



**Old Business**

**7. Ordinance 2021-18 Driveway Standards Text Amendment**

Public Hearing was held at the October meeting. The draft ordinance amendment was returned to the Planning Board for further review and discussion. The Planning Board recommended the revised draft ordinance amendment for approval at their November 1<sup>st</sup> meeting.

*Statement of Consistency and Reasonableness:*

*In voting to adopt the proposed text amendment to the Unified Development Ordinance, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town’s Comprehensive Plan.*

**ACTION REQUESTED:** Motion to adopt Ordinance 2021-18 to amend the text of the Unified Development Ordinance and Code of Ordinances for driveway standards and approving the statement of consistency and reasonableness as written.

**New Business**

**8. Longevity Pay**

**ACTION REQUESTED:** Motion to approve Longevity Pay for the FY21-22.

**9. Board Discussion SB300 Ordinance Updates**

**10. Board Discussion CRMPO Administrative Services**

**ACTION REQUESTED:** Discussion and any feedback the Board may have on the process or proposal.

**11. Proclamation Veterans Day**

**12. Board Comments**

**13. Mayor’s Notes**

- A. Wednesday November 10
- B. Thursday November 11
- C. Monday November 15
- D. Monday November 15
- E. Monday November 15
- F. Tuesday November 16
- G. Wednesday November 17
- H. Thursday November 18
- I. Thursday November 25
- J. Friday November 26
- K. Saturday December 4
- L. Monday December 6
- M. Thursday December 9

**Announcements and Date Reminders**

- 5:00 p.m. Centralina Executive Board Meeting
- Veterans Day, Office Closed
- 5:00 p.m. Rowan Chamber Business After Hours
- 5:00 p.m. Parks, Events and Recreation Committee
- 5:30 p.m. Zoning Board of Adjustment
- 3:30 p.m. Revitalization Team
- 5:30 p.m. Cabarrus-Rowan County MPO TAC
- 7:30 a.m. Rowan Chamber Power in Partnership
- Thanksgiving Day, Office Closed
- Office Closed
- 3:00 p.m. Christmas at the Lake
- 6:00 p.m. Planning Board
- 6:00 p.m. Community Appearance Commission

**Adjourn**

**Agenda Item Summary**

Regular Meeting  
November 8, 2021  
Agenda Item 1

**Summary:**

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

**Action Requested:**

***Motion to adopt the November 8, 2021 Board of Aldermen Meeting Agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

Jim Costantino   
Kim Cress   
John Linker   
Doug Shelton

Second By:

Jim Costantino   
Kim Cress   
John Linker   
Doug Shelton

For:

Jim Costantino   
Kim Cress   
John Linker   
Doug Shelton

Against:

Jim Costantino   
Kim Cress   
John Linker   
Doug Shelton

In case of tie:

Mayor Bill Feather

For   
Against

**Agenda Item Summary**

Regular Meeting  
November 8, 2021  
Agenda Item 2

Summary:

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

**A. Approval of the Minutes**

1) Regular Meeting Minutes October 11, 2021

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

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

**D. Resolution 2021-17** Adopting the 2021 version of the General Records Schedule for Local Government Agencies and the Program Records Schedule for Local Government Agencies

**E. Removal of Planning Board Member Jim King** due to lack of attendance.

Action Requested:

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

**Approval of Consent Agenda**

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
REGULAR MEETING MINUTES  
Monday, October 11, 2021  
7:00 p.m.**

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

**Staff:** Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Chip Short, Finance Officer Shelly Shockley, Fire Chief/ Public Works Director Jason Hord, Police Chief Mark Cook, Town Planner Steve Blount, Police Sergeant Richard Tester

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

**Determination of Quorum:** Mayor Feather determined there was a quorum present.

**Moment of Silence:** Mayor Feather led a moment of silence.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Mayor Feather.

**1. Approval of the Agenda**

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

**2. Approval of the Consent Agenda**

**A. Approval of the Minutes**

1) Regular Meeting Minutes September 13, 2021

**B. Departmental Reports**

**C. Financial Reports**

**D. 2022 Board of Aldermen Meeting Schedule and Town Hall Holiday Closing Schedule**

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

**3. Citizen Comments** – There were no citizen comments.

**4. Guests and Presentations** – There were no guest presentations.

## 5. Town Events

- **Granite Fest** - Saturday, October 16, 2021 3:00 p.m. at Granite Civic Park

## 6. Town Manager's Update

Manager Smith reviewed highlights from items on his report in the agenda packet. He stated the refurbishment of Engine 572, reported on in a recent update, had since been scheduled. He also mentioned that the Fire Department Auxiliary Port-a-Pit sold 500 plates and the Lake Park lights are now fixed.

Alderman Shelton asked for an update on the easement issues at Balfour Quarry. Manager Smith responded that the property owner was researching for a potential easement where the area was cleared on town property after none had been found by the Town Manager, the Town Attorney, Duke Energy, or Rowan County. The property owner has been asked not to clear any more of the property. Alderman Shelton asked about recruiting efforts for committees and Clerk Smith shared efforts were ongoing and that committee members had been asked to help recruit also.

Board members asked about Village at Granite updates. Planner Blount responded that LGI's engineer is working on final drawings that will be submitted in the near future. Phase III, which includes plans for townhomes on the front of the property, is in the approval process.

## Old Business

### 7. Discussion

#### **Bike Park Lease Agreement**

Mayor Feather asked the Board members how they would like to proceed.

**ACTION:** Mayor Pro Tem Linker made a motion to accept the Granite Quarry Athletic Club's request to rescind the Lease Agreement and allow the Club 30 days to remove any of its personal materials it may want from the property. Alderman Cress seconded the motion. The motion passed 4-0.

Mayor Pro Tem Linker asked Attorney Short about liability issues. Attorney Short was in favor of putting up "No Trespassing" signs. Alderman Shelton asked if the Board really wanted to stop the bike trails from being used. Mayor Pro Tem Linker recommended putting up "No Trespassing" signs now and then discussing the property during the next Planning Retreat. Alderman Costantino was in favor of discussing use of the property and its potential in the future. Alderman Cress stated his biggest concern was the town's liability. Alderman Shelton stated that he was in agreement with ending the contract, but his concern was posting public property. He further stated that he didn't see the liability being any greater than that of any other town property.

Attorney Short stated that whether there was increased liability was a question for the town's insurance company. He suggested discontinuing use of the property until it was inspected, determined to be safe, and had been reviewed with the insurance company.

Mayor Pro Tem Linker suggested, based on Attorney Short's advice, that Manager Smith reach out to the insurance company about the property and then the Board decide the next step. Alderman Shelton questioned whether the property should be posted pending that review. Manager Smith stated that the property was not the same as town parks because the Town did not construct, does not inspect, and does not maintain the trails. The stream crossing and emergency response issues are also concerns.

**ACTION:** Alderman Shelton made a motion to post the property pending review (*with insurance*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

## New Business

- 8. Public Hearing** **UDO Text Amendment Residential Fence Standards**  
Planner Blount reviewed the proposed text amendment regarding residential fence standards to the Unified Development Ordinance that was included in the agenda packet.

*Opened:* Mayor Feather opened the public hearing at 7:23 p.m.

*Comments:* None

*Closed:* Mayor Feather closed the public hearing at 7:23 p.m.

The Board asked questions regarding fences for swimming pools and fence maintenance requirements. Planner Blount responded with examples of what would and would not be acceptable. Alderman Shelton stated he felt the amendment was intrusive and would make a large number of fences in the town and ETJ non-conforming.

Staff recommended that the Board make a motion to adopt Ordinance 2021-17 to amend the text of the Unified Development Ordinance for residential fence standards and approve the statement of consistency and reasonableness as written.

**ACTION:** Alderman Costantino made a motion to approve the changes (*Ordinance 2021-17 to amend UDO text for residential fence standards*). Mayor Pro Tem Linker seconded the motion. The motion passed 3-1 with Alderman Shelton opposed.

*Statement of Consistency and Reasonableness:*

*In voting to adopt the proposed text amendment to the Unified Development Ordinance, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town's Comprehensive Plan.*

**ACTION:** Mayor Pro Tem Linker made a motion to approve the statement of consistency and reasonableness as written. Alderman Costantino seconded the motion. The motion passed 3-1 with Alderman Shelton opposed.

- 9. Public Hearing** **UDO and Code of Ordinance Text Amendment Driveway Standards**  
Planner Blount reviewed the proposed text amendments to driveway standards included in the agenda packet. Two options were presented. Planner Blount handed out a correction to page 3 of Option 1.

*Opened:* Mayor Feather opened the public hearing at 7:42 p.m.

*Comments:*

- Mike Brinkley, 115 South Jack Street – spoke as a Planning Board member and requested that the text amendment be sent back to the Planning Board for further review.

*Closed:* Mayor Feather closed the public hearing at 7:43 p.m.

**ACTION:** Alderman Costantino made a motion to send it (*text amendments to driveway standards*) back to the Planning Board. Alderman Shelton seconded the motion. The motion passed 4-0.

**Board Comments**

- Alderman Cress complimented the Lake Park and stated that they did a great job and he’s heard several good things from residents about the improvements.
- Alderman Shelton thanked the Planning Board for their hard work.

**10. Mayor’s Notes**

<b>A.</b>	Wednesday	October 13
<b>B.</b>	Thursday	October 14
<b>C.</b>	Saturday	October 16
<b>D.</b>	Monday	October 18
<b>E.</b>	Tuesday	October 19
<b>F.</b>	Thursday	October 21
<b>G.</b>	Wednesday	October 27
<b>H.</b>	Monday	November 1
<b>I.</b>	Tuesday	November 2

**Announcements and Date Reminders**

5:00 p.m.	Centralina Board of Delegates Meeting ( <i>virtual</i> )
6:00 p.m.	Community Appearance Commission
3:00 p.m.	Granite Fest
5:00 p.m.	Parks, Events, and Recreation Committee
3:30 p.m.	Revitalization Team
7:30 a.m.	Rowan Chamber Power in Partnership
5:30 p.m.	Cabarrus-Rowan County MPO TAC ( <i>virtual</i> )
6:00 p.m.	Planning Board
	Election Day

**Adjournment**

**ACTION:** Mayor Pro Tem Linker made a motion to adjourn. Alderman Costantino seconded the motion. The meeting ended at 7:51 p.m.

Respectfully Submitted,

*Aubrey Smith*  
Town Clerk



## Planning Department Monthly Report October 2021

### ZONING PERMITS

(2 for new homes, 6 other)

Date	Address	Permit	Purpose
10/4/2021	110 S Kayla Dr	Residential	assigned property address
10/6/2021	720 S Salisbury Ave	Residential	zoning permit for modular home
10/11/2021	1250 Kluttz Rd	Residential	zoning permit for storage building
10/12/2021	305 S Main St	Residential	approved fence installation
10/18/2021	1001 Kenton Place	Residential	solar panel zoning permit
10/18/2021	S Salisbury Ave	Commercial	recombination plat
10/26/2021	1250 Stonewyck Dr	Residential	zoning permit new house

### Code Violations

(5 new violation cited, 7 resolved)

Date	Address	Issue
10/6/2021	810 N Salisbury Ave	code violation gravel in street
10/6/2021	806 N Salisbury Ave	code violation gravel in street
10/12/2021	812 Pine Hill Dr	code enforcement investigation, found no violation
10/26/2021	332 Brookwood Dr	code violation, living in trailer
10/26/2021	812 Pine Hill Dr	investigated code complaint, found no violation

### Planning and Zoning Enquiries

Date	Type	Issue
10/4/2021	Residential	phase 3 TRC review
10/4/2021	Residential	discussed development of subdivision
10/6/2021	Residential	questions on setbacks for corner lot/garage
10/11/2021	Residential	questions about non-conforming lot (too narrow)
10/11/2021	Code	review for sb300 compliance-decriminalization
10/18/2021	Residential	conference call
10/21/2021	Residential	phase 2 eng drawing review notes
10/27/2021	Residential	possible subdivision
10/27/2021	Residential	property use allowed per zoning classification
10/27/2021	All	reviewed and sent corrections on zoning map
10/27/2021	Residential	questions concerning garage addition

**Miscellaneous**

- 10/4/2021 Planning Board meeting – cancelled due to lack of quorum
- 10/11/2021 Board of Aldermen Meeting – several presentations
- 10/18/2021 Zoning Board of Adjustment Meeting – cancelled due to lack of business
- 10/18/2021 Bike / Ped Planning Committee – conference call



