



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
Tuesday, September 4, 2018**

Present: Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman John Linker, and Alderman Kim Cress, Alderman Jim Costantino

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jason Hord – Maintenance Supervisor, Ms. Shelly Shockley – Finance Analyst/Event Coordinator, Mr. Steve Blount – Town Planner, Mr. Mark Cook – Chief of Police, Brian Peeples – Assistant Fire Chief, Sean Dunham – Firefighter, Mr. Chip Short– Town Attorney

Guests: There were seven guests present.

Call to Order: Mayor Feather called the meeting to order at 7:01 p.m.

Moment of Silence: Mayor Feather opened the meeting with a moment of silence.

Pledge of Allegiance: Mayor Feather led the Pledge of Allegiance.

Approval of the Agenda:

ACTION: Alderman Linker made a motion to approve the agenda as presented with the addition of Closed Session for discussion of property. Alderman Costantino seconded the motion. The motion passed with all in favor.

Approval of the Consent Agenda:

ACTION: Alderman Cress made a motion to approve the consent agenda. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

Citizen Comments

Ed Shell of 510 Lewis Street in Granite Quarry commented about planning for bicycle and pedestrian walkways. Mr. Shell expressed concern with DOT expectations including full-time project management by a Town staff person and a cost of \$2,500 to 3,500 for the study. There

also is a requirement to demonstrate widespread support. Mr. Shell expressed support for repairing existing sidewalks before expanding with additional walkways or bicycle paths. Additionally, Mr. Shell stated that a “bright spot” was finding that some of the programs had been used to repair or improve intersections with sidewalks or crosswalks. In closing, Mr. Shell mentioned that from what he read, larger municipalities and tourist destinations had more success meeting DOT recommendations and finding success with this type of project.

Fred Krusemark of 1117 Hillcrest Ridge Drive in Timber Run expressed appreciation to the Board and Staff for quick response relating to the recent sink hole on Timber Run Drive.

Guests and Presentations

There were no guest presentations.

Public Hearing

a. Zoning Text Amendment for Code Enforcement in the Town’s ETJ

Steve Blount, Town Planner explained the legal opinion that the Town should not enforce regulations in the ETJ. The recommended changes are to remove all mention of enforcing nuisance ordinances in the ETJ. There are two changes removing the reference to the ETJ in Chapter 6, Article 3 of the Minimum Housing Code, and Chapter 9, Article 2 – Declaration of Public Nuisances.

Mayor Feather opened the Public Hearing at 7:14 PM. There were no citizens who wished to speak in favor or against the recommended changes that remove references to enforcement in the ETJ from the Minimum Housing Code or the Declaration of Public Nuisances. The Public Hearing closed at 7:15 PM.

ACTION: Alderman Linker made a motion to accept the language in Chapter 6, Article 9 as proposed by the Town Planner. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

ACTION: Mayor Pro Tem LaFevers made a motion to accept the language as presented for Chapter 9, Article 2. Alderman Cress seconded the motion. The motion passed with all in favor.

ACTION: Alderman Linker made a motion to adopt a Statement of Consistency with the Comprehensive Plan, stating that the Board of Aldermen find the accepted text amendments to be in the best interest of the public, to be consistent with general policies stated in the Town’s Comprehensive Plan, and bring the codes in line with North Carolina General Statutes. Alderman Costantino seconded the motion. The motion passed with all in favor.

b. Zoning Text Amendment for Livestock Regulations in Town

Steve Blount, Town Planner, reviewed the proposed amendments to include the management of livestock in the Code of Ordinances, with the definition of a Bona Fide

Farm to remain in the UDO because that is a Zoning Ordinance. Currently there are ordinances in both places and they are not the same. Mr. Blount suggested using the following guidelines:

Minimum lot size: 2 acres

Animals allowed less than 1 acre: 0

Animals per acre: 2

Separation from residence: 200'

Area for animals fenced: Yes

Chickens, fowl: 5 chickens = 1 animal

Hogs: Not Allowed

Bees: Allowed per NCGS106-645

Housing: Sanitary and Humane

Additional restrictions: Not in front yard, 10' setback for fencing from property line, & odors and noise shall not be objectionable to adjacent residences.

