



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
REGULAR MEETING  
Monday, March 11, 2024  
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) Strategic Planning February 7 & 9, 2024
- 2) Regular Meeting February 12, 2024
- 3) Closed Session February 12, 2024 (*handout*)
- 4) Planning Retreat February 22, 2024
- 5) Planning Retreat February 26, 2024

**B. Departmental Reports**

**C. Financial Reports**

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

**4. Town Manager Update**

**5. Guest Presentation**

**Healthy Rowan and Municipality Collaboration**

**6. Public Hearing**

**Charter Amendment**

**A. Staff Summary**

**B. Public Hearing**

**C. Board Discussion**

**Old Business**

**7. Discussion**

**Town Manager Search Update**

**ACTION REQUESTED:** Staff recommends that the Board set a time to interview firms.

**New Business**

**8. Discussion and Direction** **Board Travel Policy**  
**ACTION REQUESTED:** Direction from the Board on specifics of the policy. The finalized draft will be brought back before the Board in April for review and/or adoption.

**9. Voting Delegate** **NCLM Board of Directors**  
**ACTION REQUESTED:** Motion to appoint \_\_\_\_\_ as the Board’s NCLM voting delegate to submit the Board’s vote for NCLM’s 2024 Board of Directors.

**10. Proclamation** **Child Abuse Prevention Month**

**11. Board Comments**

**12. Announcements and Date Reminders**

<b>A.</b>	Wednesday	March 13	5:00 p.m.	Centralina Executive Board Meeting
<b>B.</b>	Wednesday	March 13	5:30 p.m.	Community Appearance Commission
<b>C.</b>	Thursday	March 14	6:00 p.m.	Rowan Municipal Association Dinner
<b>D.</b>	Saturday	March 16	9:00 a.m.	Mulch Giveaway at Quarry
<b>E.</b>	Monday	March 18	6:00 p.m.	Zoning Board of Adjustment
<b>F.</b>	Thursday	March 21	7:30 a.m.	Chamber Power in Partnership Breakfast
<b>G.</b>	Thursday	March 21		Budget Workshop
<b>H.</b>	Tuesday	March 26	11:30 a.m.	Rowan EDC Annual Meeting
<b>I.</b>	Wednesday	March 27	5:30 p.m.	CRMPO TAC Meeting
<b>J.</b>	Thursday	March 28	5:30 p.m.	Events Committee
<b>K.</b>	Friday	March 29		Good Friday – Town Offices Closed
<b>L.</b>	Sunday	March 31		Easter
<b>M.</b>	Tuesday	April 2	6:00 p.m.	Planning Board

**13. Closed Session** **Personnel**  
**ACTION REQUESTED:** Motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) to discuss the performance of an individual public officer or employee.

**ACTION REQUESTED:** Motion to return to open session.

**Adjourn**

**Agenda Item Summary**

Regular Meeting

March 11, 2024

Agenda Item 1

**Summary:**

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

**Action Requested:**

***Motion to adopt the March 11, 2024 Board of Aldermen Meeting Agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**Agenda Item Summary**

Regular Meeting

March 11, 2024

Agenda Item 2

Summary:

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

**A. Approval of the Minutes**

- 1) Strategic Planning February 7 & 9, 2024
- 2) Regular Meeting February 12, 2024
- 3) Closed Session February 12, 2024 (*handout*)
- 4) Planning Retreat February 22, 2024
- 5) Planning Retreat February 26, 2024

**B. Departmental Reports**

**C. Financial Reports**

Action Requested:

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

**Approval of Consent Agenda**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



**Town of  
GRANITE QUARRY**  
**TOWN OF GRANITE QUARRY**  
**BOARD OF ALDERMEN**  
**SPECIAL MEETING**  
**STRATEGIC PLANNING**  
**MEETING MINUTES**  
**Wednesday, February 7, 2024, 3:30 p.m. &**  
**Friday, February 9, 2024 10:00 a.m.**

**Present:** Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderman John Linker, Alderwoman Laurie Mack, Alderman Rich Luhrs

**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 Chief Mark Cook

**Call to Order:** Mayor Barnhardt called the meeting to order at 3:37 p.m.

**1. Approval of the Agenda**

**ACTION:** Alderman Luhrs made a motion to move the Closed Session discussion to the first item on the agenda and the Strategic discussion to the second item. Alderwoman Mack seconded the motion. The motion passed 3-0.

**2. ~~3.~~ Closed Session**

**Personnel Performance**

**ACTION:** Alderman Luhrs made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) to discuss the performance of an individual public officer or employee. Alderwoman Mack seconded the motion. The motion passed 3-0.

*Alderman Linker joined the meeting at 3:48 p.m.*

In Closed Session the following action was taken:

**ACTION:** Mayor Pro Tem Shelton made a motion to return to open session. Alderman Luhrs seconded the motion. The motion passed 4-0.

*Mayor Barnhardt called the open session back to order at 4:55 p.m.*

**ACTION:** Alderman Luhrs made a motion to terminate the employment contract between the Town and Town Manager Larry Smith according to the terms of the contract dated March 9, 2020. Alderwoman Mack seconded the motion. The motion passed 3-1 with Alderman Linker opposed.

**Recess**

**ACTION:** Mayor Pro Tem Shelton made a motion to recess until Friday, February 9, 2024, at 10:00 a.m. Alderwoman Mack seconded the motion. The motion passed 4-0.

*The meeting ended at 4:59 p.m.*

**Friday, February 9, 2024**

*Alderman Linker was not in attendance for the February 9, 2024 segment of the meeting.*

**Call to Order:** Mayor Barnhardt called the Strategic Planning meeting recessed on February 7, 2024, back into session at 10:04 a.m.

Mayor Barnhardt summarized that the meeting was picking up where Wednesday's segment of the meeting left off on the agenda and asked if the Board wanted to continue the discussion. Mayor Pro Tem Shelton stated a desire to let staff know that Manager Smith was in his 30-day notice period and that all salary and benefits would continue to be paid during the period. He stated the Board plans to start working on finding an acting Town Manager and then eventually an interim Town Manager as soon as practical. Mayor Barnhardt stated that the Board would need to go into closed sessions to start the discussion on candidates for appointment.

**ACTION:** Mayor Pro Tem Shelton made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(5)(ii) & (6) *((5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating ... (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee).* Alderman Luhrs seconded the motion. The motion passed 3-0.

**ACTION:** Alderman Luhrs made a motion to return to open session. Mayor Pro Tem Shelton seconded the motion. The motion passed 3-0.

Mayor Barnhardt shared that during Closed Session the Board reached consensus to temporarily make an appointment to an Acting Town Manager role. The Board will discuss the process to search for and appoint an Interim Town Manager at a future meeting. Mayor Barnhardt shared that the Board discussed appointing Chief Jason Hord to Acting Town Manager and that he stated his willingness to serve in the role.

**ACTION:** Alderman Luhrs made a motion to take action on the discussion of appointing Chief Hord to the role of Acting Town Manager. Alderwoman Mack seconded the motion. The motion passed 3-0.

The Board will explore options for assistance with the search for a Town Manager.

**3. ~~2~~ Discussion Strategic Planning**

Mayor Barnhardt asked if there was Board consensus to wait to discuss Strategic Planning at the scheduled Planning Retreat on February 22, 2024.

**ACTION:** Mayor Pro Tem Shelton made a motion to remove Strategic Planning from today's agenda. Alderwoman Mack seconded the motion. The motion passed 3-0.

**Adjourn**

**ACTION:** Alderman Luhrs made a motion to adjourn. Mayor Pro Tem Shelton seconded the motion. The motion passed 3-0. The meeting ended at 11:49 a.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
REGULAR MEETING MINUTES  
Monday, February 12, 2024 6:00 p.m.**

**Present:** Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderwoman Laurie Mack, Alderman Rich Luhrs

**Not Present:** Alderman John Linker

**Staff:** Acting Town Manager/Fire Chief/Public Works Director Jason Hord, Town Clerk Aubrey Smith, Town Attorney Zachary Moretz, Finance Officer Shelly Shockley, Police Chief Mark Cook, 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 Luhrs made a motion to approve the agenda with the exclusion of item 6. Alderwoman Mack seconded the motion. The motion passed 3-0.

**2. Approval of the Consent Agenda**

**A. Approval of the Minutes**

1) Regular Meeting January 8 & 16, 2024

**B. Departmental Reports**

**C. Financial Reports**

**ACTION:** Alderman Luhrs made a motion to approve the consent agenda as presented. Alderwoman Mack seconded the motion. The motion passed 3-0.

**3. Public Comments** – There were no public comments.

**4. Town Manager's Update**

Acting Town Manager Jason Hord shared highlights from the Town Manager's Update in the agenda packet including the status of the Granite Industrial sign, the wayfinding initiative, and the ongoing employment climate survey. He shared that there had been 146 replies to the Civic Park feedback survey. The goal is 150 responses. The survey will remain open through the end of the week.

## Old Business

### 5. Resolution

#### Intent to Amend Charter and Set Public Hearing

Clerk Smith shared that the Resolution before the Board was drafted after the Board stated a desire to amend the charter by updating the name of the Board of Aldermen to “Town Council” and by changing the term of the mayor from two years to four years. The term limit change would take effect at the 2025 election. The Resolution, once adopted, will serve to notify the public of the Board’s intent to make the amendments to the charter and set a date for a public hearing at the next regular Board meeting, March 11, 2024, for members of the public to comment on the changes. Alderwoman Mack asked whether the clerk reporting to the Board had been added as a potential amendment. It was clarified that change was not allowed by ordinance and would need to be legislative. Mayor Barnhardt stated that she had reached out to local legislators and that to make that change a letter of intent from the town needed to be sent in prior to them going into short session.

**ACTION:** Alderman Luhrs made a motion to adopt Resolution 2024-01 expressing intent to amend the charter and set a date for a public hearing. Mayor Pro Tem Shelton seconded the motion. The motion passed 3-0.

### ~~6. Discussion~~

#### ~~Town Manager Evaluation Process~~

## New Business

### 7. Ordinance

#### Abatement 412 Lake Drive

Acting Manager Hord shared that Alliance Code Enforcement LLC, the town’s code enforcement contractor, had been asked to present but was not in attendance. ACE went through every step in the code enforcement process for the property in question without resolution. The next step in the process is to adopt the ordinance for abatement and tear down the structure. The costs would be passed through to the property owner.

