



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING
February 4, 2019 • 7:00 P.M.**

1. **Call to Order** – Mayor Feather
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Approval of the Consent Agenda**
 - a. **Approval of the Minutes**
 - Regular Board Minutes January 7, 2019
 - Special Called Minutes January 18, 2019
 - Special Called Minutes January 28, 2019
 - b. **Departmental Reports** (*Reports in Board packet*)
 - c. **Financial Reports**
6. **Citizen Comments** (*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)
7. **Guests and Presentations**
8. **Public Hearing – 10 minutes**
 - a. **ORDINANCE NO. 2019-01** Voluntary Annexation – for the following described territory, requested by petition filed pursuant to G.S. 160A-31.

TRACT ONE: Situate, lying and being Litaker Township, on the west side of the Faith Road and described as follows:

BEGINNING at a stake in the West margin of the Faith Road, H.H. Canup's corner; thence with Canup's line, South 84½ deg. West 140 feet to a cedar tree;

thence North 85½ deg. West 395 feet to a stake, Canup's corner in Campbell's line; thence with Campbell's line, South 8 deg. West 190.7 feet to a stone. Donald Byrd's corner in Campbell's line; thence with Byrd's line, South 87½ deg. East 530 feet to a stake in the West margin of the Faith Road; thence with the West margin of the Faith Road, North 8 deg. East 200 feet to the BEGINNING, containing 2.25 acres, more or less, and being part of the property conveyed by Mrs. Emma Morgan Byrd and others, to Donald Byrd and wife, Mildred Byrd, by deed record in Deed Book 273 at page 44.

TRACT TWO: BEGINNING at a stone on the West side of the new public road and runs West Agner's line 627 feet, more or less, to Agner's corner stone; thence North ½ deg. East 462 feet to a stone, corner of Lot No. 1; thence with division line East 627 feet to the center of the Mt. Pleasant Road (now Faith Road); thence south ½ deg. West 462 feet to the BEGINNING, containing 6.65 acres, be the same or less

9. **ACTION NEEDED** – Board needs to approve Ordinance No. 2019-01 described as the Byrd Property: Tax Map 403, Parcel 036
10. **Town Manager's Update – 10 minutes**
 - a. Project updates – Industrial Park, Subdivisions, and Office-Institutional
11. **Old Business**
 - a. **Committee Updates – 10 minutes**
 - Revitalization – Aldermen Constantino and Linker
 - Building - Aldermen Constantino and Linker
 - What discussion needs to be had the retreat
 - Parks and Recreation - Alderman LaFevers and Cress
 - Civitan Group – Alderman LaFevers
 - b. **2019 Board of Aldermen Regular Meeting Schedule and Holiday Closing**
ACTION NEEDED: Motion to approve the 2019 Board of Aldermen Regular Meeting Schedule.
12. **New Business and Action Items – 25 minutes**
 - a. **RESOLUTION NO. 2019-08 – Appointment of and Swearing in of Deputy Town Clerk/Deputy Finance Officer Aubrey Smith**
 - b. **Board Appointment** – Parks and Recreation Committee and Planning Board
ACTION NEEDED – Motion to appoint Phyllis Fisher to the Parks and Recreation Committee; Arin Wilhelm and Ronald Jacobs to the Planning Board.

- c. **Budget Amendment Request #6**
ACTION NEEDED: Motion to transfer funds from Fund Balance Appropriated (01-3991-99) to Police Department Capital Outlay Motor Vehicle Fund (01-4310-54) in the amount of \$8,178. Funds were unexpended in FY 17-18.
- d. **Budget Amendment Request #7**
ACTION NEEDED: Motion to transfer funds from Visionary Projects (01-4120-49) and Board Contingency (01-4110-97) to Maintenance Contracted Services (01-4190-60) and Christmas Lights (01-4120-62) in the amount of \$15,000 for the purchase and installation of Christmas lights.
- e. **Budget Amendment Request #8**
ACTION NEEDED: Motion to transfer funds from Maintenance Contingency Fund (01-4190-97) to Maintenance Contracted Services (01-4190-60) in the amount of \$2,500 to fund the additional expense of limb grinding.
- f. **Budget Amendment Request #9**
ACTION NEEDED: Motion to transfer funds from Board Contingency Fund (01-4110-97) to Administration C.O. Land Purchase (01-4120-57) in the amount of \$1,233 for the 2019 Property Taxes on Parcel ID# 403 036.
- g. **Fire Department Surplus – Disposal of 30 old non-OSHA approved traffic vest**
ACTION NEEDED: Approval from the Board to dispose of 30 old non-OSHA approved traffic vest.
- h. **Presentation/Discussion of Purchasing Policy**
ACTION NEEDED: Staff is requesting questions, changes or concerns from Board prior to approval.
- i. **Proclamation – Black History Month**

13. Board Comments

14. Mayor's Notes – Announcements and Date Reminders

- a. **Planning Board Meeting** – Monday, February 11th @ 5:30 P.M.
- b. **CCOG Board of Delegates ANNUAL Meeting** – Wednesday, February 13th @ 6:15 P.M.
- c. **Parks and Recreation Committee Meeting** – Monday, February 18th @ 5:30 P.M.
- d. **Revitalization Team Meeting** – Tuesday, February 19^h @ 3:30 P.M.
- e. **Board Retreat – Friday, February 22nd @ 9:00 A.M.**
- f. **Cabarrus-Rowan County MPO Meeting** – Wednesday, February 27th @ 5:30 P.M.
- g. **Board of Aldermen Regular Meeting** – Monday, March 4th @ 7:00 P.M.

15. Mayor's Action

Closed Session:

A motion is needed to go into closed session to discuss appointment of Interim Town Manager.

A motion is needed as follows: To go into closed session pursuant o N.C. General Statue Section 143-318.11[a][6] for personnel issues.

A motion is needed as follows: To come out of closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. The Board takes the following action (if any).

16. Adjournment



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
Monday, January 7, 2019**

Present: Board Members: Mayor William Feather, Mayor Pro Tem Jim LaFevers, Kim Cress and Jim Constantino

Staff: Town Manager Phil Conrad, Town Attorney Carl “Chip” Short, Jr., guest Debbie Harris, Police Chief Mark Cook, Maintenance Supervisor/Interim Fire Chief Jason Hord, and Planner Steve Blunt.

1. The Meeting was called to order at 7:00 p.m.
2. The Mayor called for a moment of silence.
3. The Pledge of Allegiance
4. Upon motion by Alderman Constantino and second by Alderman Cress, the Board voted 3-0 to approve the Agenda as presented.
5. Upon motion by Alderman Constantino and second by Mayor Pro Tem LaFevers, the Board voted 3-0 to approve the Consent Agenda as presented.
6. No report this month – next report will be in February.
7. There was no one registered for Citizen Comments.
8. There were no guests or presentations.
- 9.

(a) Project Updates: **Village at Granite:** Mr. Conrad reported he felt the Federal shutdown may impact flood insurance applications. Grading has been prolonged due to the rain. Staff continues to work with LGI regarding the bonds; they will continue the process and move toward review by the Town Engineer before they are brought back before the Board or approval. Permits have been pulled for the sign, per Rowan County. Upon inquiry by Alderman Cress as to whether the sign would be in the middle or on both sides, it was reported it will be a double entrance and was shown on a slide. **Easter Creek:** A Certificate of Occupancy has been issued by the County for Phase 1 building. Developer still working to sell/lease first building. Site Plan approved by Planning Board. Subdivision plans being reviewed by TRC. Awaiting submittal of Engineering Drawings for

- project. **Stone Glenn:** There was no update on Stone Glenn. **IOM Enterprises:** Developer's Engineer and Town's Engineer meeting to resolve all outstanding issues so building permit can be issued for Phase 1. Per developer's, all issues have been resolved now. Engineering drawing review completed by our Engineer with comments referred back to the developer. Several contacts with developer to resolve various issues noted by engineer's review. Site Plan approved by Planning Board at their 9/10/18 meeting. Preliminary site plans submitted. Mayor Feather inquired into whether the COI would start the clock on the taxes, to which Mr. Short reported it would. **Industrial Park:** Regarding the Industrial Park, the Board has a request for a grant for infrastructure, and Rowan County EDC Staff has been working on the Application, and it will be considered later in the Meeting. **Highway 52:** Work continues on the Highway 52 improvement project across from the high school and middle school. There were 10 Zoning Permits for projects at the end of December.
- (b) The Byrd property has been transferred to the Town; we have the keys and several have toured the house and evaluated the situation. It is a rental property, so some challenges exist. The property is not currently occupied, but the former owner has 90 days to remove the remainder of his property. Mayor Feather suggested a formal recognition to Mr. Byrd for donation of the property. Alderman Cress highly recommended that the remainder of the Board tour the property. Mr. Conrad reported there would be an item regarding surplus on this property later in the Agenda.
- (c) Mr. Conrad stated the Town has continued recruiting for the Fire Department, and asked Chief Hord to come forward. The Chief reported they had initially found four new recruits, but were down to three. He asked Elaine Carlton Parrish and Amy Carlton to come forward, noting they were a mother/daughter team, and were both EMT Certified. They were both headed to Faith to train. The third recruit, Elaina Myers, was not able to be at the Meeting. Ms. Parrish and Ms. Myers were thanked by the Board.
- 10.
- (a) There were no Committee Updates.

11. New Business and Action Items

- (a) Mayor Feather read the Proclamation.
- (b) Alderman Constantino requested that the July 1st meeting be moved to July 8th, due to the 4th of July holiday week. Mayor Feather felt the Town needed to revisit the Holiday Schedule and would like additional recommendations from Staff. Mr. Conrad indicated Staff would look at the Christmas Holiday week and bring the schedules back to the next Meeting. This matter was tabled until the February Meeting.
- (c) Upon motion by Alderman Constantino and second by Mayor Pro Tem LaFevers, the Board approved the Resolution in support of the Town's Application for the Industrial Park Sewer Project Industrial Development Fund.
- (d) Upon motion by Alderman Cress and second by Alderman Constantino, the Board voted 3-0 to endorse the Dunns Mountain Church Road/Highway 52 intersection improvement project for the Cabarrus-Rowan MPO Regional Priority List.
- (e) Upon motion by Mayor Pro Tem LaFevers and second by Alderman Constantino, the Board voted 3-0 to authorize the surplus of remaining items from the Byrd property, after determining what surplus exists on the property.

Discussion: There was a question by Alderman Cress as to who would be doing the clean-up of the property, to which Mr. Hord reported they had considered getting Waste Management to place a 30-foot dumpster on the property and having Staff take care of cleaning the property up. The Alderman indicated he knew of a scrap person who would be willing to take the metal objects from the site for free, and felt this was something to consider. After further discussion on property at the site, Mr. Conrad reported he would get with Mr. Byrd to determine what would be removed from the property, and what would remain.

Public Hearing: Upon motion by Alderman Cress and second by Mayor Pro Tem LaFevers, the Board voted 3-0 to schedule the Voluntary Annexation Public Hearing for 7:00 p.m. on February 4, 2019.

- (f) Mr. Conrad asked Mr. Hord to come forward. Mr. Hord reported he had been in contact with the property owner and had looked at the property. The Town has previously filled in the hole, but it keeps coming back. Carolina Siteworks

has looked at the property as well, and found a crack in the pipe under the driveway and a hole in the catch basin. An estimate has been prepared, but Mr. Hord felt the Board needed to decide if this was a Town issue. He felt suction created by the holes could have created the holes in the yard. Alderman Cress suggested tabling the matter until next month so further research could be conducted, and felt the increased rainfall could have contributed to the problem. Upon motion by Alderman Cress and second by Alderman Constantino, the Board voted 3-0 to table the matter until February.