It is suggested that in the UDO, the text in Section 4.9.1 be revised as follows:

- Items A & B be left as they are since they relate to bona fide farms (a legal zoning terminology) and the structures that can be built upon them.
- Item C be revised to say, "Refer to the Town's Code of Ordinances, Chapter 5 for regulations pertaining to the keeping of livestock in the Town of Granite Quarry."
- Delete Items D through G.

It is suggested that the Code of Ordinances be revised as follows:

Sec. 5-3. Cattle, goats, sheep, horses, etc.

- a) No livestock shall be kept, maintained or stabled on any lot not exceeding two (2) acres.
- b) Not more than one (1) animal unit shall be kept, maintained or stabled per acre. For the purposes, of this section, one (1) animal unit shall mean a goat, sheep, horse, cow, llama, alpaca, ostrich, or similar animal. Five (5) chickens or similar fowl shall count as one (1) animal unit.
- c) Animals shall only be kept on owner occupied parcels or on parcels occupied by renters with the permission of the owner. No animals shall be kept on undeveloped parcels zoned for residential or commercial use.
- d) The keeping of hogs is not permitted.
- e) All livestock shall be fenced so that they are completely contained and no closer than 200 feet from an adjacent dwelling unit. This shall not apply to residences constructed after the establishment of such livestock containment area, however, the containment area may not encroach further towards the newly established residence. Fencing shall be setback at least 10' from adjacent property lines or side street rights-of-way. Livestock shall not be kept in the front yard of the residence.
- f) This section shall not apply to cats, dogs, potbellied pigs, or similar household pets.
- g) In accordance with NCGS 106-645, up to five (5) bee hives are permitted on a single parcel provided that hives are placed at ground level or securely attached to an anchor or stand. If the hive is securely attached to an anchor or stand and is setback a minimum of 10 feet from the including setbacks from the property line and from other hives. The

Town of Granite Quarry may require the removal of any hive that is no longer maintained or is a threat to the health, safety, and welfare of the public.

Mayor Pro Tem LaFevers asked if any of the changes would affect the ETJ. Mr. Blount explained that residents in the ETJ would still come to the Town of Granite Quarry for Zoning issues, such as building, setbacks, and fencing requirements, however they would not be subject to other general ordinances of the Town.

Mayor Feather opened the Public Hearing for proposed zoning text amendment regarding livestock at 7:30 PM. There were no citizens who wished to speak for or against the proposed text amendment.

ACTION: Mayor Pro Tem LaFevers made a motion to accept the text amendment regarding livestock as proposed by the Town Planner. Alderman Costantino seconded the motion. The motion passed with all in favor.

ACTION: Alderman Linker made a motion to adopt a Statement of Consistency with the Comprehensive Plan, stating that the Board of Aldermen find the proposed text amendments to the Town's Code of Ordinances and Uniform Development Ordinance to be in the best interest of the public, to be consistent with general policies stated in the Town's Comprehensive Plan, and brings the Codes in line with North Carolina General Statutes.

Town Manager's Update

- a. Sink hole in Timber Run – There were several Board members and the Town Manager onsite at the sinkhole on Timber Run Drive earlier today. Jason Hord, Public Works Manager, stated that he had met onsite with Carolina Siteworks for a second opinion on what needs to be done. The area has been marked with cones for safety notification. Once a response is received from Carolina Siteworks, there will be a better understanding of what work needs to be done. Updates will be posted on the Town website. Mayor Feather suggested covering the damaged part of the road with a large piece of metal so there is less chance of injury to a pedestrian.

Mr. Conrad spoke about complaints of noise from gun fire at a property in the ETJ that borders the Town. It was suggested that concerned citizens reach out to the Rowan County Sherriff's Department if there were safety concerns. Mayor Feather stated that the Town did not have authority to enforce that in the ETJ, but Town staff is exploring any potential to assist.

- b. Project updates – Mr. Conrad provided updates on the following projects:
 - The recent scout project led by Noah Wiles at the Legion Building is mostly complete. Mayor Feather shared that the paver walkway was completed, along with addition of flag poles and landscaping. There is one remaining flag pole to be

placed because the order came with one in the wrong color. Chief Cook added that the mismatched pole was returned today; and the replacement is on the way.

