1 |
| 110D2 RESIDENTIAL B&E | 2 |
| 112D2 DECEASED (SUDDEN) | 3 |
| 113B3 NUISANCE COMPLAINT | 1 |
| 113D2 DISTURBANCE / VERBAL | 3 |
| 114C1 PHYSICAL DOMESTIC | 1 |
| 114D1 PHYSICAL DOMESTIC | 1 |
| 114D2 VERBAL DOMESTIC | 3 |
| 115D1 DRIVING UNDER INFLUENCE | 1 |
| 116B1 DRUGS (FOUND-EQUIP) | 1 |
| 118B2 FRAUD-PAST FORGERY | 1 |
| 118D2 FRAUD-FORGERY | 1 |
| 119D2 THREAT | 1 |
| 125B2 LOCKOUT - ROUTINE | 3 |
| 125D1 CHECK WELFARE-URGENT | 4 |
| 129B2 SUSPICIOUS VEH (PAST) | 1 |
| 129C1 SUSPICIOUS PERSON | 5 |
| 129C3 SUSPICIOUS VEHICLE | 11 |
| 129C5 SUSPICIOUS CIRCUMSTANCE | 1 |
| 130B2 VEHICLE LARCENY (PAST) | 1 |
| 130C1 THEFT JUST OCCURED | 1 |

| Nature | # Events |
|--------------------------------|----------|
| 130D2 VEHICLE LARCENY | 1 |
| 131A2 HIT AND RUN - PAST | 2 |
| 131B1 TRAFFIC ACCIDENT - PD | 1 |
| 131O2 TRAFFIC - INFORMATION | 2 |
| 132A1 ABANDONED VEHICLE | 1 |
| 132B3 STALLED VEHICLE | 1 |
| 132C2 HAZARDOUS ROAD CONDITION | 1 |
| 23B1 OVERDOSE/POISON | 1 |
| 23C7 OVERDOSE OR POISON | 1 |
| 77B1 TRAFFIC ACC - INJURY | 2 |
| 77B3 TRAFFIC ACC - POSS INJURY | 1 |
| 911 HANG UP | 3 |
| ASSIST EMS | 3 |
| ASSIST FIRE DEPT | 2 |
| ASSIST MOTORIST | 1 |
| ATTEMPT TO LOCATE | 1 |
| BURGLARY ALARM | 2 |
| BUSINESS OR HOUSE CHECK | 545 |
| COMMUNITY PROGRAM | 4 |
| DELIVER MESSAGE | 17 |
| DOMESTIC PROPERTY PICKUP | 1 |
| ESCORT FUNERAL OR OTHER | 1 |
| FOLLOWUP | 38 |
| GENERAL INFORMATION | 3 |
| ILLEGAL BURNING | 1 |
| MISDIAL | 5 |
| PARK CHECK | 8 |
| SCHOOL SECURITY CHECK | 3 |
| SEARCH WARRANT | 1 |
| SUBPOENA SERVICE | 2 |
| TRAFFIC CHECK | 6 |
| TRAFFIC STOP | 47 |

Nature

Events

VEHICLE ACCIDENT PROP DAMAGE

9

Total

781

GQPD

Number of Events by Nature

CFS Oct 2023 Faith

| Nature | # Events |
|-------------------------------|----------|
| 103O2 ADMIN/INFORMATION | 1 |
| 110B2 PAST RESIDENTIAL B&E | 1 |
| 111D1 DAMAGE TO PROPERTY | 1 |
| 115D1 DRIVING UNDER INFLUENCE | 1 |
| 125B1 CHECK WELFARE - ROUTINE | 2 |
| 129C1 SUSPICIOUS PERSON | 3 |
| 129C3 SUSPICIOUS VEHICLE | 3 |
| 129C5 SUSPICIOUS CIRCUMSTANCE | 4 |
| 130B1 LARCENY (ALREADY OCC) | 3 |
| 130B3 THEFT FROM VEH (PAST) | 1 |
| 130D3 LARCENY FROM VEHICLE | 1 |
| 131B3 HIT & RUN | 1 |
| 131O2 TRAFFIC - INFORMATION | 1 |
| 135C1 SHOTS FIRED (HEARD) | 1 |
| 77B1 TRAFFIC ACC - INJURY | 1 |
| 77C1 TRAFFIC ACC - INJURY | 1 |
| 911 HANG UP | 1 |
| ASSIST MOTORIST | 1 |
| ATTEMPT TO LOCATE | 1 |
| BURGLARY ALARM | 1 |
| BUSINESS OR HOUSE CHECK | 120 |
| DELIVER MESSAGE | 7 |
| ESCORT FUNERAL OR OTHER | 1 |
| FOLLOWUP | 3 |
| GENERAL INFORMATION | 1 |
| MISDIAL | 1 |
| OPEN DOOR | 1 |
| SCHOOL SECURITY CHECK | 7 |
| TRAFFIC CONTROL | 14 |

| Nature | # Events |
|------------------------------|------------|
| TRAFFIC STOP | 6 |
| VEHICLE ACCIDENT PROP DAMAGE | 1 |
| WARRANT SERVICE | 1 |
| | |
| Total | 193 |



Finance Department

Breakdown by Department:
As of October 31, 2023

| Department | Budgeted | Encumbered | YTD | |
|----------------------------|---------------------|-------------------|---------------------|------------|
| Revenues: | <u>4,617,717</u> | | <u>1,790,853</u> | <u>39%</u> |
| Total Revenues: | \$ 4,617,717 | | \$ 1,790,853 | 39% |
| Expenses: | | | | |
| Governing Body | 93,529 | 13,500 | 21,369 | 37% |
| Contingency & Transfers | 1,014,146 | - | 117,151 | 0% |
| Administration | 636,520 | 500 | 193,787 | 31% |
| Public Works | 515,341 | 87,540 | 152,950 | 47% |
| Police | 1,007,124 | 58,721 | 258,971 | 32% |
| Fire | 732,897 | 14,000 | 217,280 | 32% |
| Streets | 331,160 | - | 214,400 | 65% |
| Sanitation | 193,250 | - | 56,531 | 29% |
| Parks & Recreation | <u>93,750</u> | <u>500</u> | <u>32,920</u> | <u>36%</u> |
| Total Expenses: | \$ 4,617,717 | \$ 174,761 | \$ 1,265,358 | 31% |
| Expense to Revenue: | | | | 71% |

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

| Revenues: | | | | | |
|---|------------------|------------------|--------------------|------------|--------------|
| Account | Budget | YTD | Variance | % | Notes |
| 01-3100-12 Taxes - Budget Year | 1,610,208 | 1,178,310 | (431,898) | 73% | |
| 01-3100-17 Tax Penalties & Interest | 4,000 | 1,093 | (2,907) | 27% | |
| 01-3101-12 Taxes - Prior Years | 8,000 | 1,527 | (6,473) | 19% | |
| 01-3102-12 Vehicle Tax | 144,188 | 45,765 | (98,423) | 32% | |
| 01-3230-31 Local Option Sales Tax | 1,118,010 | 364,245 | (753,765) | 33% | |
| 01-3231-31 Solid Waste Disposal Tax | 2,475 | 622 | (1,853) | 25% | |
| 01-3316-32 Powell Pave & Patch Funds | 90,000 | 45,830 | (44,170) | 51% | |
| 01-3322-31 Beer & Wine - State | 12,660 | - | (12,660) | 0% | |
| 01-3324-31 Utilities Franchise Tax | 141,387 | 32,668 | (108,719) | 23% | |
| 01-3330-84 County First Responders | 4,020 | 1,865 | (2,155) | 46% | |
| 01-3413-89 Miscellaneous Revenue | 2,700 | 611 | (2,089) | 23% | |
| 01-3431-41 Police Authority Revenue_Faith | 161,473 | - | (161,473) | 0% | |
| 01-3431-45 Police Report Revenue | 100 | 60 | (40) | 60% | |
| 01-3431-89 Police Miscellaneous | 1,100 | 249 | (852) | 23% | |
| 01-3471-51 Environmental Fee Collection | 184,750 | 42,853 | (141,897) | 23% | |
| 01-3491-41 Subdivision & Zoning Fees | 6,000 | 2,880 | (3,120) | 48% | |
| 01-3613-41 Parks Miscellaneous | 21,000 | 10,125 | (10,875) | 48% | |
| 01-3713-33 Sal. Water/Sewer Reimbursement | 50,000 | - | (50,000) | 0% | |
| 01-3831-89 Interest on Investments | 90,000 | 53,793 | (36,207) | 60% | |
| 01-3834-41 Park Shelter Rentals | 6,000 | 4,025 | (1,975) | 67% | 1 |
| 01-3835-81 Surplus items Sold | 1,000 | 481 | (519) | 48% | |
| 01-3837-31 ABC Net Revenue-Co. | 11,500 | 3,851 | (7,649) | 33% | |
| 01-3991-99 Fund Balance Appropriated | 947,146 | - | (947,146) | 0% | 2 |
| | 4,617,717 | 1,790,853 | (2,826,864) | 39% | |

Notes:

- 1 Includes GQ Civitans annual rental fee of \$1,200
- 2 Fund Balance Appropriated = Budget as Adopted + Budget Amendments as follows:

| | |
|---------------------------------|------------|
| Budget as Adopted | 938,146.00 |
| BA #1 Legion Building Roof | 9,000.00 |
| Total Fund Balance Appropriated | 947,146.00 |

| Governing Body: | | | | | | |
|---|---------------|---------------|---------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-4110-02 Mayor/Aldermen Salary | 18,745 | - | - | 18,745 | 0% | |
| 01-4110-09 FICA Expense | 1,434 | - | - | 1,434 | 0% | |
| 01-4110-14 Insurance - Workers Comp | 50 | - | 32 | 18 | 63% | |
| 01-4110-18 Professional Services | 33,500 | 13,500 | 4,605 | 15,395 | 54% | 3 |
| 01-4110-26 Office Expense | 900 | - | 13 | 887 | 1% | |
| 01-4110-31 Training & Schools | 900 | - | - | 900 | 0% | |
| 01-4110-40 Dues & Subscriptions | 16,250 | - | 13,899 | 2,351 | 86% | |
| 01-4110-45 Insurance & Bonds | 2,000 | - | 1,880 | 120 | 94% | 4 |
| 01-4110-60 Special Projects | 15,200 | - | 740 | 14,460 | 5% | |
| 01-4110-61 Grants - Nonprofit Grant Program | 350 | - | 200 | 150 | 57% | |
| 01-4110-63 Elections | 4,200 | - | - | 4,200 | 0% | |
| | 93,529 | 13,500 | 21,369 | 58,661 | 37% | |

Notes:

- 3 Audit contract is encumbered
- 4 Paid once annually at the beginning of the fiscal year

| Contingency & Transfers: | | | | | | |
|--|------------------|---------------|----------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-9820-96 Transfer to Capital Reserve Fund | 76,000 | - | 76,000 | - | 100% | |
| 01-9840-96 Transfer to Capital Project Funds | 938,146 | - | 41,151 | 896,995 | 4% | 5 |
| | 1,014,146 | - | 117,151 | 896,995 | 12% | |

Notes:

- 5 Transfer to Transformational Project GPO

| Administration: | | | | | | | |
|---------------------------------------|----------------|---------------|----------------|-----------------|------------|--------------|--|
| Account | Budget | Encum. | YTD | Variance | % | Notes | |
| 01-4120-00 Salaries - Regular | 301,925 | - | 83,257 | 218,668 | 28% | | |
| 01-4120-03 Salaries - Longevity | 1,000 | - | - | 1,000 | 0% | | |
| 01-4120-07 401K Expense | 15,097 | - | 4,163 | 10,934 | 28% | | |
| 01-4120-09 FICA Expense | 23,174 | - | 6,244 | 16,930 | 27% | | |
| 01-4120-10 Retirement Expense | 39,017 | - | 10,723 | 28,294 | 27% | | |
| 01-4120-11 Group Insurance | 41,500 | - | 11,198 | 30,302 | 27% | | |
| 01-4120-14 Insurance - Workers Comp | 500 | - | 425 | 75 | 85% | 6 | |
| 01-4120-17 Insurance – HRA/Admin Cost | 1,200 | - | 400 | 800 | 33% | | |
| 01-4120-18 Professional Services | 93,900 | - | 27,694 | 66,206 | 29% | | |
| 01-4120-22 Banquet Expense | 1,700 | - | - | 1,700 | 0% | | |
| 01-4120-26 Office Expense | 9,500 | - | 2,581 | 6,919 | 27% | | |
| 01-4120-31 Training & Schools | 9,500 | 500 | 4,068 | 4,932 | 48% | | |
| 01-4120-32 Telephone/Communications | 4,400 | - | 1,205 | 3,195 | 27% | | |
| 01-4120-33 Utilities | 5,200 | - | 1,599 | 3,601 | 31% | | |
| 01-4120-34 Printing | 6,000 | - | 1,865 | 4,135 | 31% | | |
| 01-4120-37 Advertising | 2,600 | - | 465 | 2,135 | 18% | | |
| 01-4120-40 Dues & Subscriptions | 2,650 | - | 630 | 2,020 | 24% | | |
| 01-4120-44 Contracted Services | 43,807 | - | 15,491 | 28,316 | 35% | | |
| 01-4120-45 Insurance & Bonds | 6,200 | - | 6,182 | 18 | 100% | 6 | |
| 01-4120-62 Committees - CAC | 500 | - | - | 500 | 0% | | |
| 01-4120-68 Tax Collection | 27,150 | - | 15,597 | 11,553 | 57% | | |
| | 636,520 | 500 | 193,787 | 442,233 | 31% | | |