Discussion: Mayor Feather read the section of the Ordinance that would pertain to this issue, and felt the Town needed to be careful in dealing with this issue as it could set a perceived precedent. The question would be what caused all of the damage in the yard. If it was the crack in the pipe and hole in the culvert, then it would be a Town issue; if not, repairs to the yard would fall on the homeowner.

12. Alderman Cress inquired into the status of the Veronica Lane issue, to which it was reported the Right-of-Way Agent was working with the homeowner, and if she agreed to the proposal and signed the paperwork, the Town would pay her the money. The Alderman then asked about the Well (?) house, to which Mr. Conrad reported he had spoken with the property owner, who seemed interested, and she was going to get with other family members and report back; this had not occurred. Mr. Conrad would follow-up with her. Alderman Cress then asked about the South Main Street property, to which Mr. Conrad reported he had not heard anything from Victor. There had been a car dealer who indicated interest, but not at the price offered. The Alderman then asked for an update on the cars on the property. He had heard there may be a discrepancy on the property line. Mr. Conrad reported the owners have indicated the trailers would be moved by the end of the week; they were not being confrontational, and it was felt they would continue to work with the Town toward removal of the vehicles. Alderman Cress suggested surveying the Byrd property to determine the property lines, and at the lease to have the property lines flagged. He had concerns regarding the garage on the Byrd property, and where the property line was on the north side; he felt the Town should know the boundaries of any property it owns. There was discussion on appropriate language for a motion.

Upon motion by Alderman Cress and second by Mayor Pro Tem LaFevers, the Board voted 3-0 to obtain estimates on both properties for surveys and bring this information back to the Board.

13. The Mayor went through the Announcements and Reminders.
14. Mayor Feather spoke briefly about the CCOG and reported he would be sending copies of the TIP draft out to the Board. Upon inquiry by Alderman Cress into Ms. Word's return, Mr. Conrad reported he felt she would be back in the office the Monday following this Meeting. The Alderman stressed that the remainder of the Board get Budget Workshop requests into the Manager or Mayor. Mr. Conrad reported Aubrey Smith would be starting on January 22, 2019, in Scott Stewart's former position.
15. Upon motion by Alderman Cress and second by Mayor Pro Tem LaFevers, the Board voted 3-0 to adjourn.

Respectively Submitted,
Debbie Harris



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING MINUTES
Friday January 18, 2019 ~ 9:00 A.M.**

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

Absent: Alderman Jim LaFevers

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Shelly Ms. Shelly Shockley- Finance Officer, Mr. Jason Hord – Interim Fire Chief/Maintenance Director

Guests: Mark Wineka

CALL TO ORDER – Mayor Bill Feather

APPROVAL OF THE SPECIAL CALLED MEETING AGENDA

Alderman Linker made a motion to approve the agenda as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

BUSINESS

Mayor Feather explained we are here today to address filling the position of Interim Town Manager.

How Long: 4 – 5 months

Recommendations: Mayor stated currently we have three persons interested in the Interim Town Manager position. The Mayor recommends scheduling interviews next week so that we can at least have someone in place by February 4th.

Alderman Linker has the following concerns (1) number of hours per week for the Interim; the pay range should be comparable with the number of hours; (2) familiarity with doing budgets. Alderman Costantino stated it would be nice to have the permanent Town Manager in place at the beginning of the fiscal year.

Mayor Feather commented to Alderman Linker's concern regarding the pay scale, the Board would need to find out the number of hours the prospective interim is looking at working.

Aldermen Linker stated that we need to fill the interim position soon and that the Board should look at conducting interviews within the upcoming week.

ACTION: Alderman Costantino made a motion to allow the clerk to contact the three applicants and set interviews to meet with the Board next week. the estimate and move forward with repairs. Aldermen Cress seconded the motion. The motion passed with all in favor.

Set the Next Meeting Date:

ACTION: Aldermen Linker made a motion to set the next meeting date for either Friday, January 25th or Monday, January 28th depending on when the interviews are completed. Aldermen Cress seconded the motion. The motion passed with all in favor.

ADJOURNMENT

Alderman Cress made a motion to adjourn the meeting at 9:31 A.M. Alderman Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Tanya Maria Word

Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING MINUTES
Monday, January 28, 2019 ~ 10:00 A.M.**

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

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Ms. Shelly Shockley – Finance Officer/Planning Coordinator/Events Administrator, Mr. Jason Hord – Fire Chief/Maintenance Director, Mr. Mark Cook – Police Chief, Mr. Steve Blount – Town Planner, and Ms. Aubrey Smith – Deputy Clerk/Finance/HR Analyst

Guests: Mark Wineka

CALL TO ORDER – Mayor Bill Feather called the meeting to order at 10:00 A.M.

APPROVAL OF THE SPECIAL CALLED MEETING AGENDA

Alderman Linker made a motion to approve the agenda with the modification that the item under Business, Approve Resolution Designation of Applicant’s Agent, be moved from the third item to the first item for discussion. Alderman Costantino seconded the motion. The motion passed with all in favor.

BUSINESS

1. Approve Resolution Designation of Applicant’s Agent (North Carolina Division of Emergency Management – FEMA)

Mayor Feather explained the Resolution Designation Application for working with FEMA.

Jason Hord spoke about the meeting with FEMA representatives last week. There is a site visit planned for February 4, 2019 at 10:00 A.M. at the Granite Lake Park to discuss damages from the hurricane. Jason stated, “Before FEMA will do anything for us, we have to have that resolution signed that the Board is willing to allow FEMA to work with us to designate those funds once they’re approved.” The Town Engineer has been contacted concerning how to go forward with fixing the lake. FEMA will pay for the lake to be restored to the condition it was before but other steps will have to be taken to insure it doesn’t happen again.

Alderman Linker asked Mr. Hord, “Jason, did the initial meeting go pretty favorable in your mind?” Mr. Hord responded that it did.

Mr. Hord also stated the small projects had already been approved including Railroad Street and the culvert at Antioch Church that washed out. Mr. Hord has been gathering paperwork including a procurement policy.

This will be a reimbursement from FEMA. Once it is approved the Board will be asked for the funds to make the improvements and Mr. Hord will ask for bids.

Mayor Feather informed the Board that they Procurement Policy Mr. Hord referred to was generic, but one will be presented in the upcoming Board Meeting that will be updated, revised and ready for approval.

ACTION: Alderman Linker made a motion to approve the Resolution Designation of Applicant's Agent as presented with Jason Hord as the primary agent and Shelly Shockley as Financial Officer being the secondary agent. Alderman Constantino seconded the motion. The motion passed with all in favor. The Resolution was read aloud by Mayor Feather. The date will be added to the Resolution and approved by the Clerk.

2. Set Perimeters for Hiring Interim Manager

Mayor Feather stated that three candidates had been interviewed for the position of Interim Town Manager.

Employment Contract (3 Months)

Alderman Linker asked whether a three month contract would be long enough. Mayor Feather responded that had been the recommendation. It would probably be a three month contract that would be renewable on a month-to-month basis.

Reference and Background Checks

Mayor Feather stated that getting references and background checks is a standard process for anyone hired.

Establishing the Compensation Package

Mayor Feather stated, "There have been several things tossed around from the \$30 an hour of the present manager up to \$60 an hour." The Board will need to set a range so there are some guidelines.

Alderman LaFevers indicated that one of the applicants quoted \$60 an hour plus expenses. The Mayor responded that if the Board decided \$60 was out of the range, that would be eliminating a candidate.

Alderman LaFevers asked if the standard for compensation would be an hourly rate. Mayor Feather responded that was part of the question; it could be done hourly, weekly, or monthly. Alderman Linker mentioned that based on the candidates stating their availability in hours, a straight salary would be difficult, and it would be better to go with an hourly rate.

Alderman LaFevers recommend \$60 per hour maximum so that no one would be eliminated at this point. Alderman Constantino asked, "On the salary up to \$60, are we also including travel expenses or not?" Alderman Linker responded, "Just my personal opinion, it's an hourly rate - period."

Alderman LaFevers asked, “Do we want to determine the number of hours that the individual would work or should that be left as far as negotiation?” Mayor Feather responded that he was good with it being flexible.

Mayor Feather asked that the Clerk supply the Board with a draft contract for the Interim Town Manager. He also stated that the appropriate thing to do would be to set up a couple of board members to start having discussions with the three individuals.

Alderman Linker stated that as guidance to the Interim Manager, his priorities should be to one, get us through the retreat and two, get us through the budget, not hiring or firing. Alderman Constantino asked if there was a personnel issue the Interim Manager couldn’t handle, who would it come back to, the Board, the Mayor or the department heads. Mayor Feather responded that the policy in place now says before the Manager can make any decision on a termination, it must come to the Board for consultation. If there’s something that needs to be addressed, a special meeting could be called.

Mr. Conrad stated, “I think in practice an interim is going to do that anyway.”

Mayor Feather asked the Board based on the interviews if there was a candidate they wanted to have further discussion about and if they needed to go into closed session to do that.

CLOSED SESSION

ACTION: Alderman Constantino made the motion to go into closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. Alderman LaFevers seconded the motion. The motion was passed with all in favor.

ACTION: Alderman Constantino made the motion to come out of closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. Alderman LaFevers seconded the motion. The motion was passed with all in favor.

Alderman Linker stated that in the closed session the Board picked one candidate out of the three that were interviewed. He said, “We will be contacting that candidate for further negotiations on salary, compensation package and so forth.” The plan is to announce publicly who that would be at next Monday’s meeting.

Alderman Linker clarified that the priorities of the Interim Manager in the interim ninety days would be to get us through the retreat and the budget. The Statutes would give this person all the rights and responsibilities that a manager would have.

3. Approve a firm to do Assessment for Permanent Town Manager at a maximum of \$6000

Mayor Feather stated that this item doesn’t need to be decided today, but discussion would provide parameters. Two of the candidates have experience and would be able to assist in the assessment process. The maximum of \$6000 is what was given by C.C.O.G. Once the Interim Manager is in place it could be brought back to the Board further discussion.

The League of Municipalities and C.C.O.G. both have an assessment process that is available. Mayor Feather said, “As far as the contract, whatever we engage into would have to be set by the Board. This is just, more or less, to get permission to at least start engaging and asking the questions and telling what some of our parameters are.”

Alderman Linker questioned whether this was premature before an Interim Town Manager had been hired. He stated, "I'd like to wait on this." Alderman LaFevers asked, "When do we start the process?" Mayor Feather replied that the process needs to be started after the fact but at this point there needs to be information gathered and a decision whether the Interim would be part of the assessment process. This would allow the Clerk to collect bids for the process.

ACTION: Alderman Linker made the motion this item be tabled until Monday night. Alderman LaFevers seconded the motion. The motion was passed with all in favor.

SET NEXT MEETING DATE to set steps for Hiring Permanent Manager

Mayor Feather stated that this wouldn't be necessary based on what was just talked about. Setting steps for hiring a permanent manager could be discussed Monday night. Alderman Linker agreed that it was something that doesn't need to be done right away.

Mayor Feather asked, "Would you have a problem with the Clerk at least engaging with these to see what information they could start supplying us?" Alderman Constantino replied that would help the Board make a decision. Alderman Linker asked if that information could be passed along.