- The Village at Granite subdivision of 250 homes is experiencing delays related to flood plain and stormwater permit issues. Bridging for the road between phases I and II has been complex due to the flood plain below. The developer's engineer has indicated that they are moving forward. There is evidence of progress from communications between their engineer, the Town's engineer, and the NC regulatory agency.
- Easter Creek phase II involves a 100,000 square foot building. A site plan has been reviewed by the Technical Review Committee with comments sent back to the developer. The site plan is to be presented to the Planning Board at the September 10 meeting. The Town Manager has met with Easter Creek representatives both at Town Hall and onsite. There has been a specific inquiry about building II.

There were also recent meetings regarding the overhead electrical wires. Because of a stream bed, the utility line is overhead, rather than underground. There is potential that a study could be conducted on the cost to put utilities underground. Mayor Feather expressed that if the Board chose to move forward with that study underground lines may be possible. Alderman Cress added that with overhead lines, it is possible to increase the amount of power available in the park; which could be a marketing point. Inside the park, utilities can still be run underground.

- The Stone Glen subdivision off of Peeler Street was granted a connectivity variance by the Zoning Board of Adjustment. A preliminary site plan for the subdivision is expected to arrive soon, which will then be reviewed by the Planning Board.
 - IOM Enterprises has two 30,000 square foot additions at the Heilig Road plant that were reviewed by TRC with comments sent to the engineer of the developer. Site plan to be presented to the Planning Board at the September 10 meeting.
 - Town Manager attended the meeting of the Rowan County Commissioners. Access was granted to the Town-owned property at the industrial park as part of their consent agenda.
 - A new planned development off of Highway 52 South by a commercial developer on an 11-acre site could involve a dollar store, convenience store, ATM, and rental space. Information is being provided to the developer by the Town Planner.
- c. Well House – This is a property owned by the Town on Bank Street. This property has been maintained by the Town. It has a value of less than \$20,000. The Town Manager did some research and communicated with the Town Attorney. Mayor Feather stated that the property was originally transferred to Granite Quarry Elementary School. The school never used the property and transferred it to the Town. The property is currently serving no purpose for the Town.

The Board by consensus supported exploring the sale of the property. Mayor Feather asked the Town Manager to bring back all options for disposing of the property and suggested using the tax value as a guideline. Chip Short, Town Attorney, agreed that the tax value was a good starting point.

d. NCDOT Bicycle and Pedestrian Planning Grant Initiative

ACTION: Mayor Pro Tem LaFevers made a motion to table discussion of Bicycle and Pedestrian Planning until the October Board Meeting. Alderman Costantino seconded the motion. The motion passed with all in favor.

- e. GQ Athletic Club – Mr. Conrad invited Arin Wilhelm to provide an update on the Granite Quarry Athletic Club. Mr. Wilhelm shared that February 27th that there were registrations being sent out to open on March 1st. Mr. Wilhelm was in an accident that limited his ability to be involved on the lacrosse field. All players were transferred to Davie County Lacrosse. There was some previous talk of an adult soccer league. Mr. Wilhelm hopes to be using the field for lacrosse in the Spring of 2019. Mr. Conrad added that a Rowan Youth League football team had used the field for practice. Mr. Wilhelm added that they would love to have more volunteers involved with the Athletic Club Board if anyone has time to participate.

Alderman Costantino asked about the time frame to get more use of the field and expressed that the Board is concerned with the maintenance of the field if it will be several years. Mr. Wilhelm replied that the Board needs to do what is fiscally responsible for the Town; also stating that the GQ Athletic Club could find an alternative if the property were no longer available. Alderman Linker posed the question whether they should keep the current athletic field if another property being considered was added to the Town. Mr. Wilhelm stated that one of the other projects that was planned for the current athletic field was a disc golf course.

Mayor Pro Tem LaFevers asked about water standing on the field and difficulty accessing the field when wet. Standing water affects less than an acre of the field area close to the front. The remainder of the property drains well. Alderman Cress stated that the Town has invested in access to the property installing a pipe and gravel.