Notes:

6 Paid once annually at the beginning of the fiscal year

| Public Works: | | | | | | |
|---|----------------|---------------|----------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-4190-00 Salaries - Regular | 146,665 | - | 39,562 | 107,103 | 27% | |
| 01-4190-02 Salaries - Part-Time | 70,000 | - | 21,198 | 48,802 | 30% | |
| 01-4190-03 Salaries - Longevity | 1,150 | - | - | 1,150 | 0% | |
| 01-4190-07 401K Expense | 7,334 | - | 1,948 | 5,386 | 27% | |
| 01-4190-09 FICA Expense | 16,663 | - | 4,601 | 12,062 | 28% | |
| 01-4190-10 Retirement Expense | 19,039 | - | 5,072 | 13,967 | 27% | |
| 01-4190-11 Group Insurance | 25,500 | - | 6,379 | 19,121 | 25% | |
| 01-4190-14 Insurance - Workers Comp | 7,200 | - | 6,973 | 227 | 97% | 7 |
| 01-4190-20 Motor Fuel | 16,000 | - | 3,817 | 12,183 | 24% | |
| 01-4190-21 Uniforms | 1,500 | - | 571 | 929 | 38% | |
| 01-4190-24 Maint & Repair - Bldgs/Grounds | 131,215 | 85,500 | 36,428 | 9,287 | 93% | 8 |
| 01-4190-25 Maint & Repair - Vehicles | 7,000 | - | 620 | 6,380 | 9% | |
| 01-4190-29 Supplies & Equipment | 15,000 | 1,500 | 4,067 | 9,433 | 37% | |
| 01-4190-31 Training & Schools | 200 | - | - | 200 | 0% | |
| 01-4190-32 Telephone/Communications | 900 | - | 300 | 600 | 33% | |
| 01-4190-33 Utilities | 3,750 | - | 1,130 | 2,620 | 30% | |
| 01-4190-34 Printing | 25 | - | 5 | 20 | 21% | |
| 01-4190-35 Maint & Repairs - Equipment | 9,000 | - | 1,491 | 7,509 | 17% | |
| 01-4190-40 Dues & Subscriptions | 6,900 | - | 6,674 | 226 | 97% | 9 |
| 01-4190-44 Contracted Services | 19,500 | 540 | 1,810 | 17,150 | 12% | |
| 01-4190-45 Insurance & Bonds | 4,800 | - | 4,794 | 6 | 100% | 7 |
| 01-4190-58 Cap Outlay - Bldg/Infrastructure | 6,000 | - | 5,509 | 491 | 92% | 10 |
| | 515,341 | 87,540 | 152,950 | 274,851 | 47% | |

Notes:

- 7 Paid once annually at the beginning of the fiscal year
- 8 Town Hall Roof is encumbered (minus deposit)
- 9 Includes IWorQ System
- 10 Carport at Quarry

| Police: | | | | | | |
|---------------------------------------|------------------|---------------|----------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-4310-00 Salaries - Regular | 553,925 | - | 134,414 | 419,511 | 24% | |
| 01-4310-02 Salaries - Part-Time | 8,000 | - | 1,800 | 6,200 | 23% | |
| 01-4310-03 Salaries - Longevity | 2,500 | - | - | 2,500 | 0% | |
| 01-4310-07 401K Expense | 27,697 | - | 6,716 | 20,981 | 24% | |
| 01-4310-09 FICA Expense | 43,179 | - | 10,375 | 32,804 | 24% | |
| 01-4310-10 Retirement Expense | 78,123 | - | 18,858 | 59,265 | 24% | |
| 01-4310-11 Group Insurance | 93,500 | - | 24,928 | 68,572 | 27% | |
| 01-4310-14 Insurance - Workers Comp | 11,500 | - | 8,999 | 2,501 | 78% | 11 |
| 01-4310-20 Motor Fuel | 32,000 | - | 7,679 | 24,321 | 24% | |
| 01-4310-21 Uniforms | 4,400 | 150 | 295 | 3,955 | 10% | |
| 01-4310-25 Maint & Repair - Vehicles | 9,000 | - | 1,029 | 7,971 | 11% | |
| 01-4310-26 Office Expense | 1,500 | - | 404 | 1,096 | 27% | |
| 01-4310-29 Supplies & Equipment | 21,650 | 3,504 | 4,936 | 13,210 | 39% | |
| 01-4310-31 Training & Schools | 5,000 | 500 | 2,364 | 2,136 | 57% | |
| 01-4310-32 Telephone/Communications | 8,200 | - | 2,874 | 5,326 | 35% | |
| 01-4310-33 Utilities | 1,900 | - | 569 | 1,331 | 30% | |
| 01-4310-34 Printing | 1,000 | - | 423 | 577 | 42% | |
| 01-4310-35 Maint & Repair - Equipment | 2,000 | - | 92 | 1,908 | 5% | |
| 01-4310-40 Dues & Subscriptions | 4,800 | - | 1,827 | 2,974 | 38% | |
| 01-4310-44 Contracted Services | 23,250 | 281 | 14,114 | 8,855 | 62% | |
| 01-4310-45 Insurance & Bonds | 16,000 | - | 15,895 | 105 | 99% | 11 |
| 01-4310-54 Cap Outlay - Vehicles | 58,000 | 54,285 | 383 | 3,332 | 94% | 12 |
| | 1,007,124 | 58,721 | 258,971 | 689,433 | 32% | |

Notes:

- 11 Paid once annually at the beginning of the fiscal year
- 12 Vehicle and upfit are encumbered

| Fire: | | | | | | |
|---------------------------------------|----------------|---------------|----------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-4340-00 Salaries - Regular | 290,500 | - | 73,578 | 216,922 | 25% | |
| 01-4340-02 Salaries - Part-Time | 184,275 | - | 64,473 | 119,802 | 35% | |
| 01-4340-03 Salaries - Longevity | 2,200 | - | - | 2,200 | 0% | |
| 01-4340-07 401K Expense | 15,520 | - | 4,045 | 11,475 | 26% | |
| 01-4340-09 FICA Expense | 36,489 | - | 10,473 | 26,016 | 29% | |
| 01-4340-10 Retirement Expense | 40,263 | - | 10,366 | 29,897 | 26% | |
| 01-4340-11 Group Insurance | 54,000 | - | 13,162 | 40,838 | 24% | |
| 01-4340-14 Insurance - Workers Comp | 10,585 | - | 8,592 | 1,993 | 81% | 13 |
| 01-4340-17 Firemen's Pension Fund | 1,725 | - | 10 | 1,715 | 1% | |
| 01-4340-20 Motor Fuel | 8,500 | - | 2,386 | 6,114 | 28% | |
| 01-4340-21 Uniforms | 3,500 | - | 690 | 2,810 | 20% | |
| 01-4340-25 Maint & Repair - Vehicles | 10,000 | - | 2,951 | 7,049 | 30% | |
| 01-4340-26 Office Expense | 150 | - | - | 150 | 0% | |
| 01-4340-29 Supplies & Equipment | 30,000 | 14,000 | 5,456 | 10,544 | 65% | 14 |
| 01-4340-31 Training & Schools | 2,500 | - | 1,593 | 907 | 64% | |
| 01-4340-32 Telephone/Communications | 5,400 | - | 1,950 | 3,450 | 36% | |
| 01-4340-33 Utilities | 6,800 | - | 2,119 | 4,681 | 31% | |
| 01-4340-34 Printing | 275 | - | 118 | 157 | 43% | |
| 01-4340-35 Maint & Repair - Equipment | 4,500 | - | 70 | 4,430 | 2% | |
| 01-4340-40 Dues & Subscriptions | 3,850 | - | 1,122 | 2,728 | 29% | |
| 01-4340-44 Contracted Services | 10,000 | - | 2,272 | 7,728 | 23% | |
| 01-4340-45 Insurance & Bonds | 11,865 | - | 11,854 | 11 | 100% | 13 |
| | 732,897 | 14,000 | 217,280 | 501,617 | 32% | |

Notes:

- 13 Paid once annually at the beginning of the fiscal year
- 14 Turnout gear is encumbered

| Streets: | | | | | | |
|--|----------------|---------------|----------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-4510-18 Professional Services | 1,000 | - | - | 1,000 | 0% | |
| 01-4510-29 Supplies & Equipment | 2,400 | - | 187 | 2,213 | 8% | |
| 01-4510-39 Maint & Repair | 30,000 | - | - | 30,000 | 0% | |
| 01-4510-99 Unappropriated Fund Balance | 56,600 | - | - | 56,600 | 0% | |
| 01-4511-33 Utilities - Street Lights | 38,000 | - | 13,632 | 24,368 | 36% | |
| 01-4511-39 Other Services | 300 | - | - | 300 | 0% | |
| 01-4511-71 Debt Service - Principal | 202,860 | - | 200,581 | 2,279 | 99% | 15 |
| | 331,160 | - | 214,400 | 116,760 | 65% | |

Notes:

15 Streets loan paid in full

| Sanitation: | | | | | | |
|--------------------------------|----------------|---------------|---------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-4710-44 Contracted Services | 193,250 | - | 56,531 | 136,719 | 29% | |
| | 193,250 | - | 56,531 | 136,719 | 29% | |

Notes:

| Parks & Rec: | | | | | | |
|---|---------------|---------------|---------------|-----------------|------------|--------------|
| Account | Budget | Encum. | YTD | Variance | % | Notes |
| 01-6130-24 Maint & Repair - Bldgs/Grounds | 35,000 | 500 | 10,503 | 23,997 | 31% | |
| 01-6130-29 Supplies & Equipment | 10,000 | - | 2,642 | 7,358 | 26% | |
| 01-6130-32 Telephone/Communications | 6,000 | - | 2,335 | 3,665 | 39% | |
| 01-6130-33 Utilities | 17,000 | - | 6,837 | 10,163 | 40% | |
| 01-6130-44 Contracted Services | 1,500 | - | - | 1,500 | 0% | |
| 01-6130-62 Committees - PERC | 24,250 | - | 10,604 | 13,646 | 44% | |
| | 93,750 | 500 | 32,920 | 60,330 | 36% | |

Notes:

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 | Projected by Completion (Variance) |
|--|-------------------------------------|--------------------------|--|
| 04-3613-26 Federal Emergency Management Agency Grant | \$ 576,286 | \$ 506,020 | 2,311 |
| 04-3613-36 NC Division of Emergency Management Grant | 192,095 | 168,673 | 770 |
| <i>Total Revenues</i> | <u>768,381</u> | <u>674,693</u> | <u>3,081</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>674,693</u> | <u>3,081</u> |
| | | | |
| <u>EXPENDITURES</u> | | | |
| 04-6130-18 PROFESSIONAL SERVICES | | | |
| Engineer or Architect Fees | 174,250 | 171,169 | 3,081 |
| <i>Total Personnel</i> | <u>174,250</u> | <u>171,169</u> | <u>3,081</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>\$ 674,693</u> | <u>3,081</u> |
| | | | |
| TOTAL FINANCING SOURCES OVER EXPENDITURES | <u>\$ -</u> | <u>\$ -</u> | <u>-</u> |

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2023-01
Transformational Project
Inception 1/9/2023

| <u>FINANCING SOURCES</u> | Amended Project Authorization | Total To Date | Projected by Completion (Variance) |
|---|--|----------------------|---|
| 08-3981-96 Transfer from General Fund | 959,917 | 66,330 | 893,587 |
| <i>Total Financing Sources</i> | 959,917 | 66,330 | 893,587 |
| TOTAL REVENUES AND OTHER FINANCING SOURCES | 959,917 | 66,330 | 893,587 |
| | | | |
| <u>EXPENDITURES</u> | | | |
| 08-4930-18 Professional Services | | | |
| Pre-Development Services | 39,100 | 26,563 | 12,537 |
| Civic Park "Option 1" Improvements | 49,800 | 20,795 | 29,005 |
| Civic Park Master Plan | 55,000 | 1,400 | 53,600 |
| Attorney Fees | 2,573 | 2,573 | - |
| <i>Total Personnel</i> | 146,473 | 51,330 | 95,142 |
| 08-4930-58 Cap Outlay - Construction | 660,517 | 15,000 | 645,517 |
| 08-4930-97 Contingency | 42,928 | - | 42,928 |
| <i>Total Construction</i> | 703,444 | 15,000 | 688,444 |
| 08-9840-96 Transfer to TAP Project Fund | 110,000 | - | 110,000 |
| <i>Total Transfers</i> | 110,000 | - | 110,000 |
| TOTAL EXPENDITURES | 959,917 | 66,330 | 893,587 |
| | | | |
| TOTAL FINANCING SOURCES OVER EXPENDITURES | \$ - | \$ - | \$ - |