**ACTION:** Mayor Pro Tem Shelton made a motion to adopt Ordinance 2024-02 to proceed to effectuate the purpose of the Granite Quarry Minimum Housing Code and GS 160D-1201. Alderman Luhrs seconded the motion. The motion passed 3-0.

### 8. Discussion and Possible Decision

#### Board Branded Apparel

Mayor Barnhardt shared that she had spoken to Acting Manager Hord and suggested moving the discussion on the item to the planning retreat or budget sessions. There was Board consensus to discuss Board apparel during future planning retreat meetings.

### 9. Budget Amendment

#### FY#4 Governing Body

**ACTION:** Mayor Pro Tem Shelton made a motion to approve Budget Amendment FY#4 as presented. Alderman Luhrs seconded the motion. The motion passed 3-0.

### 10. Budget Amendment

#### FY#5 Legion Building Structural Inspection

**ACTION:** Alderman Luhrs made a motion to approve Budget Amendment FY#5 as presented. Alderwoman Mack seconded the motion. The motion passed 3-0.

Acting Manager Hord shared that results from the inspection should be available by the February 22, 2024 Planning Retreat.

**11. Agreement**

**Municipal Agreement for TAP**

Acting Manager Hord summarized the project and purpose of the agreement and invited CRMPO representative Phil Conrad to provide more information. Mr. Conrad shared that there would be an 80% reimbursement for all facets of the project with the Town agreeing to administer the project and the DOT providing oversight. Board discussion included questions and clarification on the costs and project specifics.

Mayor Barnhardt invited Attorney Moretz to share concerns he had after reviewing the contract. His concerns included the length of the contract and large number of unknowns. He cautioned the Board to be cognizant of everything that could go wrong. Other specific areas of concern were the railroad crossing and right-of-way acquisition piece.

Finance Officer Shockley reminded the Board that the transfer to the CPO had previously been approved.

**ACTION:** Alderman Luhrs made a motion to approve the Municipal Agreement for the Transportation Alternative Project for the Park Connection Sidewalk and authorize the Town Manager to execute. Alderwoman Mack seconded the motion. The motion passed 3-0.

**12. Proclamation**

**Black History Month**

Mayor Barnhardt recognized the proclamation for Black History Month.

**13. Board Comments**

- Mayor Barnhardt shared that last month at the MPO meeting a Board of Transportation member, Carl Ford, and Harry Warren were all present. Mayor Barnhardt also stated she would like the Board to consider scheduling a brief strategic planning overview since the item hadn't been visited at the previous meeting. She will reach out to Board members regarding availability. Mayor Barnhardt reminded Board members and the public that TAPs in the Park takes place every first Friday at Granite Lake Park. Mayor Barnhardt shared that March 6<sup>th</sup> the Town and State dinner is taking place at the Speedway Club and invited Board members to attend if they were interested. March 8<sup>th</sup> is the next Mayors' Roundtable.

**14. Announcements and Date Reminders**

<b>A.</b>	Wednesday	February 14	5:30 p.m.	Community Appearance Commission
<b>B.</b>	Thursday	February 15	7:30 a.m.	Chamber Power in Partnership Breakfast
<b>C.</b>	Monday	February 19	6:00 p.m.	Zoning Board of Adjustment
<b>D.</b>	Wednesday	February 21	5:00 p.m.	Centralina Board of Delegates Meeting
<b>E.</b>	Thursday	February 22	9:00 a.m.	Planning Retreat
<b>F.</b>	Thursday	February 22	5:30 p.m.	Events Committee
<b>G.</b>	Saturday	February 24	9:00 a.m.	Crepe Myrtle Workshop – Civic Park
<b>H.</b>	Wednesday	February 28	5:30 p.m.	CRMPO TAC Meeting
<b>I.</b>	Monday	March 4	6:00 p.m.	Planning Board
<b>J.</b>	Tuesday	March 5	6:30 a.m.	Primary Elections
<b>K.</b>	Wednesday	March 6	5:15 p.m.	Town and State Dinner
<b>L.</b>	Friday	March 8		Mayors' Roundtable

**15. Closed Session**

**Personnel**

**ACTION:** Alderman Luhrs made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) to discuss the performance of an individual public officer or employee. Alderwoman Mack seconded the motion. The motion passed 3 -0.

*The Board went into closed session at 6:54 p.m.*

*The Board came out of closed session at 7:29 p.m.*

**ACTION:** Alderman Luhrs made a motion to return to open session. Alderwoman Mack seconded the motion. The motion passed 3-0.

**ACTION:** Alderman Luhrs made a motion to amend Larry Smith's last day of employment to March 9, 2024. Mayor Pro Tem Shelton seconded the motion. The motion passed 3-0.

### **Adjournment**

**ACTION:** Alderman Luhrs made a motion to adjourn. Alderwoman Mack seconded the motion. The motion passed with all in favor.

The meeting ended at 7:35 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk



**Town of  
GRANITE QUARRY**  
**TOWN OF GRANITE QUARRY**  
**BOARD OF ALDERMEN**  
**PLANNING RETREAT**  
**MEETING MINUTES**

**Thursday, February 22, 2024, 11:00 a.m.**

**Present:** Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderman John Linker, Alderwoman Laurie Mack, Alderman Rich Luhrs

**Staff:** Acting Town Manager/Fire Chief/Public Works Director Jason Hord; Town Clerk Aubrey Smith; Finance Officer Shelly Shockley; Police Chief Mark Cook; Planning, Zoning, and Subdivision Administrator Richard Flowe

**Call to Order:** Mayor Barnhardt called the meeting to order at 11:00 a.m.

**1. Approval of Agenda**

**ACTION:** Alderman Luhrs made a motion to approve the agenda. Alderman Linker seconded the motion. The motion passed 4-0.

**2. Strategic Goals Overview**

Acting Town Manager Jason Hord reviewed slides in the presentation providing background on the development of the strategic goals. He shared that staff and the Board worked to develop goals that were measurable and attainable and stated that revisions wouldn't take place annually unless something wasn't working. Strategic Plans generally span a two-to-five-year period and provide guidance for budget planning. Manager Hord reviewed the strategic goal statements and provided a high-level overview of the progress of each.

**3. Department Presentations**

**A. Police**

Police Chief Mark Cook presented to the Board the Police Department's mission and core values. He updated the Board on the accomplishments and goals that were included in the presentation. Accomplishments included hiring a cadet to fill a full-time officer position, continuing proactive community policing initiatives, increasing the number of community activities, increasing involvement in community events, updating laptops, and accepting delivery of two patrol vehicles that had been on backorder. 2024-2025 goals include building trust within the community, cultivating a safer and more inclusive community, increasing the current case clearance rate by 10%, and increasing department training hours by 15%.

There was discussion on whether the police department's current salaries were competitive. Chief Cook shared that the Town's benefits could be enhanced, but that we offer what others are offering. Suggestions from the Board for police department goals included increased involvement in local schools; reaching out to female applicants in addition to minority and veteran applicants; succession planning; and earning accreditation. Chief Cook shared that the police department's budgeting goals

would ideally include the purchase of a vehicle, body camera upgrades, accreditation, and improvements to the police department facilities.

**B. Admin**

Acting Town Manager Hord shared administrative accomplishments including staffing stability, professional developments, CLUP/UDO completion, TAP kickoff, Civic Park Master Plan being underway, and a completed annexation agreement. Major goals for the upcoming year include succession planning, recruitment, Transformational Projects, Strategic Plan implementation, Master Plan implementation, and finalized Industrial Park gateway signage. Manager Hord shared the Industrial Park sign renderings. The plan was funded completely by Rowan County Tourism. There was discussion regarding the importance of landscape maintenance for entryway signs.

**C. Finance**

Finance Officer Shelly Shockley shared major accomplishments from the last year including a clean audit, maintained internal controls, a healthy Unassigned Fund balance, continued investment of idle funds earning substantial interest, Finance Officer certification earned, and cashless payment systems implemented. Goals for the upcoming fiscal year include revisiting a Capital Assets Policy, revising the schedule of fees, and attending finance training held by the School of Government. Mayor Pro Tem Shelton stated a desire to develop a Debt Management Policy.

**Recess for Lunch**

**ACTION:** Mayor Pro Tem Shelton made a motion to recess for lunch. Alderwoman Mack seconded the motion. The motion passed with all in favor.

*The Board recessed for lunch at 12:10 p.m.*

*Mayor Barnhardt called the open session back to order at 12:38 p.m.*

**ACTION:** Alderman Luhrs made a motion to come out of recess. Mayor Pro Tem Shelton seconded the motion. The motion passed with all in favor.

**4. Department Presentations *continued***

**D. Planning**

Planning, Zoning, and Subdivision Administrator Richard Flowe addressed the Board on two major planning topics.

**1) Geographical Growth**

Mr. Flowe used the exhibit maps developed as part of the non-annexation agreement with the City of Salisbury to explain the Town's plans for growth and sphere of influence. Mr. Flowe suggested a discussion on future planning for the area that offered opportunities to diversify the tax base. He stated the Future Land Use Map will need to be updated to include the area. Redevelopment of existing structures would offer a chance to influence plans.

**2) Advisory boards/level of activity and readiness**

Mr. Flowe shared that he encouraged many, if not all, of the same members be appointed on both the Planning Board and Board of Adjustment for communities the size of Granite Quarry. He encouraged the Board of Aldermen to consider appointing the current Planning Board members to the Board of Adjustment as well. There was discussion regarding the consideration of a stipend for the advisory board members. There was Board consensus for Mr. Flowe to work with staff to draft a plan to show what the appointments may look like.

**5. Civic Park Master Plan Update**

Representatives from Stewart provided updates on the ongoing Civic Park Master Plan and associated survey. There were 147 survey responses. The response highlights and trends were reviewed and used to develop draft goals. Stewart representatives showed the site and existing facility analysis. Two concepts were introduced to the Board with features including a splash pad and dog park. Board members provided feedback on the concepts and specific design elements of each. There will be two more opportunities for public input during the month of March.