# 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 Nov/2021 Chief Hord**

### Emergency Calls for Service October 2021

55 calls in district

- 23 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 4 - MVA
- 2 - Fire Alarms
- 22 - Service assignment/ Public service assistance
- 1 - Gas leak/Haz Mat
- 3 - Canceled en-route

12 calls to Salisbury

- 7 - Alarm/Structure, EMS calls canceled en-route
- 1 - Public assist
- 2 - EMS
- 2 - MVA

5 calls to Rockwell Rural

- 1 - Alarm/Structure, EMS calls canceled en-route
- 4 - EMS

5 calls to Union

- 4 - Alarm/Structure, EMS calls canceled en-route
- 1 - Structure fire - Manpower

2 calls to Faith

- 1 - Canceled en-route
- 1 - EMS

1 - Call to South Salisbury canceled en-route

2 - Calls to Rockwell City canceled en-route

**TOTAL – 82**

## **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
- Rigorous cleaning/decontamination, due to suggested COVID response multiple times daily
- Monthly training included E.M.T continuing education and Joint Training with Faith F.D.
- Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 6 seats installed/checked
- Annual pump testing completed on engines
- Assisted with set up, tear down, and provided personnel for Granite Fest event.
- Port a Pit event
- Grounds care on Thursdays
- E572 at C.W. Williams for refurb



## October Work 2021 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Sanitized town hall, playgrounds at parks and restrooms
- Nature trail maintenance weekly
- Assisted with and prepped Civic for Granite Fest
- Leaf pickup began 2<sup>nd</sup> and 4<sup>th</sup> weeks
- Installed new street signs – continues
- Removed stumps form Civic Park
- Installed little library at Lake Park
- Electrical panel installed at Lake Park waiting on Duke

2007 Ford Truck	Mileage – 61,815	+358 miles
1995 Ford Dump Truck	Mileage – 40,812	+110 miles
2009 Ford Truck	Mileage – 85,440	+1031 miles
2019 Ford Truck F350	Mileage – 12,097	+562 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

### November 2021

- Call volume report for the month of October 2021:

- Date of Report: 11/01/2021

- Total calls for service/activities – 497
- Calls for service/activities Granite Quarry: 400
- Calls for service/activities Faith: 97
- Incident Reports- 18
- Arrest Reports- 9
- Crash Reports- 10
- Traffic Citations- 16

- See Attached for Total Calls for Service.

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

131 Chevy Impala-	End-	72,569
141 Ford Taurus-	End-	80,605
161 Ford Utility-	End-	67,752
171 Ford Utility -	End-	46,563
172 Ford Utility -	End-	75,922
173 Ford Utility -	End-	38,163
181 Ford F150 -	End-	64,706
191 Dodge Durango -	End-	34,574
201 Ford Utility-	End-	14,296
211 Ford Utility-	End-	5,590
212 Ford Utility-	End-	11,691

- Other Information:

- Average response time for October 2021 CFS is 3.19 minutes.
- Drug Collection Box. October 2021: 13.28 pounds collected.
- Oct. CID Report. 3 Cases assigned; 2 Cases cleared; 16 follow-ups conducted; 83 open assigned cases.
- Officers completed 108 hours of in-service or continuing education training in October.

# GQPD

## Number of Events by Nature

CFS Oct 2021

Nature	# Events
102O2 ABUSE-INFORMATION	1
103A2 FOUND PROPERTY	3
104C2 COMMERCIAL BURG (INTRUSI	8
104C3 RESIDENTAL BURG (INTRUSI	3
104C5 TELEMATICS	1
106B5 PAST ASSAULT	1
106C5 ASSAULT JUST OCC	1
110C2 POSSIBLE B&E COMMERCIAL	1
110C4 RES BURGLARY JUST OCC	1
110O2 B&E - INFORMATION	1
112D2 DECEASED (SUDDEN)	1
113B2 OTHER NOISE COMPLAINT	2
113B3 NUISANCE COMPLAINT	2
113C2 INTOXICATED/IMPAIRED	1
113D2 DISTURBANCE / VERBAL	2
114C2 VERBAL DOMESTIC JUST OCC	1
114D1 PHYSICAL DOMESTIC	2
114D2 VERBAL DOMESTIC	4
115D1 DRIVING UNDER INFLUENCE	2
118B1 FRAUD-PAST CRIMINAL	1
118B2 FRAUD-PAST FORGERY	1
121O2 MENTAL COMMITMENT	1
123B3 FOUND PERSON	1
123D1 MISSING PERSON (AT RISK)	1
125B1 CHECK WELFARE - ROUTINE	3
125B2 LOCKOUT - ROUTINE	8
125D1 CHECK WELFARE-URGENT	2
127D2 SUICIDE THREAT	2
129B3 SUSPICIOUS CIRCUM (PAST)	1

Nature	# Events
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	6
130B1 LARCENY (ALREADY OCC)	2
130B2 VEHICLE LARCENY (PAST)	2
130B3 THEFT FROM VEH (PAST)	1
130C1 THEFT JUST OCCURED	1
130D2 VEHICLE LARCENY	1
131B1 TRAFFIC ACCIDENT - PD	2
132A2 PAST TRAFFIC VIOLATION	1
132C1 SEVERE TRAFFIC VIOLATION	1
132C2 HAZARDOUS ROAD CONDITION	1
132D1 ROAD RAGE	1
132O1 TRAFFIC COMP - REFERRAL	1
133D1 TRESPASSING	4
135C1 SHOTS FIRED (HEARD)	2
23D1 OVERDOSE (ARREST)	1
23D2 OVERDOSE (UNCONSCIOUS)	1
32D1 UNKNOWN MEDICAL	2
77B1 TRAFFIC ACC - INJURY	2
77B3 TRAFFIC ACC - POSS INJURY	1
911 HANG UP	17
9E1 CARDIAC OR RESP ARREST	1
ASSIST EMS	6
ASSIST FIRE DEPT	2
ASSIST MOTORIST	3
ATTEMPT TO LOCATE	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	234
COMMUNITY PROGRAM	5
DELIVER MESSAGE	8
DOMESTIC PROPERTY PICKUP	1
ESCORT FUNERAL OR OTHER	4

Nature	# Events
FOLLOWUP	26
FOOT PATROL	1
GENERAL INFORMATION	8
LAW CALL	1
LITTERING OR ILLEGAL DUMPING	1
MISDIAL	9
OPEN DOOR	1
PARK CHECK	29
REPOSSESSION	1
SCHOOL SECURITY CHECK	5
SPECIAL EVENT	1
SUBPOENA SERVICE	15
TRAFFIC CHECK	7
TRAFFIC CONTROL	3
TRAFFIC STOP	39
UNAUTHORIZED USE OF CONVEYANCE	1
VEHICLE ACCIDENT PROP DAMAGE	6
WARRANT SERVICE	2
<b>Total</b>	<b>533</b>



## Finance Department

Breakdown of Departments:  
As of October 31, 2021

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>2,690,289</u>		<u>1,244,652</u>	<u>46%</u>
<b>Total Revenues:</b>	<b>\$ 2,690,289</b>		<b>\$ 1,244,652</b>	<b>46%</b>
Expenses:				
Governing Body	54,422	-	23,953	44%
Administration	568,053	770	156,066	28%
Public Works	371,377	39,442	136,799	47%
Police	751,991	-	269,117	36%
Fire	544,429	38,400	168,576	38%
Streets	170,517	-	54,323	32%
Sanitation	152,250	-	47,147	31%
Parks & Recreation	<u>77,250</u>	<u>16,250</u>	<u>32,842</u>	<u>64%</u>
<b>Total Expenses</b>	<b>\$ 2,690,289</b>	<b>\$ 94,862</b>	<b>\$ 888,824</b>	<b>37%</b>
<b>Expense to Revenue:</b>				<b>71%</b>

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

<b>Revenues:</b>					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	989,710	713,558	(276,152)	72%	<b>1</b>
01-3100-17 Tax Penalties & Interest	3,000	631	(2,369)	21%	
01-3101-12 Taxes - Prior Years	6,000	2,208	(3,792)	37%	
01-3102-12 Vehicle Tax	117,034	39,512	(77,522)	34%	
01-3230-31 Local Option Sales Tax	846,600	318,366	(528,234)	38%	
01-3231-31 Solid Waste Disposal Tax	2,370	584	(1,786)	25%	
01-3316-32 Powell Pave & Patch Funds	76,722	38,226	(38,496)	50%	<b>2</b>
01-3322-31 Beer & Wine - State	13,736	-	(13,736)	0%	<b>3</b>
01-3324-31 Utilities Franchise Tax	132,854	31,743	(101,111)	24%	
01-3330-84 County First Responders	4,020	1,340	(2,680)	33%	
01-3413-89 Miscellaneous Revenue	500	1,229	729	246%	<b>4</b>
01-3431-41 Police Authority Revenue_Faith	136,000	34,000	(102,000)	25%	
01-3431-45 Police Report Revenue	100	110	10	110%	
01-3431-89 Police Miscellaneous	1,100	623	(478)	57%	
01-3471-51 Environmental Fee Collection	169,632	42,820	(126,812)	25%	
01-3491-41 Subdivision & Zoning Fees	5,500	2,770	(2,730)	50%	
01-3613-41 Parks Miscellaneous	3,050	11,050	8,000	362%	<b>5</b>
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	<b>6</b>
01-3831-89 Interest on Investments	10,000	2,451	(7,549)	25%	<b>7</b>
01-3834-41 Park Shelter Rentals (Maint)	2,500	1,705	(795)	68%	
01-3835-81 Surplus items Sold	1,000	54	(946)	5%	
01-3837-31 ABC Net Revenue-Co.	11,500	1,673	(9,827)	15%	
01-3991-99 Fund Balance Appropriated	107,361	-	(107,361)	0%	<b>8</b>
	<b>2,690,289</b>	<b>1,244,652</b>	<b>(1,445,637)</b>	<b>46%</b>	

Notes:

- 1 A majority of Ad Valorem Taxes are received in the first few months of the fiscal year
- 2 First of two allocations
- 3 Will receive in the last quarter
- 4 Refund from NC Department of Insurance
- 5 Includes Vendor Registration Fees & Sponsorships for Granite Fest
- 6 Will receive in the last quarter
- 7 See Interest on Investments page for breakdown (ARPA Money Market Interest is accounted for in the ARPA GPO Fund)
- 8 Original budget \$57,795.00 + BA #1 (Parks & Rec Master Plan \$17,750.00) & BA #2 (IDF Close-out \$31,815.53)

<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	12,828	-	-	12,828	0%	
01-4110-09 FICA Expense	981	-	-	981	0%	
01-4110-14 Insurance - Workers Comp	50	-	41	9	83%	<b>9</b>
01-4110-18 Professional Services	20,000	-	11,000	9,000	55%	<b>10</b>
01-4110-26 Office Expense	700	-	-	700	0%	
01-4110-31 Training & Schools	200	-	-	200	0%	
01-4110-40 Dues & Subscriptions	12,600	-	10,888	1,712	86%	<b>11</b>
01-4110-45 Insurance & Bonds	1,700	-	1,674	26	98%	<b>12</b>
01-4110-61 Grants - Nonprofit Grant Program	350	-	350	-	100%	<b>13</b>
01-4110-63 Elections	3,500	-	-	3,500	0%	
01-4110-97 Board Contingency	1,513	-	-	1,513	0%	
	<b>54,422</b>	-	<b>23,953</b>	<b>30,469</b>	<b>44%</b>	

Notes:

- 9 Paid once annually at the beginning of the fiscal year
- 10 Audit has been paid in full
- 11 Includes \$4,135 for NCLM dues and \$5,338 for Rowan EDC dues paid annually
- 12 Paid once annually at the beginning of the fiscal year
- 13 Includes \$100 for Fiddler's Convention and \$250 for Granite Quarry Fire Dept Auxiliary donations