ADJOURNMENT

Alderman Constantino made a motion to adjourn the meeting at 11:05 A.M. Alderman LaFevers seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Aubrey Smith

Aubrey Smith
Deputy Clerk / Finance / HR Analyst



Town of Granite Quarry Fire Department

Established May 15th, 1950



Dec. 2018 Call report for Feb. 2019 Board report

52 Calls total

18- in district

- 10 EMS
- 2 Trees Down
- 1 Service assignment
- 2 Fire alarms
- 1 MVA vs Pedestrian
- 1 Rescue assignment
- 1 Natural gas leak

22- To Salisbury-

- 16- Cancelled En-route
- 3- Staged then cancelled
- 1- Move up
- 2- EMS

7-To Rockwell Rural-

- 1 Cancelled En Route
- 1 Traffic control
- 1-Working fire, Provided manpower
- 1 Staged on scene until released
- 2 - EMS
- 1 - MVA

1- To Rockwell City – Cancelled en route

1- To Union FD - EMS

3 To South Salisbury FD-

- 1 - Cancelled en route
- 2 – Staged at water supplies until released

- **Visit with Granite Elementary for lunch and learn**
- **Installed 4 smoke alarms in homes**
- **Completed computer install in all apparatus**
- **Completed tool mounting on E571**
- **Training with Faith and Rockwell Rural 3 Monday nights**
- **Medical Con-Ed 1 Monday night**



January 2019 Maintenance Report

- Park grounds and bathrooms cleaned weekdays
- Parks mowed as needed
- Right of ways mowed as needed
- Sweeping curbs with sweeper – Ongoing
- Town limbs picked up 1st and 3rd week
- Leaf pickup 2nd and 4th week
- Lake Park bank landscape weeded
- Various pot holes filled
- PM checks HVAC – Town Hall and Legion
- PM check on Baldor Generator
- Reported street light outages to Duke Energy
- Legion cleaned/mopped weekly
- Cut back and cleaned Centennial Park trails
- Trimmed back limbs on various right of ways (flail)
- Gov. deals for surplus items
- Put up Christmas lights in town with Faith Public Works
- Decorated town hall for Christmas
- Attended FEMA meetings for Storm damage
- Flags up for Veterans Day
- Various other tasks completed

2007 Ford Truck Mileage – 52,762	+219 miles
1990 Chevy Truck Mileage - 106,699	Odometer froze
1995 Ford Dump Truck Mileage – 34,112	+223 miles
2009 Ford Truck Mileage – 49,457	+490 miles



Planning Department Report

For 2/4/2019 Board of Aldermen Meeting

1. Worked with developer of property on South Hwy 52 for commercial development. Will be bringing a rezoning request to Planning Board and Board of Aldermen in near future. *(2nd update-No action this month, 3rd update- received site plan for residential development, discussed approval process with developer.)*
2. Planning Board Comprehensive Plan work session #2 held on 1/14/2019.
3. Have begun drafting a revision to the Town's Comprehensive Plan *(7th update- have created five presentations to date and have presented 2.)*
4. Started work on Code Enforcement Survey of Town properties *(1st update- continue survey work, approximately 19 violations identified, 10-15% of town surveyed. 2nd update- continued survey work identifying several more violations, 3rd update- some additional work done on this project this month, 5th update- some additional work done this month, 6th update-some enforcement actions this month.)*
5. Working with Town Clerk to draft proposed modifications to Code of Ordinances to correctly depict current government structure and lines of authority, and to agree with modifications to Town Charter. *(4th update- received quotation from Municode concerning Planning Dept. codification)*
6. Continuing work on engineering drawings for Village at Granite subdivision. *(Issued Zoning Permit to allow initial grading to begin on Phase 1. Grading has begun. 2nd update- preliminary grading has begun, 3rd update- grading continues, retention ponds being installed, still working on final submittal approval, 4th update- grading continues, final review of engineering drawings complete soon. 5th update- contractor having problems with permitting due to floodplain impacts. Continuing with work on Phase 1 and examining options for Phase 2, 6th update- working on final plat for Phase 1, developer considering posting bond for improvements so display homes can be built prior to improvement completion, 7th update- have received some information concerning bonding for improvements. Work at site has stopped due to weather, (8th update- road work and some sewer work completed this month, ready to install entrance sign, waiting on Duke Energy to move poles, issued zoning permit for sign, site meeting with LGI and town engineer and staff to review process for subsoil inspections, Faith to inspect sewer, SRU to inspect water, Town engineer to inspect stormwater and road installation, optimal solution for bridge to second phase determined and being engineered, provided street lighting information to developer.)*

7. Prepared project status report on active planning and development projects for Manager's use
8. Working with property owner and engineers to resolve road paving standards for Easter Creek Phase 1&2 (**Update- no further contact from developer on this issue**)
9. Began work on Storm Water Management Plan and associated code amendments (*1st update- created PowerPoint presentation concerning the basics of Stormwater Management, 2nd update- made presentation to Planning Board*)
10. Worked with Clerk and Manager concerning vacancies on Planning Board and ZBA (*1st update- added one new member to Planning Board, 2nd update- know of one upcoming vacancy, have started replacement process with Clerk*)
11. Working with Faith Town Clerk concerning road repairs due to sewer work in Village at Granite. (**No further response from Faith Clerk**)
12. Began developing Planning Board presentation for Faith Road Corridor study as part of Comp Plan update (*1st update- will complete this presentation this week*)
13. Worked on Strategic property presentation for Board of Aldermen meeting (*1st update- made presentation to Board and am awaiting their decision*)
14. Issued Stoneglen Subdivision site plan approval letter (*1st update- advised engineering drawings are almost ready for submittal*)
15. Met with Rodger Cook, contractor/developer and EDC representative on IOM approval process, met with developer to discuss issuing zoning permit for Phase 1 to allow construction to begin (*1st update- engineers working on final approval letter so project can proceed with construction*)
16. Worked with numerous citizens on minor development projects at private residences
17. Planning Board meeting on 1/14/2019
18. Met with GQ Athletic Association concerning trail system in and around town
19. Met with property owner about possible road ROW closing
20. Submitted 2019 work schedule to all staff
21. Contacted Rowan County staff concerning possible ETJ extension
22. Memo to Manager and Clerk concerning annexation process for Byrd property
23. Preliminary site search for possible merged East Elementary School
24. Preliminary cost/benefit computations for alternate entrance to existing subdivision
25. Started work on subdivision name list for Comprehensive Plan work session

GQPD**Number of Events by Nature**

Jan 2019 Calls for Service

Nature	# Events
104D1 RESIDENTIAL BURG ALARM	1
104D2 COMMERCIAL BURG ALARM	3
104D3 RESIDENTIAL HOLDUP/PANIC	1
105B2 ANIMAL-PAST DANGEROUS	1
105B4 ANIMAL-BARKING DOG	1
105D2 ANIMAL-DANGEROUS	1
106B5 PAST ASSAULT	1
110D2 RESIDENTIAL B&E	4
111B1 PAST DAMAGE TO PROPERTY	1
112D1 DECEASED (SUSPICIOUS)	1
113B2 OTHER NOISE COMPLAINT	1
113B3 NUISANCE COMPLAINT	1
113D1 DISTURBANCE / PHYSICAL	1
113D2 DISTURBANCE / VERBAL	3
114B2 PAST FAMILY DOMESTIC	1
114C1 PHYSICAL DOMESTIC	1
114D1 PHYSICAL DOMESTIC	2
114D2 VERBAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	3
116B1 DRUGS (FOUND-EQUIP)	1
116D1 DRUGS (USE-POSSESSION)	2
118C1 FRAUD (PHONE/MAIL/ELEC)	1
118D2 FRAUD-FORGERY	1
123B2 RUNAWAY	1
125B1 CHECK WELFARE - ROUTINE	2
125B2 LOCKOUT - ROUTINE	4
125D1 CHECK WELFARE-URGENT	1
129C1 SUSPICIOUS PERSON	6
129C3 SUSPICIOUS VEHICLE	3

Nature	# Events
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B1 LARCENY (ALREADY OCC)	1
130D1 LARCENY	2
130D2 VEHICLE LARCENY	1
130D3 LARCENY FROM VEHICLE	1
131B1 TRAFFIC ACCIDENT - PD	1
131B3 HIT & RUN	2
132C1 SEVERE TRAFFIC VIOLATION	2
132C3 HAZARDOUS VEHICLE	1
69D5 STRUCTURE FIRE	1
77O02 TRAF ACC - PROP DAMAGE	1
911 HANG UP	12
ASSIST FIRE DEPT	3
ASSIST MOTORIST	3
ATTEMPT TO LOCATE	2
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	54
COMMUNITY PROGRAM	1
DELIVER MESSAGE	2
DOMESTIC PROPERTY PICKUP	1
FOLLOWUP	7
GENERAL INFORMATION	9
MISDIAL	1
PARK CHECK	4
SUBPOENA SERVICE	1
TRAFFIC CHECK	7
TRAFFIC CONTROL	1
TRAFFIC STOP	47
VEHICLE ACCIDENT PROP DAMAGE	4
WARRANT SERVICE	4
Total	229



Finance Department

Breakdown of Departments:
As of January 28, 2019

Department	Budgeted	YTD	% Used
Revenues:	\$2,286,306	\$1,398,790	61%
Total Revenues:	\$2,286,306	\$1,398,790	61%
Expenses:			
Governing Body	\$60,949.00	\$2,655.55	4%
Administration	\$494,320.16	\$213,535.95	43%
Maintenance	\$272,508.00	\$150,792.38	55%
Police Dept.	\$648,816.00	\$390,451.43	60%
Fire Department	\$431,606.00	\$245,080.64	57%
Sanitation/Environmental	\$178,000.00	\$97,121.37	55%
Parks & Recreation	\$39,000.00	\$15,519.80	40%
Total Expenses	\$2,125,199	\$1,115,157.12	52%

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

Revenues:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-3100-12 Taxes - Budget Year	\$784,609.00	\$600,569.48	(\$184,039.52)	0.77
01-3100-17 Tax Penalties & Interest	\$5,000.00	\$1,762.46	(\$3,237.54)	0.35
01-3101-12 Taxes - Prior Years	\$12,000.00	\$8,263.34	(\$3,736.66)	0.69
01-3102-12 Vehicle Tax	\$85,000.00	\$60,012.46	(\$24,987.54)	0.71
01-3230-31 Local Option Sales Tax	\$695,059.00	\$413,679.26	(\$281,379.74)	0.60
01-3231-31 Solid Waste Disposal Tax	\$0.00	\$566.86	\$566.86	0.00
01-3260-41 Privilege Licenses/Permit	\$350.00	\$380.00	\$30.00	1.09
01-3261-31 Cable Franchise Tax	\$5,000.00	\$3,441.81	(\$1,558.19)	0.69
01-3315-33 Fireman Retirement	\$300.00	\$335.00	\$35.00	1.12
01-3316-32 Powell Pave & Patch Funds	\$84,457.00	\$83,390.45	(\$1,066.55)	0.99
01-3322-31 Beer & Wine - State	\$14,000.00	\$0.00	(\$14,000.00)	0.00
01-3324-31 Utilities Franchise Tax	\$100,800.00	\$69,895.44	(\$30,904.56)	0.69
01-3330-84 County First Responders	\$4,020.00	\$2,010.00	(\$2,010.00)	0.50
01-3340-41 Permits	\$1,200.00	\$360.00	(\$840.00)	0.30
01-3411-89 Community Appearance Rev	\$200.00	\$5.00	(\$195.00)	0.03
01-3413-89 Miscellaneous Revenue	\$6,100.00	\$365.63	(\$5,734.37)	0.06
01-3431-41 Police Authority Revenue_Faith	\$140,434.00	\$102,078.96	(\$38,355.04)	0.73
01-3431-45 Police Report Revenue	\$100.00	\$55.00	(\$45.00)	0.55
01-3431-89 Police Miscellaneous	\$1,500.00	\$1,113.83	(\$386.17)	0.74
01-3471-51 Solid Waste Collection - Salisbury	\$165,744.00	\$1,106.82	(\$164,637.18)	0.01
01-3471-53 Recycling - Salisbury	\$0.00	\$37,138.56	\$37,138.56	0.00
01-3491-41 Subdivision & Zoning Fees	\$2,000.00	\$3,100.00	\$1,100.00	1.55
01-3613-41 Parks Miscellaneous	\$0.00	\$993.46	\$993.46	1.00
01-3713-33 Sal. Water/Sewer Reimbursement	\$50,000.00	\$0.00	(\$50,000.00)	0.00
01-3831-89 Interest on Investments	\$2,145.00	\$120.71	(\$2,024.29)	0.06
01-3833-89 Donations/Contributions	\$100.00	\$0.00	(\$100.00)	0.00
01-3834-41 Park Shelter Rentals (Maint)	\$5,000.00	\$2,705.00	(\$2,295.00)	0.54
01-3835-80 Police Surplus Items Sold	\$1,500.00	\$0.00	(\$1,500.00)	0.00
01-3835-81 Surplus items Sold	\$2,000.00	\$928.39	(\$1,071.61)	0.46
01-3837-31 ABC Net Revenue-Co.	\$10,000.00	\$4,412.02	(\$5,587.98)	0.44
01-3991-99 Fund balance Appropriated	\$107,688.16	\$0.00	(\$107,688.16)	0.00
	\$2,286,306.16	\$1,398,789.94	(\$887,516.22)	61%