*Alderman Linker was excused from the meeting and left at 2:00 p.m.*

**6. Town Manager Search**

Clerk Smith shared information received from municipalities that recently underwent the search for a new manager. Mayor Barnhardt asked that a summary of what each firm offered be provided at the next meeting.

**7. Board Comments**

The Board discussed holding an additional meeting to hear the presentations from the Fire Department, Public Works/Parks and Recreation Department, and a summary on Town Manager search firms. Clerk Smith will coordinate possible times with individual Board members and send out the appropriate special meeting notices.

**Adjourn**

**ACTION:** Alderman Luhrs made a motion to adjourn. Alderwoman Mack seconded the motion. The motion passed with all in favor.

The meeting ended at 2:32 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
PLANNING RETREAT  
MEETING MINUTES  
Monday, February 26, 2024, 3:00 p.m.**

**Present:** Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderman John Linker, Alderwoman Laurie Mack, Alderman Rich Luhrs

**Staff:** Acting Town Manager/Fire Chief/Public Works Director Jason Hord, Town Clerk Aubrey Smith; Public Works Crew Leader Colton Fries

**Call to Order:** Mayor Barnhardt called the meeting to order at 3:00 p.m.

**1. Department Presentations**

**A. Fire**

Chief Hord presented to the Board the Fire Department's mission statement and goals included in the presentation. He shared the accomplishments from the past year including the number of calls responded to, continued work with Safe Kids, working closely with mutual aid partners, maintaining staffing, public education events, and work with RSSS on student shadowing day. He shared Fire Department goals and objectives for the next year including growing the level of services, sustaining the ISO Class 1 rating, and furthering community outreach through public education. The Fire Department is seeking the following service level changes: the addition of three full-time firefighters, the utilization of part-time firefighters to cover weekend shifts/open full-time shifts, and to the design of a new fire engine to replace E571 as it moves to E572. The current wait time for a fire engine from order to delivery is 48 months.

The Board discussed the life expectancy of a fire truck and options for replacement/updates. More details will be provided during budgeting discussions.

**B. Public Works/Parks and Recreation**

Chief Hord shared Public Works' accomplishments from the past year including implementation of a new work order system, replacement of trash carts in-house in partnership with Waste Management, and adding weekend staffing for parks. The key initiatives for the next year include weekly quality control meetings, continued implementation of the iWorQ work order system, additional weekend parks staff, replacement of the 1994 Ford dump truck, and increased training for personnel.

Chief Hord shared the Parks and Recreation Department's goals and accomplishments for the year including continued work towards overall park cleanliness, engagement in the Civic Park Master Plan, and working with Healthy Rowan to develop park mapping and signage related to fitness and health. Goals for the upcoming year include completing the Civic Park Master Plan, completing

construction on the Civic Park overflow lot/repaving the existing lot, restriping the Lake Park parking lot, continued work on Centennial Park drainage, planning for the Legion Building, and implementation of the iWorQ program for inventory. The service level changes requested for the next year will include adding an additional part-time public works staff during high-traffic times, increasing daily tasks at the parks, and allowing reporting through the iWorQ system.

## 2. Town Manager Search

Clerk Smith shared information received from municipalities that recently underwent the search for a new manager showing what services each firm provided. There was Board discussion on considerations for the search including whether a candidate should be familiar with North Carolina government and statutory requirements. Clerk Smith will reach out to four firms to request a scope of services and references from each.

## 3. Board Comments

Board members shared and discussed their personal lists for additional priority and project ideas including:

- code enforcement
- street paving
- Christmas lights
- replacement of the dump truck
- purchasing a fire truck
- updating street signs throughout the town with a more personalized template
- applying for a PARTF grant
- implementing town-run social media
- the ongoing TAP project
- continuing to improve Granite Fest
- neighborhood captains/wards
- resolving the addressing issue
- non-annexation agreements with Faith and then East Spencer, possibly Rockwell
- ZBA readiness
- Preemptive ordinances to address safety issues associated with panhandling and homelessness
- Town Hall renovations and space needs
- a strategic property in downtown since a recent change in ownership took place
- a joint EMS station

Individual items may be revisited either in the budget discussions or will be brought up at a regular meeting for further Board discussion, consensus, and possible action.

## Adjourn

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

The meeting ended at 4:59 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk

# Planning Monthly Report

FEBRUARY 2024



## Permits

- 9 Permit Applications
- 9 Permits Approved
- 0 Permits denied

Date	Address	Permit	Status
2/1/2024	426 Coley Road	Addition	Issued
2/7/2024	412 Park Ave	short-term rental per Art.2.23	Issued
2/7/2024	Coley Rd	Accessory Building/Storage Building	Issued
2/13/2024	322 S. Salisbury Ave Unit #2-3	New Business- Discount Tobacco & Vape	Issued
2/14/2024	109 S. Walnut Street	Fence	Issued
2/14/2024	322 S. Salisbury Ave Units 1,3 & 4	Sign	Issued
2/21/2024	426 Coley Road	Inground Pool in rear yard w/deck	Issued
2/27/2024	312 S. Salisbury Ave	J H Cook - Replacement of roof system	Issued
2/28/2024	0 N Salisbury Ave	F & M Bank park gazebo	Issued

## Planning/Zoning Review

Inquiry	Zoning	Comments
MK Trolleys Food Truck -Violation	2 <sup>nd</sup> time	Appeal was continued to next Bd Adj. meeting
Troutman Street -ZMA application		March 4 <sup>th</sup> Planning Board review

**Planning Board:** The Planning Board met to discuss possible amendments to the food truck ordinance and changed the April meeting date to Tuesday, April 2, 2024.

**Zoning Board of Adjustment:** The Zoning Board of Adjustment meeting scheduled for February 19, 2024 was postponed until March 18, 2024.



# Town of Granite Quarry Fire Department

Established May 15<sup>th</sup>, 1950

PO Box 351

[www.granitequarrync.gov](http://www.granitequarrync.gov)

Granite Quarry, NC

704/279-5596



## Board Report March 2024 Chief Hord

### Emergency Calls for Service February 2024

33 calls in district

- 26-EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 4- Public Assist
- 1-Lines Down
- 1- Carbon Monoxide Alarm
- 1- move Up

5 Calls to Salisbury

- 1- Vehicle Fire
- 2-EMS
- 1-Cancelled En Route
- 1- Fire Alarm

5 Calls to Rockwell Rural

- 1- EMS
- 1-Cancelled En Route
- 3-Brush Fire

4 Calls to Union Cancelled En Route

- 2-EMS
- 2-Cancelled En Route

3 Calls to South Salisbury

- 2-Cancelled En Route
- 1-Structure Fire

2 Calls to Rockwell City Cancelled En Route

1 Call to Liberty for Missing person

**TOTAL – 53**

## 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. – 3 seats installed/checked.
- Grounds care on Thursdays.
- GQ School visits on Thursdays.
- Hydro testing completed for SCBA cylinders.
- Hosted 1 high school student for career shadow day.
- **Department end-of-year banquet. Awards as follows for 2023:**  
**Veteran firefighter of the year---Buddy Miller**  
**Officer of the year-----Buddy Miller**  
**Rookie firefighter of the year---John Walters**

E-571

- Mileage – 24,296
- Hours – 2,197

E-572

- Mileage – 42,780.3
- Hours – 3,470.6

R-57

- Mileage – 38,997.9
- Hours – 3,608.7

SQ-57

- Mileage – 7,989



## February Work 2024 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- PM HVAC
- Town leaf pick up continues, last date 3/12/24
- Repaired/replaced safety lighting on dump truck
- Assisted with several code enforcement complaints
- Opened Civic Park restrooms 2/28/2024 for season
- Mulched Civic Trees and Centennial gazebo area
- Various potholes repaired after rainstorms
- 9 trash cans replaced for residents
- Rewired lawn mower trailer
- PM on lawn mowers in house for upcoming season
- Started new split rail fencing areas in Centennial

2007 Ford Truck	Mileage – 64,959	+202 miles
1995 Ford Dump Truck	Mileage – 46,818	+878 miles
2009 Ford Truck	Mileage – 96,164	+617 miles
2019 Ford Truck F350	Mileage – 22,098	+815 miles
2022 Chevy Silverado	Mileage – 22,201	+1470 miles



# 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

### March 2024

- Call volume report for the month of February 2024
- See Attached for Total Calls for Service.
- Date of Report: 03/04/2024

- Total calls for service/activities – 627
  - 94 Officer Generated Calls.
  - 96 Calls for Service.
- Calls for service/activities Granite Quarry: 536
- Calls for service/activities Faith: 91
- Incident Reports- 10
- Arrest Reports- 5
- Crash Reports- 5
- Traffic Citations- 21

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

141 Ford Taurus-	End-	87,965
161 Ford Utility-	End-	86,965
171 Ford Utility -	End-	64,596
172 Ford Utility -	End-	111,000
173 Ford Utility -	End-	54,447
181 Ford F150 -	End-	105,969
191 Dodge Durango -	End-	57,867
201 Ford Utility-	End-	42,753
211 Ford Utility-	End-	22,012
212 Ford Utility-	End-	66,200

- Other Information:

- Drug Collection Box. February 2024: 28.48 pounds collected.
- February CID Report. 5 Cases assigned; 2 Cases cleared; 32 follow-ups conducted; 100 open assigned cases.
- Officers completed 26 hours of in-service or continuing education training in Feb.