Town of Granite Quarry, North Carolina
Capital Project Ordinance # 2023-03
Transportation Alternatives Program Project
Inception 2/13/2021

| <u>REVENUES</u> | Project Authorization | Total To Date | Projected by Completion (Variance) |
|---|--------------------------|---------------|--|
| 09-3450-36 Transportation Alternatives Program Funds | 440,000 | - | 440,000 |
| <i>Total Revenues</i> | 440,000 | - | 440,000 |
| | | | |
| <u>OTHER FINANCING SOURCES</u> | | | |
| 09-3984-96 Transfer from Transformational Projects Fund | 110,000 | - | 110,000 |
| <i>Total Other Financing Sources</i> | 110,000 | - | 110,000 |
| | | | |
| TOTAL REVENUES AND OTHER FINANCING SOURCES | 550,000 | - | 550,000 |
| | | | |
| <u>EXPENDITURES</u> | | | |
| 09-4511-18 Professional Services | 70,000 | - | 70,000 |
| <i>Total Personnel</i> | 70,000 | - | 70,000 |
| 09-4511-58 Cap Outlay - Construction | 452,500 | - | 452,500 |
| 09-4511-97 Contingency | 27,500 | - | 27,500 |
| <i>Total Construction</i> | 480,000 | - | 480,000 |
| | | | |
| TOTAL EXPENDITURES | 550,000 | - | 550,000 |
| | | | |
| TOTAL FINANCING SOURCES OVER EXPENDITURES | - | - | - |

**Town of Granite Quarry, North Carolina
Capital Reserve Fund
Inception 7/1/2023**

| <u>FINANCING SOURCES</u> | Amended Authorization | Total To Date |
|---|----------------------------------|----------------------|
| 02-3981-96 Transfer from General Fund | 76,000 | 76,000 |
| <i>Total Other Financing Sources</i> | 76,000 | 76,000 |
| TOTAL REVENUES AND OTHER FINANCING SOURCES | 76,000 | 76,000 |
| | | |
| <u>EXPENDITURES</u> | | |
| 02-4190-54 Cap Outlay - Dump Truck | 1,000 | - |
| 02-4260-58 Cap Outlay - Town Hall | - | - |
| 02-4340-54 Cap Outlay - Fire Truck | 75,000 | - |
| <i>Total Capital Outlay</i> | 76,000 | - |
| TOTAL EXPENDITURES | 76,000 | - |
| | | |
| TOTAL FINANCING SOURCES OVER EXPENDITURES | - | 76,000 |

Unassigned Fund Balance:

**These amounts are estimates only and intended to give an indication of the fiscal health of Unassigned Fund Balance.*

| | |
|--|---------------------|
| Unassigned Fund Balance as of 7/01/23 | 3,068,949 |
| Revenues as of 10/31/23 | 1,790,853 |
| Expenses as of 10/31/23 | <u>(1,265,358)</u> |
| Revenues over Expense at 10/31/23 | 525,496 |
| Less Encumbered | (174,761) |
| Less Restricted: | |
| Powell Bill | (45,643) |
| Reserved by State Statute | <u>(345,217)</u> |
| Total Restricted | (390,860) |
| Less Committed: | |
| Transformational Project CPO | <u>(896,995)</u> |
| Total Committed | (896,995) |
| Unassigned Fund Balance as of 9/30/23 | \$ 2,131,828 |

| Interest on Investments by Month | | | | | | | | | | | | | | |
|-------------------------------------|--------|--------|--------|--------|-----|-----|-----|-----|-------|-------|-----|------|--------------------|------------------------|
| FY 2023-2024 | | | | | | | | | | | | | | |
| Acct# | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Interest YTD | Invested Balance |
| Money Market Accounts: | | | | | | | | | | | | | | |
| XX9011 | 18 | 2 | 16 | 15 | - | - | - | - | - | - | - | - | 51.85 | 53,721.79 |
| XX1186 | 17 | 19 | 19 | 18 | - | - | - | - | - | - | - | - | 72.93 | 62,965.71 |
| | 35 | 21 | 35 | 34 | - | - | - | - | - | - | - | - | \$ 124.78 | \$ 116,687.50 |
| NC Capital Management Trust: | | | | | | | | | | | | | | |
| XX4319 | 11,469 | 11,705 | 14,957 | 15,537 | - | - | - | - | - | - | - | - | 53,668.10 | 3,499,318.38 |
| | 11,469 | 11,705 | 14,957 | 15,537 | - | - | - | - | - | - | - | - | \$ 53,668.10 | \$ 3,499,318.38 |
| Totals | | | | | | | | | | | | | \$53,792.88 | \$ 3,616,006 |

| | | |
|--|--------------------|---------------------|
| Total Invested Balance | | \$ 3,616,006 |
| Cash Balance (As of 10/31/23) | \$ 214,183 | |
| Minus Outstanding Transactions (As of 10/31/23) | \$ (89,729) | |
| Total Reconciled Cash Balance | | \$ 124,454 |
| Total Available Funds | | \$ 3,740,460 |



2024 Board of Aldermen Regular Meeting Schedule
 (Regular Meetings are scheduled for the second Monday of each month at 6:00 p.m.)

| | |
|--------------------|----------------|
| January 8 | Monday |
| February 12 | Monday |
| March 11 | Monday |
| April 8 | Monday |
| May 13 | Monday |
| June 10 | Monday |
| July 8 | Monday |
| August 12 | Monday |
| September 9 | Monday |
| October 14 | Monday |
| November 12 | Tuesday |
| December 9 | Monday |

2024 Holiday Schedule

| Holiday | Observance Date | Day of the Week |
|----------------------------|------------------------|-------------------------|
| New Year's Day | January 1, 2024 | Monday |
| Martin Luther King Jr. Day | January 15 | Monday |
| Good Friday | March 29 | Friday |
| Memorial Day | May 27 | Monday |
| Independence Day | July 4 | Thursday |
| Labor Day | September 2 | Monday |
| Veterans Day | November 11 | Monday |
| Thanksgiving | November 28 & 29 | Thursday & Friday |
| Christmas | December 24, 25 & 26 | Tues., Wed., & Thursday |

Agenda Item Summary

Regular Monthly Meeting

November 13, 2023

Agenda Item 2E

CAC Appointment Recommendation

Summary

Margaret Stridick has applied to be appointed to the Community Appearance Commission Town Seat with the term expiration of 7/31/2025. She attended the October CAC meeting and met the members present, but the CAC did not have a quorum to be able to make an official recommendation.

Attachments

- Clerk Application Summary

Action Requested:

Motion to appoint Margaret Stridick to the Community Appearance Commission's Town Seat with the term expiration to 7/31/2025.

| | |
|--------------------------|--------------------------|
| Motion Made By: | |
| Jim Costantino | <input type="checkbox"/> |
| John Linker | <input type="checkbox"/> |
| Doug Shelton | <input type="checkbox"/> |
| Jeff Cannon | <input type="checkbox"/> |
| Second By: | |
| Jim Costantino | <input type="checkbox"/> |
| John Linker | <input type="checkbox"/> |
| Doug Shelton | <input type="checkbox"/> |
| Jeff Cannon | <input type="checkbox"/> |
| For: | |
| Jim Costantino | <input type="checkbox"/> |
| John Linker | <input type="checkbox"/> |
| Doug Shelton | <input type="checkbox"/> |
| Jeff Cannon | <input type="checkbox"/> |
| Against: | |
| Jim Costantino | <input type="checkbox"/> |
| John Linker | <input type="checkbox"/> |
| Doug Shelton | <input type="checkbox"/> |
| Jeff Cannon | <input type="checkbox"/> |
| In case of tie: | |
| Mayor Brittany Barnhardt | |
| For | <input type="checkbox"/> |
| Against | <input type="checkbox"/> |

SUMMARY

TO: CAC, Board of Aldermen
FROM: Town Clerk Aubrey Smith
RE: **Summary of Application Review**
DATE: 9/28/2023



The current Committee Membership Recruiting and Appointment Policy, adopted by the Board of Aldermen 9/8/2020, directs the Clerk or designee to conduct an administrative review of an application, comparing with:

- Any ordinance requirements for qualifications;
- The current compositions of the applicable committee's membership for diversity of backgrounds and residence locations with a goal of fair representation of the town's jurisdiction.

Requirements

The current qualifications for Community Appearance Commission are residency requirements for the seats to be filled by town residents and the stated desire for ETJ representation.

The current Community Appearance Commission membership consists of the following:

- 3 filled Town seats 3 vacant Town seats
- 1 filled ETJ seat 0 vacant ETJ seats

Diversity of Backgrounds

The current Community Appearance Commission members have a wide variety of background experience and/or occupations including:

- Owner of accounting company
 - Owner of construction company, development company, and realty company
 - Retired school administrator with a working knowledge of grant writing
 - Former healthcare supervisor
- Ms. Stridick is a parenting programs coordinator with a background in research, purchasing, and bookkeeping.

Diversity of Residence Locations

- Ms. Stridick is a resident of the Town and lives on Meadow Wood Drive.

The residences of the current Community Appearance Commission members are located on the following streets:

- Hillcrest Ridge Drive
- Fish Pond Road
- North Main Street
- Pine Hill Drive



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

BOARDS AND COMMITTEES APPLICATION

NAME Margaret Stridick
 PHYSICAL ADDRESS 208 MeadowWood Dr ZIP 28146-7820
 MAILING ADDRESS SAME ZIP _____
 PHONE 856-316-2365 PHONE (business or cell) 704-431-2015
 EMAIL m.stridick@twc.com
 OCCUPATION PARENTING Educator

ARE YOU CURRENTLY SERVING ON A GRANITE QUARRY BOARD OR COMMITTEE Yes No
 IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

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

- Community Appearance Commission _____ Planning Board
- _____ Revitalization Team _____ Zoning Board of Adjustment
- 2 Parks, Events, and Recreation Committee

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

| Dates | Company Name/Location | Position | Job Description |
|-----------------------|----------------------------|---------------------------|--|
| Sept 2017 - Now | TERRIE HESS CAC, Salisbury | PARENTING Programs Coord. | Facilitate county-wide |
| Aug 2015 - May 2017 | EAST CAROLINA UNIVERSITY | GRADUATE ASSISTANT | RESEARCH SYNTHESIS |
| June 2004 - May 2015 | RUTGERS UNIVERSITY POLICE | Admin Assistant, Camden | HR, PARKING - TRANSP, Purchasing, Budget |
| April 1991 - Jun 2004 | VARIOUS, Philadelphia | Bookkeeper, 12 entities | All tax through trial balance |

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

| Educational Institution/School | Degree Received | Area(s) of Study |
|--------------------------------|-----------------|----------------------------------|
| ECU | MASTER'S | Human Development/Family Science |
| Rutgers | BA | Psychology/Human Resources |
| Camden Catholic HS | diploma | Minor |

WHY DO YOU FEEL YOU ARE QUALIFIED FOR THIS APPOINTMENT?

open minded, fairly practical, think of what's in best interest of most

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

None

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

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

Signature Margaret Studebake Date 27 Sept 2023

FOR OFFICE USE ONLY

Application Received: 9/27/2023 ACS Interview Date & Time: mtg

Confirmation Date: _____ Term Ending: _____

Town of Granite Quarry
Town Manager's Report
November 2023



1. Personnel Highlights

- Continuing to implement and engage staff with core values and processes.
- Employee survey/climate assessment. Developing Scopes of Work with School of Government and Centralina to determine best approach.
- Career Development. Working with leadership team on this FY's Administration goals in professional development and succession planning.

2. Planning / planning-related

- A. ZMA 2023-11-13. Community meeting for pending rezoning request of parcels off St Paul's Church Rd was held. Application comes before the Board of Aldermen (BOA) at its November meeting.
- B. ZMA 2024-01-08. "Wittenberg" rezoning reviewed by Planning Board (PB); slated for BOA Jan mtg.
- C. ZTA 2024-01-08. "Food Trucks" ordinance revision reviewed by PB; slated for BOA Jan mtg.
- D. ETJ relinquishment / Ordinances
 - County completed its zoning process on the areas we relinquished
 - All of our transition processing with the County departments completed
 - Got Municode to remove our former UDO from our online ordinances & webhosting
 - New GQDO now hosted and updated directly by us on our website

3. Community Engagement, Communications/IT

- A. Fiber Optic network issues fixed; exploring phone line conversion options as well.
- B. Social Media Terms of Use and Comment policy
 - Aubrey did a great deal of research & development in drafting our proposed policy
 - Turned over to Attorney for review; if completed in time will be ready for November agenda
 - Aubrey stresses this is one of the most important considerations for the Board before establishing a town-run Facebook page
- C. Newsletter
 - Vendor advises it's at the printer/mailer now. We'll have extra copies at Town Hall.
 - Link to sign up for the newsletter via Constant Contact will be coming soon.
- D. Website. Stewart helping with Parks page updates and Master Plan survey linking once it's ready.

4. Growth / Non-Annexation agreements

- Lots of review, drafting, and revising among staff and attorneys, but all are happy with final draft.
- Slated for Salisbury City Council review 11/8/23; GQ BOA 11/13/23.