<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	291,151	-	83,103	208,048	29%		
01-4120-02 Salaries - Part-Time	14,040	-	9,255	4,785	66%	<b>14</b>	
01-4120-03 Salaries - Longevity	1,000	-	-	1,000	0%		
01-4120-07 401K Expense	14,558	-	4,145	10,413	28%		
01-4120-09 FICA Expense	23,424	-	6,911	16,513	30%		
01-4120-10 Retirement Expense	33,159	-	9,435	23,724	28%		
01-4120-11 Group Insurance	46,500	-	11,307	35,193	24%		
01-4120-14 Insurance - Workers Comp	750	-	395	355	53%	<b>15</b>	
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	400	800	33%		
01-4120-18 Professional Services	19,204	-	111	19,093	1%		
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%		
01-4120-26 Office Expense	10,000	-	1,208	8,792	12%		
01-4120-29 Supplies & Equipment	200	-	-	200	0%		
01-4120-31 Training & Schools	7,000	200	1,310	5,490	22%		
01-4120-32 Telephone/Communications	3,500	-	860	2,640	25%		
01-4120-33 Utilities	4,800	-	1,342	3,458	28%		
01-4120-34 Printing	5,000	-	1,875	3,125	38%		
01-4120-35 Maint & Repair - Equipment	500	-	-	500	0%		
01-4120-37 Advertising	3,200	-	947	2,253	30%		
01-4120-40 Dues & Subscriptions	3,750	-	510	3,240	14%		
01-4120-44 Contracted Services	15,346	570	8,977	5,799	62%	<b>16</b>	
01-4120-45 Insurance & Bonds	5,150	-	5,091	59	99%	<b>17</b>	
01-4120-62 Committees - CAC	500	-	231	269	46%		
01-4120-68 Tax Collection	9,600	-	7,728	1,872	80%	<b>18</b>	
01-4120-71 Water Line - Principal	50,000	-	-	50,000	0%	<b>19</b>	
01-4120-72 Water Line - Interest	2,821	-	924	1,897	33%		
	<b>568,053</b>	<b>770</b>	<b>156,066</b>	<b>411,217</b>	<b>28%</b>		

Notes:

- 14 Budget for planning positions split between FT and PT
- 15 Paid once annually at the beginning of the fiscal year
- 16 Includes annual support for Southern Software paid once at the beginning of the fiscal year
- 17 Paid once annually at the beginning of the fiscal year
- 18 Cost of Tax Collection proportionate to Ad Valorem Taxes in revenues (higher in first few months of FY)
- 19 Is paid once annually in June

<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	124,296	-	42,427	81,869	34%	
01-4190-02 Salaries - Part-Time	35,500	-	14,121	21,379	40%	
01-4190-03 Salaries - Longevity	750	-	-	750	0%	
01-4190-07 401K Expense	6,215	-	2,427	3,788	39%	
01-4190-09 FICA Expense	12,282	-	4,794	7,488	39%	
01-4190-10 Retirement Expense	14,193	-	5,525	8,668	39%	
01-4190-11 Group Insurance	24,750	-	7,926	16,824	32%	
01-4190-14 Insurance - Workers Comp	7,600	-	5,440	2,160	72%	<b>20</b>
01-4190-20 Motor Fuel	7,100	-	3,539	3,561	50%	
01-4190-21 Uniforms	1,900	-	325	1,575	17%	
01-4190-24 Maint & Repair - Bldgs/Grounds	12,000	2,082	689	9,229	23%	<b>21</b>
01-4190-25 Maint & Repair - Vehicles	3,500	-	3,018	482	86%	<b>22</b>
01-4190-29 Supplies & Equipment	10,000	-	3,181	6,819	32%	
01-4190-31 Training & Schools	250	-	-	250	0%	
01-4190-32 Telephone/Communications	850	-	246	604	29%	
01-4190-33 Utilities	3,500	-	956	2,544	27%	
01-4190-34 Printing	25	-	6	19	22%	
01-4190-35 Maint & Repairs - Equipment	17,000	-	5,008	11,992	29%	
01-4190-40 Dues & Subscriptions	250	-	60	190	24%	
01-4190-44 Contracted Services	16,000	360	888	14,752	8%	
01-4190-45 Insurance & Bonds	4,600	-	4,410	190	96%	<b>23</b>
01-4190-54 Cap Outlay - Vehicles	37,000	37,000	-	-	100%	<b>24</b>
01-4190-96 Interfund Transfer	31,816	-	31,816	-	100%	<b>25</b>
	<b>\$371,377</b>	<b>39,442</b>	<b>136,799</b>	<b>195,135</b>	<b>47%</b>	

Notes:

- 20 Paid once annually at the beginning of the fiscal year
- 21 Street signs are encumbered
- 22 Includes \$1,201 in Dump Truck repairs
- 23 Paid once annually at the beginning of the fiscal year
- 24 Public Works truck is encumbered, still no ETA available
- 25 Industrial Development Fund GPO Project closeout, offset by Fund Balance Appropriated (Note 8)

<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	433,768	-	149,203	284,565	34%	
01-4310-02 Salaries - Part-Time	15,000	-	5,006	9,994	33%	
01-4310-03 Salaries - Longevity	2,500	-	-	2,500	0%	
01-4310-07 401K Expense	21,688	-	7,344	14,344	34%	
01-4310-09 FICA Expense	34,522	-	11,642	22,880	34%	
01-4310-10 Retirement Expense	52,788	-	17,684	35,104	34%	
01-4310-11 Group Insurance	86,625	-	26,573	60,052	31%	
01-4310-14 Insurance - Workers Comp	10,700	-	8,069	2,631	75%	<b>26</b>
01-4310-20 Motor Fuel	19,000	-	7,803	11,197	41%	
01-4310-21 Uniforms	3,000	-	875	2,125	29%	
01-4310-25 Maint & Repair - Vehicles	6,000	-	1,230	4,770	21%	
01-4310-26 Office Expense	1,500	-	152	1,348	10%	
01-4310-29 Supplies & Equipment	8,000	-	2,388	5,612	30%	
01-4310-31 Training & Schools	4,000	-	1,701	2,299	43%	
01-4310-32 Telephone/Communications	8,000	-	2,431	5,569	30%	
01-4310-33 Utilities	3,000	-	477	2,523	16%	
01-4310-34 Printing	1,000	-	370	630	37%	
01-4310-35 Maint & Repair - Equipment	2,000	-	179	1,821	9%	
01-4310-40 Dues & Subscriptions	3,650	-	1,506	2,144	41%	
01-4310-44 Contracted Services	23,250	-	13,023	10,227	56%	<b>27</b>
01-4310-45 Insurance & Bonds	12,000	-	11,459	541	95%	<b>28</b>
	<b>751,991</b>	-	<b>269,117</b>	<b>482,874</b>	<b>36%</b>	

Notes:

- 26 Paid once annually at the beginning of the fiscal year
- 27 Includes Law Enforcement Attorney fees and equipment service fees paid once annually
- 28 Paid once annually at the beginning of the fiscal year

<b>Fire:</b>							
Account	Budget	Encum.	YTD	Variance	%	Notes	
01-4340-00 Salaries - Regular	131,849	-	42,780	89,069	32%		
01-4340-02 Salaries - Part-Time	210,000	-	66,665	143,335	32%		
01-4340-03 Salaries - Longevity	1,825	-	-	1,825	0%		
01-4340-07 401K Expense	6,592	-	2,096	4,496	32%		
01-4340-09 FICA Expense	26,291	-	7,696	18,595	29%		
01-4340-10 Retirement Expense	15,172	-	4,770	10,402	31%		
01-4340-11 Group Insurance	30,400	-	7,708	22,692	25%		
01-4340-14 Insurance - Workers Comp	11,500	-	8,357	3,143	73%	<b>29</b>	
01-4340-20 Motor Fuel	5,000	-	1,422	3,578	28%		
01-4340-21 Uniforms	3,000	-	782	2,218	26%		
01-4340-25 Maint & Repair - Vehicles	7,500	-	1,713	5,787	23%		
01-4340-26 Office Expense	150	-	-	150	0%		
01-4340-29 Supplies & Equipment	21,000	2,400	7,309	11,291	46%	<b>30</b>	
01-4340-31 Training & Schools	2,000	-	1,185	815	59%		
01-4340-32 Telephone/Communications	4,500	-	1,388	3,112	31%		
01-4340-33 Utilities	6,100	-	1,779	4,321	29%		
01-4340-34 Printing	325	-	89	236	28%		
01-4340-35 Maint & Repair - Equipment	2,500	-	935	1,566	37%		
01-4340-40 Dues & Subscriptions	3,300	-	724	2,576	22%		
01-4340-44 Contracted Services	10,000	-	1,815	8,185	18%		
01-4340-45 Insurance & Bonds	9,425	-	9,361	64	99%	<b>31</b>	
01-4340-55 Cap Outlay - Equipment	36,000	36,000	-	-	100%	<b>32</b>	
	<b>544,429</b>	<b>38,400</b>	<b>168,576</b>	<b>337,453</b>	<b>38%</b>		

Notes:

- 29 Paid once annually at the beginning of the fiscal year
- 30 Fire boots and turn out gear are encumbered
- 31 Paid once annually at the beginning of the fiscal year
- 32 E572 Refurbishment is encumbered

<b>Streets:</b>						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	900	-	900	-	100%	<b>33</b>
01-4510-29 Supplies & Equipment	2,500	-	-	2,500	0%	
01-4510-39 Maint & Repair	7,400	-	1,000	6,400	14%	<b>34</b>
01-4510-58 Cap Outlay - Bldg/Infrastructure	65,000	-	41,400	23,600	64%	
01-4510-71 Debt Service - Principal	50,000	-	-	50,000	0%	<b>35</b>
01-4510-72 Debt Services - Interest	8,717	-	-	8,717	0%	<b>36</b>
01-4511-33 Utilities - Street Lights	36,000	-	11,023	24,977	31%	
	<b>170,517</b>	-	<b>54,323</b>	<b>116,194</b>	<b>32%</b>	

Notes:

- 33 Powell Bill maps paid for once annually
- 34 Includes Brinkley St. storm water improvements and sink hole repair on Wall St.
- 35 Paid once in December and once in June
- 36 Paid once in December and once in June

<b>Sanitation:</b>						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	152,250	-	47,147	105,103	31%	
	<b>152,250</b>	-	<b>47,147</b>	<b>105,103</b>	<b>31%</b>	

<b>Parks &amp; Rec:</b>						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-18 Professional Services	17,750	16,250	1,500	-	100%	<b>37</b>
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	-	17,706	8,294	68%	<b>38</b>
01-6130-29 Supplies & Equipment	7,000	-	1,333	5,667	19%	
01-6130-33 Utilities	16,500	-	5,046	11,454	31%	
01-6130-44 Contracted Services	2,000	-	-	2,000	0%	
01-6130-62 Committees - PERC	8,000	-	7,257	743	91%	<b>39</b>
	<b>77,250</b>	<b>16,250</b>	<b>32,842</b>	<b>28,158</b>	<b>64%</b>	

Notes:

- 37 Parks and Rec Master Plan balance encumbered
- 38 Includes emergency electrical and light repairs
- 39 Includes Granite Fest 2021 expenses

FEMA Granite Lake Project							
Account	Budget	Encum.	YTD	Variance	%	Notes	
<u>Revenues:</u>							
04-3613-26 FEMA Grant	576,286	-	319,801	256,485	55%		
04-3613-36 NC DEM Grant	192,095	-	106,600	85,495	55%		
<b>Total Revenues:</b>	<b>768,381</b>	<b>-</b>	<b>426,402</b>	<b>(341,979)</b>	<b>55%</b>		
<u>Expenses:</u>							
04-6130-18 Professional Services	166,000	21,248	144,752	-	100%	<b>40</b>	
04-6130-69 Cap Outlay - Construction	547,619	-	503,524	44,095	92%	<b>41</b>	
04-6130-97 Contingency	54,762	-	-	54,762	0%		
<b>Total Expenses:</b>	<b>768,381</b>	<b>21,248</b>	<b>648,275</b>	<b>98,857</b>	<b>87%</b>		

Notes:

- 40 Waiting for final invoice for engineering services, entire engineering services contract encumbered
- 41 Final amounts for construction

ARPA FUND							
Account	Budget	Encum.	YTD	Variance	%	Notes	
<u>Revenues:</u>							
07-3301-23 ARPA Funds	959,917	-	479,958	479,958	50%		
07-3831-89 Interest on ARPA Funds	-	-	109	-	100%	<b>42</b>	
<b>Total Revenues:</b>	<b>959,917</b>	<b>-</b>	<b>480,068</b>	<b>(479,849)</b>	<b>50%</b>		
<u>Expenses:</u>							
07-4110-61 Grant Related Expenditures	959,917	-	-	959,917	0%	<b>43</b>	
<b>Total Expenses:</b>	<b>959,917</b>	<b>-</b>	<b>-</b>	<b>959,917</b>	<b>0%</b>		