# GQPD

## Number of Events by Nature

Feb 2024 CFS Granite Quarry

Nature	# Events
103A4 ADMIN (OTHER)	7
104C2 COMMERCIAL BURG (INTRUSI	6
104C3 RESIDENTAL BURG (INTRUSI	5
104C4 VEHICLE ALARM	2
105B1 ANIMAL-PAST ATTACK	1
106B3 PAST SEXUAL ASLT-CHILD	1
106B5 PAST ASSAULT	1
106D5 ASSAULT IN PROGRESS	1
110D2 RESIDENTIAL B&E	1
111B1 PAST DAMAGE TO PROPERTY	2
113D2 DISTURBANCE / VERBAL	6
114C1 PHYSICAL DOMESTIC	1
114D1 PHYSICAL DOMESTIC	2
114D2 VERBAL DOMESTIC	2
115D1 DRIVING UNDER INFLUENCE	2
116D1 DRUGS (USE-POSSESSION)	3
118B2 FRAUD-PAST FORGERY	3
125B1 CHECK WELFARE - ROUTINE	2
125B2 LOCKOUT - ROUTINE	1
125D1 CHECK WELFARE-URGENT	2
129B2 SUSPICIOUS VEH (PAST)	1
129B3 SUSPICIOUS CIRCUM (PAST)	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	3
130B1 LARCENY (ALREADY OCC)	2
130B3 THEFT FROM VEH (PAST)	2
130B6 THEFT FROM VEH (PAST)	1
130C1 THEFT JUST OCCURED	1
131B1 TRAFFIC ACCIDENT - PD	2

Nature	# Events
131B3 HIT & RUN	1
132A2 PAST TRAFFIC VIOLATION	1
132C1 SEVERE TRAFFIC VIOLATION	1
133D1 TRESPASSING	3
135C1 SHOTS FIRED (HEARD)	1
32B2 MEDICAL ALARM	1
77D4 TRAF ACC - VEH VS PED/BIK	1
911 HANG UP	3
ASSIST EMS	3
ASSIST MOTORIST	2
ATTEMPT TO LOCATE	3
BUSINESS OR HOUSE CHECK	374
COMMUNITY PROGRAM	3
DELIVER MESSAGE	4
DOMESTIC PROPERTY PICKUP	2
FOLLOWUP	15
FOOT PATROL	1
GENERAL INFORMATION	2
LAW CALL	3
MISDIAL	6
PARK CHECK	2
REPOSSESSION	1
SCHOOL SECURITY CHECK	5
SUBPOENA SERVICE	4
TRAFFIC CHECK	1
TRAFFIC STOP	24
VEHICLE ACCIDENT PROP DAMAGE	1
WARRANT SERVICE	2
<b>Total</b>	<b>536</b>

# GQPD

## Number of Events by Nature

Feb 2024 CFS Faith

Nature	# Events
104C2 COMMERCIAL BURG (INTRUSI	2
115D1 DRIVING UNDER INFLUENCE	1
118B2 FRAUD-PAST FORGERY	1
123B3 FOUND PERSON	1
125B1 CHECK WELFARE - ROUTINE	1
125D1 CHECK WELFARE-URGENT	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	3
131B3 HIT & RUN	1
131O2 TRAFFIC - INFORMATION	1
132B3 STALLED VEHICLE	1
132C1 SEVERE TRAFFIC VIOLATION	1
133D1 TRESPASSING	1
911 HANG UP	2
ASSIST FIRE DEPT	1
ATTEMPT TO LOCATE	1
BUSINESS OR HOUSE CHECK	39
COMMUNITY PROGRAM	1
DELIVER MESSAGE	1
FOLLOWUP	2
GENERAL INFORMATION	2
MISDIAL	2
SCHOOL SECURITY CHECK	1
TRAFFIC CONTROL	21
TRAFFIC STOP	1
<b>Total</b>	<b>91</b>



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Granite Quarry

Updated  
March 05, 2024

ADDRESS	VIOLATION	STATUS
518 Railroad St	MH	OPEN
111 W Lyerly	MH	ABATED
1190 Summer Ln	JP/JV	ABATED
106 E Church St	JV	ABATED
305 Yadkin St	JV	OPEN
412 Lake Dr	MH/JP	ABATED
736 S Main St	JV	OPEN
518 S Main St	JP/JV	OPEN
320 Barringer St	JV	OPEN
424 Barringer St	JP	OPEN
720 S Main St	JV	OPEN
706 S Main St	JP	OPEN
507 S Main St	JV	OPEN
610 Maple St	OL/JP	OPEN
110 Chase Stone Ct	JP/JV	OPEN
106 Chase Stone Ct	JP	OPEN
806 N Salisbury Ave	JP	OPEN
804 N Salisbury Ave	JP	OPEN
100 San Carlos Dr (109)	JV	OPEN
100 San Carlos Dr (107)	JV	OPEN
100 San Carlos Dr (100)	JP	OPEN
412 S Salisbury Ave	JP/JV	OPEN
706 S Salisbury Ave	JP	ABATED
221 S Oak St	JP/JV	OPEN
215 S Oak St	JP/JV	OPEN
706 S Salisbury Ave	JV/ZN	OPEN
304 S Salisbury Ave	MH	OPEN
112 Walton St	JP	OPEN
PID 650002 (Walton St)	ZN/JV/JP	OPEN
311 Yadkin St	JP	OPEN
318 Yadkin St	JV	OPEN
127 N Walnut St	JP	OPEN
203 S Walnut St	MH	OPEN
201 S Walnut St	JP	OPEN



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Granite Quarry

Updated  
March 05, 2024

### MONTHLY HIGHLIGHTS

- 9 New cases OPENED for February.
- 5 Cases have been ABATED.
- 412 Lake Dr – Morgan’s Demolition tore down building, cleaned up trash and debris on 2/28/24. This case is ABATED and CLOSED.
- 518 Railroad St – Talked to property owner who stated he had a guy come give an estimate on cleanup. While in town property owner does have a dumpster there for debris cleanup and removal. Will continue to monitor.
- 106 E Church St- Junk Vehicle (Trailer) has been removed from the property.
- 706 S Salisbury Ave- Junk pile has been cleaned and removed from the property.



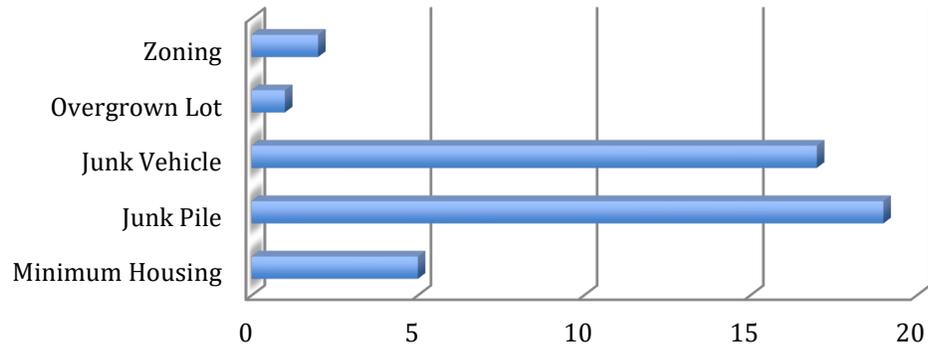
PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

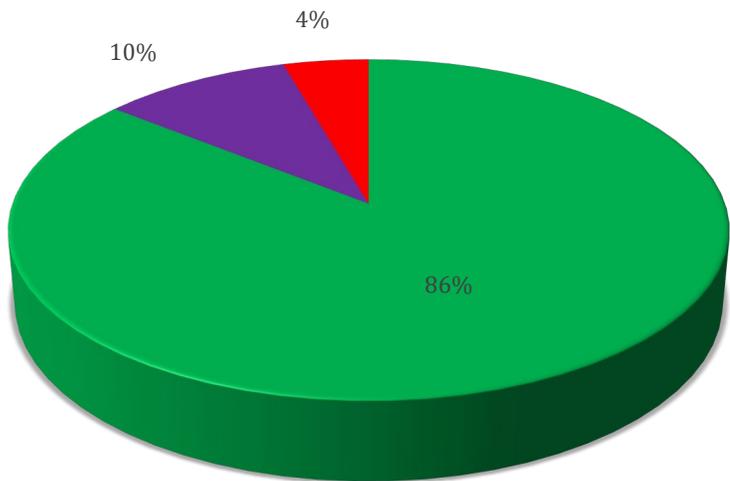
Monthly Report  
Town of Granite Quarry

Updated  
March 05, 2024

### Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Zoning
■ Violations by the Numbers	5	19	17	1	2



**Total Cases : 203**

**Abated: 174**

**Open In Progress: 20**

**New Cases: 9**

■ Abated   ■ Open in Progress   ■ New Cases



## Finance Department

Breakdown by Department:  
As of February 29, 2024

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>4,625,492</u>		<u>2,846,040</u>	<u>62%</u>
<b>Total Revenues:</b>	<b>\$ 4,625,492</b>		<b>\$ 2,846,040</b>	<b>62%</b>
Expenses:				
Governing Body	99,304	-	64,103	65%
Contingency & Tranfers	1,014,146	-	154,186	0%
Administration	636,520	4,350	380,319	60%
Public Works	515,341	360	350,007	68%
Police	1,007,124	8,545	571,401	58%
Fire	732,897	7,300	466,671	65%
Streets	331,160	-	238,558	72%
Sanitation	193,250	-	112,149	58%
Parks & Recreation	<u>93,750</u>	<u>-</u>	<u>51,646</u>	<u>55%</u>
<b>Total Expenses:</b>	<b>\$ 4,623,492</b>	<b>\$ 20,555</b>	<b>\$ 2,389,039</b>	<b>52%</b>
<b>Expense to Revenue:</b>				<b>84%</b>

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

<b>Revenues:</b>					
<b>Account</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-3100-12 Taxes - Budget Year	1,610,208	1,489,880	(120,328)	93%	
01-3100-17 Tax Penalties & Interest	4,000	4,082	82	102%	
01-3101-12 Taxes - Prior Years	8,000	11,551	3,551	144%	
01-3102-12 Vehicle Tax	144,188	95,133	(49,055)	66%	
01-3230-31 Local Option Sales Tax	1,118,010	719,747	(398,263)	64%	
01-3231-31 Solid Waste Disposal Tax	2,475	1,888	(587)	76%	
01-3316-32 Powell Pave & Patch Funds	90,000	102,228	12,228	114%	
01-3322-31 Beer & Wine - State	12,660	-	(12,660)	0%	
01-3324-31 Utilities Franchise Tax	141,387	71,131	(70,256)	50%	
01-3330-84 County First Responders	4,020	4,430	410	110%	
01-3413-89 Miscellaneous Revenue	2,700	654	(2,046)	24%	
01-3431-41 Police Authority Revenue_Faith	161,473	80,737	(80,737)	50%	
01-3431-45 Police Report Revenue	100	135	35	135%	
01-3431-89 Police Miscellaneous	1,100	714	(386)	65%	
01-3451-85 Property Damage Claims	-	11,900	11,900	100%	1
01-3471-51 Environmental Fee Collection	184,750	103,223	(81,527)	56%	
01-3491-41 Subdivision & Zoning Fees	6,000	7,065	1,065	118%	
01-3613-41 Parks Miscellaneous	21,000	11,455	(9,545)	55%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments	90,000	111,912	21,912	124%	
01-3834-41 Park Shelter Rentals	6,000	5,772	(228)	96%	2
01-3835-81 Surplus items Sold	1,000	481	(519)	48%	
01-3837-31 ABC Net Revenue-Co.	11,500	11,921	421	104%	
01-3991-99 Fund Balance Appropriated	954,921	-	(954,921)	0%	3
	<b>4,625,492</b>	<b>2,846,040</b>	<b>(1,779,453)</b>	<b>62%</b>	