5. Transformational Projects.

- **Civic Park – Option 1 Scope of Services (Overflow lot, existing parking, trails)**
 - Stewart engineer, landscape architect, & project lead met on site to review on-ground conditions.
 - Overflow parking lot design discussed; engineer to finalize & submit plans for Planning review.
 - Preliminarily assessed Legion Building, creek and bank conditions, general infrastructure.
 - Staff follow ups: try to locate potential funds for topo survey once engineer gets me the estimate; pull together some additional history information.

- **Civic Park – Master Plan.**
 - First phase of community input solicited at Granite Fest
 - Stewart plans to release an official community survey in November
- **Town Square / Downtown Streetscape / Utilities.** Still coordinating between utilities.
 - Duke Energy, Windstream, and Charter working through technical details.
 - Walk-through with Duke’s project engineer on specific town metering, etc questions he had.
 - All agreed we’re at a point of enough confidence in the study to begin briefing the other utilities; I’ve updated and will continue follow up & coordination with SRU and DOT.

6. General highlights

- Town Hall roof replacement is completed
- Granite Industrial Park
 - Guardrail replacement from truck accident completed; carrier’s insurance payment secured.
 - Gildan Plant 1 shutdown. No updates yet since initial press release follow up.
 - EDC has commissioned a wetlands study on the undeveloped Town and County properties.
 - Continuing to press follow up with designer on Industrial Park/western GQ gateway sign
- Some notable training highlights from the month:
 - Supervisor’s Training: Energize and Engage Employees
 - Process Improvement Techniques for Local Government
- Morris-GQ Encroachment Agreement (fence). Finalized and recorded.

7. Events

- A. Fire and Life Safety Education (FLSE) week. FD conducted different classes all week at GQES.
- B. FD Auxiliary Port-a-Pit. Definitely a “Friday the 13th”, but ultimate teamwork and community support pulled it off very successfully.
- C. Granite Fest. Not as much turnout as hoped but event went smoothly, great weather, good feedback/participation on Civic Park Master Plan and CAC Halloween Decorating Contest.
- D. FD Trunk or Treat. Weather wasn’t very cooperative. Shiloh UMC set up & supported the event.

8. Committee / Group Reports.

- A. **Community Appearance Commission (CAC).** 10/26/23 (rescheduled monthly meeting)
 - Did not have a quorum with which to conduct the meeting.
 - Based on previous feedback and those present, an appointment recommendation referred to BOA.
- B. **MPO Technical Coordinating Committee (TCC).** 10/11/23
 - Mainly DOT updates and business recommended to TAC (elected officials).
 - DOT gave a good presentation on traffic crash data statewide compared to our MPO region.
- C. **Events group.** 10/11/23. Just one person attended but Granite Fest planning nearly complete.
- D. **Rowan Economic Development Council (EDC).** 10/12/23
 - Discussed Gildan Plant 1 shutdown announcement
 - EDC hosting job fair 11/4/23
- E. **Centralina Regional Council (CCOG).** Attended the 10/11/23 Board of Delegates meeting / 55th Anniversary celebration with several other managers. Reviewed annual report; learned more about services and resources CCOG is prioritizing.
- F. **Rowan Municipal Association (RMA).** 10/26/23
 - Hayley Edwards, Substance Abuse & Mental Health Program Manager, updated municipal leaders about the opioid settlement, where priorities and funds are being developed and used.
 - Last GQ hosting; Landis begins Jan ‘24. Aubrey has & will continue helping them with the transition.

Agenda Item Summary

Regular Meeting
November 13, 2023
Agenda Item 6

Summary:

Attached is the official Annexation Agreement document reflecting Granite Quarry and Salisbury governing bodies’ direction and approval of boundaries. Staff and our attorneys have exhaustively reviewed and edited the document for accuracy and format.

Attachments:

- Ordinance/Agreement/Description

Action Requested:

Motion to adopt Annexation Agreement Ordinance 2023-08 establishing boundaries and parameters of non-annexation areas between the Town of Granite Quarry and the City of Salisbury.

Non-Annexation Agreement

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

ORDINANCE 2023-08
AN ORDINANCE APPROVING AN ANNEXATION AGREEMENT
BETWEEN THE TOWN OF GRANITE QUARRY AND THE CITY OF SALISBURY

WHEREAS, the areas between the corporate limits of Granite Quarry and Salisbury are experiencing urban growth; and

WHEREAS, Granite Quarry and Salisbury regularly receive inquiries about the availability of municipal services in these areas, including water, sewer, police, and fire, and related inquiries about which municipality would best provide those services; and

WHEREAS, Granite Quarry and Salisbury are able to provide municipal services to all of these urbanizing areas to differing degrees and desire to establish growth areas to enhance orderly planning and to provide certainty to each municipality and to the residents, property owners, and developers in these urbanizing areas about which municipality is best able to provide municipal services; and

WHEREAS, G.S. § 160A-58.21 *et seq.* authorizes municipalities to enter into annexation agreements; and

WHEREAS, Granite Quarry and Salisbury have negotiated the annexation agreement attached hereto (the “Agreement”); and

WHEREAS, pursuant to § G.S. 160A-58.24(c), Salisbury and Granite Quarry held public hearings on November 8, 2023, and November 13, 2023, respectively, authorizing the adoption of ordinances approving the Agreement; and

WHEREAS, the Board of Aldermen of Granite Quarry has taken into account the input of the public and believes it to be in the best interests of Granite Quarry and the citizens and residents of Granite Quarry to enter into the Agreement.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, AS FOLLOWS:

Section 1. The Board of Aldermen hereby approves the attached Annexation Agreement (the “Agreement”), authorizes the Mayor to execute the Agreement, and authorizes the Town Manager to provide such notices and take such further actions as may be necessary or desirable to implement and carry out the Agreement.

Section 2. All ordinances or parts of ordinances or other agreements in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 3. This ordinance shall be effective from and after the latest to occur of a) its passage by the Board of Aldermen, and b) its due adoption by the City Council of the City of Salisbury.

Adopted this the 13th day of November, 2023.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

**ANNEXATION AGREEMENT BETWEEN THE TOWN OF GRANITE QUARRY,
NORTH CAROLINA, AND THE CITY OF SALISBURY, NORTH CAROLINA**

This Annexation Agreement (“Agreement”) is made and entered into this _____ day of November, 2023, by and between the **City of Salisbury**, a North Carolina municipal corporation (“Salisbury”), and the **Town of Granite Quarry**, a North Carolina municipal corporation (“Granite Quarry”). Salisbury and Granite Quarry are sometimes referred to individually as “Party” and jointly as “Parties.”

WHEREAS, the areas between the corporate limits of Salisbury and Granite Quarry are experiencing urban growth; and

WHEREAS, Salisbury and Granite Quarry regularly receive inquiries about the availability of municipal services in these areas, including water, sewer, police, and fire, and related inquiries about which municipality would best provide those services; and

WHEREAS, Salisbury and Granite Quarry are able to provide municipal services to all of these urbanizing areas to differing degrees and desire to establish growth areas to enhance orderly planning and to provide certainty to each municipality and to the residents, property owners, and developers in these urbanizing areas about which municipality is best able to provide municipal services; and

WHEREAS, G.S. § 160A-58.21 *et seq.* authorizes municipalities to enter into annexation agreements; and

WHEREAS, Granite Quarry and Salisbury desire to enter into an annexation agreement; and

WHEREAS, pursuant to § G.S. 160A-58.24(c), Salisbury and Granite Quarry held public hearings on November 8, 2023, and November 13, 2023, respectively, authorizing the adoption of an ordinance approving this Agreement.

NOW, THEREFORE, for and in consideration of the foregoing recitals and the mutual promises and covenants contained in this Agreement, the Parties agree as follows:

1. **Effective Date**. This Agreement is effective as of November 13, 2023 (“Effective Date”).
2. **Effect of Agreement**. This Agreement only affects the rights of Salisbury and Granite Quarry as to each other. This Agreement does not affect the rights of any municipality that is not a party to this Agreement, nor does it affect the rights of Salisbury or Granite Quarry as to any other municipality that is not a party to this Agreement. This Agreement does not affect, and shall not be construed as to affect, any area except those areas specifically identified in paragraph 3. The Parties acknowledge that there are areas between the Parties’ existing corporate limits and the corporate limits of other municipalities that require further study and agreement as it relates to growth and municipal service delivery. The Parties intend to work together in good faith, and to work with other municipalities in good faith, to study and enter into agreements for areas not affected by this Agreement.

3. **Annexation Agreement.** The Parties agree to exercise annexation authority, or to refrain from exercising annexation authority, in accordance with this paragraph.

a. **Non-Annexation Areas.** The Parties have identified areas where each municipality is best able to provide municipal services and achieve orderly growth for the public benefit. For purposes of this Agreement, these growth areas are referred to as “Non-Annexation Areas.” Within these Non-Annexation Areas, the Parties Agree as follows:

i. Salisbury shall not annex any property within **Granite Quarry’s Non-Annexation Areas.**

ii. Except where authorized by a subsequent annexation agreement between Salisbury and Granite Quarry, Faith, or China Grove, Salisbury shall not annex any property that is either (1) to the east of Old Concord Road between Webb Road and St. Paul’s Church Road; or (2) to the south of Webb Road between Interstate 85 and Old Concord Road.

iii. Granite Quarry shall not annex any property within **Salisbury’s Non-Annexation Areas.**

The Non-Annexation Areas referenced in this section are described in the attached **Exhibit A**, which is attached to this Agreement and incorporated by reference.

b. **Area Identified for Further Study.** The Parties have identified an area between the Parties’ existing corporate limits, and between the Parties’ existing corporate limits and the corporate limits of the Town of East Spencer, that is urbanizing and that requires further study and agreement. For purposes of this Agreement, this area is referred to as the “Area Identified for Further Study.” Within the Area Identified for Further Study, neither Party shall annex any property without the prior written consent of the other Party, such consent not to be unreasonably withheld, conditioned, or delayed.

The Area Identified for Further Study referenced in this paragraph 3.b. is described in the attached **Exhibit A**, which is attached to this Agreement and incorporated by reference.

c. **Extraterrestrial Jurisdictions (ETJ).** Neither Party shall annex any property within the ETJ of the other Party as it exists on the date of this Agreement.

4. **Notice of annexations.** The Parties waive the notice required by G.S. §160A-58.24(a)(5) and (b) for any annexations pursuant to this Agreement.

5. **Annexations to comply with law.** Annexation by either Party pursuant to this Agreement shall comply with applicable law, including as applicable Parts 1 and 4 of Article 4A of Chapter 160A of the North Carolina General Statutes.

6. **Utility service.** The Parties acknowledge that Salisbury owns and operates a regional water and sewer utility known as Salisbury-Rowan Utilities (“SRU”) that provides utility service to Salisbury, Granite Quarry, and much of the area depicted in **Exhibit A**. Within any area Granite Quarry lawfully exercises its annexation authority, unless otherwise required by law, and to the extent Granite Quarry lawfully conditions connecting to SRU’s system on the requesting party petitioning Granite Quarry for voluntary annexation, SRU agrees to comply with that condition and not provide utility service unless and until the requesting party meets all of Granite Quarry’s conditions for connecting.
7. **Term.** The term of this Agreement shall be for a period of twenty (20) years beginning on the Effective Date of this Agreement (“Term”).
8. **Termination.** This Agreement may be terminated by either Party in the manner prescribed by G.S. §160A- 58.24(f).
9. **Modifications and Amendments.** This Agreement may only be modified or amended by a subsequent agreement signed by both Parties pursuant to G.S. §160A-58.24(d). Any amendments to this Agreement shall be approved by ordinance and adopted after public hearings by both Parties.
10. **Notices.** Unless otherwise provided, all notices provided for herein shall be in writing and shall be sent properly addressed by first class mail to the Parties at the addresses shown below:

City of Salisbury
PO Box 479
Salisbury, North Carolina 28145
Attention: City Manager

Town of Granite Quarry
PO Box 351
Granite Quarry, NC 28072
Attention: Town Manager

All notices shall be effective three (3) days after having been deposited, properly addressed and postage prepaid, in the U.S. Postal Service. Any Party may change the person to whom or the address to which notices should be provided by giving written notice to the other Party of the change.

11. **Dispute Resolution.** In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction. Such disputes, or any other claims, disputes, or other controversies arising out of this Agreement between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Rowan County, North Carolina.

12. **No Waiver of Non-Compliance.** No provision of this Agreement shall be deemed to have been waived by any Party unless such waiver shall be in writing and executed in the same formality as this Agreement. The failure of any Party at any time to require strict performance by the other of any provision of this Agreement shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party of any breach of any provision of this Agreement by the other Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.
13. **Entire Agreement.** This Agreement constitutes and expresses the entire agreement and understanding between the Parties concerning its subject matter. This Agreement supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to its subject matter.
14. **Severability.** If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.
15. **Governing Law.** This Agreement shall be governed by the law of the State of North Carolina.
16. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. The Parties agree that computer scanned or faxed signatures or copies of this Agreement will have the same validity and force as an “original.”