Governing Body:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4110-02 Mayor/Alderman Salary	\$12,160.62	\$0.00	\$12,160.62	0.00
01-4110-03 Mayor Expense	\$250.00	\$0.00	\$250.00	0.00
01-4110-08 Board Expense	\$800.00	\$38.16	\$761.84	0.05
01-4110-09 FICA Expense	\$931.00	\$0.00	\$931.00	0.00
01-4110-40 Dues & Subscriptions	\$820.00	\$0.00	\$820.00	0.00
01-4110-45 Insurance & Bonds	\$2,750.00	\$2,617.39	\$132.61	0.95
01-4110-97 Board Contingency	\$43,237.38	\$0.00	\$43,237.38	0.00
	\$60,949.00	\$2,655.55	\$58,293.45	4%

Administration:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	\$194,100.00	\$100,291.87	\$93,808.13	0.52
01-4120-02 Salaries-Part Time	\$25,000.00	\$17,346.16	\$7,653.84	0.69
01-4120-07 401K Expense	\$9,750.00	\$4,458.72	\$5,291.28	0.46
01-4120-09 FICA Expense	\$16,800.00	\$8,310.57	\$8,489.43	0.49
01-4120-10 Retirement Expense	\$14,550.00	\$6,376.83	\$8,173.17	0.44
01-4120-11 Group Insurance	\$42,000.00	\$10,553.67	\$31,446.33	0.25
01-4120-18 Professional Services	\$15,400.00	\$2,470.00	\$12,930.00	0.16
01-4120-22 Banquet Expense	\$1,500.00	\$1,365.00	\$135.00	0.91
01-4120-26 Office Expense	\$10,000.00	\$2,967.02	\$7,032.98	0.30
01-4120-29 Supplies & Equipment	\$200.00	\$132.97	\$67.03	0.66
01-4120-31 Training & Schools	\$7,000.00	\$4,641.05	\$2,358.95	0.66
01-4120-32 Telephone/Communications	\$3,000.00	\$1,831.90	\$1,168.10	0.61
01-4120-33 Utilites	\$6,000.00	\$1,912.96	\$4,087.04	0.32
01-4120-34 Printing	\$2,500.00	\$1,697.17	\$802.83	0.68
01-4120-35 Maint/Repair Equipment	\$500.00	\$0.00	\$500.00	0.00
01-4120-37 Advertising	\$2,500.00	\$1,677.45	\$822.55	0.67
01-4120-40 Dues & Subscriptions	\$13,000.00	\$11,531.33	\$1,468.67	0.89
01-4120-45 Insurance & Bonds	\$8,500.00	\$3,831.43	\$4,668.57	0.45
01-4120-49 Visionary Projects	\$27,225.16	\$0.00	\$27,225.16	0.00
01-4120-50 Community Projects	\$4,500.00	\$2,856.44	\$1,643.56	0.63
01-4120-52 Cap Outlay-Computer	\$750.00	\$0.00	\$750.00	0.00
01-4120-60 Contracted Services	\$31,145.00	\$25,760.72	\$5,384.28	0.83
01-4120-71 Debt Services - Principal	\$50,000.00	\$0.00	\$50,000.00	0.00
01-4120-72 Debt Services - Interest	\$8,400.00	\$3,522.69	\$4,877.31	0.42
	\$494,320.16	\$213,535.95	\$280,784.21	43%

Maintenance:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4190-00 Salaries - Regular	\$99,000.00	\$61,062.34	\$37,937.66	62%
01-4190-02 Salaries - Part-Time	\$29,000.00	\$15,736.74	\$13,263.26	54%
01-4190-07 401K Expense	\$4,950.00	\$3,014.11	\$1,935.89	61%
01-4190-09 FICA Expense	\$8,660.00	\$5,945.34	\$2,714.66	69%
01-4190-10 Retirement Expense	\$7,455.00	\$3,747.54	\$3,707.46	50%
01-4190-11 Group Insurance	\$22,000.00	\$9,433.05	\$12,566.95	43%
01-4190-20 Motor Fuel	\$5,500.00	\$3,657.20	\$1,842.80	66%
01-4190-21 Uniforms	\$1,500.00	\$583.67	\$916.33	39%
01-4190-24 Maint & Repairs Buildings & Ground	\$8,000.00	\$639.34	\$7,360.66	8%
01-4190-25 Maint & Repairs Trucks	\$2,000.00	\$2,044.88	(\$44.88)	102%
01-4190-26 Office Expense	\$100.00	\$0.00	\$100.00	0%
01-4190-29 Supplies & Equipment	\$5,500.00	\$3,017.04	\$2,482.96	55%
01-4190-31 Training & Schools	\$500.00	\$0.00	\$500.00	0%
01-4190-32 Telephone/Communications	\$1,000.00	\$460.98	\$539.02	46%
01-4190-33 Utilities	\$5,500.00	\$1,411.44	\$4,088.56	26%
01-4190-34 Printing	\$350.00	\$2.52	\$347.48	1%
01-4190-35 Maint & Repairs Equip	\$7,000.00	\$6,117.99	\$882.01	87%
01-4190-45 Insurance & Bonds	\$9,000.00	\$7,840.64	\$1,159.36	87%
01-4190-51 Tools & Light Equipment	\$2,500.00	\$2,184.87	\$315.13	87%
01-4190-53 C.O.Veteran Memorial	\$6,146.00	\$0.00	\$6,146.00	0%
01-4190-55 C.O. Equipment	\$16,847.00	\$6,800.00	\$10,047.00	40%
01-4190-60 Contracted Services	\$10,000.00	\$17,092.69	(\$7,092.69)	171%
01-4190-97 Maintenance Contingency Fund	\$20,000.00	\$0.00	\$20,000.00	0%
	\$272,508.00	\$150,792.38	\$121,715.62	55%

Parks & Rec:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-6130-24 Maint/Repair Bldg & Grounds	\$12,000.00	\$4,515.26	\$7,484.74	38%
01-6130-29 Supplies & Equipment	\$6,000.00	\$2,819.86	\$3,180.14	47%
01-6130-33 Utilities	\$18,000.00	\$5,442.37	\$12,557.63	30%
01-6130-60 Contracted Services	\$3,000.00	\$2,742.31	\$257.69	91%
	\$39,000.00	\$15,519.80	\$23,480.20	40%

Environmental Protection:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-33 Utilities (Street Lights)	\$36,000.00	\$16,923.40	\$19,076.60	47%
01-4710-64 Recycling	\$28,000.00	\$14,050.00	\$13,950.00	50%
01-4710-65 Garbage Services	\$114,000.00	\$66,147.97	\$47,852.03	58%
	\$178,000.00	\$97,121.37	\$80,878.63	55%

Police Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	\$334,000.00	\$204,456.10	\$129,543.90	61%
01-4310-02 Salaries-Part Time	\$23,000.00	\$18,108.50	\$4,891.50	79%
01-4310-07 401K Expense	\$16,700.00	\$9,618.31	\$7,081.69	58%
01-4310-09 FICA Expense	\$27,311.00	\$16,858.83	\$10,452.17	62%
01-4310-10 Retirement Expense	\$26,000.00	\$12,330.96	\$13,669.04	47%
01-4310-11 Group Insurance	\$67,005.00	\$29,206.74	\$37,798.26	44%
01-4310-20 Motor Fuel	\$18,000.00	\$8,879.03	\$9,120.97	49%
01-4310-21 Uniforms	\$3,000.00	\$813.63	\$2,186.37	27%
01-4310-25 Maint & Repair-Autos	\$6,000.00	\$2,545.24	\$3,454.76	42%
01-4310-26 Office Expense	\$1,500.00	\$135.45	\$1,364.55	9%
01-4310-29 Supplies & Equipment	\$8,050.00	\$2,333.69	\$5,716.31	29%
01-4310-31 Training & Schools	\$3,000.00	\$710.13	\$2,289.87	24%
01-4310-32 Telephone/Communications	\$8,000.00	\$2,934.17	\$5,065.83	37%
01-4310-33 Utilites	\$3,000.00	\$680.41	\$2,319.59	23%
01-4310-34 Printing	\$3,000.00	\$572.07	\$2,427.93	19%
01-4310-35 Maint & Repair-Equipment	\$2,000.00	\$683.65	\$1,316.35	34%
01-4310-40 Dues & Subscriptions	\$1,850.00	\$1,090.75	\$759.25	59%
01-4310-45 Insurance & Bonds	\$24,000.00	\$16,291.19	\$7,708.81	68%
01-4310-54 C.O. Motor vehicle fund	\$37,500.00	\$41,503.43	(\$4,003.43)	111%
01-4310-55 C.O. Equipment	\$11,900.00	\$3,215.98	\$8,684.02	27%
01-4310-60 Contracted Services	\$24,000.00	\$17,483.17	\$6,516.83	73%
	\$648,816.00	\$390,451.43	\$258,364.57	60%

Fire Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	\$103,292.00	\$61,616.65	\$41,675.35	60%
01-4340-02 Salaries - Part-Time	\$160,000.00	\$86,554.09	\$73,445.91	54%
01-4340-07 401K Expense	\$5,176.00	\$3,022.04	\$2,153.96	58%
01-4340-09 FICA Expense	\$24,200.00	\$11,552.62	\$12,647.38	48%
01-4340-10 Retirement Expense	\$7,765.00	\$3,769.26	\$3,995.74	49%
01-4340-11 Group Insurance	\$23,500.00	\$10,150.41	\$13,349.59	43%
01-4340-17 Firemen's Pension Fund	\$2,620.00	\$0.00	\$2,620.00	0%
01-4340-20 Motor Fuel	\$4,000.00	\$2,351.22	\$1,648.78	59%
01-4340-21 Uniforms	\$3,000.00	\$1,023.61	\$1,976.39	34%
01-4340-25 Maint & Repairs-Trucks	\$12,000.00	\$6,979.83	\$5,020.17	58%
01-4340-26 Office Expense	\$500.00	\$138.70	\$361.30	28%
01-4340-29 Supplies & Equipment	\$20,000.00	\$3,777.44	\$16,222.56	19%
01-4340-31 Training & Schools	\$2,000.00	\$183.13	\$1,816.87	9%
01-4340-32 Telephone/Communications	\$3,000.00	\$1,834.79	\$1,165.21	61%
01-4340-33 Utilities	\$7,400.00	\$2,535.62	\$4,864.38	34%
01-4340-34 Printing	\$700.00	\$306.03	\$393.97	44%
01-4340-35 Maint. & Repairs-Equipmen	\$3,000.00	\$524.78	\$2,475.22	17%
01-4340-40 Dues & Subscriptions	\$1,400.00	\$1,551.86	(\$151.86)	111%
01-4340-45 Insurance & Bonds	\$14,000.00	\$25,763.57	(\$11,763.57)	184%
01-4340-55 C.O. Equipment	\$17,116.00	\$8,111.60	\$9,004.40	47%
01-4340-60 Contracted Services	\$14,778.00	\$11,174.72	\$3,603.28	76%
01-4340-72 Debt Services - Interest	\$2,159.00	\$2,158.67	\$0.33	100%
	\$431,606.00	\$245,080.64	\$186,525.36	57%