Notes:

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

Budget as Adopted	938,146.00
BA #1 Legion Building roof	9,000.00
BA #3 Governing Body additional training	775.00
BA #4 Governing Body additional funds	5,000.00
<u>BA #5 Legion Building Structural Assessment</u>	<u>2,000.00</u>
Total Fund Balance Appropriated	954,921.00

<b>Governing Body:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4110-02 Mayor/Aldermen Salary	18,745	-	9,373	9,373	50%	
01-4110-09 FICA Expense	1,434	-	717	717	50%	
01-4110-14 Insurance - Workers Comp	50	-	32	18	63%	
01-4110-18 Professional Services	33,500	-	27,592	5,908	82%	4
01-4110-26 Office Expense	4,900	-	621	4,279	13%	
01-4110-31 Training & Schools	2,675	-	2,450	225	92%	
01-4110-40 Dues & Subscriptions	16,250	-	15,342	908	94%	
01-4110-45 Insurance & Bonds	2,000	-	1,880	120	94%	5
01-4110-60 Special Projects	15,200	-	2,240	12,960	15%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	200	150	57%	
01-4110-63 Elections	4,200	-	3,656	544	87%	
	<b>99,304</b>	<b>-</b>	<b>64,103</b>	<b>35,201</b>	<b>65%</b>	

Notes:

- 4 Will need to monitor this line as Attorney fees come in
- 5 Paid once annually at the beginning of the fiscal year

<b>Contingency &amp; Transfers:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-9820-96 Transfer to Capital Reserve Fund	76,000	-	76,000	-	100%	
01-9840-96 Transfer to Capital Project Funds	938,146	-	78,186	859,960	8%	6
	<b>1,014,146</b>	<b>-</b>	<b>154,186</b>	<b>859,960</b>	<b>15%</b>	

Notes:

- 6 Transfer to Transformational Project GPO

<b>Administration:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4120-00 Salaries - Regular	301,925	-	178,582	123,343	59%	
01-4120-03 Salaries - Longevity	1,000	-	850	150	85%	
01-4120-07 401K Expense	15,097	-	8,929	6,168	59%	
01-4120-09 FICA Expense	23,174	-	13,458	9,716	58%	
01-4120-10 Retirement Expense	39,017	-	23,001	16,016	59%	
01-4120-11 Group Insurance	41,500	-	23,102	18,398	56%	
01-4120-14 Insurance - Workers Comp	500	-	425	75	85%	7
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	800	400	67%	
01-4120-18 Professional Services	93,900	3,750	62,106	28,044	70%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	-	4,544	4,956	48%	
01-4120-31 Training & Schools	9,500	600	5,658	3,242	66%	
01-4120-32 Telephone/Communications	4,400	-	2,752	1,648	63%	
01-4120-33 Utilities	5,200	-	3,408	1,792	66%	
01-4120-34 Printing	6,000	-	3,486	2,514	58%	
01-4120-37 Advertising	2,600	-	864	1,736	33%	
01-4120-40 Dues & Subscriptions	2,650	-	1,181	1,469	45%	
01-4120-44 Contracted Services	43,807	-	19,745	24,062	45%	
01-4120-45 Insurance & Bonds	6,200	-	6,182	18	100%	7
01-4120-62 Committees - CAC	500	-	32	468	6%	
01-4120-68 Tax Collection	27,150	-	21,211	5,939	78%	
	<b>636,520</b>	<b>4,350</b>	<b>380,319</b>	<b>251,851</b>	<b>60%</b>	

Notes:

7 Paid once annually at the beginning of the fiscal year

<b>Public Works:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4190-00 Salaries - Regular	146,665	-	79,067	67,598	54%	
01-4190-02 Salaries - Part-Time	70,000	-	47,046	22,954	67%	
01-4190-03 Salaries - Longevity	1,150	-	863	287	75%	
01-4190-07 401K Expense	7,334	-	3,892	3,442	53%	
01-4190-09 FICA Expense	16,663	-	9,612	7,051	58%	
01-4190-10 Retirement Expense	19,039	-	10,137	8,902	53%	
01-4190-11 Group Insurance	25,470	-	11,857	13,613	47%	
01-4190-14 Insurance - Workers Comp	7,230	-	7,228	2	100%	8
01-4190-20 Motor Fuel	15,000	-	6,662	8,338	44%	
01-4190-21 Uniforms	1,500	-	1,154	346	77%	
01-4190-24 Maint & Repair - Bldgs/Grounds	133,215	-	131,781	1,434	99%	9
01-4190-25 Maint & Repair - Vehicles	5,000	-	1,710	3,290	34%	
01-4190-29 Supplies & Equipment	15,000	-	7,877	7,123	53%	
01-4190-31 Training & Schools	200	-	93	107	46%	
01-4190-32 Telephone/Communications	1,900	-	1,174	726	62%	
01-4190-33 Utilities	3,750	-	2,402	1,348	64%	
01-4190-34 Printing	25	-	9	16	35%	
01-4190-35 Maint & Repairs - Equipment	9,000	-	6,969	2,031	77%	
01-4190-40 Dues & Subscriptions	6,900	-	6,748	152	98%	10
01-4190-44 Contracted Services	19,500	360	3,421	15,719	19%	
01-4190-45 Insurance & Bonds	4,800	-	4,794	6	100%	8
01-4190-58 Cap Outlay - Bldg/Infrastructure	6,000	-	5,509	491	92%	11
	<b>515,341</b>	<b>360</b>	<b>350,007</b>	<b>164,974</b>	<b>68%</b>	

Notes:

- 8 Paid once annually at the beginning of the fiscal year
- 9 Includes Town Hall Roof
- 10 Includes IWorQ System
- 11 Carport at Quarry

<b>Police:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4310-00 Salaries - Regular	553,925	-	288,278	265,647	52%	
01-4310-02 Salaries - Part-Time	8,000	-	3,940	4,060	49%	
01-4310-03 Salaries - Longevity	2,500	-	2,200	300	88%	
01-4310-07 401K Expense	27,697	-	14,603	13,094	53%	
01-4310-09 FICA Expense	43,179	-	23,064	20,115	53%	
01-4310-10 Retirement Expense	78,123	-	40,971	37,152	52%	
01-4310-11 Group Insurance	93,500	-	49,189	44,311	53%	
01-4310-14 Insurance - Workers Comp	11,500	-	10,708	792	93%	12
01-4310-20 Motor Fuel	32,000	-	14,486	17,514	45%	
01-4310-21 Uniforms	4,400	1,170	1,424	1,806	59%	
01-4310-25 Maint & Repair - Vehicles	9,000	-	7,974	1,026	89%	
01-4310-26 Office Expense	1,500	-	780	720	52%	
01-4310-29 Supplies & Equipment	21,650	7,255	7,242	7,153	67%	
01-4310-31 Training & Schools	5,000	-	3,416	1,584	68%	
01-4310-32 Telephone/Communications	8,200	-	5,607	2,594	68%	
01-4310-33 Utilities	1,900	-	1,212	688	64%	
01-4310-34 Printing	1,000	-	619	381	62%	
01-4310-35 Maint & Repair - Equipment	1,000	-	642	358	64%	
01-4310-40 Dues & Subscriptions	4,800	120	3,113	1,567	67%	
01-4310-44 Contracted Services	23,250	-	17,028	6,222	73%	
01-4310-45 Insurance & Bonds	17,000	-	16,940	60	100%	12
01-4310-54 Cap Outlay - Vehicles	58,000	-	57,964	36	100%	13
	<b>1,007,124</b>	<b>8,545</b>	<b>571,401</b>	<b>427,178</b>	<b>58%</b>	

Notes:

- 12 Paid once annually at the beginning of the fiscal year
- 13 Vehicle purchase and upfit complete

<b>Fire:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4340-00 Salaries - Regular	290,500	-	170,356	120,144	59%	
01-4340-02 Salaries - Part-Time	184,275	-	130,732	53,543	71%	
01-4340-03 Salaries - Longevity	2,200	-	1,766	434	80%	
01-4340-07 401K Expense	15,520	-	9,293	6,227	60%	
01-4340-09 FICA Expense	36,489	-	22,983	13,506	63%	
01-4340-10 Retirement Expense	40,263	-	23,828	16,435	59%	
01-4340-11 Group Insurance	54,000	-	29,400	24,600	54%	
01-4340-14 Insurance - Workers Comp	10,585	-	8,930	1,655	84%	14
01-4340-17 Firemen's Pension Fund	1,725	-	850	875	49%	
01-4340-20 Motor Fuel	8,500	-	4,726	3,774	56%	
01-4340-21 Uniforms	3,500	-	1,768	1,732	51%	
01-4340-25 Maint & Repair - Vehicles	12,000	3,800	6,477	1,723	86%	15
01-4340-26 Office Expense	150	-	-	150	0%	
01-4340-29 Supplies & Equipment	30,000	3,500	21,489	5,011	83%	16
01-4340-31 Training & Schools	2,500	-	2,056	444	82%	
01-4340-32 Telephone/Communications	5,400	-	3,701	1,699	69%	
01-4340-33 Utilities	6,800	-	4,517	2,283	66%	
01-4340-34 Printing	275	-	178	97	65%	
01-4340-35 Maint & Repair - Equipment	2,500	-	2,056	444	82%	
01-4340-40 Dues & Subscriptions	3,850	-	2,549	1,301	66%	
01-4340-44 Contracted Services	10,000	-	7,161	2,839	72%	
01-4340-45 Insurance & Bonds	11,865	-	11,854	11	100%	14
	<b>732,897</b>	<b>7,300</b>	<b>466,671</b>	<b>258,926</b>	<b>65%</b>	