**[THIS PART INTENTIONALLY LEFT BLANK;
SIGNATURES ON FOLLOWING PAGE.]**

IN TESTIMONY WHEREOF, the Parties, pursuant to ordinances of their respective governing boards spread upon their minutes, have caused this Agreement to be executed and attested by their Mayors and their official seals affixed, the day and year written below.

Adopted this the ____ day of _____, 2023.

TOWN OF GRANITE QUARRY

BY: _____
Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

IN TESTIMONY WHEREOF, the Parties, pursuant to ordinances of their respective governing boards spread upon their minutes, have caused this Agreement to be executed and attested by their Mayors and their official seals affixed, the day and year written below.

Adopted this the ____ day of _____, 2023.

CITY OF SALISBURY

BY: _____
Karen K. Alexander, Mayor

ATTEST:

Connie Snyder, City Clerk

EXHIBIT A

The following descriptions exclude the following: (1) any property within the corporate limits of any municipality on the date of this Agreement, which can only be de-annexed or annexed by another municipality by act of the North Carolina General Assembly. And (2) any property within the extraterritorial jurisdictional limits (ETJ) of any municipality on the date of this Agreement, which, pursuant to the Agreement, may only be annexed by the municipality that exercises ETJ over the property. In the event that either Salisbury or Granite Quarry relinquish ETJ during the Term of this Agreement, this exclusion no longer applies and the property, without further action by either Party, shall become part of the respective non-annexation area if the property is within any boundary described in this Exhibit A.

A. Non-Annexation Area A (Interstate 85)

1. Salisbury's Non-Annexation Area A is defined as that area bounded by the following: The Point of Beginning is the intersection of Webb Road and Interstate I-85. Thence in a northerly direction along Interstate 85 to a point in the northeast corner of an approximately 0.91-acre parcel identified as parcel 401-043 (now or formerly owned by David K. Shinn, Book 781, Page 257). Thence with the eastern boundary of parcel 401-043 a distance of 74 feet, more or less, to a point in the line of an approximately 3.81-acre parcel identified as 401-109 (now or formerly owned by David K. Shinn, Book 781, Page 257). Thence with the northern boundary of parcel 401-109 in an easterly direction a distance of 550 feet, more or less, to a point, said point being the common corner of parcels 401-109, 401-108 (NC Salisbury, LLC, now or formerly), and 401-116 (Rowan-Salisbury Board of Education, now or formerly). Thence with the eastern boundary of parcel 401-109 a distance of 158.4 feet, more or less, to a point in the northeast corner of an approximately 2.04-acre parcel identified as parcel 401-054 (now or formerly owned by Larry G. Campbell and wife, Phyllis E. Campbell, Book 610, Page 703). Thence with the eastern boundary of parcel 401-054 in a southerly direction a distance of 89.1 feet, more or less, to a point in the line of an approximately 2.81-acre parcel identified as 401-053 (now or formerly owned by Larry G. Campbell and wife, Phyllis E. Campbell). Thence with the eastern boundary of parcel 401-053 continuing in a southerly direction a distance of 16.5 feet, more or less, to a point, said point being a common corner of parcels 401-053 and 401-116 (Rowan-Salisbury Board of Education, now or formerly). Thence with the northern boundary of parcel 401-053 in an easterly direction a distance of 330.5 feet, more or less, to a point, said point being in the line of parcel 401-116 (Rowan-Salisbury Board of Education, now or formerly). Thence with the eastern boundary of parcel 401-053 in a southerly direction a distance of 94.1 feet, more or less, to a point, said point being in the line of parcel 401-116 (Rowan-Salisbury Board of Education, now or formerly) and being the common corner of parcel 401-053 and an approximately 4.59-acre parcel identified as 401-017 (now or formerly owned by Shirley P. Hoosier, Book 1055, Page 872). Thence with the eastern boundary of parcel 401-017 continuing in a southerly direction a distance of 178.2 feet, more or less, to a point, said point being in the line of parcel 401-116 (Rowan-Salisbury Board of Education, now or formerly) and being the common corner of 401-017 and an approximately 6.98-acre parcel identified as 401-019 (now or formerly owned by Bowtie Properties, LLC, Book 1342, Page 832). Thence with the eastern boundary of parcel 401-019 continuing in a southerly direction a distance of 178.2 feet, more or less, to a point, said point being in the line of parcel 401-116 (Rowan-Salisbury Board of Education, now or formerly) and being the common corner of 401-

019 and an approximately 16.85-acre parcel identified as 401-A-031 (now or formerly owned by Bowtie Properties, LLC, Book 1265, Page 285). Thence with the eastern boundary of parcel 401-A-031 continuing in a southerly direction (along the common lines of parcel 401-116 (Rowan-Salisbury Board of Education, now or formerly) and those parcels in Stafford Estates (Book 9995, Page 3001) a distance of 1,650 feet, more or less, to a point, said point being the southeastern corner of 401-A-031. Thence with the southern boundary of parcel 401-A-031 in a westerly direction (along the common lines of those parcels in Stafford Estates) to a point, said point being the northeast corner of an approximately 26.83-acre parcel identified as 406-003 (now or formerly owned by Robert K. Boles and wife, Cynthia S. Boles, Book 1092, Page 974). Thence with the eastern boundary of parcel 406-003 in a southerly direction (along the common lines of those parcels in Stafford Estates) a distance of 569 feet, more or less, to a point, said point being the common corner of 406-003 and an approximately 13.89-acre parcel identified as 406-005 (now or formerly owned by James R. Kerns, Jr.). Thence with the eastern boundary of parcel 406-005 in a southerly direction (along the common lines of those parcels in Stafford Estates) a distance of 585 feet, more or less, to a point, said point being the southeast corner of parcel 406-005 and in the common line of those parcels in Orchard Hills (Book 9995, Page 1181). Thence with the southern boundary of 406-005 in a westerly direction (along the common lines of those parcels in Orchard Hills) a distance of 1,048.65 feet, more or less, to a point, said point being in the line of Orchard Hills and the common corner of parcel 406-005 and an approximately 3.97-acre parcel identified as parcel 406-056 (now or formerly owned by Lois H. Walton and Roger K. Walton, Book 649, Page 230). Thence with the southern boundary of parcel 406-056 in a westerly direction (along the common lines of those parcels in Orchard Hills) a distance of 247.7 feet, more or less, to a point in the line of an approximately 2.06-acre parcel identified as parcel 406-045 (now or formerly owned by Toa Nguyen and wife, Anh Tran, Book 1321, Page 28). Thence with the eastern boundary of parcel 406-045 in a southerly direction (along the common lines of those parcels in Orchard Hills) a distance of 154.02 feet, more or less, to a point, said point being the common corner of parcel 406-045 and an approximately 1.76-acre identified as parcel 406-006 (now or formerly owned by Abel C. Arreola, Book 1276, Page 41). Thence with the eastern boundary of parcel 406-006 in a southerly direction (along the common lines of those parcels in Orchard Hills) a distance of 420.4 feet, more or less, to a point in the line of Peach Orchard Road. Thence along Peach Orchard Road in an easterly direction to Old Concord Road. Thence in a southerly direction along Old Concord Road to Webb Road. Thence in a westerly direction along Webb Road to Interstate 85, the Point of Beginning.

The parcel numbers refer to Rowan County Parcel Identification numbers. The book and page references are to the Rowan County Registry.

The Salisbury Non-Annexation Area A also includes all property west of Interstate 85.

The Salisbury Non-Annexation Area A is labeled as such on the attached map, which is incorporated by reference.

2. Granite Quarry's Non-Annexation Area A is defined as that area bounded by the following: The Point of Beginning is the intersection of Julian Road and Interstate 85. Thence in an easterly direction along Julian Road to Heilig Road. Thence continuing in an easterly direction along Heilig Road to Faith Road. Thence in a southerly direction along Faith Road to St. Paul's Church Road. Thence in a westerly direction along St. Paul's Church Road to Old Concord Road. Thence in a

northerly direction along Old Concord Road to Peach Orchard Road. Thence in a westerly direction along Peach Orchard Road to Interstate 85, the Point of Beginning.

Less and except that portion North of Peach Orchard Road included in Salisbury's Non-Annexation Area A.

The Granite Quarry Non-Annexation Area A is labeled as such on the attached map, which is incorporated by reference.

B. Non-Annexation Area B (Stokes Ferry Road)

1. Salisbury's Non-Annexation Area B is defined as that area bounded by the following: The Point of Beginning is the intersection of Dunns Mountain Road and Stokes Ferry Road. Thence in a northeasterly direction along Dunns Mountain Road to Bringle Ferry Road. Thence in a northwesterly direction along Bringle Ferry Road to the point at which Bringle Ferry Road crosses Interstate 85. Thence in a southwesterly direction along Interstate 85 to East Innes Street. Thence in a southeasterly direction along East Innes Street to Stokes Ferry Road. Thence continuing in a southeasterly direction along Stokes Ferry Road to Dunns Mountain Road, the Point of Beginning.

The Salisbury Non-Annexation Area B is labeled as such on the attached map, which is incorporated by reference.

2. Granite Quarry's Non-Annexation Area B is defined as that area bounded by the following: The Point of Beginning is the intersection of Dunns Mountain Road and Stokes Ferry Road. Thence in a southeasterly direction along Stokes Ferry Road to Oddie Road. Thence in a southerly direction along Oddie Road to Fish Pond Road. Thence in a westerly direction along Fish Pond Road to Brown Acres Road. Thence in a southwesterly direction along Brown Acres Road to US Highway 52. Thence in a northwesterly direction along US Highway 52 to Jake Alexander Boulevard. Thence in a northeasterly direction along Jake Alexander Boulevard to Stokes Ferry Road. Thence in a southeasterly direction along Stokes Ferry Road to Dunns Mountain Road, the Point of Beginning.

The Granite Quarry Non-Annexation Area B is labeled as such on the attached map, which is incorporated by reference.

C. Area Identified for Further Study

The Parties have identified the following area as an "Area Identified for Further Study":

The area bounded by Bringle Ferry Road to the north, Union Church Road to the east, Stokes Ferry Road to the south, and Dunns Mountain Road to the west. This area is subject to ongoing negotiations between Granite Quarry, Salisbury, and the Town of East Spencer.

The Area Identified for Further Study is labeled as such on the attached map, which is incorporated by reference.

Agenda Item Summary

Regular Meeting
November 13, 2023
Agenda Item 7

**Zoning Map Amendment
2023-11-13**

Summary:

Planning, Zoning, and Subdivision Administrator Richard Flowe will present on the proposed amendments to the Zoning Map as recommended by the Planning Board at its October 2, 2023 meeting.

Attachments:

- Ordinance ZMA-2023-11-13
- Rezoning Application – Brown
- Rezoning Application – LGI

Action Requested:

Motion to adopt Ordinance ZMA-2023-11-13.

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

**AN ORDINANCE AMENDING THE
GRANITE QUARRY DEVELOPMENT ORDINANCE
OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA**

Ordinance #ZMA-2023-11-13

BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Granite Quarry, North Carolina that the Official Zoning Map (OZM) of the Granite Quarry Development Ordinance (GQDO) be amended in accordance with both GQDO Article 5 and Article 6 of G.S. Chapter 160D. The subject properties of each of the following:

1. Errin C. Brown and Andrea T. Brown, described as Rowan parcel located at 0 St Paul's Church Road (Parcel 404 104, PIN 5667-06-37-0724) and described with illustration in Exhibit "A" attached hereto. Said parcel consists of approximately 18.36 acres.
2. LGI Homes - NC, LLC, described as Rowan parcel with no address assigned (Parcel 404 154, PIN 5667-05-28-2884) formerly part of Village at Granite and described with illustration in Exhibit "B" attached hereto. Said parcel consists of approximately 58.19 acres.

Part 1. Consistency with Adopted Comprehensive Plan.

The Board of Aldermen finds that a zoning map amendment applicable to the subject properties, from "Agricultural (AG)" and "Planned Unit Development (PUD)" establishing a new zoning designation in accordance with G.S. 160D-604(a) of "Single Family Residential - 2 (SFR-2)" is consistent with the Town's 2040 Comprehensive Land Use & Master Plan (the Plan) and the "Neighborhood" designation upon the majority of the subject property and adjacent to the remainder of the property on the eastern side as appearing on the Plan's "Future Land Use Map" therein as amended, as required by G.S. 160D-605(a).

Part 2. Statement of Reasonableness.

This amendment is reasonable because the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the Town while improving access to quality open spaces and environmental amenities to improve the quality of life for Granite Quarry residents by enabling additional housing opportunities developed in accordance with the GQDO.

Part 3. Establishment of New Zoning Designation.

That Rowan County Parcels 404 104, PIN 5667-06-37-0724, and 404 154, PIN 5667-05-28-2884 as shown in Exhibits "A" and "B", attached hereto shall be designated "Single Family Residential - 2 (SFR-2)" on the Official Zoning Map. Said parcels consisting of approximately 77.55 acres in total.

Part 4. Amendment of Future Land Use Map.

That Rowan County Parcel 404 104, PIN 5667-06-37-0724, as shown in Exhibit "A", attached hereto, shall be designated "Neighborhood" on the Future Land Use Map.

Part 5. Effective Date.