Notes:

- 42 See Interest on Investments page for breakdown of ARPA Money Market interest
- 43 Grant Project Ordinance will be amended once expenditures/project has been decided

### Interest on Investments by Month FY 2021-2022

Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
<b>Certificates of Deposits:</b>														
<b>XX7779</b>	418.18	432.13	432.13	418.18	-	-	-	-	-	-	-	-	1,700.62	<b>250,431.38</b>
<b>XX7151</b>	357.43	Matured	-	-	-	-	-	-	-	-	-	-	357.43	-
	775.61	432.13	432.13	418.18	-	-	-	-	-	-	-	-	\$ 2,058.05	<b>\$ 250,431.38</b>
<b>Money Market Accounts:</b>														
<b>XX9011</b>	87.42	76.67	99.82	105.42	-	-	-	-	-	-	-	-	369.33	<b>1,241,294.49</b>
<b>XX1186</b>	5.48	5.15	5.14	5.32	-	-	-	-	-	-	-	-	21.09	<b>62,601.88</b>
<b>ARPA</b>	-	28.92	39.46	40.77	-	-	-	-	-	-	-	-	109.15	<b>480,067.50</b>
	92.90	110.74	144.42	151.51	-	-	-	-	-	-	-	-	\$ 499.57	<b>\$ 1,783,963.87</b>
<b>NC Capital Management Trust:</b>														
<b>XX4319</b>	1.20	0.43	0.42	0.43	-	-	-	-	-	-	-	-	2.48	<b>50,964.83</b>
	1.20	0.43	0.42	0.43	-	-	-	-	-	-	-	-	\$ 2.48	<b>\$ 50,964.83</b>
<b>Totals</b>													<b>\$ 2,560</b>	<b>\$ 2,085,360</b>

\* Includes Interest in ARPA Fund

<b>Total Invested Balance</b>	<b>\$ 2,085,360</b>
<b>Cash Balance (As of 10/31/21)</b>	<b>\$ 536,313</b>
<b>Minus Outstanding Transactions (As of 10/31/21)</b>	<b>\$ (57,501)</b>
<b>Total Reconciled Cash Balance</b>	<b><u>\$ 478,811</u></b>
 <b>Total Available Funds *</b>	 <b>\$ 2,564,172</b>

\* Includes Restricted ARPA Funds

**Agenda Item Summary**

Regular Meeting  
November 8, 2021  
Agenda Item **2D**

Summary:

The NC Department of Natural and Cultural Resources Division of Archives and Records has issued 2021 versions of the two documents listed below. The Town of Granite Quarry is currently following the adopted 2019 version. The adoption of the updated versions must be reported to the state.

- General Records Schedule: Local Government Agencies
- Program Records Schedule: Local Government Agencies

Attachments:

- Resolution 2021-17 adopting retention schedule updates
- Change Log for Local General Schedule
- *Change Log for Local Programs Schedule is 109 pages and will be made available upon request.*

Action Requested:

***Adoption of Resolution 2021-17 as part of the consent agenda***

**OR**

***Motion to adopt Resolution 2021-17 Adopting the 2021 version of the Records Retention and Disposition Schedules General Records Schedule: Local Government Agencies and Program Records Schedule: Local Government Agencies.***

**Retention Schedule Updates**

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

**RESOLUTION NO. 2021-17**



**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF  
GRANITE QUARRY, NORTH CAROLINA  
ADOPTING THE 2021 VERSION OF THE  
GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES  
AND THE PROGRAM RECORDS SCHEDULE FOR LOCAL GOVERNMENT  
AGENCIES AS ISSUED BY THE NC DEPARTMENT OF NATURAL AND  
CULTURAL RESOURCES**

**WHEREAS**, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the General Records Schedule for Local Government Agencies and the Program Records Schedule for Local Government Agencies, which supersede parts of the previous versions which it is charged with issuing; and

**WHEREAS**, G.S. §121-5 and G.S. §132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives and Records; and

**WHEREAS**, the Town of Granite Quarry currently uses the 2019 version of the Records Retention and Disposition Schedule; and

**WHEREAS**, the Records Retention and Disposition Schedules were updated on October 1, 2021; and,

**WHEREAS**, the Town of Granite Quarry recognizes that the new updates require a specific Agency Policy date for records to be discarded “when Administrative value ends” and regards three (3) years as a valuable time for any records to be retained, save those records that are required to be kept longer per said schedule; and

**WHEREAS**, to reduce the burden and costs of records retention and maintain efficient records management, the Board of Aldermen finds and determines that this Resolution should be approved;

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY:**

- 1)** adopts the revised the 2021 version of the Records Retention and Disposition Schedules General Records Schedule for Local Government Agencies and the Program Records Schedule for Local Government Agencies, copies of which are on file in the office of the Town Clerk; and
- 2)** Deems the appropriate time to retain all records to be discarded “when Administrative value ends” as a period of no less than three (3) years; and
- 3)** On behalf of the Town of Granite Quarry, the Mayor and Town Clerk or Town Manager are hereby authorized to execute the agreement found on page iv of the General Records Schedule for Local Government Agencies and on page iv of the Program Records Schedule for Local Government Agencies agreeing to the Schedule’s terms; and
- 4)** These schedules are to remain in effect from the date of adoption until they are reviewed and updated.

**RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2021.**

\_\_\_\_\_  
William D. Feather, Mayor

ATTEST:

\_\_\_\_\_ [SEAL]

Aubrey Smith, Town Clerk

This change log notes all substantial changes from the 2019 to the 2021 version of the *General Records Schedule: Local Government Agencies*. For simplicity, wordsmithing, typographical corrections, pointers to other records series, and modifications to citations have not been tracked. Substantive changes are listed in the left-hand column. In the center column are the titles of new records series that have been added to the schedule. In the right-hand column are records series that have been discontinued because the records are no longer created or received by local government agencies (or in cases where these are listed in the same row as a series that was changed, these records have been combined into that broader records series). The index to the schedule also includes pointers where one series was subsumed into another.

Please note that what had been the Personnel Records standard (Standard 6) has been retitled as the Human Resources standard; alphabetization means this is now Standard 4 (and IT Records and Legal Records have been shifted to standards 5 and 6 respectively).

This updated schedule also includes in the appendix a section entitled “Related Records Series Found in Local Agency Program Schedules,” which identifies records series within the Local General Schedule (indicated with @) that have similar records series on local program schedules.

Changes	New Items	Discontinued Items
<u>Standard 1: Administration and Management Records</u>		
ACCREDITATION RECORDS Added to description outside evaluations of agency		
ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES Added description and modified disposition instructions		
AUDITS: PERFORMANCE Added disposition instructions for PCI attestation reports		
CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Changed title from Citizen to Constituent; clarified that requests for reasonable accommodation included in this series are those from the general public; changed retention for all complaints to 1 year		

<b>Changes</b>	<b>New Items</b>	<b>Discontinued Items</b>
<b>CONSTITUENT SURVEYS</b> Changed title from Citizen to Constituent		
<b>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b> Clarified this series also includes records related to agency-owned property as well as warranties		
<b>GRANTS</b> Added to description any required certifications and disclosures; specified disposition for grants funded by local appropriations		
	<b>HISTORICAL DESIGNATIONS RECORDS</b>	
<b>LOGISTICS MATERIALS</b> Added agency activities to the description and modified disposition instructions		
<b>MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS</b> Added to description free government-issued business permits		
<b>OFFICE AND PROPERTY SECURITY RECORDS</b> Changed title from Office Security Records; added property to the description and added disposition instructions for recordings that may necessitate action by law enforcement		
	<b>PHONE LOGS</b>	

Changes	New Items	Discontinued Items
Inserted PUBLIC BODIES at beginning of series titles to group together: <ul style="list-style-type: none"> <li>• Agenda and Meeting Packets (also added exhibits to description)</li> <li>• Applications for Appointment</li> <li>• Appointment Reports</li> <li>• Audio and Video Recordings of Meetings</li> <li>• Notices of Public Meetings (renamed Meeting Notices)</li> <li>• Governing and Advisory Body Member File (renamed Member Files)</li> <li>• Minutes of Public Bodies (renamed Minutes)</li> </ul>		
	PUBLIC BODIES: CORRESPONDENCE	
REBATE PROGRAM RECORDS Deleted Citizen from title		
REPORTS AND STUDIES Added a specific disposition for quarterly reports		
REQUESTS FOR PROPOSALS Specified inclusion of elements created by the agency (e.g., notices, evaluations)		
STAFF MEETINGS FILE Renamed from Minutes (Staff Meetings) and added additional materials relevant to internal meetings along with materials from external that had been listed in Agenda and Meeting Packets		
STRATEGIC PLAN Renamed from Comprehensive Plan, added mission statements to the description, and clarified disposition instructions		

Changes	New Items	Discontinued Items
<b>Standard 2: Budget, Fiscal, and Payroll Records</b>		
ACCOUNTS PAYABLE Modified disposition of reimbursements to reflect DES requirements		
ACCOUNTS RECEIVABLE Modified description to add records for debt setoff program		
BOND CLOSING RECORDS Increased retention requirement to mirror state requirements		
GRANTS: FINANCIAL Specified disposition for grants funded by local appropriations		
LONGEVITY PAY Increased retention to reflect DES requirements		
PAYROLL AND EARNINGS RECORDS Increased retention to reflect DES requirements; added employer contributions to description		
PAYROLL DEDUCTION RECORDS Added retirement deductions to description		
SHIFT PREMIUM PAY Increased retention to reflect DES requirements		
TAX FORMS Increased retention to reflect DES requirements		
TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Increased retention to reflect DES requirements		
TRAVEL REIMBURSEMENTS Increased retention to reflect DES requirements		
<b>Standard 3: Geographic Information System (GIS) Records</b>		
MAPS: ALL OTHER Included paper maps in description		

Changes	New Items	Discontinued Items
Standard 4: Human Resources Records (previously Personnel Records)		
<b>APPLICATIONS FOR EMPLOYMENT</b> Added pointer in disposition to Seasonal and Contract Workers		
<b>BENEFITS RECORDS</b> Specified disposition for correspondence with providers		
		<b>CERTIFICATION AND QUALIFICATION RECORDS</b> Already covered by Training and Educational Records; Conferences and Workshops
<b>HAZARDOUS MATERIALS TRAINING RECORDS</b> Added to description documentation of loans of radioactive materials for training purposes		
<b>MEDICAL RECORDS</b> Clarified description to include records of employees, contractors, and volunteers; expanded description of health and physical examinations		
<b>PERSONNEL RECORDS (OFFICIAL COPY)</b> Clarified description to specify employees eligible for benefits		
<b>POLICIES AND PROCEDURES (PERSONNEL)</b> Added description; deleted disposition for non-internal records, which should be considered part of the Reference (Reading) File, and added disposition for HR administrative records (e.g., employee orientation materials)		

<b>Changes</b>	<b>New Items</b>	<b>Discontinued Items</b>
RETIREMENT RECORDS Clarified description; removed separate disposition for deferred compensation – those that are from retirement plans are covered in this item, and those that are for some sort of bonus should be treated as Payroll and Earnings Records		
TRAINING AND EDUCATIONAL RECORDS Added general training materials to description; added disposition for expired employee certifications/qualifications along with one for general training materials		
UNEMPLOYMENT COMPENSATION CLAIMS Increased retention to reflect DES requirements		
UNEMPLOYMENT COMPENSATION REPORTS Increased retention to reflect DES requirements		
<b>Standard 5: IT Records</b>		
Clarified retention for fixity check documentation		
<b>Standard 6: Legal Records</b>		
ANNEXATION RECORDS Specified disposition for withdrawn petitions		
CIVIL RIGHTS CASE RECORDS Specified disposition for employee requests for reasonable accommodations		
ENCROACHMENTS Changed description from citizens to residents		
	EXPUNCTIONS	
	INVESTIGATION AND HEARING RECORDS	
		REASONABLE ACCOMMODATIONS Already covered by Constituent Comments, Complaints, Petitions, and Service Requests
	SETTLEMENTS	

Changes	New Items	Discontinued Items
<b>Standard 8: Risk Management Records</b>		
<b>DISASTER RECOVERY</b> Clarified description and specified disposition for records evaluating the efficacy of recovery efforts		
	<b>EMERGENCY NOTIFICATIONS</b> Moved from the Emergency Services standard of the old County Management schedule	
<b>FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS</b> Added Environmental to the series title and added specific dispositions for inspection reports and safety audits		
	<b>FIXED NUCLEAR FACILITIES PLANS FILE</b> Moved from the Emergency Services standard of the old County Management schedule	
<b>HAZARDOUS MATERIALS MANAGEMENT</b> Broadened description and added numerous dispositions for particular types of hazardous materials; now includes asbestos management plans		<b>ASBESTOS MANAGEMENT PLAN</b>
<b>LOST, STOLEN, OR DAMAGED PROPERTY REPORTS</b> Deleted citizen from description		
	<b>NATIONAL FLOOD INSURANCE PROGRAM RECORDS</b> Moved from the Emergency Services standard of the old County Management schedule	

**Agenda Item Summary**

Regular Meeting  
November 8, 2021  
Agenda Item 2E

**Planning Board Member**

Summary

Rev. Jim King was appointed to the Planning Board as Town alternate 8/3/2020. Initially Rev. King notified staff that he was unable to attend due to health issues, but staff has not been able to make contact with him in several months. Rev. King has not attended any Planning Board meetings since his appointment.