Notes:

- 14 Paid once annually at the beginning of the fiscal year
- 15 Includes light repairs to Squad 57
- 16 Ballistic vests are encumbered

<b>Streets:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4510-18 Professional Services	1,000	-	-	1,000	0%	17
01-4510-29 Supplies & Equipment	2,400	-	729	1,671	30%	
01-4510-39 Maint & Repair	30,000	-	7,700	22,300	26%	
01-4510-99 Unappropriated Fund Balance	56,600	-	-	56,600	0%	
01-4511-33 Utilities - Street Lights	38,000	-	29,548	8,452	78%	
01-4511-39 Other Services	300	-	-	300	0%	
01-4511-71 Debt Service - Principal	202,860	-	200,581	2,279	99%	
	<b>331,160</b>	<b>-</b>	<b>238,558</b>	<b>92,602</b>	<b>72%</b>	

Notes:

17 Streets loan paid in full in July 2023

<b>Sanitation:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4710-44 Contracted Services	193,250	-	112,149	81,101	58%	
	<b>193,250</b>	<b>-</b>	<b>112,149</b>	<b>81,101</b>	<b>58%</b>	

Notes:

<b>Parks &amp; Rec:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-6130-18 Professional Services	2,000	2,000	-	-	100%	18
01-6130-24 Maint & Repair - Bldgs/Grounds	35,000	-	13,592	21,408	39%	
01-6130-29 Supplies & Equipment	10,000	-	4,739	5,261	47%	
01-6130-32 Telephone/Communications	6,000	-	4,465	1,535	74%	
01-6130-33 Utilities	17,000	-	13,484	3,516	79%	
01-6130-44 Contracted Services	1,500	-	834	667	56%	
01-6130-62 Committees - PERC	24,250	-	14,532	9,718	60%	
	<b>93,750</b>	<b>-</b>	<b>51,646</b>	<b>42,104</b>	<b>55%</b>	

Notes:

18 Legion Building Structural Assessment is encumbered

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

	Amended Project Authorization	Encumbered	Total To Date	Projected by Completion (Variance)	Notes
<b><u>REVENUES</u></b>					
04-3613-26 FEMA Grant	\$ 576,286		\$ 506,020	2,311	
04-3613-36 NCDEM Grant	192,095		168,673	770	
<i>Total Revenues</i>	768,381		674,693	3,081	
<b><u>OTHER FINANCING SOURCES</u></b>					
04-3981-96 Transfer from General Fund	-		-	-	
<i>Total Other Financing Sources</i>	-		-	-	
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>768,381</b>		<b>674,693</b>	<b>3,081</b>	
<b><u>EXPENDITURES</u></b>					
04-6130-18 Professional Services					
Engineer or Architect Fees	174,250	3,081	171,169	3,081	19
<i>Total Personnel</i>	174,250		171,169	3,081	
04-6130-69 Cap Outlay - Bldg, Struct, Other					
Construction Cost	\$ 547,619		\$ 503,524	-	
Contingency (10%)	46,512		\$ -	-	
<i>Total Capital Outlay</i>	594,131		503,524	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 768,381</b>		<b>\$ 674,693</b>	<b>3,081</b>	
<b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	

Notes:

19 Remaining encumbered architect contract

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

	Amended Project Authorization	Encumbered	Total To Date	Projected by Completion (Variance)	Notes
<b><u>FINANCING SOURCES</u></b>					
08-3981-96 Transfer from General Fund	959,917		103,365	856,552	
<i>Total Financing Sources</i>	959,917		103,365	856,552	
 <b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>959,917</b>		<b>103,365</b>	<b>856,552</b>	
 <b><u>EXPENDITURES</u></b>					
08-4930-18 Professional Services					
Pre-Development Services	39,100	12,347	26,753	12,347	
Civic Park "Option 1" Improvements	49,800	16,516	33,285	16,516	
Civic Park Master Plan	55,000	29,245	25,755	29,245	
Attorney Fees	2,573		2,573	-	
<i>Total Personnel</i>	146,473	58,108	88,365	58,108	
 08-4930-58 Cap Outlay - Construction					
Feasibility Study	15,000.00	-	15,000.00	-	
Civic Park "Option 1" Improvements	645,516.71	-	-	645,516.71	
	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	
 <b>TOTAL EXPENDITURES</b>	<b>959,917</b>	<b>58,108</b>	<b>103,365</b>	<b>856,552</b>	
 <b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	

Notes:

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

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

Notes:

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

<u><b>FINANCING SOURCES</b></u>	<b>Amended Authorization</b>	<b>Total To Date</b>
02-3981-96 Transfer from General Fund	76,000	76,000
<i>Total Other Financing Sources</i>	76,000	76,000
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>76,000</b>	<b>76,000</b>
<u><b>EXPENDITURES</b></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	-
<b>TOTAL EXPENDITURES</b>	<b>76,000</b>	<b>-</b>
<b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b>-</b>	<b>76,000</b>

Notes:

### **Unassigned Fund Balance:**

---

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

<b>Unassigned Fund Balance as of 7/01/23</b>	<b>3,068,949</b>
Revenues as of 2/29/24	2,846,040
Expenses as of 2/29/24	(2,389,039)
<b>Revenues over Expense at 2/29/24</b>	<b>457,000</b>
<b>Less Encumbered</b>	<b>(20,555)</b>
<b>Less Restricted:</b>	
Powell Bill	(93,799)
Reserved by State Statute	(345,217)
<b>Total Restricted</b>	<b>(439,016)</b>
<b>Less Committed:</b>	
Transformational Project CPO	(859,960)
<b>Total Committed</b>	<b>(859,960)</b>
<b>Unassigned Fund Balance as of 2/29/24</b>	<b>\$ 2,206,418</b>

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
<b>Money Market Accounts:</b>														
<b>XX9011</b>	18	2	16	15	15	16	16	-	-	-	-	-	99.17	<b>53,816.43</b>
<b>XX1186</b>	17	19	19	18	18	19	19	-	-	-	-	-	128.38	<b>63,076.61</b>
	35	21	35	34	34	35	35	-	-	-	-	-	\$ 227.55	\$ <b>116,893.04</b>
<b>NC Capital Management Trust:</b>														
<b>XX4319</b>	11,469	11,705	14,957	15,537	14,436	14,801	14,832	-	-	-	-	-	97,736.83	<b>3,343,387.11</b>
	11,469	11,705	14,957	15,537	14,436	14,801	14,832	-	-	-	-	-	\$ 97,736.83	\$ <b>3,343,387.11</b>
<b>Totals</b>													<b>\$97,964.38</b>	<b>\$ 3,460,280</b>

<b>Total Invested Balance</b>	<b>\$ 3,460,280</b>
<b>Cash Balance (As of 2/29/24)</b>	<b>\$ 272,376</b>
<b>Minus Outstanding Transactions (As of 2/29/24)</b>	<b>\$ (26,824)</b>
<b>Total Reconciled Cash Balance</b>	<b>\$ 245,552</b>
<b>Total Available Funds</b>	<b>\$ 3,705,832</b>

**Town of Granite Quarry**  
**Town Manager's Report**  
**February 2024**



- Personnel highlights – Alex Loflin, Connor Yon, and Nicholas O’Brien
- Met with ACE code enforcement and discussed service level. I have them working on 5 of the biggest issues currently. 412 Lake Dr. abatement was executed on 2/28/2024.
- Duke Energy had representatives in town working on the feasibility study. No new updates on completion but I have made our engineer aware that I am the contact, and that time is of the essence.
- Received Granite Industrial Park sign renderings from architect. Awaiting formal cost analysis. Next steps will be county buy in for cost share and working with property owner for an easement.
- Structural engineer was onsite at the Legion building. Preliminary results look favorable that the structural integrity of the building is better than expected. The report should be in around March 15<sup>th</sup>.
- Crepe Myrtle Workshop was a success! We had around 20 participants. These included 2 master gardeners that want to help out with town projects.
- Sent out RFQ for engineering on the TAP sidewalk project. I will have those back and ready for board consideration at the April meeting.
- Aubrey worked with the vendor who is finishing up the climate assessment interviews and will complete a report and next steps.
- Chief Cook had a recruitment event at Mitchell Community College.
- Public Works has been replacing broken trash cans when reported. This process seems to be working great and the residents like this process much better than calling Waste Management.
- The two follow up park public input sessions are scheduled for 3/6 @ the Civic Park and 3/27 at Town Hall. Both sessions will be from 3pm – 6pm with Stewart on hand to facilitate the meetings. We have also worked to schedule an activity with the kids that come to have a take home item.
- Still waiting for the encroachment agreement to be approved for next steps on wayfinding. The original renderings are attached per board request.

- PD submitted a grant to the Small, Rural, and Tribal Body Worn Camera Program to off-set funding to replace our existing BWC's. All our current BWC's are 5+ years old and all out of warranty.
- Staff worked on the upcoming Arts in the Park event and needs that the Events Committee will need from staff and departments.
- Staff are working hard to get revenue numbers, preliminary budget numbers, etc... ready for the March 21<sup>st</sup> budget retreat meeting.
- Civic Park restrooms are now open for the season. Spring is around the corner.
- Aubrey registered 2 for the City Vision 2024 conference in Winston Salem, April 23-25.
- Several new applicants for in town projects working with the Planning Department and we should have further once those make it to the Planning Board.
- Met with Stewart on upcoming PARTF grant and deadlines. Scope of service is included in the agenda pack for action. I have also included the PARTF application and steps to illustrate that this will be an involved process for Staff and Stewart if approved to assure a successful grant submittal.
- Fire Department continues to work toward the spec of the potential fire engine purchase, including a closer cost estimate. Chief Chambers has a truck committee that is working to assure everything is covered. Coincidentally enough the R57 (one of the 1994 trucks) has a bad PTO for the pump. While the truck can still be used for "rescue" purposes we are now down a pumper. An estimate for repair is being prepared.
- Public Works executed ordering new uniforms that were shown at the planning retreat. These take 6-8 weeks to come in and it is determined that there is enough in the budget for Public Works to go ahead and submit the order.

# Municipality Walking Maps

**ROWAN COUNTY**  
**PUBLIC HEALTH**  
Prevent. Promote. Protect.  
*Be an original.*

# Background

The Health Department received funds to identify safe places for residents to be physically active.