This Ordinance shall be effective at 12:01 AM on the 14th day of November 2023.

Adopted this 13th day of November 2023.

s/ _____
Brittany H. Barnhardt, Mayor

s/ _____
Aubrey Smith, Town Clerk

Exhibit "A"

2023

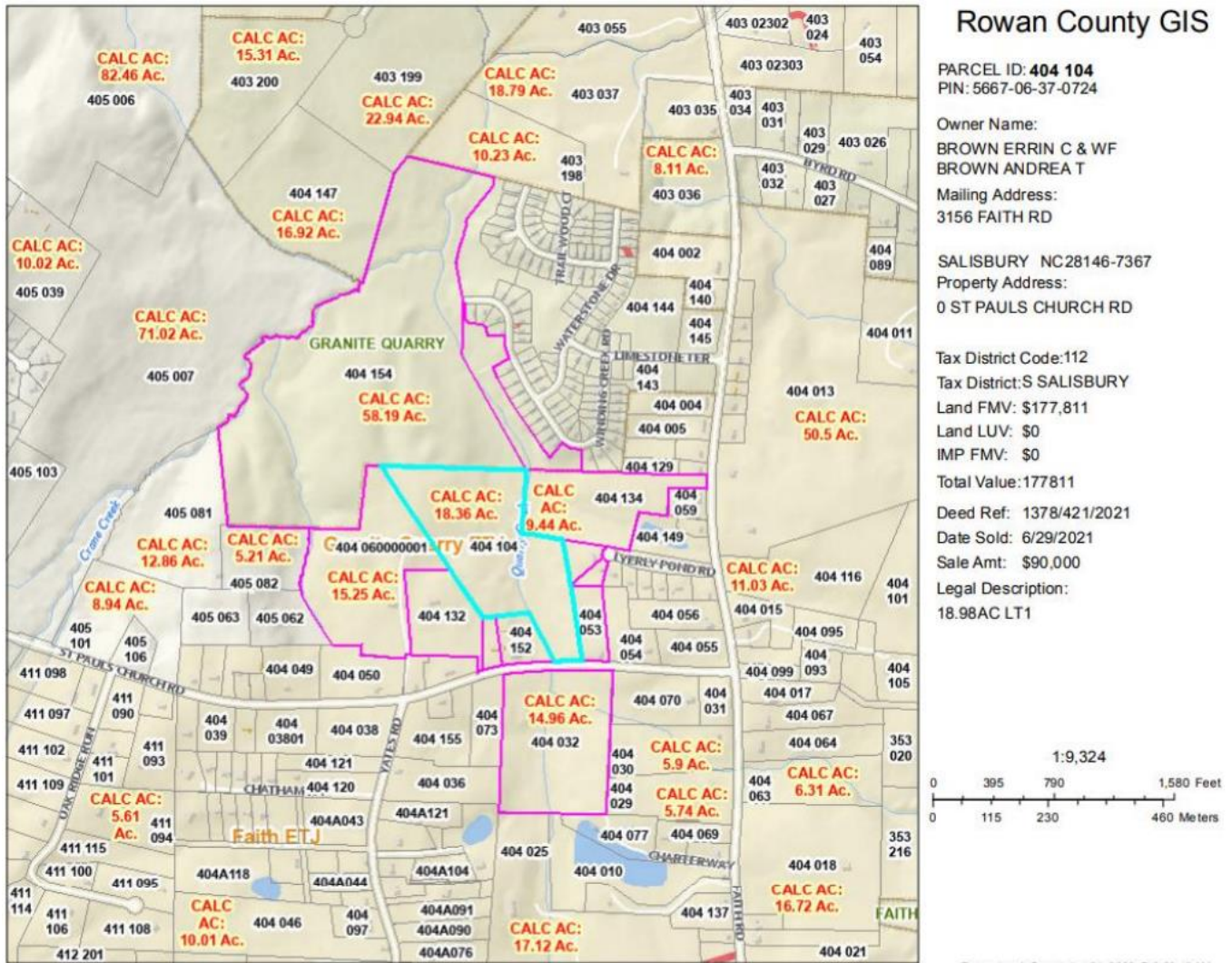
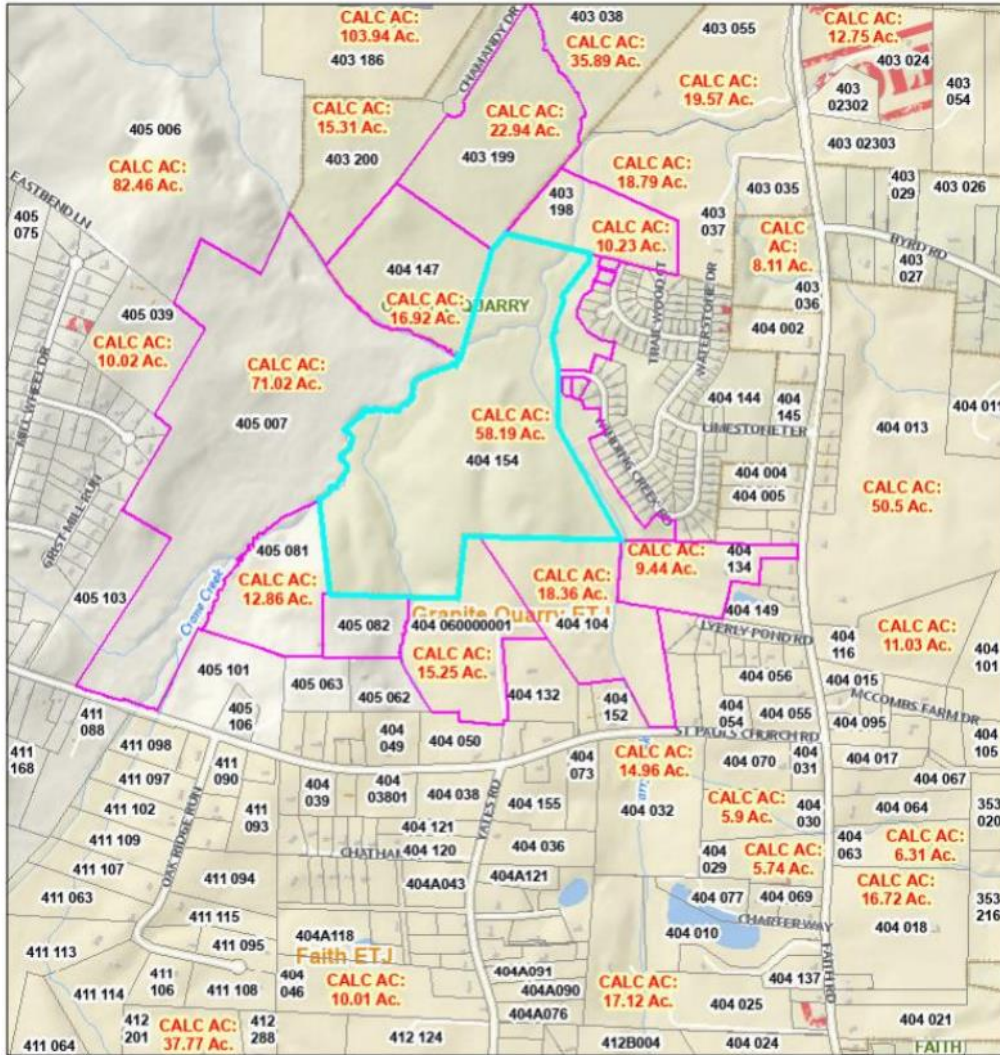


Exhibit "B"



Rowan County GIS

PARCEL ID: **404 154**
 PIN: 5667-05-28-2884

Owner Name:

Mailing Address:

Property Address:

Tax District Code:

Tax District:

Land FMV:

Land LUV:

IMP FMV:

Total Value:0

Deed Ref: //

Date Sold:

Sale Amt:

Legal Description:

DRAFT



PROPOSED

AN AMENDMENT TO THE ZONING MAP

OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA

Applicant/Owner(s):

| | |
|-----------|--------------------------------------|
| Name(s) | Errin & Andrea Brown |
| Address | 3156 Faith Road, Salisbury, NC 28146 |
| Telephone | 704-202-1588 |
| E-Mail | errinbrowninc@gmail.com |

Project and Property Information:

| | |
|------------------------------|---|
| Property Location/Address | 0 St Pauls Church Road. Parcel 404 104. PIN 5667-06-37-0724 |
| Existing Zoning Map District | AG – Agriculture |
| Proposed Zoning Map District | SFR-2 – Single Family Residential |

This proposal to change the zoning classification is made with the understanding that the Planning Board and Board of Aldermen consideration of a zoning change is to be based on the suitability of the above area for the zoning classification proposed and not for any singular use or development to be placed thereon. Therefore, the reasons or justification for the proposed district are: **Parcel 404 104 is currently zoned AG – Agriculture. The Town of Granite Quarry Future Land Use Map identifies the parcel rural. The intent is to uniformly the zone the parcel with adjacent properties, which are identified as Neighborhood on the Future Land Use Map and zoned SFR-2, Single Family Residential. The petitioner’s intent is to include the parcel in a residential development with up to 100 lots.**

The following are all the persons, firms, or corporations owning property:


- Within the area proposed for zone change.
- Adjacent to and within 100 feet of both sides and rear of the property of the proposed zone change.
- Directly across the street from the property of the proposed zone change for a depth of 100 feet from the street.

| Parcel Number | Name of Property Owner | Mailing Address |
|----------------------|-------------------------------|--|
| 404 154 | LGI Homes NC, LLC | 1450 Lake Robbins Dr, STE #450 The Woodland, TX 77380 |
| 404 057 | Michael Walls & Kaycie Vanhoy | 175 Lyerly Pond Rd Salisbury, NC 28146 |
| 404 132 | Todd & Laurie Hayden | 1655 St Pauls Church Rd Salisbury, NC 28146 |
| 404 084 | Nocholas Basinger | 185 Lyerly Pond Rd Salisbury, NC 28146 |
| 404 153 | J Gardner Properties LLC | 4345 Mt Hope Church Rd Salisbury, NC 28146 |
| 404 134 | Errin & Andrea Brown | 3516 Faith Rd Salisbury, NC 28146 |
| 404 053 | Melissa Little | 1811 St Pauls Church Rd Salisbury, NC 28146 |
| 404 032 | Von Brown | 1940 Faith Rd Salisbury, NC 28146 |
| 404 104 | Errin & Andrea Brown | 3516 Faith Rd Salisbury, NC 28146 |
| 404B101 | Village at Granite HOA INC | 3037 Sherman Dr Lancaster, SC 29720 |
| 404060000001 | Todd & Laurie Hayden | 1655 St Pauls Church Rd Salisbury, NC 28146 |
| 404 152 | J Gardner Properties LLC | 4345 Mt Hope Church Rd Salisbury, NC 28146 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Use additional sheets if necessary)

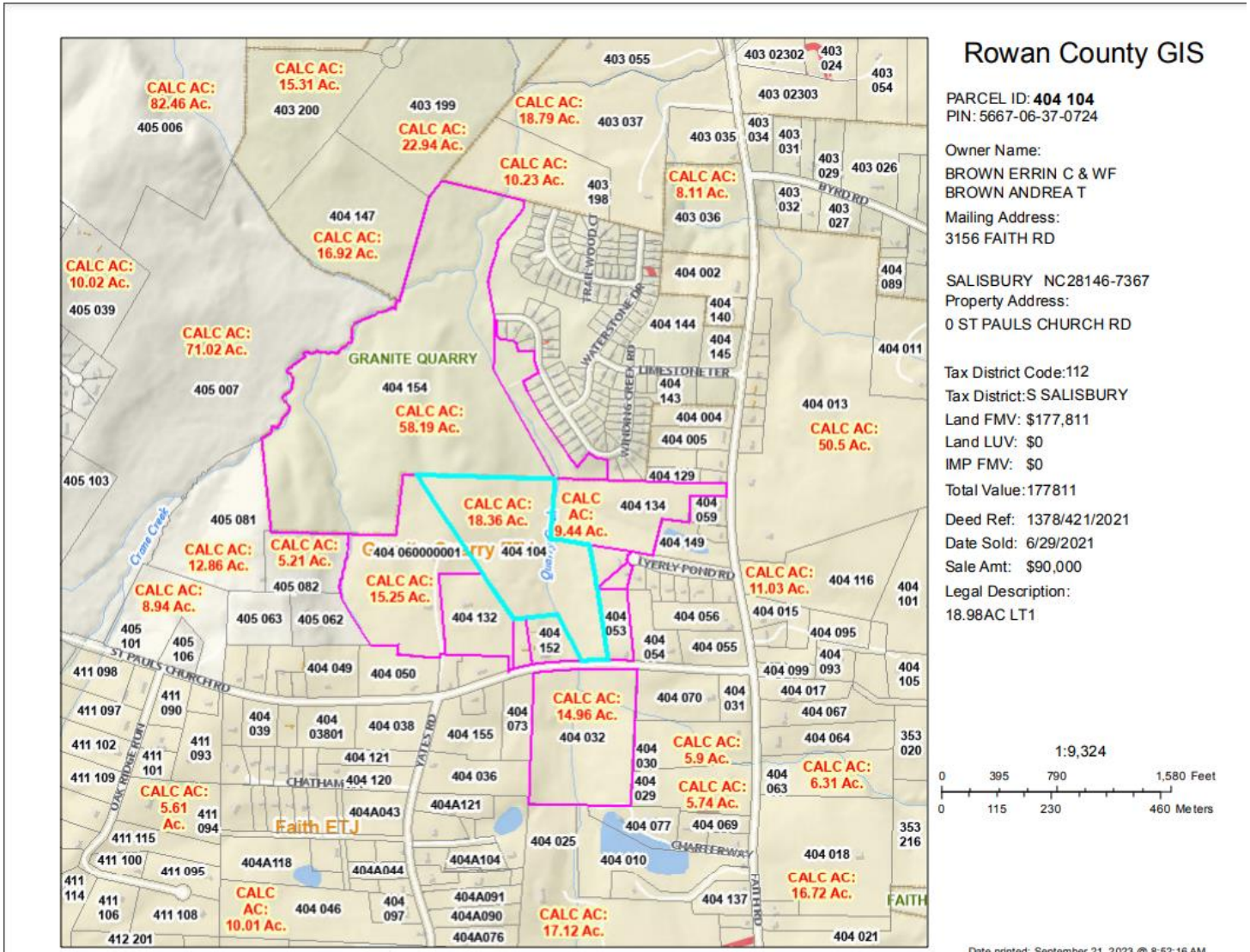
ALL INFORMATION FURNISHED HEREIN IS TRUE AND FACTUAL INFORMATION CONCERNING THIS PROPOSAL.