The Planning Board’s Rules of Procedure state that if someone has three unexcused absences in a six-month period the person shall be removed.

The Planning Board voted at their 11/1/2021 meeting to recommend removal of Rev. Jim King from the Planning Board.

Action Requested:

***Action to remove Rev. Jim King from the Planning Board as part of the consent agenda***

**OR**

***Motion to remove Rev. Jim King from the Planning Board.***

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

HO  
HO  
HO  
MEET  
SANTA



CHRISTMAS AT THE LAKE

December 4th 2021

3:00pm to 7:00pm

Tree Lighting at Dusk

Granite Lake Park  
500 N Salisbury GQ Ave

Special Appearance  
From The Grinch!



- Enjoy Christmas Shopping From Area Vendors
- Games & Activities For The Kids
- Music and Entertainment
- Photo Booth with Passion+ Photography
- Delicious Treats for purchase from: The Morning Glory, Mama Crockett's Cider Donuts & Katie's Snack Shack



Santa will be collecting items to assist him with a visit to area homeless children. Help him by bringing any of the following:  
Toy (New & Unwrapped)-Socks-Throw Blankets-Toiletries

Visit us at [www.granitequarrync.com](http://www.granitequarrync.com)

COMMUNITY APPEARANCE COMMISSION  
OF GRANITE QUARRY

PRESENTS

# 2021 CHRISTMAS DECORATING CONTEST

All Residents of Granite Quarry Are Eligible

- BEST OVERALL
- BEST THEMED
- MOST CREATIVE
- \*FAN FAVORITE

*Let's Light Up  
Our Town!!*

*\*Fan Favorite will be  
chosen from votes  
received during the  
"Christmas at the Lake"  
event on Dec 4th Lake  
Park 3-7pm*

Winners Announced  
December 10

To Enter Send Email to:  
events@granitequarrync.gov  
Subject Line: Christmas Contest  
Include: Name, Address, Phone #  
and Submission Photo(s)

For More Info: [www.granitequarrync.gov](http://www.granitequarrync.gov) or Call 704.279.5596

**Agenda Item Summary**

Regular Meeting  
November 8, 2021  
Agenda Item 7

**Driveway Standards**

Summary:

The attached text amendments to the Unified Development Ordinance and Code of Ordinances were drafted by the planning staff and recommended by the Planning Board for approval by the Board of Aldermen.

A previous draft was reviewed at the Board of Aldermen's October 11, 2021 and returned to the Planning Board for further review.

Attachments:

- A. Draft ordinance with highlighted additions and strikethroughs.

Action Requested:

***Motion to adopt Ordinance 2021-18 to amend the text of the Unified Development Ordinance and Code of Ordinances for driveway standards and approving the statement of consistency and reasonableness as written.***

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

## **Driveways-Code of Ordinances and UDO Text Amendments**

(9.22.21 staff recommendations) (includes 11/1/21 Planning Board Recommendations)

The following would be used to create Ordinance or Resolution language for proposed text amendments.

New text shown highlighted in yellow

Deleted text shown with strikethrough

Planning Board edits shown in pink

Appendix A-Unified Development Ordinance

Chapter 9 Parking

Section 9.6 Driveways

### **Sec. 9.6. - Driveways.**

These driveway requirements do not apply to single-family detached and two-family attached (duplex) residential uses. See Chapter 22, Article II for requirements for all new and existing driveways.

Appendix A-Unified Development Ordinance

Chapter 10 Infrastructure

Section 10.1 Street Standards

### **Sub Section 10.1.9.4**

*Driveways.*

~~The number of street and driveway connections permitted serving a single property frontage or commercial development shall be the minimum deemed necessary by the Town or NCDOT for reasonable service to the property without undue impairment of safety, convenience, and utility of the roadway. Normally, not more than two (2) driveways shall be permitted for any single property frontage. The arrangement of driveways should be related to adjacent driveways and nearby street intersections and meet the following criteria:~~

- ~~1. Commercial drives leading to a site in the Commercial or Industrial districts must include vertical curb and gutter as stated in 10.1.5.~~
- ~~2. Residential drives shall be located a minimum of 10 feet from the point of tangency of curb radii of street intersections.~~
- ~~3. Driveways serving streets with traffic volumes in excess of 300 ADT or accessing thoroughfares shall be located a minimum of 250 feet from the point of tangency of the radius of curvature of the intersecting street.~~

~~4. Where two (2) driveways are proposed along a single property frontage to facilitate operations, the minimum distance between the centerlines of the drives shall be 200 feet.~~

~~5. The minimum distance between the centerlines of driveways into shopping centers or facilities generating in excess of 300 ADT shall be a minimum of 400 feet.~~

~~6. Full access driveways open to signalization should be 1000 feet apart. Driveways which access thoroughfares and serve more than 1500 ADT shall provide deceleration lanes in approach to the driveway.~~

See Chapter 22, Article II for requirements for all new and existing driveways.

## **Chapter 22- Streets, Sidewalks, and Other Public Places**

### **Article II-Driveways**

#### **Sec. 22-25. - Construction specifications.**

The construction of driveways shall be according to town specifications as follows:

##### **A. General**

- a. It shall be unlawful for any person to break out or cut any street curb for the purpose of constructing a driveway entrance to any property or to construct any driveway across the grass planting strip or sidewalk where curbs do not exist without first obtaining a permit from the Town's Planning Department. A separate permit will not be required where driveway curb cuts are built as a part of a new or reconstructed street.
- b. Plans for curb cuts for new driveways including approach aprons, sidewalks, driveways and parking areas will be approved by the Town's Public Works Director who will also inspect the final installation.
- c. No driveway shall be permitted to be closer than 5 feet to an adjacent property line. No driveway for a corner lot shall be permitted within 15 feet of the intersecting right-of-way lines.
- d. No driveway shall be permitted so to interfere with a sidewalk intersection, traffic signal, street light standard or support, fire hydrant or water meter.
- e. Driveways shall be constructed so as to prevent stormwater from flowing down from the street onto the driveway. This shall be accomplished by sloping the approach apron (entrance) or driveway itself up from its connection to the road surface, maintaining a valley at the road connection point.
- f. Drainage ditches along roads will be piped under the driveway with a concrete pipe of adequate size to carry the water flow as determined by the Town's Public Works Director but not less than 15 inches in diameter. Pipe should be installed as per NCDOT standards and approved by the Town's Public Works Director.
- g. Driveways connecting to State maintained roads shall be installed per NCDOT driveway standards.
- h. Street pavement, curb and gutters, and sidewalks disturbed during the installation of driveways shall be repaired to like-new condition by the contractor or property owner.

- i. Driveway approach apron shall be constructed of poured concrete at least 6 inches thick on a stone base and at least 24 inches wide or wide enough to connect to new or existing sidewalks. When connected to an existing 4-inch thick sidewalk, that sidewalk shall be replaced with a new 6-inch thick, 3,000 PSI concrete sidewalk at least 5 feet wide (or wider if needed to match existing sidewalks).
  - j. When a driveway is relocated on a property, the unused portion of the existing curb cut will be replaced by the property owner. When an existing curb cut or driveway entrance is altered or repaired, it shall be made to conform to all dimensional requirements of this section.
  - k. Maintenance responsibility for all driveways including associated curb cuts, sidewalks and driveways will rest with the property owner. After notification, if not repaired within 60 days the Town will undertake needed repairs and bill the property owner for this work. If not paid, the Town will use all legal means to collect the outstanding bill including filling a lien on the property.
- B. Residential Driveways**
- a. Driveways shall be no less than 12 feet wide and no greater than 20 feet wide.
  - b. Residential properties shall have no more than two driveway entrances on one street. **For safety purposes, driveways for corner lots shall access the less traveled of the two intersecting roads.**
  - c. Driveway material shall be a minimum of:
    - i. 6-inch thick 3,000 psi poured concrete over a 4" compacted stone base or,
    - ii. Pressure compacted 4-inch thick asphalt over a 6" compacted stone base or,
    - iii. Brick pavers over sand on a compacted soil base or,
    - iv. Pervious tiles installed per manufacturer's directions or,
    - v. Decorative rock laid over compacted stone base or,
    - vi. Other paving materials (i.e., gravel, etc.) as might be approved by the Town's Public Works Director
  - d. Driveway shall be installed per industry standards and manufacturer's instructions. Settable materials such as concrete shall be installed using removable forms (excavated dirt edge shall not be used as the form) and after forms are removed, dirt backfill shall be used to bring the adjacent lawn area up to the driveway top elevation. Non-settable materials shall be installed with an edging material (landscape timbers, metal edging, poured concrete edging, etc.) to prevent future erosion of the paving material.
- C. Commercial Driveways**
- a. Commercial driveways shall be no less than 25 feet wide and no greater than 35 feet wide. Wider driveways may be approved during the site plan review process.
  - b. Commercial properties shall have no more than two driveway entrances on each street. Corner lots may have 2 driveway entrances on each street.
  - c. Driveway material shall be a minimum of:
    - i. 6-inch thick 3,000 psi poured concrete over a 4" compacted stone base or,
    - ii. Pressure compacted 4-inch thick asphalt over a 6" compacted stone base or,
    - iii. Other paving materials as might be approved by the Town's Public Works Director

iv. Public Works Director may require thicker pavement if high truck traffic volume is expected.

d. Driveway shall be installed per industry standards and manufacturer's instructions.

#### D. Industrial Driveways

a. Driveways shall be no less than 35 feet wide and no greater than 50 feet wide. Wider driveways may be approved during the site plan review process.

b. Industrial properties shall have no more than two driveway entrances on one street.

c. Driveway material shall be a minimum of:

i. 6-inch thick 3,000 psi poured concrete over a 4" compacted stone base or,

ii. Other paving materials as might be approved by the Town's Public Works Director

iii. Public Works Director may require thicker pavement if high truck traffic volume is expected.

d. Driveway shall be installed per industry standards and manufacturer's instructions.

#### E. Variances

a. Dimensional requirements of this section can be altered by the issuance of a variance by the Town's Board of Adjustment when their strict enforcement would cause undue hardship on the property owner or make the intended use of the property impossible. Variances may not be issued merely as a matter of cost savings.