We plan to work with municipalities in the county to identify safe locations in their townships where community members can go to be physically active.

So far we have worked with:

- Town of Cleveland
  - Barn Quilt Trail
- Town of Spencer
  - Stanback Forest
  - Historic Spencer Walking tour
- Town of China Grove
- City of Salisbury
  - West End Community
  - Historic Salisbury Map or the Art Trail

# Examples



# TOWN OF CLEVELAND BARN QUILT WALKING TRAILS

Customizing maps to meet the "flavor" of the town

Utilization of GIS to create maps with geographical accuracy



Color walking paths to match the town's colors

Basic health & safety information

**TAKE STEPS TO A HEALTHIER YOU!**  
Walking is a great way to get active, manage weight and chronic disease, reduce stress, and improve the quality of sleep. The Healthy Rowan Coalition has identified a safe and convenient route that you can walk today. So grab your water and your shoes and let's walk!

**CALORIES & STEPS**  
1 mile = 2,000 steps (100 calories)  
Use a pedometer to track your steps. Try to get as many steps as you can per day.

Daily goal: 5 miles (10,000 steps, 500 calories burned)

**SAFETY TIPS TO KEEP IN MIND**

- Let someone know where you plan to walk
- Always carry your ID
- Wear comfortable closed toe shoes
- Stay alert and walk facing traffic
- Use crosswalks and follow traffic signals
- Avoid walking after dark

To lose one pound in one week, you need to:

1. Burn 3,500 more calories that week
2. Eat 3,500 less calories that week
3. Do a combination of both which works best – move more and eat less calories

35 miles walked = 3,500 calories = 1 pound of fat



Promotion of Rowan Moves

Co-branding to signify collaboration and partnership



# TOWN OF SPENCER HISTORIC WALKING TOUR



**SPENCER**  
NORTH CAROLINA  
*Rowan's Original Gateway.*

## TAKE STEPS TO A HEALTHIER YOU!

Walking is a great way to get active, manage weight and chronic disease, reduce stress, and improve the quality of sleep. The Healthy Rowan Coalition has identified a safe and convenient route that you can walk today. So grab your water and your shoes and let's walk!

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Use a pedometer to track your steps. Try to get as many steps as you can per day.

**Daily goal: 5 miles (10,000 steps)**

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1. Burn 3,500 more calories that week
2. Eat 3,500 less calories that week
3. Do a combination of both which works best – move more and eat less calories

**35 miles walked = 3,500 calories = 1 pound of fat**

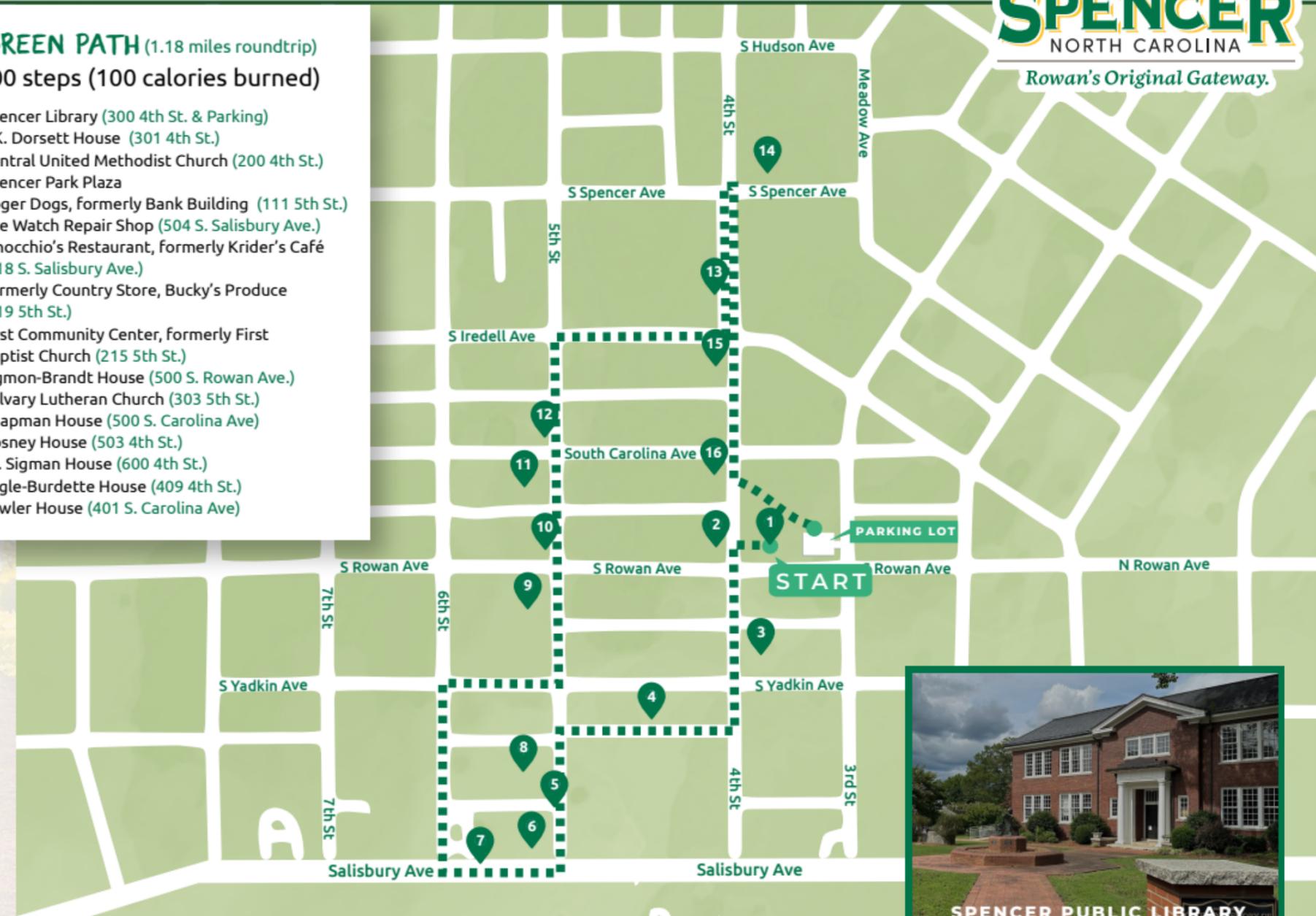


### STAY HYDRATED

Don't forget to bring water for your walk!

### GREEN PATH (1.18 miles roundtrip) 2,400 steps (100 calories burned)

- 1 Spencer Library (300 4th St. & Parking)
- 2 J.K. Dorsett House (301 4th St.)
- 3 Central United Methodist Church (200 4th St.)
- 4 Spencer Park Plaza
- 5 Roger Dogs, formerly Bank Building (111 5th St.)
- 6 The Watch Repair Shop (504 S. Salisbury Ave.)
- 7 Pinocchio's Restaurant, formerly Krider's Café (518 S. Salisbury Ave.)
- 8 Formerly Country Store, Bucky's Produce (119 5th St.)
- 9 First Community Center, formerly First Baptist Church (215 5th St.)
- 10 Sigmon-Brandt House (500 S. Rowan Ave.)
- 11 Calvary Lutheran Church (303 5th St.)
- 12 Chapman House (500 S. Carolina Ave)
- 13 Gosney House (503 4th St.)
- 14 Dr. Sigman House (600 4th St.)
- 15 Eagle-Burdette House (409 4th St.)
- 16 Fowler House (401 S. Carolina Ave)



## SAFETY TIPS TO KEEP IN MIND

- Let someone know where you plan to walk
- Always carry your ID
- Wear comfortable closed toe shoes
- Stay alert and walk facing traffic
- Use crosswalks and follow traffic signals
- Avoid walking after dark



For more ways to be active, go to: [www.RowanMoves.com](http://www.RowanMoves.com)



# Granite Quarry Map



## GRANITE QUARRY LAKE PARK WALKING TRAILS



Town of  
**GRANITE QUARRY**  
*Be an original town.*



### TAKE STEPS TO A HEALTHIER YOU!

Walking is a great way to get active, manage weight and chronic disease, reduce stress, and improve the quality of sleep. The Healthy Rowan Coalition has identified a safe and convenient route that you can walk today. So grab your water and your shoes and let's walk!

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### CALORIES & STEPS

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2. Eat 3,500 less calories that week
3. Do a combination of both which works best – move more and eat less calories

35 miles walked = 3,500 calories = 1 pound of fat

TRACK



STEPS HERE

**Agenda Item Summary**

Regular Meeting

March 11, 2024

Agenda Item 6

Summary

At its meeting January 8, 2024, the Board discussed the process for potential amendments to the charter allowed by ordinance. A motion was passed in a 3-to-1 vote to amend the charter by changing the name of the Board of Aldermen to “Town Council” and to change the term of the mayor from two years to four years.

At its meeting February 12, 2024, the Board adopted Resolution 2024-01 stating intent to make these changes and setting a date for a public hearing on the proposed amendments. Following tonight’s public hearing, the Board will consider the ordinance to amend the charter at its April 8, 2024 meeting.

Action Requested:

***Opening of a public hearing to allow residents an opportunity to speak on the proposed charter amendments.***

**Charter Amendment PH**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

For

Against

**Agenda Item Summary**

Regular Meeting

March 11, 2024

Agenda Item 7

Summary

Clerk Smith reached out to four firms regarding the scope, pricing, and references for conducting the Town Manager search and updated the summary chart for comparison.

