



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
BUDGET WORKSHOP  
MEETING MINUTES  
Monday, March 13, 2023, 5:00 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, Police Chief Mark Cook, Fire Chief / Public Works Director Jason Hord, Finance Officer Shelly Shockley

**Call to Order:** Mayor Barnhardt called the meeting to order at 5:00 p.m.

**1. Approval of Agenda**

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

**2. Discussion**

**Budget FY 23-24**

Manager Smith reviewed a handout he provided to the Board on FY2023-2024 Capital Expenditures and Major / Noteworthy Items that will be included in the minute book.

**A. Board Items / Special Projects**

• **Granite Industrial Park / Gateway Sign**

The estimated total for the sign was \$65,000. If split 5 ways between GQ, Rowan, EDC/Tourism, and GIP tenants, the town's portion would be \$13,000.

• **CLUP and UDO review / rewrite**

The \$20,750 from the current FY will be carried over into the new FY if the project isn't completed before June 30<sup>th</sup>.

• **Personnel – Professional Service (Legal)**

Attorney Short notified the Town Manager that he would try to fulfill his commitment through the current fiscal year and could stay on to be available only by phone, but otherwise, the town would need to put out an RFP for legal services. Attorney Short passed along one reference whose rate was \$450/hour. Attorney Short did check and no one at his firm is available at this time. There was consensus to draw up an RFP and prepare to send it out to attorneys including Chip's son and others at his firm.

## **B. Town Properties – Buildings**

- **Town Hall – remaining renovation**  
The numbers shown are from FY22. The going rate right now is roughly \$400/ft<sup>2</sup>. Alderman Costantino questioned whether the full amount for the renovation could be borrowed all at one time. Manager Smith mentioned the possibility for a capital reserve.
- **Town Hall** – the roof number is not yet updated.
- **Town Hall**- Planner’s office partition wall.  
There will be a contractor in to give an estimate this week.
- **Town Hall** – Board room technology upgrades  
Someone will have to come in to do a basic assessment and then talk to the Board about big-picture items. Manager Smith is trying to connect with the vendor Salisbury is using.
- **Town Hall** – Board room cosmetic upgrades  
Someone will be brought in to talk to the Board about its desire for upgrades.
- **Byrd House** – roof repair (if just flashing)  
This item can hopefully be worked into a general maintenance item. Staff will look into whether either roof can be covered by insurance.

## **C. Police Department**

- **Patrol Vehicle Replacement**  
The estimated updates are for 2024 model years. Manager Smith stated the town should plan for \$58,000.

## **D. Fire Department**

- **Personnel** – LT / Capt Reclassification
- **Personnel** – Addition of 3 Fire Engineer positions
- **Personnel** – Addition of PT FF position

Manager Smith shared the numbers would most likely change after the results of the salary survey and compression study. Preliminary listserv estimates on COLA are all over the place. Hopefully, the NCLM’s survey results will offer clarification. Mayor Pro Tem Linker and Alderman Shelton stated they would like to see a total estimated cost for the Fire Department’s personnel requests. Manager Smith shared that the state-wide comps justified the town’s grade scale, but locally not many municipalities are reporting.

## **E. Public Works**

- **PT funding to supplement parks maintenance** – will be an estimated \$25,000 and will be worked into the budget if at all possible.
- **Work order/scheduling system**  
The estimated cost for implementation is \$6,600 and then \$4,000 annually thereafter.
- **(FY25) Dump truck replacement reserve**  
The plan is not to buy a dump truck in the next fiscal year, but rather to begin the reserve of capital funds for future big-ticket items including a new fire engine and the town hall roof. The effect on FY24 would be \$40,000.

## **F. Parks**

- **Civic Park Master Plan; funding**
- **Civic Park overflow lot**
- **Civic Park replace existing parking areas**
- **Civic Park trails**

- **Civic Park creek walls**  
All numbers shown for the items above were based on Stewart estimations.
- **Centennial Park nature trails drainage**
- **Events**  
The request is for approximately \$2,000 more than last year but should all be offset by revenue.

#### **G. Powell Bill / Transportation**

An additional handout was provided for Powell Bill policy review. The handout was from a presentation given August 18, 2022. Manager Smith shared that there was a need for a \$385,000 capital streets improvement project. Currently each year after debt service the town has roughly \$33,000 to put towards capital street projects. The money generally only covers patching and repair. Staff will work on a proposal on what it would look like to go ahead and pay off the loan. Alderman Shelton stated he felt if another loan needed to be taken out for streets, it should be funded by revenues and other sources and not Powell Bill funds. Mayor Barnhardt suggested the possibility of requesting legislative funding for street projects. It was pointed out that the last \$50,000 for the waterline loan will be paid in June, a payment was made to the Civitans to remove the liability and banked funds from the town's ledger, and the three-year Economic Development Grant agreement for Easter Creek was fulfilled in June of 2022.