(Code 2003, § 15-51)

#### Sec. 22-26. ~~Permit required~~

~~It shall be unlawful for any person to break out any street curb for the purpose of constructing a driveway entrance, or to construct any driveway across the grass plot or sidewalk, without first obtaining a written permit from the public works department.~~

(Code 2003, § 15-52)

#### Sec. 22-27. ~~Supervision of work~~

~~Any and all work performed under the provisions of this article shall be done under the supervision of the public works department.~~

(Code 2003, § 15-53)

#### Sec. 22-28. ~~Paving generally~~

~~All driveway entrances constructed or reconstructed upon the street rights-of-way of the town shall be paved in the manner described in this article.~~

(Code 2003, § 15-54)

#### Sec. 22-29. ~~Proximity to intersections, hydrants, etc.~~

~~No driveway entrance shall be permitted to intersect the radius of any street corner or be so located that it interferes with intersection sidewalks (or no closer than 25 feet to the intersection of right-of-way line, whichever is greater), traffic signals, lamp standards, fire hydrants or other public improvements unless specific approval is obtained from the public works department and necessary adjustments to public improvements or installations are accomplished without cost to the town, and in accordance with [section 22-32\(g\)](#).~~

(Code 2003, § 15-55)

~~Sec. 22-30. - Minimum size of serviced area.~~

~~The area to which a driveway provides access shall be sufficiently large to store vehicles using the driveway completely off the right of way and shall be of sufficient size to allow the functions related thereto to be carried out completely on the private property.  
(Code 2003, § 15-56)~~

~~Sec. 22-31. - Side clearance.~~

~~All portions of the driveway including the returns shall be between the property lines of the property served and shall not encroach on adjoining properties.  
(Code 2003, § 15-57; Ord. of 8-7-2006)~~

~~Sec. 22-32. - Number, width of openings.~~

~~(a) Residential generally. The width of residential driveway entrances shall be limited to 20 feet each as measured along the curbline with not more than two such entrances to the same property. When two entrances are constructed to serve the same residence, there shall be a minimum distance of 25 feet of curb allowed to remain between the driveway entrances measured along the curbline.~~

~~(b) Duplex (two-family). The width of a driveway entrance shall be limited to 20 feet each as measured along the curbline when two entrances are made to the same property, provided there shall be a minimum distance of 25 feet of curbline allowed to remain between the driveways. The width of a single driveway entrance to serve a duplex shall be limited to 24 feet. There shall be no more than two entrances to the same property.~~

~~(c) Multifamily. When driveway entrances are constructed to serve apartment houses, such entrances may be 24 feet in width measured at the curbline with not more than two such entrances to the same property from the same street. When two driveway entrances are constructed, there shall be at least 25 feet between driveway entrances measured at the curbline.~~

~~(d) Joint driveways. The width of a joint driveway, as may be authorized by the zoning department, serving two adjacent pieces of property shall be limited to 24 feet along the curbline, provided no other means of driveway access is reasonably available and the permit for such driveway is signed by the then owner of the adjacent property. There shall be no more than one joint driveway for each two adjacent pieces of general residential property and no more than two joint driveways for each two adjacent pieces of duplex or multifamily residential property.~~

~~(e) Business. Driveway entrances and exits, either or both, constructed to serve business property shall not exceed 35 feet in width and not more than two such curb openings shall be permitted from the same street to serve any business or combined group of businesses such as shopping centers. When two openings are constructed, there shall be a minimum distance of five feet of curb allowed to remain between the driveway entrances.~~

~~(f) Industrial. Curb openings made to provide entrances or exits to industrial plants may be 50 feet in width with not more than one such entrance to the same property; except, that the zoning department may approve, without the concurrence of the board of aldermen, a second entrance when it deems such is in the public interest to facilitate ingress and egress to the property. When two or more such industrial driveway entrances are constructed, there shall be a minimum of 50 feet between such entrances as measured at the curbline.~~

~~(g) Corner lots. Property having frontage on two intersecting streets within 100 feet of the intersection of such streets shall have access only from the minor or less intensively used street except as may be authorized under [section 22-43](#), and in accordance with [section 22-29](#).~~

~~(Code 2003, § 15-58)~~

~~Editor's note—Refer to the Unified Development Ordinance, contained in Appendix A to this Code, for standards regarding number and width of openings.~~

~~Sec. 22-33. -Relocation, alteration or driveway approaches—Permit required; limitation.~~

~~Existing driveway approaches shall not be relocated, altered or reconstructed without a permit approving such relocation, alteration or reconstruction. Such driveway approaches when so relocated, altered or reconstructed shall be subject to the limitations set forth in sections [22-33](#) through [22-36](#).~~

(Code 2003, § 15-59)

~~Sec. 22-34. - Relocation, alteration or driveway approaches — Replacement of curbs.~~

~~When the use of any driveway approach is changed making any portion or all of any driveway approach unnecessary in the opinion of the zoning department, the owner of the abutting property shall, at his own expense, replace all necessary curbs, gutters and sidewalks within 60 days after written notice from the zoning officer.~~

~~(Code 2003, § 15-60)~~

~~Sec. 22-35. - Relocation, alteration or driveway approaches — Reconstruction by abutting property owner.~~

~~When an existing building or structure is served by a driveway approach (not conforming to the provisions of this article) which is demolished, repaired or altered, the owner of the abutting property shall, at his own expense, reconstruct the driveway approach so as to conform to the provisions of sections [22-33](#) through [22-36](#).~~

~~(Code 2003, § 15-61)~~

~~Sec. 22-36. - Driveway approaches; conformance to town standards.~~

~~All work done in the construction of driveway approaches shall conform to town standards for concrete sidewalk and driveway approaches as established in this chapter or by the zoning department. The maintenance department will inspect all such work.~~

~~(Code 2003, § 15-62)~~

~~Sec. 22-37. - Thickness of pavements.~~

~~The thickness of pavement shall not be less than six inches including a top surface of not less than one inch of asphaltic concrete and the stone base.~~

~~(Code 2003, § 15-63)~~

~~Sec. 22-38. - Replacement of existing sidewalks.~~

~~When any driveway entrance is constructed or reconstructed, any existing four inch sidewalk shall be replaced with concrete specifications of 3,000 PSI or of not less than six inches in thickness where the driveway crosses the sidewalk. The pedestrian walk shall be indicated by false cracks or lines in the pavement. The newly constructed section of sidewalk shall be at an elevation or grade approved by the maintenance department.~~

~~(Code 2003, § 15-64)~~

~~Sec. 22-39. - Materials for construction of residential driveways.~~

~~Paving materials used shall be of cement with specifications of 3,000 PSI or asphaltic concrete with a thickness of at least six inches.~~

~~(Code 2003, § 15-65)~~

~~Sec. 22-40. - Property owner's responsibility for maintenance and repairs.~~

~~Responsibility for maintenance and repairs to new and existing driveway entrances or exits shall rest with the property owner. Upon receipt of a notice to repair damaged pavement, the property owner shall make the necessary repairs within 60 days in accordance with the requirements set forth in this article. If the required repairs and/or maintenance are not completed within the time specified, the maintenance department will complete the necessary repairs and/or maintenance and the owner will be responsible for reimbursing the town. Failure to do so within the specified time will result in a lien being placed upon the property.~~

~~(Code 2003, § 15-66)~~

~~Sec. 22-41. - Driveways from state highway streets.~~

~~Where the property is to be served by a driveway opening into a state highway street, a permit as required by the state highway commission manual on driveway entrance regulations shall be first submitted to the~~

~~planning department for its review and approval. The requirements of this article or those of the manual on driveway entrance regulations, whichever is greater, shall be the minimum standards for development.  
(Code 2003, § 15-67)~~

~~Sec. 22-42. - Responsibility for damages; use of barricades, lights.~~

~~The property owner shall be responsible for removing all debris and surplus materials upon completion of the work and shall maintain the premises in a safe manner, providing adequate barricades and lights at his own expense to protect the safety of the public using adjacent street or sidewalks and shall hold the town free and harmless from all damages for any liability incurred.  
(Code 2003, § 15-68)~~

~~Sec. 22-43. - Variances.~~

~~The zoning board of adjustment may grant variance from the standards of this article.  
(Code 2003, § 15-69)~~

**Sections 22-26 through 22-43 shall be reserved.**

## SUMMARY

TO: Board of Aldermen  
FROM: Town Manager  
RE: **Longevity Pay**  
DATE: 11/8/2021

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Funding for projected longevity pay was adopted within the FY21-22 budget. The Board reserves consideration for actually authorizing the *expenditure* of these funds until the November meeting; partly for ceremonial purposes, but also to consider the current overall condition of the town's budget.

**Recommended Action:**

**Motion to approve Longevity Pay for the FY21-22.**



MEMO

Date: October 26, 2021

TO: Board of Aldermen

From: Town Planner

RE: SB300- Decriminalization of Local Ordinances-part 2

Narrative:

Part of Senate Bill SB300 that has been signed into law, attempts to reduce the load on the criminal court system by decriminalizing local ordinances. What this means is that local ordinances will be handled by citation with a set penalty attached. Inability to collect due to failure to pay the citation would require the Town to file a civil action to collect just like any other past due bill.

SB300 allows certain local ordinances to continue to be prosecuted criminally but requires that specific language be added to each ordinance specifying this type of penalty instead of using “blanket” language in the administrative section of the ordinance, applying the possibility of criminal prosecution to all ordinances. Our ordinance currently uses this “blanket” language (see Section 1-6).

SB300 specifically states that criminal prosecution cannot be used on violations of development regulations (NCGS 160D) and thus our Unified Development Ordinance (Appendix A, Chapter 15, Section 15.4) will be amended to remove this option.

The following is an attempt to bring our ordinances into compliance with SB300. If desired, penalty language can be added or deleted in the future to address specific ordinances’ misdemeanor status.

Staff has reviewed all sections of the Code of Ordinances to determine which specific ordinances we would want to retain or add to the option of criminal prosecution. Some ordinances already include specific language and thus, will not require text amendments but others will. The following table shows which ordinances will lose/retain/add the option of criminal prosecution and their current text status:

<b>Decriminalization of Local Ordinances- Current Status and Required Action</b>								
Ordinance	Description	criminal action desired	specific text included	specific text not included	action	notes		
4-55	Animal control	yes	X		none	Rowan County Ordinance		
6-61	Minimum Housing	no	X		delete			
8-46	Peddlers	no		X	none	ordinance should be deleted		
10-26	public nuisance	no	X		delete			
10-56	junked vehicle	no		X	none			
14-32	youth protection	yes	X		none	for adult violation of ordinance only		
16-1	firearms on town prop	yes		X	add			
16-2	noise	yes		X	add			

The following are suggested text amendments to add/remove the criminal action option from various ordinances:

(yellow text added, strikethrough text deleted)

## **Chapter 1 General Provisions**

### **Sec 1-6 General penalty; enforcement of ordinances; continuing violations**

(a) ~~Unless otherwise provided herein,~~ **Where specified in each individual ordinance herein,** each violation of this Code or any other town ordinance shall constitute a misdemeanor as provided by G.S. [14-4](#), except as otherwise provided by statute, and violations of such provisions of this Code or any town ordinance shall be punished by fine or imprisonment as provided by law. Each day any violation of this Code or any town ordinance shall continue shall constitute a separate offense, except as may be specifically provided.

(b) Violations of this Code or any town ordinance shall constitute either a misdemeanor **(where specifically noted in the individual ordinance)** or, at the election of the town, shall subject the offender to a civil penalty upon the issuance of a citation for said violation as hereinafter provided. The civil penalty, if not paid to the town within 15 days of the issuance of a citation, may be recovered by the town in a civil action in the nature of debt. Unless otherwise provided by a specific provision of this Code or any town ordinance, said civil

penalties shall be in the amount of \$50.00 for each violation and each day any single violation continues shall be a separate violation.

(m) The existing ordinances of the town, a violation of which shall subject the offender to civil penalties and/or criminal penalty provisions of law, are as follows:

- (1) The Code of Ordinances (civil or criminal as specified).
- (2) The Unified Development Ordinance (UDO) of the town (civil only).

## **Chapter 6- Building and Building Regulations**

### **Sec. 6-61 Alternative Remedies**

- a. Nothing in this article nor any of its provisions shall be construed to impair or limit in any way the power of the town to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise nor shall enforcement of one remedy provided herein prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. In addition to the remedies provided for herein, any violation of the terms of this article shall subject the violator to the penalties and remedies, ~~either criminal or civil or both~~, as set forth in [section 1-6](#).

## **Chapter 10- Environment**

### **Section 10-26 Procedure is alternative**

Nothing in this article nor any of its provisions shall be construed to impair or limit in any way the power of the town to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise nor shall enforcement of one remedy provided herein prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. In addition to the remedies provided for herein, any violation of the terms of this article shall subject the violator to the penalties and remedies, ~~either criminal or civil or both~~, as set forth in [section 1-6](#).

## **Chapter 16- Offenses and miscellaneous provisions**

### **Section 16-2 Noise**

(e) Any person violating the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the court by fine or imprisonment, or by both.

### **Section 16-3 Firearms and explosives**

- (a) It shall be unlawful for any person to shoot any kind of firearm or explosive within the town without first having obtained express permission from the board of aldermen. This section shall not be interpreted so as to prohibit the use of firearms for self-protection.

- (b) Any person violating the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the court by fine or imprisonment, or by both.