ORDINANCE NO. 2019-01

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE TOWN OF GRANITE QUARRY, NORTH CAROLINA**

WHEREAS, the Board of Aldermen have by resolution directed the Town Clerk to investigate the sufficiency of the resolution; and

WHEREAS, the Town Clerk has certified the sufficiency of the resolution and a public hearing on the question of this annexation was held at the Granite Quarry Town Hall, 143 N. Salisbury Ave., Granite Quarry, North Carolina 28146 at 7:00 P.M. on Monday, February 4, 2019, after due notice by The Salisbury Post newspaper on Thursday, January 17, 2019; and

WHEREAS, the Board of Aldermen finds that the area described therein meets the standards of G.S. 160A-31(g) to wit:

- a) The proposed municipal property is contiguous to the existing corporate limits of the Town;
- b) The area described is situated so that the Town will be able to provide general services;
- c) No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

WHEREAS, the Board of Aldermen further finds that this resolution has been adopted and

WHEREAS, the Board of Aldermen further finds their resolution is otherwise valid, and that the public health, safety, and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA:

SECTION 1.

By virtue of the authority granted by G.S. 160A-31 (g), the following described as contiguous territory is hereby annexed and made part of the Town of Granite Quarry, as of February 4, 2019 Rowan County Tax Map 403, parcel 036:

Exhibit A

Metes and Bounds Description Attached

SECTION 2.

Upon and after February 4, 2019, the described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Granite Quarry and shall be entitled to the same privileges and benefits as other parts of the Town of Granite Quarry, North Carolina. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10

SECTION 3.

The Mayor of the Town of Granite Quarry, North Carolina shall cause to be recorded in the office of the Registrar of Deeds of Rowan County, and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

SECTION 4.

Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in the newspaper having general circulation in the Town of Granite Quarry.

Adopted this 4th of February, 2019.

William D. Feather, Mayor

ATTEST:

APPROVED AS TO FORM:

Tanya Maria Word, Town Clerk, CMC

Carl M. Short, Town Attorney

Exhibit "A"

TRACT ONE: Situate, lying and being Litaker Township, on the west side of the Faith Road and described as follows:

BEGINNING at a stake in the West margin of the Faith Road, H.H. Canup's corner; thence with Canup's line, South 84½ deg. West 140 feet to a cedar tree; thence North 85½ deg. West 395 feet to a stake, Canup's corner in Campbell's line; thence with Campbell's line, South 8 deg. West 190.7 feet to a stone. Donald Byrd's corner in Campbell's line; thence with Byrd's line, South 87½ deg. East 530 feet to a stake in the West margin of the Faith Road; thence with the West margin of the Faith Road, North 8 deg. East 200 feet to the BEGINNING, containing 2.25 acres, more or less, and being part of the property conveyed by Mrs. Emma Morgan Byrd and others, to Donald Byrd and wife, Mildred Byrd, by deed record in Deed Book 273 at page 44.

TRACT TWO: BEGINNING at a stone on the West side of the new public road and runs West Agner's line 627 feet, more or less, to Agner's corner stone; thence North ½ deg. East 462 feet to a stone, corner of Lot No. 1; thence with division line East 627 feet to the center of the Mt. Pleasant Road (now Faith Road); thence south ½ deg. West 462 feet to the BEGINNING, containing 6.65 acres, be the same or less.

The above-described tracts are to remain combined into one (1) tax parcel.



2019 Board of Aldermen Regular Meeting Schedule
(Meetings are scheduled on the first Monday at 7:00 P.M. except on a holiday)

January 7	Monday
February 4	Monday
March 4	Monday
April 1	Monday
May 6	Monday
June 3	Monday
July 1	Monday
August 5	Monday
September 3	Tuesday
October 7	Monday
November 4	Monday
December 2	Monday

2019 Holiday Schedule

January 1	Tuesday	New Year's Day
January 21	Monday	Martin Luther King Jr. Day
April 19	Friday	Good Friday
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
November 11	Monday	Veterans Day Observed
November 28 & 29	Thursday and Friday	Thanksgiving
December 24, 25 & 26	Tuesday, Wednesday and Thursday	Christmas

RESOLUTION 2019-08

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, APPOINTING DEPUTY TOWN CLERK

WHEREAS, certain business actions taken by the Town of Granite Quarry requires execution of duties by the Town Clerk; and

WHEREAS, the Town Clerk may not be available on certain days when said business needs to occur; and

WHEREAS, the Board of Aldermen desire to appoint a Deputy Town Clerk to operate in conjunction with and in the absence of the Town Clerk;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA:

SECTION 1.

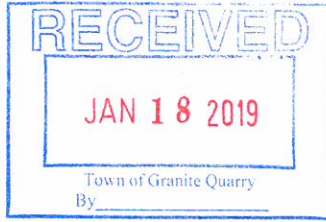
Appoints Aubrey Smith to serve as Deputy Town Clerk effective immediately upon passage of this Resolution.

DULY PASSED AND APPROVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 4TH DAY OF FEBRUARY 2019.

William D. Feather, Mayor

ATTEST:

Tanya Maria Word, Town Clerk, CMC



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

BOARDS AND COMMITTEES APPLICATION

NAME Phyllis Fisher
ADDRESS 977 N. Salisbury Blvd Ave ZIP 28146
PHONE 704-279-2233 PHONE (business or cell) —
EMAIL phyllis@carolina.n.com.
OCCUPATION Retired

ARE YOU CURRENTLY SERVING ON A BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

ARE YOU APPLYING FOR REAPPOINTMENT TO YOUR CURRENT BOARD OR COMMITTEE?
 Yes No

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

- Community Appearance Committee Dark Planning Board
- Environmental Committee Revitalization Team
- PERC Committee Zoning Board of Adjustment

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

Dates	Company Name/Location	Position	Joh Description
	<u>C.T. Harris Imaging</u>	<u>accounting</u>	

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

Educational Institution/School	Degree Received	Area(s) of Study
<i>Salisbury Business</i>		

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

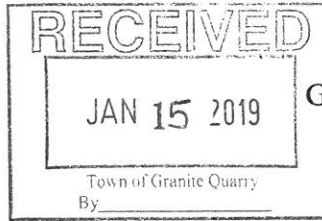
EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

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

Signature *Phyllis Fisher* Date *11/30/18*

FOR OFFICE USE ONLY

Application Received: *1/18/19* Interview Date & Time: _____
Confirmation Date: _____ Term Ending: _____



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

BOARDS AND COMMITTEE APPLICATION

NAME RONALD JACOBS
 ADDRESS 916 N. MAIN GQ ST GRANITE QUARRY NC ZIP 28146
 PHONE 704-363-6769 PHONE (business or cell) 704-376-0262
 EMAIL RJACOBS@LewisMARKETINGINC.COM
 OCCUPATION VP - CO OWNER

ARE YOU CURRENTLY SERVING ON A BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

ARE YOU APPLYING FOR REAPPOINTMENT TO YOUR CURRENT BOARD OR COMMITTEE?
 Yes No

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Community Appearance Committee | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Environmental Committee | <input checked="" type="checkbox"/> Revitalization Team |
| <input type="checkbox"/> PERC Committee | <input checked="" type="checkbox"/> Zoning Board of Adjustment |

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

Dates	Company Name/Location	Position	Job Description
4-1987 to Now	Lewis MARKETING CHARLOTTE, NC	VP - CO OWNER	VP OF 14 Employees Sales + Warehouse

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

Educational Institution/School	Degree Received	Area(s) of Study
CPCO CHARLOTTE, NC	BUSINESS SALES & MARKETING 2 YEAR	SALES & MARKETING

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

[Signature]
 OCEAN WALK CONDO ASSOC. 10 YEARS FROM GENERAL MEMBER to PRESIDENT 2005-2015
 OAK ISLAND, NC

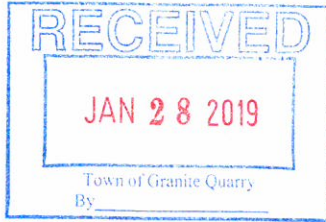
EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

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

Signature *[Signature]* Date 1-14-2019

FOR OFFICE USE ONLY

Application Received: 1/15/19 Interview Date & Time: _____
 Confirmation Date: _____ Term Ending: _____



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

BOARDS AND COMMITTEES APPLICATION

NAME Arin J. Wilhelm

ADDRESS 1321 Stonewyck Dr. ZIP 28146

PHONE 704-209-5240 PHONE (business or cell) 704-762-0094

EMAIL arin.wilhelm@gmail.com

OCCUPATION Community Engagement

ARE YOU CURRENTLY SERVING ON A BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

ARE YOU APPLYING FOR REAPPOINTMENT TO YOUR CURRENT BOARD OR COMMITTEE?

Yes No

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

- | | |
|---|---|
| <input type="checkbox"/> Community Appearance Committee | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Environmental Committee | <input type="checkbox"/> Revitalization Team |
| <input type="checkbox"/> PERC Committee | <input type="checkbox"/> Zoning Board of Adjustment |

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

Dates	Company Name/Location	Position	Job Description
2013 - Present	Cardinal Innovations	Commo Engagement/Case Coord.	Mental Healthcare
2013 - 2017	Town of Granite Quarry	Alderman	Elected Official
2005 - 2013	Nazareth Children's Home	Residential Counselor	Counselor for youth
1999 - 2005	Rent A Center / Asheboro	Manager	Retail

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

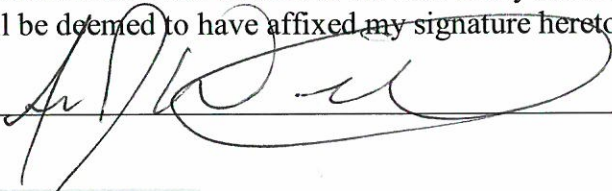
Educational Institution/School	Degree Received	Area(s) of Study
Hood Theological Seminary	Master of Theological Studies	Theology
California Coast Univ.	BS Psychology	Psychology
RCC	College Transfer	College Transfer

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

Comm. Appearance - GQ 2013-2017
 Town Board of Aldermen - GQ 2013-2017
 MPO/ITAC 2013-2017
 Rowan Community Partners - 2016 - Present

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

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

Signature  Date 1/28/19

FOR OFFICE USE ONLY

Application Received: 1/28/19 Interview Date & Time: _____
 Confirmation Date: _____ Term Ending: _____



**FISCAL YEAR 2018-2019
BUDGET AMENDMENT REQUEST #6**

February 4, 2019

PURPOSE: To transfer funds from Fund Balance Appropriated (01-3991-99) to Police Department Capital Outlay Motor Vehicle Fund (01-4310-54) in the amount of \$8,178. Funds were unexpended in FY 17-18.