- **FY24 Capital Improvements Project needs**
- **FY24 PB Maint (Patching, etc.) Project Needs**
- **TAP Project** – prelim engineering, surveying
- **Town Square/streetscape** – feasibility study
- **Town Square/ streetscape** – survey

#### **H. Salary Comps & Compression Analysis**

Manager Smith shared that staff is working on recruiting and retention efforts. The insurance and full benefits package are being reviewed to make sure the town remains competitive. Mayor Pro Tem Linker stated an issue was that the town is trying to draw from the same talent pool as all our peers. Mayor Barnhardt suggested considering a change to a flat rate and incremental increase for longevity pay. She also mentioned focusing on becoming competitive with matching retirement funds. Alderman Shelton echoed that recruiting and retention were both important and suggested looking at what the Town is willing to do to onboard someone.

### **3. Board Comments**

- Alderman Shelton stated he would like to know more about the total price tag for several things including staffing, Powell Bill issues, and parks. He is personally interested in when the revenue estimates will come through. He stated that if the appraisal holds, the Board will have to take a serious look at reducing the property tax rate.
  - Mayor Pro Tem Linker stated Alderman Shelton was correct, however, the increase in cost of living needed to be taken into consideration. He stated he believed the Town could not operate off of revenue neutral with costs continuing to rise.
  - Mayor Barnhardt stated the Town could operate off of revenue neutral, but wouldn't get anything else accomplished.
  - Alderman Shelton clarified that he wasn't pushing for revenue neutral, but a reasonable adjustment.