**Appendix A, Chapter 15, Administration (UDO)**

**Sec. 15.4. - Penalties.**

- A. Nothing in this Ordinance, nor shall enforcement of one remedy provided herein prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. In addition to the remedies provided for herein, any violation of the terms of this Ordinance shall subject the violator to all available the penalties and remedies, ~~either criminal or civil or both.~~
- B. In case any structure or use is erected, constructed, reconstructed, altered, repaired, converted or maintained in violation of this Ordinance as herein provided, an action for injunction or other appropriate action to prevent such violation may be instituted by the Administrator, the Rowan County Building Inspector, any other appropriate Town authority, or any person who may be damaged by such violation.

15.4.1 ~~-Deleted-~~

*~~Criminal Penalties.~~*

~~Any person, firm, or corporation convicted of violating the provisions of this Ordinance shall, upon conviction, be guilty of a misdemeanor and shall be fined an amount not to exceed 500 dollars and/or imprisoned for a period not to exceed 30 days. Each day of violation shall be considered a separate offense, provided that the violation of this Ordinance is not corrected within 10 days of receipt of the warning citation.~~

## SUMMARY

TO: Board of Aldermen  
FROM: Town Manager  
RE: **CRMPO Administrative Services**  
DATE: 11/8/2021

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Attached is the more detailed 8/27/21 email I sent out that explains this item's background and Concord's request for feedback up to that point, and an updated presentation it presented to the TCC and TAC last month.

### In a nutshell:

The City of Concord serves as our MPO's Lead Planning Agency. It currently manages the funds, contract, legal work, etc.; but it has been contracting out MPO administrative services with Mobility Solutions Unlimited, LLC.

That contract ends in June 2022, and Concord initially reached out to TAC and TCC for feedback about the upcoming RFQ ("bidding") process for it. Consensus from everyone's feedback they received was that it would be preferable and more advantageous in terms of cost, efficiency, and enhanced technical resources/support for member jurisdictions (especially smaller ones without such expertise on staff) for Concord to consider bringing the MPO administrative services *in-house* instead, as well.

A common concern in any regional endeavor is ensuring fair representation of all members' interests. Concord wants to make sure they've heard as much feedback from local municipalities as possible to incorporate ideas, answer any questions, and/or head off any issues possible while moving forward. Please let me know if you have any questions I can try to get answered before the meeting discussion.

### **Recommended Action:**

**Discussion and any feedback the Board may have on the process or proposal.**

## Town Manager

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**From:** Town Manager  
**Sent:** Friday, August 27, 2021 11:31 AM  
**To:** Town Manager  
**Subject:** BOA update/Action Item - FW: MPO Discussion Summary and Next Steps  
**Attachments:** MPO Comparison Chart.pdf; MPO Salary Chart.pdf; MPO Quick Facts.pdf

Good morning Board members.

I'm not sure how much Mayor Feather has already briefed you on TAC discussions, but [the email below](#) (and its accompanying attachments "[MPO Comparison Chart](#)" and "[MPO Salary Chart](#)") is a pretty good summary that Concord's Transportation Director Phillip Graham provided the TCC regarding the discussion about bringing the MPO's administrative services in-house.

A lot of elected officials (and even a lot of professional staff) don't fully understand what MPOs are, and can easily get confused by all the acronyms involved with it... so the best overview I've seen in a nutshell is also attached ("[MPO Quick Facts](#)"). As for our specific MPO structure here:

- CRMPO: Cabarrus Rowan Metropolitan Planning Organization.
  - The MPO is comprised of two committees:
    - TAC: Transportation Advisory Committee. The MPO's policy committee, consisting of local elected officials appointed to represent their respective governing boards' interests (GQ: Bill Feather regular, Doug Shelton alternate).
    - TCC: Technical Coordinating Committee. The MPO's technical advisory/analysis & feedback committee, consisting of professional state and local government staff (GQ: Jason Hord regular, Larry Smith alternate).
  - City of Concord serves as our MPO's Lead Planning Agency (LPA). The city currently contracts out the administrative services of the MPO function with the private consulting firm "Mobility Solutions Unlimited LLC" (Connie Cunningham, Managing Member of the LLC & serving as MPO's Executive Assistant; Phil Conrad, Member of the LLC & serving as MPO's Director).

Consensus from everyone's feedback to Concord so far has been to continue with the planning to bring the MPO staff in-house. To make sure that's done right if so, Concord wants to make sure they've heard any feedback from local municipalities so that any questions are answered, or any concerns considered and addressed. Phillip is working on a presentation for the TCC & TAC in September, so getting each municipality's feedback asap is important. Please review below and attached and let us know if you have any questions or feedback.

Thanks,  
Larry

Bcc: BOA + Candidates, Dept Heads and Admin Staff

**From:** Phillip Graham <[grahamp@concordnc.gov](mailto:grahamp@concordnc.gov)>  
**Sent:** Monday, June 14, 2021 12:54 PM  
**Subject:** MPO Discussion Summary and Next Steps

Good morning,

Thank you to all that came last week to Kannapolis City Hall and provided a lot of great discussion. To recap for those that were not there, the main take-aways from the conversation were:

- Need for additional staff and focus areas was evident with
  - Smaller Jurisdictions
  - Advocating with NCDOT
  - Addressing all modes
  - Tech support/GIS
- The group felt that the best way to accomplish growing our MPO support was by bringing services in house (no longer contracted) and housed at the City of Concord, since we already managing funds, contract, legal, etc. as the LPA. A few notes for transparency:
  - Involve MPO members in hiring of CRMPO Director
  - Reach out to MPO members for annual survey/feedback on CRMPO Director's Performance Evaluations
  - Essentially make sure we keep City of Concord's interactions with MPO transparent
- Cost Comparison
  - Attached is the MPO Comparison Chart again for CRMPO vs 3 others
  - If brought in-house, see attached MPO Salary Chart which takes current City of Concord pay bands and assumed job titles to create a best guess of the cost. \*Note some benefits may be covered by grant, some may be absorbed by City, still being fully determined.
  - Summary is that for our current value of 2 employees, we would be looking at 4 employees if brought in house.

**Next Steps:**

- TCC members need to get feedback/support from their Management and TAC Representatives regarding CRMPO staff being brought in house to Concord.
  - City of Concord needs to develop job descriptions, post for interviews, make hiring decisions in time for some overlap with the contract ending.
  - Timeline (subject to change):
    - Need Feedback by July 30, 2021 (Confirmation whether or not TAC members are on board)
    - City would look to post and hire in Spring of 2022
    - Overlap of staff May/June 2022
    - Contract ends June 2022
    - July 1, 2022 CRMPO Director is allowed to hire support staff
    - In September I tentatively will plan to speak during informational items at TCC and TAC to report where everything is going, as long as we still have a consensus.

If anyone needs to/wants to reach out to me, I am certainly happy to meet with you to go over any details and/or questions. Do not hesitate to ask.

Thank you all again

**Phillip L. Graham, PE**  
Transportation Director  
City of Concord  
Ph. 704-920-5338 | [grahamp@concordnc.gov](mailto:grahamp@concordnc.gov)

## What are MPOs?

A Metropolitan Planning Organization (MPO) is a transportation policy-making organization made up of representatives from local government and transportation authorities. In 1962, the United States Congress passed legislation that required the formation of an MPO for any Urbanized Area (UZA) with a population greater than 50,000. Congress created MPOs in order to ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive ("3-C") planning process. Federal funding for transportation projects and programs are channeled through this planning process. Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). As of 2005, there are 385 MPOs in the U.S.

In creating the requirements for MPOs and a metropolitan planning process, Congress identified several key reasons MPOs are essential:

- Transportation investment means allocating scarce federal and other transportation funding resources appropriately;
- Planning needs to reflect the region's shared vision for its future
- Adequate transportation planning requires a comprehensive examination of the region's future and investment alternatives; and
- An MPO is needed to facilitate collaboration of governments, interested parties and residents in the planning process.

In other words, the federal government wishes to see transportation funds spent in a manner that has a basis in metropolitan region-wide plans developed through inter-governmental collaboration, rational analysis and consensus-based decision-making.



## Core MPO Functions:

**Establish a setting:** Establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area and ensure local and state officials identify priorities and develop implementation strategies in a cooperative and coordinated way.

**Evaluate alternatives:** Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.

**Maintain a Long-Range Transportation Plan (LRTP):** Develop and update a fiscally-constrained long-range transportation plan for the metropolitan area covering a planning horizon of at least 20 years that:

1. fosters mobility and access for people and goods,
2. efficient system performance and preservation, and
3. quality of life.

**Develop a Transportation Improvement Program (TIP):** Develop a fiscally-constrained program based on the long-range transportation plan and designed to serve the area's goals, using spending, regulating, operating, management, and financial tools.

**Involve the public:** Involve the general public and all the significantly affected sub-groups in the four essential functions listed above.

Presently, most MPOs have no authority to raise revenues (e.g., levy fees or taxes) on their own; rather, they are designed to allow local officials to collaboratively decide how available federal and non-federal transportation funds should be spent in urbanized areas. The funding for the operations of the MPO agency itself comes from a combination of federal transportation funds and required matching funds from state and local governments.



North Carolina  
Association of MPOs

# NCAMPO

**North Carolina's MPO**

Burlington-Graham MPO  
Cabarrus-Rowan MPO  
Capital Area MPO  
Charlotte Regional MPO  
Durham-Chapel Hill-Carrboro MPO  
Fayetteville MPO  
French Broad River MPO  
Gaston-Cleveland-Lincoln MPO  
Grand Strand MPO  
Greater Hickory MPO  
Goldsboro MPO  
Greensboro MPO  
Greenville MPO  
High Point MPO  
Jacksonville MPO  
New Bern MPO  
Rocky Mount MPO  
Wilmington MPO  
Winston-Salem MPO

www.ncampo.org



# CABARRUS-ROWAN METROPOLITAN PLANNING ORGANIZATION (CRMPO)

CITY OF CONCORD

TRANSPORTATION DEPARTMENT



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CRMPO Today

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Recommendations

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Staffing

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Cost Estimate

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Transparency Plan

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Proposed Timeline



# OUTLINE

# CRMPO TODAY

Cabarrus-Rowan MPO Local Match Table

MPO Member	Percent	
Concord	25.0%	\$ 16,188
Rowan County	24.2%	\$ 15,703
Cabarrus County	15.6%	\$ 10,135
Kannapolis	13.5%	\$ 8,727
Salisbury	10.6%	\$ 6,864
Harrisburg	3.6%	\$ 2,360
China Grove	1.3%	\$ 852
Spencer	1.0%	\$ 669
Landis	1.0%	\$ 634
Midland	1.0%	\$ 629
Granite Quarry	0.9%	\$ 600
Rockwell	0.7%	\$ 432
E. Spencer	0.5%	\$ 314
Mount Pleasant	0.5%	\$ 338
Cleveland	0.3%	\$ 178
Faith	0.3%	\$ 165
<b>Total</b>		<b>\$ 64,789</b>

- Third Party Consultant – Mobility Solutions
  - Sole consultant based MPO in NC
  - Two full-time personnel: Administrator & MPO Manager
  - Contract Amount \$275,000
- Unified Planning Work Program (UPWP) 2022:
  - \$453,945 Federal and Local PL Funding
  - \$95,751 Federal and Local Transit 5303 Funding

Transit Planning - 5303			
Local (10%)	State (10%)	Federal (80%)	Fund Total
\$9,575	\$9,575	\$76,601	\$95,751

Region		Staff		Size					Funding					
MPO	LPA	Contracted Staff	Internal Staff	Members Jurisdictions	TMA (Population over 200,000)	Non-Attainment (Air Quality Conformity)	Population (Census 2010)	Area (Sq Mi)	Main UPWP Funding Sources	UPWP Task Funding Total FY21	Total Local Match	PL (104) Fund Total	FHWA PL Funds (80%)	Local PL Match (20%)
CRMPO	Concord	2	0	16	Yes	Yes	316,427	888	PL 104 5303	\$444,571	\$79,339*	\$348,820	\$279,056	\$69,764
CRTP0	Charlotte	0	8 (now 11)	27	Yes	Yes	1,262,842	1,559	PL 104 5303 STP-DA FTA TOD SPR	\$5,829,421	\$901,755	\$2,608,921	\$2,087,137	\$521,784
JUMPO	Jacksonville	0	4	9	No	No	141,613	423	PL 104 5303 5307	\$352,887	\$60,679	\$253,907	\$203,126	\$50,781
GCLMPO	Gastonia	0	4	18	Yes	Yes	382,271	1137	PL 5303 SPR	\$462,301	\$86,538	\$309,326	\$247,461	\$61,865
BGMPO	Burlington	0	4 (1 full time, 3 part time)	12	No	No	161,793	454	PL 104 5303 5307	\$470,453	\$73,693	\$266,473	\$213,179	\$53,295