TRANSFER FUNDS FROM:

General Ledger Acct. # and Description	Amount
01-3991-99 Fund Balance Appropriated	\$8,178
TOTAL	\$8,178

ADD FUNDS TO:

General Ledger Acct. # and Description	Amount
01-4310-54 Police Department Capital Outlay Motor Vehicle Fund	\$8,178
TOTAL	\$8,178

The above Budget Amendment was approved/denied by the Manager or Board on _____.

William Feather, Mayor

Shelly Shockley, Finance Officer



**FISCAL YEAR 2018-2019
BUDGET AMENDMENT REQUEST #7**

February 4, 2019

PURPOSE: To transfer funds from Visionary Projects (01-4120-49) and Board Contingency (01-4110-97) to Maintenance Contracted Services (01-4190-60) and Christmas Lights (01-4120-62) in the amount of \$15,000 for the purchase and installation of Christmas lights.

TRANSFER FUNDS FROM:

General Ledger Acct. # and Description	Amount
01-4120-49 Visionary Projects	\$7,225
01-4110-97 Board Contingency Fund	\$7,775
TOTAL	\$15,000

ADD FUNDS TO:

General Ledger Acct. # and Description	Amount
01-4120-62 Christmas Lights	\$9,083
01-4190-60 Maintenance Contracted Services	\$5,917
TOTAL	\$15,000

The above Budget Amendment was approved/denied by the Manager or Board on _____.

William D. Feather, Mayor

Shelly Shockley, Finance Officer



**FISCAL YEAR 2018-2019
BUDGET AMENDMENT REQUEST #8**

February 4, 2019

PURPOSE: To transfer funds from Maintenance Contingency Fund (01-4190-97) to Maintenance Contracted Services (01-4190-60) in the amount of \$2,500 to fund the additional expense of limb grinding.

TRANSFER FUNDS FROM:

General Ledger Acct. # and Description	Amount
01-4190-97 Maintenance Contingency Fund	\$2,500
TOTAL	\$2,500

ADD FUNDS TO:

General Ledger Acct. # and Description	Amount
01-4190-60 Maintenance Contracted Services	\$2,500
TOTAL	\$2,500

The above Budget Amendment was approved/denied by the Manager or Board on _____.

William Feather, Mayor

Shelly Shockley, Finance Officer



**FISCAL YEAR 2018-2019
BUDGET AMENDMENT REQUEST #9**

February 4, 2019

PURPOSE: To transfer funds from Board Contingency Fund (01-4110-97) to Administration C.O. Land Purchase (01-4120-57) in the amount of \$1,233 for the 2019 Property Taxes on Parcel ID# 403 036.

TRANSFER FUNDS FROM:

General Ledger Acct. # and Description	Amount
01-4110-97 Board Contingency Fund	\$1,233
TOTAL	\$1,233

ADD FUNDS TO:

General Ledger Acct. # and Description	Amount
01-4120-57 Administration C.O. Land Purchase	\$1,233
TOTAL	\$1,233

The above Budget Amendment was approved/denied by the Manager or Board on _____.

William Feather, Mayor

Shelly Shockley, Finance Officer

Fire Department Surplus

30 old non-OSHA approved traffic vest.

PURCHASING POLICY



Adopted by Board of Aldermen on

Town of Granite Quarry, North Carolina
Purchasing Policy Manual



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GLOSSARY

Bid: a multi-step process required of the Town by North Carolina General Statutes. Quotes from three separate vendors are required during any bid process unless the good or service to be supplied is produced by only one vendor.

Informal Bid: A bid on items \$30,000.00 and above. Request for quotes are not required to be advertised to the public. Purchases in this category do not need to be approved by the Board of Aldermen.

Formal Bid: A bid on items \$90,000.00 and above or on services \$500,000.00 and above. Public advertisement of the request for quote and bid process must be made, bids must be opened in public forum, and the Board of Aldermen must approve the winning bid.

Quote: a price provided by a vendor on a provided good or service.

Informal Quote: a quote received via verbal communication, email, website, catalog, or fax.

Formal Quote: A price quote received via U.S. Mail, email, fax, or hand delivery.

Purchase Order (PO): authorization for the purchase of goods sent by the Finance Department to a vendor prior to the purchase.

Request for Written Quotation (RFQ): A request sent to a vendor for a written quote on a certain good or service.

Encumbering: to commit a given amount of money to the payment of an order.

Purchasing/ Procurement: interchangeable, how the Town obtains needed goods and services.

Department Head: The individual authorized to make purchasing decisions on behalf of his/ her department.

Vendor: provider of a good or service.

I. FORWARD

This purchasing policy is intended for use as a guide to the Town of Granite Quarry's purchasing methods and practice. When used properly, the policies and procedures established herein will enable the Town to obtain needed goods and services efficiently and economically. The goal of this policy is to give structure to the Town of Granite Quarry's procurement methods and to set guidelines for Town departments.

The understanding and cooperation of all employees is essential in order for the Town to maximize the value of each taxpayer dollar spent. While this manual does not answer all procurement related questions, it provides a sound foundation for Town procurement methods.

The goals of the Town's purchasing program are as follows:

1. To comply with legal and ethical requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who conduct business with the Town.
3. To receive maximum value for money spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, support, delivery schedule, previous performance, business location, and other relevant factors.
4. To provide Town departments the required goods and services in a timely manner in the proper quantity and quality while providing necessary information to the Town Finance Department.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitments, follow-ups, and adjustments.
6. To promote healthy business relationships through informed and fair purchasing practice and maintenance of ethical standards.
7. To maximize the standardization of products used by all departments in order to minimize stock levels and obtain better prices for necessary goods and services.

If the procedures and guidelines established in this manual are followed, each department will be capable of managing, controlling, and planning available resources to meet present and future needs in order to help the Town meet set goals. Any questions or concerns about this manual or the established procedures should be directed to the Town Finance Department.

This manual is effective immediately following Board of Aldermen adoption and supersedes all previous purchasing or procurement instructions or directives.

II. GENERAL GUIDELINES

2.1 Local Buying

It is the desire of the Town of Granite Quarry to contract with vendors within the Town and Rowan County whenever possible. The Town has a responsibility to its citizens and local businesses; however, the Town must ensure taxpayer money is spent with prudence. The Town **does not** make purchasing decisions based exclusively on the location of the vendor; however, every effort will be made to encourage qualified local vendors and suppliers to compete for Town business.

2.2 Planning

It is imperative that all Town Department Heads take time to properly plan purchases. Purchasing plans should be made for goods and services to be purchased in both the near and distant future; thereby minimizing small orders and last-minute purchases. Planning is of highest importance to the Town because proper planning reduces unnecessary clerical and supervisory time costs associated with the procurement process.

2.3 Buying Proper Quality

Quality and service are as important as price when considering goods for purchase; it is the duty of the requesting Department Head to secure the most cost-effective good or service that will meet but not exceed the requirements for which the goods or services are intended. In some instances, the lowest price does not necessarily mean the lowest cost. A higher price, higher quality product may save the Town from excess expenses in the future. The requesting Department Head should take this into consideration when making a purchase.

2.4 Authorization

Department Heads have been delegated the authority to approve purchases made under \$100.00. Department Heads should only authorize purchases for necessary goods when proper documentation is provided, and funds are available to make the purchase. The Department Head or his/her designee must authorize each invoice with signature and date before forwarding to Finance for payment. This authorization verifies that the goods and or services have been received, the budgeted funds are available, and the invoice has been coded to the proper account number. Refer to section III. Purchasing Procedure for purchases above \$100.00.

2.5 Purchase Orders

A purchase order serves as authorization to the supplier to furnish a product or service to the Town. By completing a purchase order, the purchaser is encumbering funds and assuring the suppliers that funds are available for the purchase.

Purchase orders are to be electronically generated for purchases over \$100.00 using the Town's Finance Software by the Department Head. If a purchase order requires the signature of the Town Manager, the purchase order must be submitted electronically to the Town Manager. Once approved, the purchase order will be submitted to Finance to be pre-audited.

2.6 Check Requests

If payment is required at time of purchase, a Check Request can be submitted to Finance and payment will be provided. The Department Head must complete a Check Request Form and verify that funds are available prior to payment. Once a purchase is made, the corresponding receipt must be submitted to Finance. Check Requests will be granted using the same guidelines as the purchasing procedures in section III. Purchasing Procedures.

2.7 Selection Policy

Vendors will be selected on a competitive basis. Formal bids and informal bids will be solicited by the requesting Department Head, when required. Bid awards, purchase orders and/ or contracts will be issued to the lowest, responsive, responsible bidder. The Town of Granite Quarry will not use vendors who have been debarred by Federal, State, or Local governments.

2.8 Gifts and Gratuities

Town employees are prohibited from soliciting or accepting any rebate, money, costly entertainment, gift, or gratuity (with the exception of mementos and novelties of nominal value) from any person, company, firm or corporation to which any purchase order or contract is or might be awarded. The Town will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the Town. Accordingly, the Town may terminate, at no charge to the Town, any purchase order contract if it is found that substantial gifts or gratuities were offered to a Town employee. The Town may also take disciplinary action, including dismissal, against a Town employee who solicits or accepts gifts or gratuities of any value whatsoever.

III. PURCHASING PROCEDURE

FOR THE PURCHASE OF ANY MATERIALS, SUPPLIES, EQUIPMENT, ETC. THE FOLLOWING GUIDELINES SHALL APPLY;

3.1 Purchases from \$0 - \$99.99

Purchases in this range will not require a purchase order, however the Department Head or their designee must confirm that funds are available prior to making a purchase.

3.2 Purchases from \$100.00 - \$999.99

Purchases in this range require a purchase order and the approval of the Department Head or their designee. Department Head or designee is responsible for verifying funds are available. Purchase orders must be signed and dated by Department Head or designee and submitted to Finance prior to purchase for pre-audit purposes. Once the purchase order is pre-audited, a purchase may be made.

3.3 Purchases from \$1,000.00 - \$7,499.99

Purchases in this range require a purchase order, Department Head or designee approval, and the approval of the Town Manager. Department Head or designee is responsible for verifying funds are available. Purchase orders must be signed and dated by the Department Head or designee and the Town Manager then submitted to Finance prior to purchase for pre-audit purposes. Once the purchase order is pre-audited, a purchase may be made.

3.4 Purchases from \$7,500.00 - \$29,999.99

Purchases in this range require a purchase order, Department Head or designee approval, and the approval of a member of the Board of Aldermen. Department Head or designee is responsible for verifying funds are available. Purchase orders must be signed and dated by the Department Head or designee and a member of the Board of Aldermen then submitted to Finance prior to purchase for pre-audit purposes. Once the purchase order is pre-audited, a purchase may be made.

3.5 Purchases from \$30,000.00 - \$89,999.99

Purchases in this range fall within the informal range of bids and are subject to all requirements of purchases in 3.4 Purchases from \$75,000.00 - \$29,999.99. Department Heads shall submit a signed and dated purchase order with informal quotes to Finance prior to purchase. Informal quotes may be received by verbal communications, email, or fax. Verbal communication should be documented. No minimum number of quotes are required; however, it is encouraged that every attempt is made to acquire at least three (3) quotes. Purchase orders and quotes will be submitted to Finance for pre-audit purposes. Once the purchase order is pre-audited, a purchase may be made.

3.6 Purchases \$90,000.00 and over

Purchases in this range fall within the formal range of bids and are subject to all requirements of purchases in 3.4 Purchases from \$75,000.00 - \$29,999.99. Departments are responsible for sending a request for quote (RFQ) and will allow vendors sufficient time to respond to the request based on the complexity of the request. Every effort will be made to obtain at least three (3) bids. A newspaper advertisement must run at least seven (7) days prior to the bid opening. Written bids in this range must be submitted in a sealed envelope and must be opened at a public bid opening.