Alderman Linker asked Mr. Wilhelm how much of the land is currently useful. Mr. Wilhelm replied that unless the ground is graded and leveled, it is mostly usable when it is not rainy. Mayor Feather added that the greater cost was not the grading; but making the necessary drainage to create a professional style soccer field. Alderman Costantino asked when the field was last used. Mr. Conrad stated that there had been activity during the last 60 days and there is demand for practice fields.

Alderman Costantino asked if he should excuse himself from the vote, or if it is a conflict of interest that he is also on the Board of the Granite Quarry Athletic Club. Mayor Feather replied that the decision did not financially impact Alderman Costantino, so he should vote.

Mayor Feather commented that the property could be salvaged for future use and added that there is a minimal maintenance cost, however that could be eliminated by having the land farmed as a temporary measure. There also is a part of the property that is not impacted by the flood plain. Mayor Feather added that future use for youth activities should be considered before disposing of the property. Alderman Costantino mentioned that 250 homes being added near the athletic field will bring more children to the area. Mr. Wilhelm stated that if there were soccer goals placed at the field there would be more use of the property immediately.

Mayor Feather asked if there were any further questions or comments before voting. Mayor Pro Tem LaFevers stated that he did not think they had enough information to do much right now. Alderman Cress added that there has been no progress on use of the field during the last nine months and he would like to use funds from sale of the property to pay for improvements and replacement of things that are being used today.

ACTION: Alderman Cress made a motion that if the deed for the Byrd Road property is transferred to the Town of Granite Quarry, within 30 days the Faith Road Athletic Field shall be listed for sale at fair market value. Mayor Pro Tem LaFevers seconded the motion. The motion passed with a 3 to 1 vote and Alderman Costantino in opposition.

Town Clerk's Update

- a. Policy and Procedure Update – Ms. Word stated that staff would be reorganizing the Policy and Procedure Manual. The Board and Department Heads were asked to turn information on any items that need revisions or changes. Mayor Pro Tem LaFevers returned his response, however there has been no response from other Aldermen or Staff. Ms. Word is waiting for further direction from the Board. Mayor Pro Tem LaFevers stated that he thought there was too much information in the Policy and Procedure manual that dictated specifics of how departments were to do their jobs. A committee has been established and will meet for the first time on September 18th at 2:00 PM. The first meeting will be about how to proceed with the project.
- b. Purchasing Policy Update
Ms. Word is currently working on the Purchasing Policy. The Clerk plans to present a draft of the Purchasing Policy at the October meeting of the Board of Aldermen.
- c. Clerk's Summer Academy Synopsis – The Summer Academy was focused on Workplace Diversity and Inclusion in Local Government. There also was a focus on the required process for selling surplus property and the advertising requirements involved. There was a review of social media and related pitfalls for municipal government. She mentioned that Staff and the Board should be careful what type of things are posted online, because personal items posted can have an impact of employment. They had the annual Clerk's business meeting, and Ms. Word was selected to serve on the Publications Committee.

Mayor Feather asked for an update on Town Ordinances. Ms. Word stated that she has made contact with Municode. There will be upcoming meetings with them involving the Clerk, Planner, and Municode. Getting the Ordinances codified will be underway soon, but will be a long process.

- d. Discussion: Lapel Pin Presentation – Ms. Word reviewed several design layout options for lapel pins. Information about lapel pins was requested Mayor Pro Tem LaFevers. The cost for the lapel pins would be \$220 for 100 pins, \$410 for 200 pins, or \$555 for 300. There also are one-time charges of \$85 for the die, and \$25 for silk screens. Shipping cost will be between \$13 and \$18. Staff has recommended style “A”, which is an exact replica of the Town logo.

Alderman Costantino asked why we are buying them and if they are for all employees. Ms. Word replied that they could be given out to residents or worn to meetings and conferences and stated that she would wear one to meetings. Mayor Pro Tem LaFevers stated that they are typically small pins, typically ½” in size. Mayor Feather asked for a motion.

ACTION: Mayor Pro Tem LaFevers made a motion to explore more information on lapel pins. Alderman Costantino seconded the motion. Alderman Cress suggested that the Board split the cost to pay for lapel pins rather than using Town funds. Alderman Costantino agreed. Alderman Cress asked if the Town Manager would financially contribute toward the cost of the pins and he agreed. The motion passed with all in favor.