\*Additional 5303 local match cost incurred by CK Rider

\*\*The 2020 Census estimates that the CRMPO region population is now 372,679

\*\*\*PL funding increased FY22: Local Match \$90,789

## MPO FUNDING AND STAFFING COMPARISON

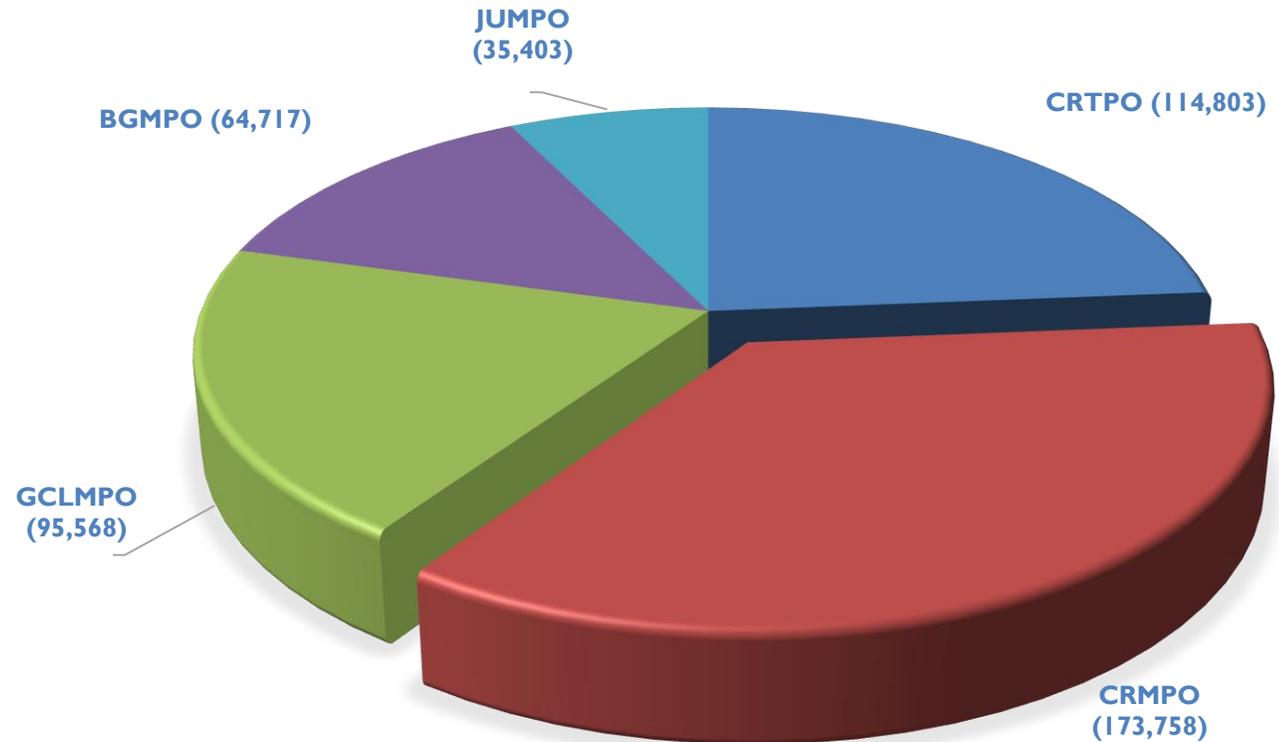
# STAFFING COMPARISON

- National Average: 1 employee/50,000 population
  - CRMPO has 1 employee/173,758 population
    - 347,516 people (2010 Census) and only two employees
- MPO Staffing Study Findings:
  - CRTPO 1 per 114,803.82 (11 full-time employees)
  - GCLMPO 1 per 95,567.75 (4 full-time employees)\*
  - BGMPO 1 per 64,717.2 (1 full-time, 3 part-time)
  - JUMPO 1 per 35,403.25 (4 full-time employees)\*

Each MPO studied had a **minimum of 4 employees** allowing transportation mode specialization

\*Additional time billed from City staff

## URBAN AREA POPULATION PER MPO EMPLOYEE

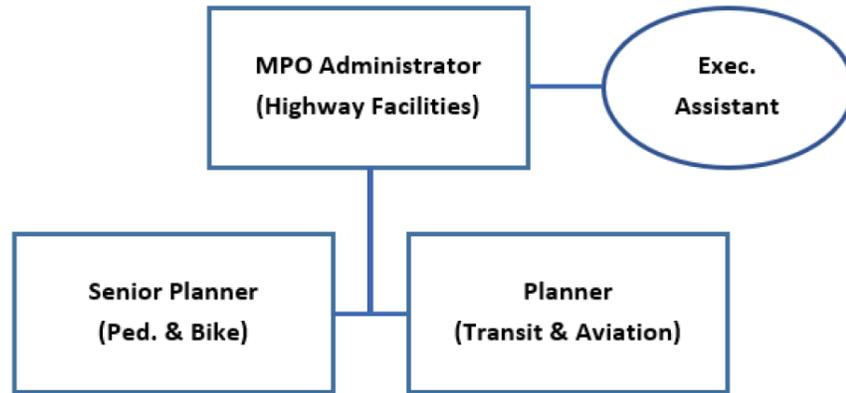


- The 2020 Census estimates that the CRMPO urban area population has reached 372,679. This equates to 1 employee/186,340 population.

## OVERALL RECOMMENDATIONS

- Consensus received from TCC and NCDOT to transition to hosted MPO Structure
- Based on internal discussion and comparison to other MPO's staffing structures, hosting the MPO would have the following benefits:
  - Extend fund dollars to increase staffing
  - Increase transportation mode specialization and technical expertise
  - Provide more support to jurisdictions

# EXAMPLE STAFFING STRUCTURE



City of Concord Compensation Chart		
Job Codes	Min	Max
113 (Administrator/Manager)	\$ 79,802.83	\$ 131,674.67
110 (Senior Planner)	\$ 60,507.10	\$ 99,836.75
209 (Planner)	\$ 47,224.76	\$ 77,920.85
208 (Exc. Asst)	\$ 43,325.46	\$ 71,487.02
<b>TOTAL</b>	<b>\$ 230,860.15</b>	<b>\$ 380,919.29</b>
<b>AVERAGE SUM</b>	<b>\$</b>	<b>305,889.72</b>

- MPO Administrator/Manager
  - Highway focused
  - Charged with hiring all other positions
- Senior Planner
  - handles Bicycle and Pedestrian needs
- Planner
  - focused on Transit, Rail, and Aviation needs
- Executive Assistant

➤ One or both Planners should also have a robust GIS skillset

Salaries are assumed based on City of Concord's salary bands in comparison to CGLMPO's staffing structure

Local Match Table - PL	Percent	Cost (min +10%)
Concord	28.20%	\$ 20,322.76
Rowan County	21.80%	\$ 15,710.50
Cabarrus County	14.10%	\$ 10,161.38
Kannapolis	14.30%	\$ 10,305.51
Salisbury	9.50%	\$ 6,846.32
Harrisburg	5.10%	\$ 3,675.39
Midland	1.30%	\$ 936.86
China Grove	1.20%	\$ 864.80
Landis	1.00%	\$ 720.67
Spencer	0.90%	\$ 648.60
Granite Quarry	0.80%	\$ 576.53
Rockwell	0.60%	\$ 432.40
Mount Pleasant	0.40%	\$ 288.27
E. Spencer	0.40%	\$ 288.27
Cleveland	0.20%	\$ 144.13
Faith	0.20%	\$ 144.13
<b>TOTAL</b>		<b>\$ 72,066.53</b>

# ESTIMATED COST BREAKDOWN

- Any transit related tasks could be charged to 5303 funds, reducing charged PL Funds.

# ESTIMATED COST DELTA

Factoring in the current UPWP rates, assuming majority of staff are placed around or below the minimum +10% range as is customary for new positions, we expect the municipalities participation to be close to current amounts, considering that some percentage of employee time will be charged to 5303.

Local Match Table - PL	Percent	Cost Difference (min +10%)
Concord	28.20%	\$2,052.26
Rowan County	21.80%	\$1,586.50
Cabarrus County	14.10%	\$1,026.13
Kannapolis	14.30%	\$1,040.69
Salisbury	9.50%	\$691.37
Harrisburg	5.10%	\$371.15
Midland	1.30%	\$94.61
China Grove	1.20%	\$87.33
Landis	1.00%	\$72.78
Spencer	0.90%	\$65.50
Granite Quarry	0.80%	\$58.22
Rockwell	0.60%	\$43.67
Mount Pleasant	0.40%	\$29.11
E. Spencer	0.40%	\$29.11
Cleveland	0.20%	\$14.56
Faith	0.20%	\$14.56
<b>TOTAL</b>		<b>\$7,277.53</b>

# TRANSPARENCY PLAN

## Pre-Implementation Stage

- Request feedback from members regarding future staffing structure of MPO
- Involve all parties in creating position descriptions and qualifications
- Include member jurisdictions from both counties as well as NCDOT in the interview process for the CRMPO Manager (Lead)

## Continuous Involvement

- Reach out to MPO members for annual survey/feedback on CRMPO Manager's Performance Evaluations
- Planning staff will be encouraged to meet with all MPO jurisdictions to ensure needs are being met
- Smaller jurisdictions will be made Chair and Vice Chair of the TCC

# PROPOSED TIMELINE

Summer  
2021

- Determine appropriate MPO structure and reach consensus from all parties involved

Fall 2021

- Write up new position descriptions with input from member jurisdictions

Winter  
2021

- Wrap up documents with HR, and review conformity with NCDOT and FHWA

January 2022

- Advertise CRMPO Manager position

February  
2022

- Review applications with selection committee

March 2022

- Conduct interviews and make final hiring decision with input from member jurisdictions and NCDOT

\* Gives time before July 1<sup>st</sup> start date to iron out logistics of transferring information and allowing the MPO consultant to hire personnel if needed.

**Office of the Mayor:**



# *Proclamation*

**WHEREAS**, the Town of Granite Quarry’s Board of Aldermen pays tribute on this day to the dedicated veterans who have served this great nation with such distinction, both in peace time and in war; and

**WHEREAS**, our community has a continuing sense of gratitude to those who have given so much in the defense of the freedoms which we all continue to enjoy; and

**WHEREAS**, Americans have an abiding faith in the ideals and strengths on which our great nation was founded, in our democratic process, and in the men and women of the armed forces who have served our country so well; and

**WHEREAS**, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy; and

**WHEREAS**, on this patriotic occasion, let us all commit ourselves to the great need of fostering a spirit of rededication to the ideals that have served as the foundation of this great country – “One nation, under God, indivisible, with liberty and justice for all.”

**NOW, THEREFORE**, I, William D. Feather, by virtue of the authority vested in me as Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim Thursday, November 11, 2021 as

## ***“HONOR OUR VETERANS DAY”***

in the Town of Granite Quarry, North Carolina and encourage all our citizens to honor our veterans and rededicate themselves to the preservation of our liberties under the Constitution.

Proclaimed this the 8<sup>th</sup> day of November 2021.

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William D. Feather, Mayor

ATTEST:

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Aubrey Smith, Town Clerk

# November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Planning Board 6pm	Election Day				
7	8	9	10	11	12	13
	BoA Regular Mtg. 7pm		Centralina Executive Board Mtng 5pm	Veterans Day Office Closed		
14	15	16	17	18	19	20
	Business After Hours 5pm P.E.R.C. 5pm ZBA 5:30pm	Revitalization 3:30pm	MPO TAC 5:30pm	Power in Partnership Breakfast 7:30am		
21	22	23	24	25	26	27
				Thanksgiving Office Closed	Office Closed	
28	29	30				

# December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
						Christmas at the Lake
5	6	7	8	9	10	11
	Planning Board 6pm			CAC 6pm		
12	13	14	15	16	17	18
	Business After Hours 5pm BoA Organizational Mtg. 7pm			Power in Partnership Breakfast 7:30am		
19	20	21	22	23	24	25
	P.E.R.C. 5pm ZBA 5:30pm	Revitalization 3:30pm		Office Closed	Christmas Eve Office Closed	Christmas
26	27	28	29	30	31	
	Office Closed				New Year's Eve Office Closed	