Purchases in the formal range require Board of Aldermen approval. In accordance with § 143-129, invitation for formal bids will be used for purchases of \$90,000 and greater (for the purchase of any materials, supplies, equipment, etc.). This will include advertising in the local newspaper and/ or other advertising media as deemed appropriate and receiving sealed bids. The supporting documentation and all bids received are to be submitted to Finance with the signed and dated purchase order prior to purchase. Once the purchase order is pre-audited, a purchase may be made.

DRAFT

IV. SERVICE CONTRACTS AND CONSTRUCTION OR REPAIR CONTRACTS

FOR SERVICE CONTRACTS AND CONSTRUCTION OR REPAIR CONTRACTS THE FOLLOWING GUIDELINES SHALL APPLY;

4.1 Contracts up to \$9,999.99

Service Contracts and Construction or Repair Contracts costing up to \$9,999.99 may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable. To the extent practicable, purchases must be distributed among qualified suppliers, as per § 200.320 (a).

4.2 Contracts from \$10,000 - \$89,999.99

Contracts within this range must be approved by the Board of Aldermen and shall be awarded as stated by § 200.320 (b) as follows:

- a. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting an "adequate number." In this instance, follow the terms and conditions of the grant award documents to confirm whether specific guidance has been issued.) For internal purposes, an "adequate number" of quotes is three (3).
- b. Take affirmative steps to solicit price quotes from vendors and suppliers as required under § 200.321.
- c. Cost or price analysis is not required prior to soliciting bids.
- d. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
- e. Award the contract to the lowest responsive, responsible bidder.

4.3 Contracts from \$90,000 - \$249,999.99

Contracts within this range must be approved by the Board of Aldermen and shall be awarded using a combination of the most restrictive requirements of the "sealed bid" procedure (§ 200.320 (c)) and the North Carolina State formal bidding procedures (§ 143-129) as follows:

- a. Cost or price analysis is required prior to soliciting bids (for a construction or repair contract, this cost estimate may be provided by the project designer).
- b. Complete specifications or purchase description must be made available to all bidders.
- c. The bid for a service contract must be formally and publicly advertised in a newspaper or general circulation at least seven full days between the date of the advertisement and the date of the public bid opening. For Construction and repair contracts, the bid must be publicly advertised for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required if other means of advertising will provide sufficient notice of the opportunity to bid. Electronic-only advertising must be authorized by the Board of Aldermen. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
- d. Take affirmative steps to solicit price quotes from vendors and suppliers as required under § 200.321.

- e. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two (2) bids must be received in order to open all bids.
- f. For Construction and repair contracts only; a 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
- g. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

4.4 Contracts from \$250,000 and over

Contracts within this range must be approved by the Board of Aldermen and shall be awarded using the requirements of the (§ 200.320 (d)) as follows:

- a. A Request for Proposal (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an adequate number of qualified firms.
- b. Take affirmative steps to solicit price quotes from vendors and suppliers as provided under § 200.321.
- c. Identify evaluation criteria and relative importance of each criteria in the RFP.
- d. Consider all responses to the publicized RFP to the maximum extent practical.
- e. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
- f. Award the contract to the responsible firm with most advantageous proposal considering price and other factors identified in the RFP. Award the contract on a fixed-price or cost-reimbursement basis.

4.5 Additional requirements of Construction or Repair Contracts over \$300,000

Under state law: any construction or repair contracts involving a building costing \$300,000 or more must comply with the following additional requirements:

- a. Formal HUB (Historically Underutilized Business) participation required under § 143-128.2, including local government outreach efforts and bidder good father efforts, shall apply.
- b. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under § 143-128(a).
- c. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under § 143-129(al).

4.6 Contracts for Architectural and Engineering Services

Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state requirements (§ 143-64.31) as follows:

- a. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.

- b. Take affirmative steps to solicit price quotes from vendors and suppliers as provided for under § 200.321.
- c. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
- d. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
- e. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
- f. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

4.7 Contracts for Architectural and Engineering Services costing \$250,000 or more

Contracts for Architectural and Engineering Services costing \$250,000 or more shall follow the guidelines provided by § 200.320(d)(5):

- a. publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
- b. Take affirmative steps to solicit price quotes from vendors and suppliers as provided under § 200.321.
- c. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
- d. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
- e. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
- f. Consider all responses to the publicized RFQ to the maximum extent practical.
- g. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
- h. Price cannot be a factor in the initial selection of the most qualified firm.
- i. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
- j. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

4.8 Exceptions

Non-competitive contracts are allowed *only* under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- a. **Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board as per G.S. 143-129.
- b. **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public

health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.

- c. **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- d. **Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- d. **Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

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V. SPECIAL PROCUREMENT PROCEDURES

5.1 Blanket Purchase Order

Blanket purchase orders will be issued to selected vendors for the procurement of certain items after competitive pricing has been completed and if budgeted funds are available. Blanket purchase orders are intended to expedite the procurement of frequently needed and repetitious supplies. Blanket purchase orders should be made for goods and services when the amount of clerical or administrative work otherwise involved is impractical. Examples of items procured through a blanket purchase order include: janitorial services, maintenance service contracts, chemicals, temporary personnel services, automotive parts, and others. Blanket purchase orders will encumber the requesting department's funds for any amounts remaining on the purchase order.

Requisition for blanket purchase orders must include all required information along with the following additional information:

1. Time period the purchase order is valid
2. Items covered by the blanket purchase order
3. The Not to Exceed (NTE) amount
4. A listing of all personnel approved to purchase from the blanket purchase order

All vendor delivery tickets must be signed by an authorized Town employee indicating receipt of the goods and/or services. All delivery tickets from blanket purchase orders must be submitted to Finance as supporting documentation for invoice processing.

5.2 Emergency Purchases

In cases of emergencies, the Department Head or his/ her designee may purchase directly from any vendor the supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, safety, or convenience of Town of Granite Quarry employees or citizens.

The Department Head shall exercise good judgment and use established vendors if possible when making emergency purchases. Always obtain the best possible price and limit purchases to those items' emergency related. Not anticipating needs does not constitute an emergency situation. First, determine if a true emergency does exist. Second, anticipate needs and avoid emergency situations whenever possible. Emergency orders are always costly. Vendors usually charge top prices if supplies or services must be obtained on an emergency basis.

During working hours, follow standard purchasing procedure as usual as soon as time and the situation permits. Not all emergencies take place during normal business hours. If a situation arises after hours, the Department Head must first verify that funds are available. If funds are not available, a written request (correspondence between email is sufficient) must be made to the Town Manager to transfer funds from within that department. Once the Town Manager approves the request and forwards the request to Finance, funds can be transferred, and purchase can be made.

5.3 Single Brand Convenience

The Town recognizes in certain scenarios it is efficient to purchase items from a single provider rather than a variety of vendors. In such cases exceptions may be made to standard purchasing procedure; given proper documentation is provided. The purchaser should note reasons buying from a certain vendor will be more efficient in the long run and provide the documentation to Finance with purchase order.

Example: One brand of printer Town-wide would allow the same type of ink cartridge to be ordered and reduces time cost related to finding multiple brands. This also allows the Town to buy ink cartridges in bulk from a single provider, further reducing cost.

5.4 State of North Carolina Purchase Contract

All Departments may use the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. It shall be the responsibility of Department Heads to familiarize themselves with this purchasing method and to check for needed goods and services which are available through this resource at a lower cost than many other vendors offer. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on State Contract are: law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, light bulbs, etc. Contact the Finance Department with questions regarding goods on State Contract.

The State of North Carolina Interactive Purchasing System can be found on the web at www.ips.state.nc.us/ips/Default.aspx.

The North Carolina E-Procurement System can be found on the web at <http://eprocurement.nc.gov/>

5.5 Piggybacking

The Department Head may use the piggybacking process whenever necessary to purchase apparatus, supplies, materials, and equipment. Contracts in the informal range can be used as a tool to solicit additional bids, but no Board action is necessary. For purchases of \$90,000 and above, the provisions of N.C.G.S. § 143-129 will be followed.

5.6 Professional Services

Normal competitive procedures are difficult to use in securing professional services such as attorneys, planners, and other professionals who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the Town is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements. Purchases from professionals shall otherwise follow N.C.G.S. § 143-64.31 and 64.32.

5.7 Service Contracts

All service contracts, for which the contractor will perform work while on Town property, must be accompanied by a standard contract form. The contract must follow all signature procedures and contain all necessary insurance and payment options. The completed and signed contract

must be reviewed by the Town Attorney, signed by the Town Manager, pre-audited by the Finance Director, and be filed in the office of the Town Clerk. The executed contract should be attached to the purchase order that is forwarded to the Finance Department. The Town will not enter into contractual agreements that are subject to automatic renewal and will attempt to structure contracts to coincide with the fiscal year.

Contracts authorized by the Board of Aldermen through direct award or budget authorization may be executed by the Town Manager. Subsequent orders changing the original contract, which do not exceed the approved cost of the contract, will be executed by the Town Manager.

The Board of Aldermen must approve all contracts that meet any of the following criteria:

- Contracts subject to statutory bid thresholds
- Contracts with terms greater than one year
- Contracts exceeding budgetary approval, which require a budget amendment
- Contracts suggesting a significant policy change as determined by the Town Manager.

See Section IV Service Contracts and Construction or Repair Contracts for service contract procedures.

5.8 Vendors with Town Accounts

The Town should have accounts with certain vendors where possible in order to expedite the purchasing process for frequently needed minor items. In the event the Town has an account with a certain vendor, Town employees should not use credit cards to obtain goods or services from the vendor. Proper purchasing procedures should be followed, and only authorized purchases should be charged to Town accounts.

VI. DELIVERY AND PERFORMANCE

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies, or equipment.

The importance of the delivery schedule will be emphasized to the vendor. Delivery requirements will be clearly written and fully understood by all vendors. If several items are required by the purchase order, there may be a different delivery schedule for each item. It is necessary to clearly indicate the delivery location on the purchase order.

6.1 Partial Deliveries

Some purchase orders may list several items. It is possible the vendor may complete timely delivery on some items, which is referred to as "partial delivery". Upon receipt of a partial delivery, photocopy the purchase order; attach a copy of the signed delivery receipt and forward to the Finance Department along with the vendor invoice indicating which lines of the purchase order are to be paid.

6.2 Non-Performance

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation.

VII. INSPECTION AND TESTING

Life and safety as well as successful operation of expensive equipment and supplies may depend upon how well a purchased item meets design and performance specifications.

Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the item(s) shall be rejected as outlined below.

7.1 Rejection

In order to protect the Town's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately. Reasons for the rejection must be documented in memo form, attached to a copy of the purchase order and forwarded to the Finance Department in a timely manner.

7.2 Damaged Goods

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. It is necessary that all damage including evidence of concealed damage shall be documented by memo, attached to a copy of the purchase order, forwarded to the Finance Department, and reported to the vendor as soon as possible. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted.

7.3 Latent Defects

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Town may file a claim against all parties. A memo attached to a copy of the purchase order must be forwarded to the Finance Department.

VIII. VENDOR RELATIONS

Good vendor relations are valuable business assets established through mutual confidence and satisfactory business communication between buyer and seller. An important contribution toward promoting and preserving these relations is a clear understanding of the method of contract between buyer and seller. Any conflicts which may arise should be reported to the Finance Department.

IX. SALE OF TOWN PROPERTY

The Town Manager has been authorized by the Granite Quarry Board of Aldermen to declare as surplus single asset or property or a group of items with a value of up to \$30,000.00, to set its fair market value, and to convey title to the property and to advertise electronically the sale of any personal property. The Town Manager shall sign the Sale of Property Authorization form **prior** to the sale or disposal of any Town property. The Finance Department shall keep all approved forms, which will record a description of the property sold or exchanged, and the amount of money or other considerations received for each sale or exchange. N.C.G.S. § 160A-265 through 280 should be referenced before the sale of any Town property in order to ensure statutes and procedure are followed properly.