- e. Lanyard Presentation – Ms. Word presented lanyards to the Board. These were done at the request of Alderman Cress. There also are name badges the could be worn on shirts or lapels. Mayor Feather suggested adding the Town logo and getting them from the local business that has been used in the past.

Ms. Word also mentioned that the updated certified population estimates were received, and the Town of Granite Quarry now has 3,093 residents. Mayor Feather requested information on the percentages of population increase for both the Town and the County. Mr. Conrad stated that the Town’s market share increased.

Finance Officer Update

- a. Audit Update – Ms. Shockley stated that Eddie Carrick, CPA, stated earlier today that once he receives confirmation from Rowan County on taxes and year-end balances they will be able to provide a preliminary financial report to review. Currently we are showing a net loss of roughly \$234,000, mostly due to funds used for the Powell Bill and over inflation of revenues in the previous year’s budget. Overall the Town is under budget by approximately \$250,000 in preliminary figures. Mayor Feather asked about the amount spent toward Powell Bill funds. Mr. Conrad stated that was \$235,000. This money came from general funds to borrow against future Powell Bill funds, which will be paid back.
- b. Revision of Policy 420-10, Financial Management Policies & Internal Control Procedures – This policy currently reads that investments will be in CD’s with a term of 18 months or

less. Ms. Shockley recommended changing this policy to read that “The investment program shall be managed so that investments and deposits can be converted into cash when needed”. By making this change, the Town can invest in 4-year CD’s, earning the maximum interest and still have funds available once a year if needed. The funds from a CD that matured last month are currently in a money market account until they can be moved to a 4-year CD at Board discretion. Ms. Shockley stated that all recommendations are per General Statute 159-30.

Mayor Feather asked about the change and whether there was a place for him to sign. Mayor Pro Tem LaFevers asked about the one-year availability of funds and whether this being in staggered 4-year CD’s would meet the statute requirements. Ms. Shockley replied that it does, because a minimum of 8% has to be available.

ACTION: Alderman Costantino made a motion to approve the policy wording change as presented. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

Old Business

a. Committee Updates

- Revitalization Committee – Alderman Costantino provided an update, sharing that Christmas lights have been ordered. There will be an expansion of the Christmas lights at each end of Salisbury Avenue. The lights will be all LED. At the Square there will be four multi-colored candles. Some of the older fixtures will be utilized at Granite Lake Park.
- Building Committee – Mayor Feather stated that the building plan and the amount paid to the architect was shared with the committee. Alderman Linker shared that the committee met with one contractor so far. They looked at the minor revisions and are working to develop a scope of work. The contractor will be meeting with the committee the week of September 17 through 21 and sharing a more detailed plan with options to consider, depending on the cost involved. Alderman Cress asked if the proposed plan is part of the original plan or if it is different. Alderman Linker replied that it is a small portion of the original plan.
- Parks and Recreation – Mayor Pro Tem LaFevers reported on the music event at Civic Park on August 25. There were over 100 people in attendance and there was a food vendor present. Adult Fish for Fun is planned for the last weekend in September. There is a meeting scheduled for September 5 at 1:30 to talk about repairing the banks at the lake. There will be several options, including replacement of the banks the same way, as well as some different options. Alderman Cress added that this was an informative session and once this work is taking place, it will have a significant impact for the citizens that use the park regularly.

New Business & Action Items

- a. **Disposal of Maintenance Surplus Property** – Mr. Hord reported that there are two older Kawasaki weed eaters, one older Echo weed eater with carburetor issues, and one Stihl backpack blower that have been replaced.

ACTION: Alderman Cress made a motion to sell the Maintenance surplus items including 2 Kawasaki weed eaters, 1 Echo weed eater, and 1 Stihl backpack blower. Alderman Costantino seconded the motion. The motion passed with all in favor.

- b. **Disposal of Fire Surplus Property** – Travis Barnhardt requested to dispose of surplus turnout gear by donating it to a non-profit organization that provides used gear to third world countries. Alderman Cress asked if the gear was cleaning out old items to make more space. Mr. Barnhardt replied that these were items that have been stored in the bays. Alderman Cress suggested that there could be additional items on top of the reserve engine garage that need to be disposed of. Mr. Barnhardt stated that there were only cots there at this time.