Attachment

- Updated TM Search Firm Comparison Chart

Action Requested:

***Staff recommends that the Board set a time to interview firms.***

**Town Manager Search Update**

Motion Made By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Second By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
For:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Against:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

## Town Manager Search Firm Comparison

	BakerTilly	GovHR	Narcloch & Associates	Centralina
Position Analysis & Recruitment Brochure Development	✓	✓	✓	✓ * Develop job description
Advertising	✓	✓	✓	✓
Candidate Evaluation	✓	✓	✓	✓
Interview Packet	✓	✓	✓	✓
Presentation of Candidates to Board	✓	✓	✓	✓
Schedule Candidate Interviews	✓	✓	✓	✓
Facilitate Interviews of Top Candidates	✓	✓	✓	✓
Full Background Screening	✓	✓	✓	✓
Negotiations of Offer	✓	✓	✓	✓
Notification to Applicants of Selection	✓	✓	✓	
Develop Candidate Profile	✓	✓	✓	✓
Active Recruitment	✓	✓	✓	
Public Records Search	✓	✓	✓	
<b>Timeline</b>	4 Months		16 Weeks	
<b>Price</b>	Base \$26,950 adtl services \$300/hr + expenses	Base \$25,500 plus \$1,500-\$2,500 advertising	Base \$19,750 plus expenses not to exceed \$3,450 Adtl candidate travel reimbursement	Base services are complimentary. \$2,000—\$6,000 for adtl services
<b>Guarantee</b>	12 Months	12 Months	One year	
<b>References</b>	✓	✓	✓	✓
<b>Notes</b>	<i>Info received from Baker Tilly.</i>	<i>Info received from GovHR. Willing to put together formal proposal.</i>	<i>Info received from</i>	<i>Info received from Centralina. Would like to talk to the Board about desired services.</i>

**Agenda Item Summary**

Regular Meeting

March 11, 2024

Agenda Item 8

Summary

Members of the Board recently stated a desire to have a policy in place that would guide Board travel and reimbursement with clear regulations that can be applied consistently.

Attachment

- Public Officials Travel Expense & Allowance Policy - ***Preliminary Draft for feedback***
- GQ Personnel Policy - Sec. 15. Travel and Expense Reimbursement

Action Requested:

***Direction from the Board on specifics of the policy. The finalized draft will be brought back before the Board in April for adoption.***

**Board Travel Policy**

Motion Made By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Second By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
For:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Against:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

# Public Officials Travel Expense & Allowance Policy

***All training and travel expenses require prior Manager approval and pre-audit by the Finance Officer.***

## **Transportation (Outside of Rowan County)**

Detailed receipts must be submitted with travel reimbursement report.

- Use of personal vehicle - payment will be made for actual miles driven at the current federally approved mileage rate (Expenses relating to repairs, towing or other related maintenance are included in the federal mileage rate).
- Other modes of transportation - travel by airplane, rental vehicle, taxi, etc. will be paid at actual cost. Reimbursement will be made at rates for coach fare for airlines and economy model rental cars unless there are extenuating circumstances.
- Other travel-related costs - payment will be made for other costs such as parking fees and tolls.

## **Meals**

Detailed receipts must be submitted with travel reimbursement report.

- Outside of Rowan County - payment will be made for actual expense of meals and non-alcoholic beverages.
- Meals within Rowan County - only meals related to serving the public at "official functions" are eligible for reimbursement. Meals other than those for "official functions" that are purchased within Rowan County solely for the convenience of the traveler are not eligible for reimbursement.

## **Tips**

- Tips for meals eligible for reimbursement will be reimbursed at actual cost not to exceed 20% of the reimbursable portion of the meal costs.
- Tips for hospitality services (maid service, bellhop, etc.) not to exceed \$10 per day total.

## **Hotel & Lodging**

Detailed receipts must be submitted with travel reimbursement report.

- Payment will be made for actual costs (including deposits and taxes). Public Officials should choose reasonably priced lodging. Entertainment costs such as in room movies are not eligible for reimbursement.
- Reimbursement will not be made for hotel & lodging within **50/75/100 miles.**
- Public officials not cancelling reservations in time to avoid fees/charges without a legitimate reason will be expected to reimburse the Town for any forfeited fees/charges.

## **Other Costs**

Detailed receipts must be submitted with travel reimbursement report.

- Other costs related to travel and/or training such as registration, texts, materials, etc. will be reimbursed at actual costs.

## **Travel Expense Reports**

- A Travel Expense Report must be submitted within three business days of return date.
- All applicable detailed original receipts should be attached. Credit card receipts showing totals only will not be accepted. Request for reimbursement for otherwise allowable expenses without an itemized receipt will result in non-reimbursement of expenditures.
- If there are any questions about the submitted report, the report will be returned to the submitting party for explanation or modification.
- Travel Expense Reports must have Town Manager approval prior to submission to Finance.

## **Travel Advance (Board credit card instead?)**

- A travel advance may be requested by submitting an "Advance Travel Request" form. Costs should be

estimated for the anticipated trip and the request should not exceed the projected costs.

- The Town Manager must approve travel advances and approval must be obtained before submitting the "Advance Travel Request" to the Finance Department for payment.

#### **Other Related Information**

- Travel reimbursements will generally be paid on the next bi-weekly payroll following submission to Finance.
- The Town Manager may approve any exceptions to the above.
- The Town will pay reasonable costs for a spouse/guest to accompany a public official to an event at which the public official represents the Town and it is customary for a spouse/guest to attend as evidenced for example by a separate spouse/guest registration fee.

## Section 15. Travel and Expense Reimbursement

Employees and appointed officials will from time to time, be involved in out-of-town travel to attend schools, business meetings, conferences, etc. All reasonable expenses (e.g., meals, lodging, etc.) shall be reimbursed according to the guidelines stated in this section. In no instance will alcohol be reimbursed.

When planning to travel on Town business, employees are required to review the Town's Travel and Expense Reimbursement Policy and discuss per diem rates for meals and lodging with the Finance Officer and their supervisor.

The Town of Granite Quarry will reimburse employees for associated cost(s) as follows:

- a) Mileage – The Town will reimburse employees at the prevailing IRS rate for mileage with prior supervisor approval, if a Town vehicle is not available for the trip. This will be re-evaluated annually, at the beginning of the fiscal year.
- b) Meals – Per diem rates for meals and incidentals that may be incurred by a traveling employee will be reimbursed according to the U.S. General Services Administration's posted Travel Reimbursement Rates. Employees should obtain information about travel allowances from the Finance Officer prior to traveling on Town business.
- c) Registration – All approved registration/tuition costs for training or workshops are paid in full by the Town. Employees should check with the Finance Officer regarding the preferred method of payment.
- d) Lodging – Per diem rates for hotels that may be incurred by a traveling employee will be reimbursed according to the U.S. General Services Administration's posted Travel Reimbursement Rates. The Town will pay the cost for a hotel room for an overnight stay with prior supervisor approval. Employees must include a copy of the hotel receipt with the completed Reimbursement Request.
- e) Other – Other expenses associated with Town-related travel may qualify for reimbursement with supervisor approval.
- f) Obtaining Reimbursement – Employees must complete the Request for Reimbursement form with all receipts attached and turn in to their supervisor for approval within one week following the travel. The supervisor is responsible for promptly turning in the approved form to the Finance Officer for payment. Gratuities/tips are reimbursable within the per diem totals for meals. Alcoholic beverages are not a reimbursable expense. Reimbursement will not be made unless appropriate forms and receipts are turned in.

**Agenda Item Summary**

Regular Meeting

March 11, 2024

Agenda Item 9

Summary

The NCLM has announced the electronic nomination and election process for the 2024 Board of Directors. Each municipality must identify a voting delegate to place the Board’s vote on the slate of candidates via electronic means.

The only action requested of the Board now is to identify the voting delegate. The slate of candidates will come before the Board for review once it is finalized in April.

**On or Before April 12, 2024.** Voting Delegates Receive Instructions. Voting delegates will receive their credentials and voting instructions allowing them to cast electronic votes.

**April 12, 2024.** Final Candidate Slate Presented. The Nominating Committee will present the final slate of candidates by 5 p.m. April 12, 2024. The final slate shall be presented to the membership via electronic means established by the Executive Director.

**April 12 – April 19, 2024.** Voting Period. The appointed voting delegate from each member municipality shall vote on the slate of candidates via electronic means. This voting will take place before the Business Meeting of the Annual Conference. The Executive Director shall verify the election results and shall have the results prepared for release at the Business Meeting of the Annual Conference.

In the unlikely event the slate is voted down, the Nominating Committee will reconvene and will submit a new slate or re-submit the same slate. This second slate will be voted on by the Executive Committee, provided the Executive Director shall not vote on this slate.

**April 23-25, 2024.** Annual Conference and Business Meeting. The membership shall have a Annual Conference which shall include a Business Meeting. The election results shall be presented at the Business Meeting.

**Publicity.** The League shall publicize this electronic nomination and voting process to ensure the membership is fully informed.

Action Requested:

**Motion to appoint \_\_\_\_\_ as the Board’s NCLM voting delegate to submit the Board’s vote for NCLM’s 2024 Board of Directors.**

**NCLM Voting Delegate**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

For

Against

Office of The Mayor:

# Proclamation

## Child Abuse Prevention Month 2024

**WHEREAS**, children are vital to our Town and State's future success, prosperity, and quality of life as well as being our most vulnerable assets; and

**WHEREAS**, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

**WHEREAS**, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

**WHEREAS**, communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

**WHEREAS**, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

**NOW, THEREFORE, I**, Brittany H. Barnhardt, Mayor of the Town of Granite Quarry, on behalf of the Board of Aldermen and the citizens of Granite Quarry do hereby proclaim, **April 2024** as **Child Abuse Prevention Month** and call upon all Granite Quarry citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

**ADOPTED this 11th day of March 2024.**

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Brittany H. Barnhardt, Mayor

ATTEST:

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Aubrey Smith, Town Clerk

# March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	Planning Board 6pm	Primary Elections				
10	11	12	13	14	15	16
	BoA Mtg. 6pm		Centralina Executive Board 5pm CAC 5:30pm	RMA 6pm		Mulch Giveaway 9am-12pm
17	18	19	20	21	22	23
	ZBA Mtng. 6pm			Power in Partnership Breakfast 7:30am Budget Workshop <i>tbd</i>		
24	25	26	27	28	29	30
		Rowan EDC Annual Meeting 11:30am	CRMPO TAC 5:30pm	Events Committee 5:30pm	Good Friday Town Offices Closed	
31						
Easter						

# April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Planning Board 6pm				
7	8	9	10	11	12	13
	BoA Mtg. 6pm		Centralina Executive Board 5pm CAC 5:30pm			
14	15	16	17	18	19	20
	ZBA Mtng. 6pm			Power in Partnership Breakfast 7:30am		Litter Sweep 9-11am
21	22	23	24	25	26	27
	Earth Day		CRMPO TAC 5:30pm	Events Committee 5:30pm		Arts in the Park 1-6pm
28	29	30				