X. FUEL CARDS

Fuel cards will be assigned to Town owned vehicles and are required to be used to purchase fuel for Town vehicles, or in some instances, to purchase fuel for other job-related equipment such as: weed-eaters, lawn mowers, leaf-blowers, etc. It is not appropriate for Town employees to use fuel cards to purchase fuel for any other vehicle or equipment other than which the card was issued to. Fuel cards are required to remain with the assigned vehicle and any missing cards should be reported immediately. Employees are required to use their PIN when purchasing fuel. Any unauthorized use of a PIN not assigned to the employee or a Town owned vehicle or piece of equipment, will result in disciplinary action up to and including termination. Fuel card statements will be carefully reviewed and monitored for discrepancies. Fuel receipts will not be collected, however, account will be reconciled on a monthly basis and compared to prior months. Purchase orders will not be required for combined monthly departmental fuel purchases.

XI. CREDIT CARDS

Credit cards exist to provide Department Heads a flexible and efficient way to make **small** purchases and empower the cardholder to acquire necessary materials to conduct business and/or deliver services in a more convenient and expeditious manner. Credit cards are not to be used to purchase items or services not directly related to Town business.

11.1 Employee Responsibilities

No purchase over \$100.00 shall be made using the credit card without a purchase order. Credit cards assigned to employees have approval limits set by the Town Manager and Finance. If a Department Head wishes to increase the limit set on the credit card for a specific purchase, a request is to be made to the Town Manager and Finance prior to purchase.

1. The credit card that each cardholder receives shall only be used by the cardholder, unless authorization is given by the Department Head. The cardholder may make transactions on behalf of others in their department; however, the cardholder is responsible for all purchases charged to their card.
2. The total value of a transaction shall not exceed a cardholder's single purchase limit. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.
3. The cardholder is responsible for maintaining receipts of all card transactions and submitting them to Finance, with purchase order when required. Receipts are required for all purchases. Failure to submit receipts in a timely manner may result in the cardholder losing the privilege of using a Town purchasing card.
4. Credit cards may be used by for lodging and for training/professional activities and expenses related to training/professional activities. Cardholders should consult the Town's Travel Policy for more information.

11.2 Receipts and Receipt Submission

Receipts should be submitted to Finance for all transactions. If a detailed receipt is not obtained from the vendor, a Lost/ Missing Receipt Form and a detailed list of what was purchased will be required with the receipt. Repeated lost or missing receipts may result in a cardholder losing the privilege associated with a Town credit card.

11.3 Unauthorized Purchases

Certain items should not be purchased by Town employees. Any of the following items listed below have been deemed inappropriate for purchase by Town employees:

1. Personal purchases or for personal identification
2. A single purchase that exceeds the cardholder's single purchase limit
3. Cash advances
4. Gift Cards
5. Alcoholic beverages
6. Purchase of in-room movies during a hotel/ motel stay while on Town business

11.4 Consequences of Improper Use

A cardholder who makes unauthorized purchases or carelessly uses a credit card will be liable to the Town of Granite Quarry for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder's employment may also be terminated and will be subject to legal action.

Cardholders are expected to obtain the best prices available on purchases. Purchase of an item above market prices where the vendor gives the employee any form of gift, bonus, or premium whether in the form of cash or merchandise is considered a kickback, is illegal, and can result in disciplinary action up to and including termination of employment and lawful prosecution. Town policy strictly forbids anything in exchange for making a purchase.

XII. FRINGE BENEFITS

Any item purchased for an employee must be a valid business expense and not considered wages to the individual. Clothing, non-monetary awards, meals, travel, and other items may be considered wages depending on circumstances. Awards of cash or cash equivalents are always considered wages regardless of the amount awarded. All awards and purchases considered wages to an employee must be processed through payroll and will be subject to all applicable taxes. Please contact the Finance Department with any questions.

Any award of cash or cash equivalents must be pre-approved by the Town Manager.

XIII. EXHIBITS

- Exhibit A. Items Not Requiring a Purchase Order
- Exhibit B. Purchasing Procedure
- Exhibit C. Check Request & Purchase Order
- Exhibit D. Sale of Town Property Authorization

EXHIBIT A

Items Not Requiring a Purchase Order

1. Advertising: legal ads, radio announcements, etc.
2. Specified chemicals
3. Dues
4. Claim payments (Citizens filing for damages/reimbursement)
5. Insurance
6. Medical examinations
7. Medical supplies (Fire and Rescue)
8. Land purchases & easements
9. Petty cash & replenishing funds
10. Postage
11. Refunds
12. Building rental
13. Tuition or other fees for approved educational purposes
14. Utilities (electricity, water, sewer, cable, internet, natural gas, trash, etc.)
15. Lease purchase payments, debt service payment
16. Approved travel arrangements and accommodations

EXHIBIT B
Purchasing Procedure

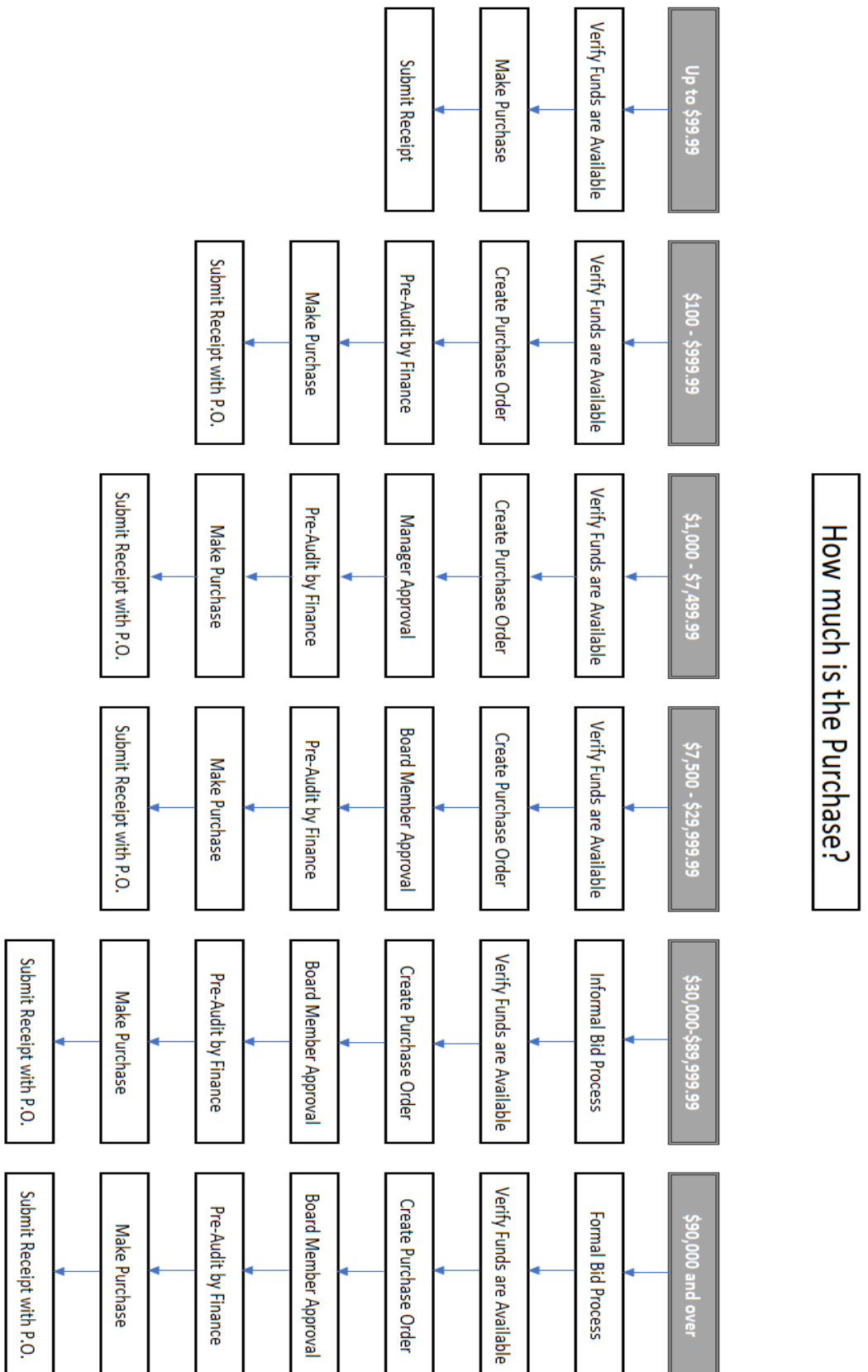


EXHIBIT C

Check Request & Purchase Order Form



Requisition / Check Request / Purchase Order

Requisition

Check Request

Purchase Order

(P.O. #) _____

Department: _____

Requisition Date: _____

Account Code: _____

Name of Vendor: _____

Requested by: _____

Check Payable to: _____

(If for a check request)

Approved By: _____

Approved By: _____

(Department Head)

(Board Member, if purchase exceeds \$7500)

Quantity	Product #	Description	Unit Price	Total

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer: _____

EXHIBIT D

Sale of Town Property Authorization

SALE OF TOWN PROPERTY AUTHORIZATION

The Department Head is required to obtain authorization from the Town Manager **prior** to the sale or disposal of any Town Property, regardless of value. Include any additional relevant information necessary. Please attach a photo of the item requested to be sold if available.

Complete the table below prior to the disposal of property:

DESCRIPTION OF ITEM		SALE PROCEEDS ESTIMATE	
PROPERTY CONDITION		DEPT/BUDGET WHICH MADE THE ORIGINAL PURCHASE	
YEAR		TOWN I.D. #	
MILEAGE		VIN / SERIAL #	
MAKE		LICENSE PLATE#	
MODEL			

Other description, notes:

Department Head Signature: _____ Date: ____/____/____

Town Manager Signature: _____ Date: ____/____/____

Complete the table below after the disposal of property:

NAME OF INDIVIDUAL OR BUSINESS THAT PROPERTY WAS SOLD TO:		DATE PAYMENT RECEIVED BY TOWN:	
SALE PROCEEDS ACTUAL	\$	SIGNATURE OF TOWN EMPLOYEE RECEIVING PAYMENT:	

This completed/ signed and authorized form must be submitted to the Finance Department along with the proceeds of any sale of property. If an item is scrapped or disposed of with no proceeds this completed/ signed and authorized form must be submitted to the Finance Department within 5 days of the disposition of property.

Office of The Mayor:

Proclamation

WHEREAS, the Town of Granite Quarry's greatest asset remains its citizens; and

WHEREAS, many of Granite Quarry's residents have taken the time and gathered here today to assist us in celebrating, commemorating, and proclaiming February as Black History Month; and

WHEREAS, Black leaders have dedicated their lives and earnest endeavors for the betterment of mankind, and their persistent and unwavering devotion to humanistic pursuits shines unparalleled in American history; and

WHEREAS, we have never ceased to receive benefit from the improved quality of life – past, present, and future. Those of whom we speak have enriched the very fabric of American society, impacting its spiritual, educational, scientific, philosophical, and technological realms. Their lives, with selfless contributions, have provided opportunities for all Americans; and

WHEREAS, the Black History Observance seeks to promote racial harmony, respect and understanding of cultural and ethnic diversity among the people of Granite Quarry and Rowan County.

NOW, THEREFORE, I, William D. Feather, Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim the month of February 2019, as Black History Month.

Adopted this 4th day of February 2019

William D. Feather, Mayor

ATTEST:

Tanya Maria Word, Town Clerk, CMC