Applicant Printed Name(s): Applicant Address(es): Applicant Signature(s):

| | | |
|-----------------------------------|--------------------------------------|--|
| Errin C. Brown Andrea T. Brown | 3156 Faith Rd Salisbury, NC 28146 | DocuSigned by:  04BD752E94904D4 |
|-----------------------------------|--------------------------------------|--|

9/25/2023

*A filing fee of (\$875 + \$125 advertising cost = \$1,000) must accompany each proposed zoning map amendment at the time it is filed with the Town of Granite Quarry



*A copy of a county tax map which shows subject property and other surrounding properties must accompany this proposal. The property for which a zoning change is proposed must be clearly indicated on the tax map. (Tax maps may be obtained at the Tax Supervisor's Office, Rowan County Office Building.)

For Office Use Only:

| | |
|-----------------|--------------|
| Date of Filing: | Case Number: |
|-----------------|--------------|



PROPOSED
AN AMENDMENT TO THE ZONING MAP
OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA

Applicant/Owner(s):

| | |
|-----------|--|
| Name(s) | LGI Homes - NC, LLC |
| Address | 1450 Lake Robbins Dr, STE #450, The Woodland, TX 77380 |
| Telephone | 704-297-0693 |
| E-Mail | Jeff.webb@lgihomes.com |

Project and Property Information:

| | |
|------------------------------|---|
| Property Location/Address | No address Assigned. Parcel 404 154. PIN 5667-05-28-2884 |
| Existing Zoning Map District | PUD (CUD) - Planned Unit Development (Conditional Use District) |
| Proposed Zoning Map District | SFR-2 – Single Family Residential |

This proposal to change the zoning classification is made with the understanding that the Planning Board and Board of Aldermen consideration of a zoning change is to be based on the suitability of the above area for the zoning classification proposed and not for any singular use or development to be placed thereon. Therefore, the reasons or justification for the proposed district are: **Parcel 404 154 is currently zoned CUD (PUD) from a previous entitlement effort. The district allows up to 132 single family lots across 58.19 acres, or 2.27 dwellings per acre. Rezoning the parcel to SFR-2 aligns with the current Unified Development Ordinance (UDO) and Future Land Use Map (FLUM) recommendation, making the request consistent with comprehensive planning efforts. The petitioner's intent is to include the parcel in a residential development with up to 100 lots.**

(Use additional sheets if necessary)

The following are all the persons, firms, or corporations owning property:

- Within the area proposed for zone change.
- Adjacent to and within 100 feet of both sides and rear of the property of the proposed zone change.
- Directly across the street from the property of the proposed zone change for a depth of 100 feet from the street.

| Parcel Number | Name of Property Owner | Mailing Address |
|--------------------------|-------------------------------|--|
| 404C002 | Angela Lopez Balonado | 1335 Standing Oak Dr, Salisbury, NC 28146 |
| 405 081 | Ronald Eugene Earnhardt | 230 Southern Breeze Ln, Salisbury, NC 28146 |
| 404B100 | Village at Granite HOA Inc | 1450 Lake Robbins Dr, STE 430, Spring, TX 77380 |
| 404C011 | Jonathan & Charles Curtis | 1335 Winding Creek Rd, Salisbury, NC 28146 |
| 404C001 | Joseph Martine, Jr. | 1345 Winding Creek Rd, Salisbury, NC 28146 |
| 404C010 | Corsica Taylor | 1345 Winding Creek Rd, Salisbury, NC 28146 |
| 404 134 | Errin & Andrea Brown | 3156 Faith Rd SALISBURY, NC 28146 |
| 403 199 | Rowan County | 130 W Innes St SALISBURY, NC 2814 |
| 404B101 | Village at Granite HOA Inc | 3037 Sherman Dr Lancaster, SC 29720 |
| 404 147 | Town of Granite Quarry | 225 N Main St STE 200 Salisbury, NC 2814 |
| 404 104 | Errin & Andrea Brown | 3156 Faith Rd Salisbury, NC 28146 |
| 404 154 | LGI Homes NC, LLC | 1450 Lake Robbins Dr, STE #450 The Woodland, TX 77380 |
| 405 082 | Franklin Lee Earnhardt | 260 Southern Breeze Ln, Salisbury, NC 28146 |
| 405 007 | Ronald & Donna Earnhardt | 230 Southern Breeze Ln, Salisbury, NC 28146 |
| 404 060000001 | Todd & Laurie Hayden | 1655 St Pauls Church Road, Salisbury NC 28146 |
| 403 198 | Brandt Zeb Ronzello | 2740 FAITH RD SALISBURY, NC 28146 |

(Use additional sheets if necessary)

ALL INFORMATION FURNISHED HEREIN IS TRUE AND FACTUAL INFORMATION CONCERNING THIS PROPOSAL.

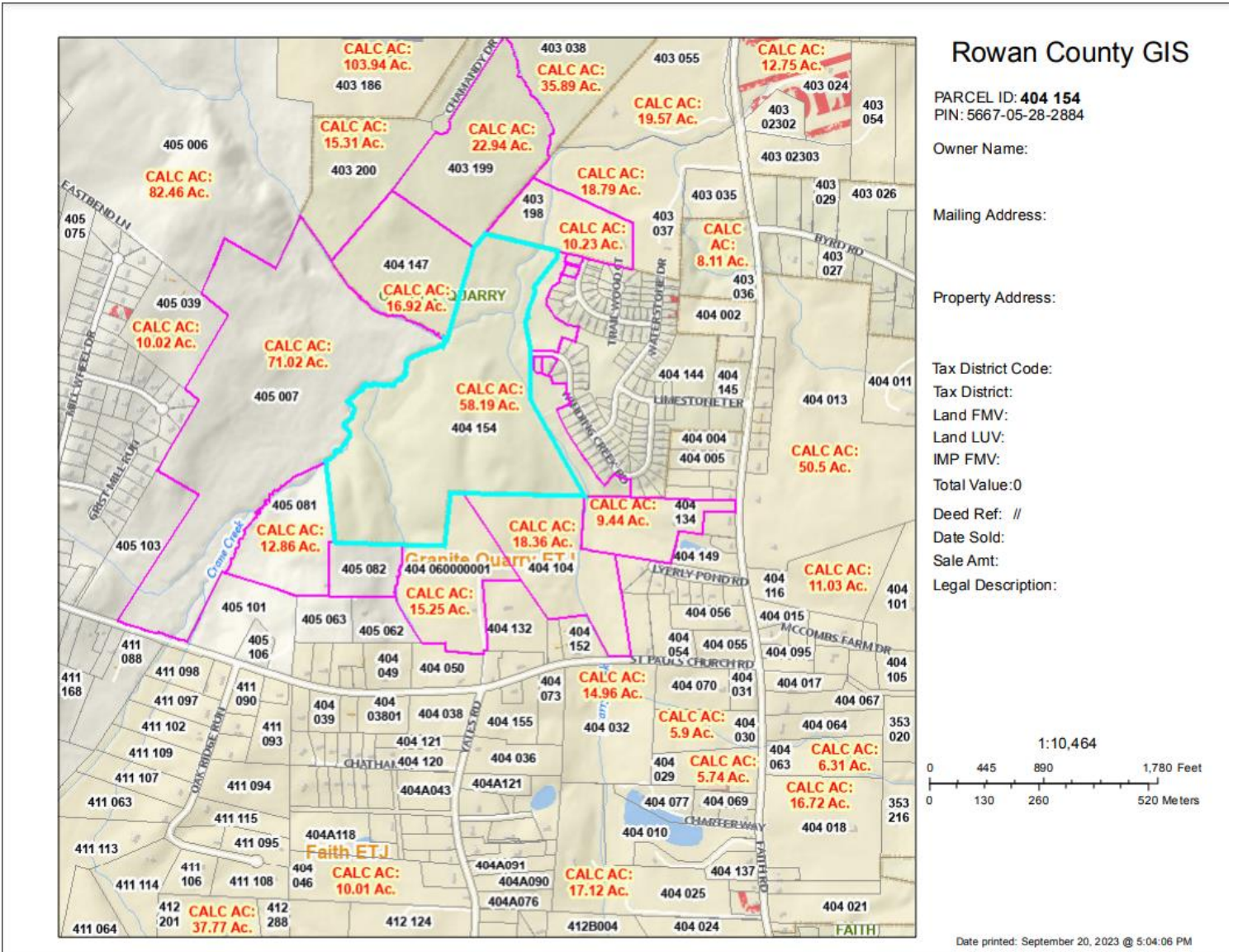
Applicant Printed Name(s): Applicant Address(es): Applicant Signature(s):

| | | |
|-----------|---|------------------------------------|
| Jeff Webb | 3037 Sherman Drive Lancaster, SC 39720 | DocuSigned by: <i>Jeff Webb</i> |
|-----------|---|------------------------------------|

4179B4D5836D4A7/2023

*A filing fee of (\$875 + \$125 advertising cost = \$1,000) must accompany each proposed zoning map amendment at the time it is filed with the Town of Granite Quarry.

*A copy of a county tax map which shows subject property and other surrounding properties must accompany this proposal. The property for which a zoning change is proposed must be clearly indicated on the tax map. (Tax maps may be obtained at the Tax Supervisor's Office, Rowan County Office Building.)



For Office Use Only:

| | |
|-----------------|--------------|
| Date of Filing: | Case Number: |
|-----------------|--------------|

SUMMARY

TO: Board of Aldermen
FROM: Town Manager
RE: **Town Manager Evaluation Process and Tool**
DATE: 11/13/2023



Tool The Town and its Manager have an Employment Agreement for terms and conditions of employment. This includes jointly developing the specific criteria of the Manager's annual performance evaluation. That criteria may be consensually added to or deleted from in consultation with the Manager.

Following this year's evaluation, the Board recommended striking 3 criteria that a majority of members felt were not applicable or not observable. Manager consensually agreed to remove those 3 items. That amendment was therefore brought back to the 5/8/23 meeting agenda. The Board continued the agenda item to this (November) meeting agenda.

The performance evaluation tool as amended is again attached.

Timeline Our Agreement specifies following the same timeline as Town policy for general employees, which is to evaluate performance and compensation by employees' anniversary dates. The Manager's anniversary date is March 9. The Board's regular monthly March meeting date will always fall close to that/likely within the same pay cycle, which is why the Manager's evaluation is scheduled on the regular March meeting date.

Process The adopted process is laid out on page 2 of the attached evaluation. It is fairly standard and straightforward as it is based on its proven effectiveness when followed. The past few years the Board has deviated from the process, which has led to confusion, multiple meetings just to conduct the evaluation, and has hampered its transparency, effectiveness, and productiveness. As summarized last year:

No one likes to have hard or uncomfortable conversations, but it is actually crucial that a Manager be included in his/her Board's consensus discussion. It is the only way to ensure that the Manager has a full understanding of the Council's candid assessment. It also helps him/her to understand individual Board members' perspectives, which builds a more cohesive working relationship both individually and with the Board collectively as a unit.

So please trust me to sit in and listen objectively, not take anything personally, answer any questions, (and) otherwise just continue to gain a better understanding of our needs and goals as a team.

The primary purpose of this process is to help the collective Governing Board and its Manager develop & work *as a team* to ensure stability and success for the local government. I am entirely agreeable to discussing potential amendments when it will clearly be productive and move the organization forward.

My strong recommendation is to follow the adopted process in the upcoming evaluation, which includes each board member completing the evaluation tool as an individual and then meeting together with the Manager to discuss performance and reach a consensus score. The Manager is the Board's professional expert hired to help with its goals and objectives. If the process is followed and a majority of the Board still have issues, I will *then* be in a position to better help address them directly or enlist an outside source.