ACTION: Alderman Cress made a motion to sell the Fire Department surplus items as requested. Mayor Pro Tem LaFevers seconded the motion. Alderman Linker repeated the motion, asking if the intent was to sell the items or donate them. Mayor Feather stated that they needed to discuss the request further and asked if other Board members read the email he sent out. This email outlined that Mr. Airy sold 14 sets of used turnout gear for \$1,104. Mr. Barnhardt stated that they had 33 sets of turnout gear to dispose of. Mayor Feather stated that if it is being donated the value of the property needs to be noted, then questioning if the Fire Department needed the \$3,000 potentially available from sale of the property. The Town Attorney stated that if the gear in question has value it can not be donated unless it is to another municipal entity. Mr. Conrad asked for an opportunity to explore this further. The Board unanimously opposed the motion.

ACTION: Alderman Cress made a motion to table the request to dispose of surplus turnout gear until more information is gathered. Alderman Costantino seconded the motion. The motion passed with all in favor.

- c. **Sickle Bar** – Mr. Hord reviewed the repair history and safety issues related to the sickle bar mower currently on the Town's tractor. There is a 9' model that would be safer due to having modern guards in place and will provide a similar reach with a dual cutting bar at a cost of \$5,371.
- d. **Additional Mower for Bobcat** – There is a boom mower available that will work with the existing Bobcat that would provide a 42" cut usable in areas of the industrial park at Chamandy Drive to do work that is currently done largely with weed eaters and a small mower. The mower would mount on the Bobcat and swing out to the side. It would be a cost of \$6,800. Also mentioned was an open front brush cutter for future consideration.

Mr. Hord summarized his requests, explaining that his budget had \$22,000 remaining from the previous year. These two requests for \$6,800 and \$5,371 would still leave additional funds that Mr. Hord would like to appropriate the remaining amount to the Revitalization Committee for the Christmas lights that were purchased to offset that cost.

ACTION: Alderman Costantino made a motion to replace the items as requested by the Maintenance Department. Mayor Pro Tem LaFevers seconded the motion.

Alderman Linker stated that he did not know much about this equipment. Alderman Cress recommended a larger, more industrial model for the sickle bar, and expressed support for it if a more expensive model might be a better solution. Mayor Feather added that they could appropriate the money needed and then shop the available sickle bars. The motion passed with all in favor.

Board Comments

Alderman Linker mentioned an article that was recently in the Salisbury Post, stating that it was a review of all the Fire Departments that are struggling with staffing issues. It was not directly related to Granite Quarry, however, Alderman Linker stated that it validated the staffing concerns that have been presented by the Fire Department.

Alderman Cress asked about the status of the South Main Street property. The Town Manager has spoken with a couple of real estate brokers in the past week. The first one has not responded in a timely manner. Now the Manager is waiting for information from the second broker. Alderman Cress asked what sections of the property were being marketed. Mr. Conrad stated that he was seeking creative marketing ideas for marketing the entire property from the real estate brokers.

ACTION: Alderman Cress made a motion to put the South Main Street property on the market within 30 days. Mayor Pro Tem LaFevers seconded the motion.

Mayor Feather added that he would like to see the property sold with a stipulation of improvement of the property within a set time frame included in the sale.

ACTION: Alderman Cress amended the motion, adding restrictions to make improvements to the property within a predetermined period of time. Mayor Pro Tem LaFevers amended his second. The amended motion passed with all in favor.

Mayor's Notes

Mayor Feather mentioned that there was an ongoing process of finding a new CCOG Director and reviewed the upcoming schedule of events.

Mayor's Action

The Town Manager mentioned discussion with the Chamber of Commerce regarding the potential for a Grand Opening ceremony announcing the re-opening of the shopping center that has several new businesses opening including a new donut shop.

Sandra Shell had information she would like to share with the Town Manager regarding the sale of the surplus fire turnout gear; and asked to speak with him outside the meeting.

Adjournment

Alderman Costantino made a motion at 9:11 PM to adjourn the meeting. Alderman Cress seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Scott Stewart

Deputy Clerk