**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 5:51 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk

FY2023-2024 Capital Expenditures and Major / Noteworthy Items

Estimated worth of \$.01 on tax rate: <b>\$39,799</b>	Est Amt <b>Total</b>	Financing Item Specifics		Illustrative FY effect FY23-24	Illustrative effect on tax rate (in cents)
		Final Amount <b>Total</b>	Final payment <b>FY</b>		
<b>BOARD ITEMS / SPECIAL PROJECTS</b>					
1. Granite Industrial Park / Gateway Sign	65,000			\$ 13,000	0.33
2. CLUP and UDO review / rewrite	65,500			\$ 20,750	0.52
3. Personnel - (Professional Services) Legal					
<sup>1</sup> Presented for illustration if split 5 ways (e.g., GQ, Rowan, EDC/Tourism, GIP tenants) <sup>2</sup> Orig proposal to complete in FY23 but we cont'd/didn't kick off until Sept '22. Updated payment schedule corresponding to adopted timeline projected \$44,750 completed in FY23; \$20,750 carried over for final plan completion in FY24. <sup>3</sup> Town Attorney reclassification or retirement discussion					
<b>TOWN PROPERTIES - BUILDINGS</b>					
1. Town Hall - remaining renovation (FY21-22)	2,800,000			\$ 2,800,000	70.35
2. Town Hall - roof	200,000			\$ 200,000	5.03
3. Town Hall - Planner's office partition wall					
4. Town Hall - Board Room technology upgrades					
5. Town Hall - Board Room cosmetic upgrades					
6. Byrd House - roof repair (if just flashing)	2,500			\$ 2,500	0.06
<sup>1</sup> Not proposed in FY24 budget, but FY22 carryover for illustration/long-term planning disc <sup>2</sup> Former est \$130k; PWD update ballparked at this initial time being <sup>3</sup> Contractor visit pending to evaluate feasibility / estimation; high priority in Admin ops <sup>4</sup> Contractor visit pending to evaluate our current tech issues; Mayor's computer 3/13 agenda <sup>5</sup> Will discuss w contractor when he's in for #3 <sup>6</sup> Rough guess if flashing only; lower priority so PWD plans to assess when avail FY24 budget					
<b>PD</b>					
1. Patrol vehicle replacement	58,000			\$ 58,000	1.46
<sup>1</sup> Estimated updated cost on patrol vehicle + upfit FY24					
<b>FD</b>					
1. Personnel - LT / Capt Reclassification	185,000				
2. Personnel - Addition of 3 Fire Engineer positions	-50,000				
3. Personnel - Addition of PT FF position					
<sup>1</sup> FT Lts to Capts; Asst Chief from Vol to PT hourly <sup>2</sup> ~130k salaries; remaining initial benefits est <sup>3</sup> Estimated savings in Part time budget from above restructurings					
<b>PWD</b>					
1. PT funding to supplement Parks maintenance	25,000			\$ 25,000	0.63
2. Work order/scheduling software	6,600			\$ 6,600	0.17
3. (FY25) Dump truck replacement reserve	80,000			\$ 40,000	1.01
<sup>1</sup> Additional PT to cover weekends and extra help through year <sup>2</sup> Initial software + setup fee. After that \$4,000 annually. <sup>3</sup> Est \$80,000 total; \$40k to capital reserve FY24; \$40k to purchase FY25					
<b>PARKS</b>					
1. PT position to supplement Parks maintenance*					
2. Civic Park Master Plan; funding	55,000			\$ 55,000	1.38
3. Civic Park overflow lot	162,659			\$ 162,659	4.09
4. Civic Park repave existing parking areas	52,444			\$ 52,444	1.32
5. Civic Park trails	215,840			\$ 215,840	5.42
6. Civic Park creek walls	139,600			\$ 139,600	3.51
7. Centennial Park nature trails drainage	6,500			\$ 6,500	0.16
9. Events	24,500			\$ 24,500	0.62
<sup>1</sup> See PWD above <sup>2</sup> Complete Civic Park Master Plan and begin pursuing grant/other funding opportunities <sup>3</sup> Complete survey and design/engineering, stormwater, construction Civic Park overflow lot <sup>4</sup> Milling, grading, stormwater, accessibility corrections, repaving, restriping <sup>5</sup> Address safety hazards and complete repaving of Civic Park/CTT trails system \$355,440 total w/ bridge and stream; \$215,840 w/o (but prob high- some design \$ for both) <sup>6</sup> Design, engineering, permitting, const Civic Park creek walls/sinkholes (see also #6-tied into) <sup>7</sup> Centennial park bridge stormwater piping project <sup>9</sup> FY21-\$3,000; FY22-\$5,000; FY23-\$22,500; FY24-\$24,500. Fundraising to offset; LOS noteworthy.					
<b>Powell Bill / Transportation</b>					
1. FY24 Capital Improvements Project <i>Needs</i>	385,000			\$ 385,000	9.67
2. FY24 PB Maint (Patching, etc) Project <i>Needs</i>	20,000			\$ 10,000	0.25
3. TAP Project - prelim engineering, surveying					
4. Town Square/Streetscape - feasibility study	42,000			\$ 42,000	1.06
4. Town Square/Streetscape - survey	80,000			\$ 80,000	2.01
<sup>1</sup> Priority capital projects <u>needed</u> in FY24 <sup>2</sup> Normal FY Maint \$10k; anticipate additional \$10k needed (working into budget proposal) <sup>3</sup> Est cost getting started before MOU <sup>4</sup> Rough estimate from initial scoping <sup>4</sup> Square & Streetscape only (not including Centennial Connection option)					
<b>Salary Comps &amp; Compression Analysis</b>					

## ***PB Policy with 2019 Loan Debt***

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**FY23 PB allocation        \$89k**

**FY23 Loan Debt Service   \$57k**

**\$32k available annual allocation TOTAL**

**∴ ~\$21k for all annual street & sidewalk maintenance needs**

**∴ ~\$10k toward cap project funding**

*(1-yr \$10k, 2-yr \$20k, 3-yr \$30k) + any previous FY unspent funds (e.g., FY22 = \$338)*

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## **2019 Streets Loan**

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**Remaining amount on loan:        \$270,862**

**Estimated payoff as of 8/18/22:   \$251,539**

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## 2019 Streets Loan / Previous Practice

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Street/sidewalk projects one of the most visible of Town progress

**2017: \$234,739 PB project (depleted PB fund balance)**

**2019: \$42,000 project initially approved April w PB policy greenlight  
BOA ultimately revisited, conceded to \$350k project (loan)**

- \$390k for \$350k worth of improvements
- Tied up each subsequent BOA, streets needs for next 7 yrs

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## PB Policy Goal

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**60-70% annual allocation toward street & sidewalk normal needs,  
balance toward capital improvement projects.**

**FY23 PB allocation ≈ \$89k**

**∴ ~\$55k for all annual street & sidewalk maintenance needs**

**∴ ~\$33k toward cap project funding**

*(1-yr \$33k, 2-yr \$66k, 3-yr \$99k) + any previous FY unspent funds  
(e.g., FY22 would have been ~\$59,000 if not for debt service)*

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