Recommended Action(s):

- **Motion to strike criteria 2 A, B, and C from the annual Town Manager evaluation tool.**
- **Consensus/Motion to follow the agreed-upon, adopted process in the upcoming Town Manager evaluation and debrief on any issues or potential improvements immediately following it.**



ANNUAL TOWN MANAGER PERFORMANCE EVALUATION

**EVALUATION PERIOD FOR
March 2023 – March 2024**

Town of Granite Quarry Performance Evaluation

Town Manager

PURPOSE

The purpose of the annual evaluation is to take a realistic snapshot of the Manager's job performance and provide a vehicle for productive discussion between the Board as a collective governing body and the Manager on the Manager's strengths and areas for improvement. Annual evaluations are never intended to take the place of continued feedback throughout the rest of the course of the year.

It is also when the Board and Manager define / refine such goals and performance objectives necessary for the proper operation of the Town and to attain the Board's policy objectives; establishing a relative priority among those goals and objectives which shall generally be attainable within the time limitations specified and within the annual operating and capital budgets and appropriations provided.

Lastly, the Board reviews the Manager's salary, and any increase after consideration shall be made at the same time as similar consideration is given to other general employees of the Town.

PROCESS

1. The Town Manager completes a self-evaluation and returns it to the Town Clerk.
2. The Clerk distributes the Manager's Performance Evaluation form and self-evaluation to the Town Board for review.
3. Each Board member individually completes a performance evaluation for the Town Manager and returns it to the Clerk.
4. The Clerk tabulates the results, creates a compiled evaluation of responses and a compiled scorecard, then distributes those compiled materials to Manager and Board members.
5. The Board meets in executive session with the Manager to discuss his/her evaluation. Each individual Board member's input and opinions is valued, but simply averaging individual scores would misrepresent the collective role of the Board as a governing body. The Board should discuss and establish a consensus score for each item as a clear and accurate representation of the Board majority.

INSTRUCTIONS

Review the Manager's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the Manager and concentrate on one factor at a time.

Evaluate the Manager on the basis of expectation standards the Board has established for the job to which assigned considering the length of time in the job. Mark (X) the rating which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

Performance Evaluation

Town Manager

Date: _____

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) The Manager’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement (2) The Manager’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
 Needed
- Meets (3) The Manager’s work performance consistently meets the standards of the
Job Standards position.
- Exceeds (4) The Manager’s work performance is frequently or consistently above the
Job Standards standards of the position but has not achieved an overall level of outstanding
 performance.
- Outstanding (5) The Manager’s work performance is consistently excellent when compared to
 the standards of the position.
- Not Applicable (N/A) The criteria was not observed or not applicable during this evaluation period.

I. Performance Evaluation and Achievements

| 1. <u>Town Board Relationships</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Effectively implements policies and programs approved by the Town Board. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Reporting to the Town Board is timely, clear, concise, and thorough. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Accepts direction/instructions by the Town Board in a positive manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Effectively aids the Town Board in establishing long range goals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Keeps the Town Board informed of current plans and activities of administration and new developments in technology, legislation, governmental practices, and regulations, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

2. Public Relations

1 2 3 4 5 N/A

A. Projects a positive public image.

B. Is courteous to the public at all times.

C. Maintains effective relations with media representatives.

Comments:

3. Employee Relations

1 2 3 4 5 N/A

A. Seeks to develop skills and abilities of employees.

B. Motivates employees toward the accomplishment of goals and objectives.

C. Delegates appropriate responsibilities.

D. Effectively evaluates performance of employees.

E. Uses effective supervisory skills.

F. Recruits and hires qualified and effective staff.

Comments:

| 4. <u>Fiscal Management</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Prepares realistic annual budget. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Seeks efficiency, economy, and effectiveness in all programs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Controls expenditures in accordance with approved budget. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Keeps Town Board informed about revenues and expenditures, actual and projected. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Proposes budget that addresses the Town Board's goals and objectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

| 5. <u>Communication</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Oral communication is clear, concise, and articulate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Written communications are clear, concise, and accurate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

| 6. <u>Quantity/Quality</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Amount of work performed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Completion of work on time (meets deadlines). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Accuracy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Thoroughness. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

7. Personal Traits

1 2 3 4 5 N/A

- | | | | | | | |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Initiative. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Judgment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Fairness and impartiality. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Creativity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

8. Intergovernmental Affairs

1 2 3 4 5 N/A

- | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Maintains effective communication with local, regional, state, and federal government agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Pursues interlocal cooperation opportunities and grants for financial resources with / from other agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Contributes to good government through regular participation in local, regional, and state committees and organizations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Advocates for Town programs and projects effectively with appropriate agencies and offices. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Achievements relative to objectives for this evaluation period:

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Unsatisfactory | Improvement Needed | Meets Job Standards | Exceeds Job Standards | Outstanding |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Comments:

III. Future Goals and Objectives

1. What did the Town Manager do well this past year?
2. What could the Town Manager improve upon?
3. Recommendations for Career Development.
4. What should the Town Manager's goals and objectives be for the coming year?

This evaluation has been reviewed and discussed between the Town Board and the Town Manager on:

_____.

Board of Aldermen:

Brittany H. Barnhardt, Mayor

Date

Town Manager:

Larry Smith

Date

NOTE: By signing employee does not agree or disagree with evaluation, only that the evaluation occurred as specified.

SUMMARY

TO: Board of Aldermen
FROM: Town Manager
RE: **Longevity Pay**
DATE: 11/13/2023



Funding for projected longevity pay was adopted within the FY23-24 budget. The Board reserves consideration for actually authorizing the *expenditure* of these funds until the November meeting: partly for ceremonial purposes, but also to consider current overall conditions before giving any final approval.

Recommended Action:

Motion to approve Longevity Pay for the FY23-24.

Agenda Item Summary

Regular Meeting
November 13, 2023
Agenda Item 10

Summary:

Purpose

The purpose of Town-run social media pages will be to disseminate information to residents and stakeholders. The information will primarily be duplicate in nature, with an emphasis on and dedication to accuracy.

Plan

Social media accounts will not be monitored 24/7. Individual complaints, concerns, or service requests will not be addressed via social media. Individuals are encouraged to utilize the Town website’s *Report a Concern* feature or to call Town Hall. The Town will train any employees who post to the Town’s social media pages to ensure they are familiar with the Town’s policy on allowable use and content.

Policy

The Town will have a policy in place to guide expectations for those interacting with Granite Quarry’s social media page and to ensure protection of First Amendment rights.

Attachments:

- Resolution 2023-07
- Social Media Terms of Use and Comment Policy

Action Requested:

Motion to adopt Resolution 2023-07 adopting the Social Media Terms of Use and Comment Policy.

Social Media Terms of Use and Comment Policy

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



RESOLUTION 2023-08

**A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
ADOPTING A SOCIAL MEDIA TERMS OF USE AND COMMENT POLICY**

WHEREAS, the Town of Granite Quarry recognizes the value in using social media to broaden communication regarding government services and facilitate greater resident engagement; and

WHEREAS, the Town encourages the use of social media to further the goals of the Town and its departments, where appropriate, through dissemination of information about the Town's mission, meetings, activities, and current issues to members of the public; and

WHEREAS, the purpose of the Town's Social Media Terms of Use and Comment Policy is to set forth the Town's goals, policies, and procedures relating to the Town's presence on social media sites; and

WHEREAS, public input, an important part of transparent and open government, is encouraged on the Town's social media sites, provided users of the sites adhere to the Social Media Terms of Use and Comment Policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry hereby adopts and enacts the attached Social Media Terms of Use and Comments Policy.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE ____ DAY OF ____ 2023.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Social Media Terms of Use and Comment Policy

PURPOSE

Because many of our residents and other stakeholders utilize social media for news and communications, the Town of Granite Quarry has developed its own social media accounts, which help us inform the public about our work and mission. We rely on our own free speech rights to communicate our selected messages. Comments left on our social media sites reflect the views of the commenters not the opinions and positions of the Town, its officials, or its employees.

The Town of Granite Quarry is committed to fully complying with the freedom of speech clause of the First Amendment of the U.S. Constitution and other similar legal obligations surrounding free speech. Since we follow the law, there may be times when what some people perceive to be offensive comments left by members of the public will remain visible on our social media posts, if such comments are legally protected speech.

The Town of Granite Quarry has an important interest in assuring the accuracy and consistency of information associated with our social media sites. These terms and conditions establish guidelines for the public's use of our social media sites in a way that balances these values.

DEFINITIONS

1. "Social media" means digital content created by us and communicated on platforms that allow sharing, commenting, and engagement by the public. Examples of social media accounts we may use are Facebook, Twitter, Instagram, YouTube, and LinkedIn.
2. "Comments" include any digital content, information, links, images, videos, or any other form of communicative content posted in reply or response to a social media account post posted by us on one of our social media sites.
3. "User" means a member of the public who views or interacts with one or more of our social media accounts.

EXPECTATIONS

We ask commenters to consider that our social media feeds are a reflection of our Town and may be viewed by children and other impressionable people. Please avoid profanity, slurs, personal attacks, bullying, repeated or not relevant posts, or the sharing of false information.

ACCOUNTABILITY

The Town of Granite Quarry commits to regularly train its employees on this policy and relevant freedom of speech case law and also commits to hold employees accountable if they violate policy or law.

GENERAL GUIDELINES

1. These terms and conditions apply to all our social media sites. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on our social media accounts.
2. Users should know that social media posts we make, comments, replies to those posts, and any direct or private messages sent to us may be public records subject to applicable public records release.
3. Our social media accounts are not monitored 24/7 and no one should utilize our social media accounts to seek emergency services or for any official requests. Anyone in need of emergency help should call 9-1-1.
4. Official requests, individual complaints, concerns, or service requests will not be addressed via social media. Please utilize the Town website's [Report a Concern](#) feature or call 704-279-5596.
5. We do not guarantee we will respond to comments or messages sent on our social media accounts.

CONTENT MODERATION

1. **Limited Public Forum.** Our social media accounts are created and maintained as limited public forums under the caselaw pertaining to the freedom of speech clause of the First Amendment to the U.S. Constitution. We invite members of the public to view and, where possible and permitted, provide comments or other engagement on our social media posts. However, the law permits us to hide and/or delete comments that are not protected speech under the First Amendment and relevant case law, or which do not relate to the jurisdiction or authority of the Town. As a general rule, we will not hide and/or delete comments solely because such comments are critical of the Town of Granite Quarry or its officials; however, we may prohibit comments altogether on some or all social media sites, either now or in the future.
2. **Prohibited Content.** As indicated above, we may hide or delete:
 - a. Any content or comments that do not relate to the jurisdiction or authority of the Town.
 - b. Content or comments advocating or inciting violence, illegal activity, or direct criminal threats.
 - c. Profane or obscene language or content as determined by the profanity filters offered through each social media platform (such posts result in the comment/content being blocked through the social media's profanity filter).
 - d. Content that promotes, fosters, or perpetrates discrimination on the basis of race, creed, color, age, religion, gender, marital status with regard to public assistance, national origin, physical or mental disability, or sexual orientation, or any other protected class of people.

- e. Duplicate comments posted by the same author (the original post will be left intact assuming it follows the guidelines of acceptable comments or content).
 - f. Comments that contain a hyperlink to any website other than those controlled by the Town of Granite Quarry. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects. Excessive or repeated commercial advertising or postings, or which do not relate to the authority or jurisdiction of the Town.
 - g. Promotions or content related to political organizations of any type.
 - h. Advocation of illegal activity; or those that compromise safety or security of the public.
 - i. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies us that the property was posted in a comment on our social media account.
 - j. Confidential or non-public information, including but not limited to any personally identifiable medical information and any content that violates the legal rights of the owner of said content.
 - k. Comments containing or linking to obscenity, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to prurient interest, and lacks serious literary, artistic, political, or scientific value.
 - l. Comments containing actual defamation against a specifically named person or organization, either as determined by a court or comments that are patently defamatory by easily discovered facts.
- 3. Retention.** When a comment containing any of the above content is posted to our social media account, a copy or electronic record of that content may be retained or archived pursuant to our records retention policy, along with a brief description of the reason the specific content was deleted. Once documented, the content will be removed, where possible, from our social media account.

November 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------|--------------|--------------------------------|--|---|--------------|
| | | | 1 | 2 | 3 | 4 |
| | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Planning Board 6pm | Election Day | Centralina Executive Board 5pm | CAC 5:30pm | Office Closed in Observance of Veterans Day | Veterans Day |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | BoA Mtg. 6pm | | | Power in Partnership Breakfast 7:30am Events 5:30pm | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | CRMPO TAC 5:30pm | Thanksgiving – Office Closed | Office Closed | |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

December 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------------|---------------|---------------|--|--------|--------------------------------|
| | | | | | 1 | 2 |
| | | | | | | Christmas at the Lake 2-7pm |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Planning Board 6pm | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | BoA Organizational Mtg. 6pm | | | Power in Partnership Breakfast 7:30am CAC 5:30pm | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | Christmas Office Closed | Office Closed | Office Closed | | | |
| 31 | | | | | | |
| | | | | | | |