



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
PLANNING RETREAT MEETING MINUTES  
Friday, February 28, 2020 8:30 a.m.**

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

**Staff:** Interim Town Manager Larry Smith, Town Planner Steve Blount, Town Clerk Aubrey Smith, Planning Coordinator Holly-Anne Franco, Fire Chief/ Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Police Chief Mark Cook

**Call to Order:** Mayor Feather called the meeting to order at 8:30 a.m.

**1. Approval of the Agenda**

**ACTION:** Mayor Pro Tem Linker made a motion to approve the agenda as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

**2. Agreement on Ground Rules/ Objectives for the day**

**ACTION:** Alderman Shelton made a motion to accept the ground rules as presented. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

**3. Year End Review/ Carryover Items/ Pending Projects      Larry Smith**

Mr. Smith reviewed the goal tracking sheet that showed several projects that were worked on and/ or completed over the last year. Completed projects included organizational assessments that will allow for comparison of duties rather than titles during the upcoming salary survey. He also spoke about the park projects, including steps and gazebo rails, being completed at the Lake Park.

Other completed projects included the electronic information sign and the monitors in the Board Room. He gave updates to the Board on the status of multiple Town properties including 316 S. Main, the Marple properties, and the Byrd property. The Town Square design was completed and is ready for costing and the Industrial Development Grant is being worked on. The maintenance team partnered with Faith to build a sectional stage to be used at events for both towns. The FEMA Lake Park project, Capital Streets project, and the Town Hall Upgrades project are also in progress.

#### **4. Addressing Board Objective Lists**

The Board reviewed the list of objectives compiled from what they each submitted and agreed that having five strategic projects and perhaps a secondary tier of department-level goals would be ideal for the coming year.

#### **5. Departmental Reports**

##### **A. Finance**

**Shelly Shockley**

##### **1) Finance Department Goals**

Ms. Shockley shared that her goals for the coming year were to research and bring recommendations for Town finance policies to the Board, continue to work towards her Finance Officer certification, and monitor investments to grow whenever possible.

The Board complimented Ms. Shockley on the level of financial reporting and asked whether she needed any additional resources. She responded that she did not at this time.

##### **2) Parks, Events, and Recreation Committee Goals**

PERC will work on a parks master plan and focus on fewer events with pooled resources. The Board expressed support for this plan and discussed having a plan for sidewalks, trails, and parks in the town. The Board suggested working with other community groups including the Civitans.

##### **B. Fire**

**Chief Hord**

##### **1) Personnel training and standards/ ISO prep**

Chief Hord discussed his strategy to invest in personnel training and ISO prep. A change in the ISO will affect homeowner insurance rates.

##### **2) Fleet and equipment needs**

The Fire Department will continue the refurb on the second engine. They hope to add another vehicle for medical response and lose a second, older vehicle. There was Board discussion regarding bay doors and extending the bays in the future.

##### **C. Maintenance**

**Chief Hord**

##### **1) Increase street maintenance abilities**

Chief Hord shared that street maintenance is the biggest issue his team faces. His goal is to have an asphalt patching trailer and motorized tamp. The Board discussed this plan and voiced support of an additional building for storing maintenance equipment.

##### **2) Fleet needs**

Chief Hord stated that he would like to increase his fleet by adding a vehicle for maintenance and code enforcement. There was Board discussion regarding what size vehicle it should be.

## **D. Police**

### **Chief Cook**

Chief Cook shared that he is looking at funding sources including grants for staffing needs. He reviewed a League program for free Risk Review. The process would involve assessment of areas for improvement including policies, training, supervision, and performance. The process would take one year. The amount saved on insurance rates could help cover any additional administrative cost during the process.

Chief Cook shared that his second major goal was a review of salary and staffing levels. He stated the Joint Police Authority is, on average, offering four to five thousand dollars less than anywhere else in the county and that retention would eventually become an issue.

There was discussion regarding the Joint Police Authority's funding and whether a flat rate from Faith, a contractual relationship, or the Authority running itself would be options worth considering. The funding will be brought up at the upcoming JPA meeting.

*The Board took a ten-minute recess from 10:25 a.m. to 10:35 a.m.*

## **E. Administration**

### **Larry Smith**

#### **1) Charter, Ordinance, Policy, Rules of Procedure**

Outside resources are being considered for the policy updates. The charter and ordinance revisions are ongoing. There was brief discussion regarding the fact that 160D will require changes to the ordinance and some Board procedures.

#### **2) Salary/ Compensation Survey**

Mr. Smith shared that staff would continue to straighten out manuals and procedures. Priority focus is on recruitment, retention, and training for staff. More on this topic will be presented during the budget workshop.

#### **3) Revitalization Team Goals**

- **Town Square**
- **Downtown Master Plan**

Ideally a joint meeting with the Revitalization Team and the Board of Aldermen will take place to discuss moving forward with the Town Square Project and to review the Downtown Master Plan.

- **Support US 52 Sidewalks/ Curb & Gutter**

There was Board discussion regarding the curb and gutter project and the desired outcomes.

## **F. Planning**

#### **1) Code Enforcement**

### **Holly-Anne Franco**

- **Numbers – where emphasis has been**

- **Existing approach to code enforcement**

Ms. Franco shared handouts that included a table of what types of violations had been recorded and a flowchart of the current process for code enforcement. Currently she focuses on the town in quadrants to devote equal attention to each. The Board was in support of her plan to educate and continue to enforce the ordinances without being selective. The Board agreed they could address necessary changes to the ordinances after review.

- **Community Appearance Commission**

Ms. Franco shared her current efforts to recruit for the CAC and will continue outreach. The Board suggested working with the Civitans since they are also trying to recruit.

**6. Presentations/ Board Discussion**

**Steve Blount**

**G. Town Growth**

**H. Comprehensive Land Use Plan**

**I. Preliminary Sidewalk Plan**

Mr. Blount reviewed a combined presentation on town growth, critical issues, and action items identified in the recently updated Comprehensive Land Use Plan. He also presented to the Board a Preliminary Sidewalk Plan as an example of a way to address the critical issue of achieving the goal to be a walkable community.

There was Board discussion on stormwater management, sidewalk and trail systems, and subdivisions. Mr. Blount will present individual issues and text amendments at regular Board meetings.

*The Board recessed for lunch from 12:30 p.m. to 1:08 p.m.*

**7. Board Discussion            Set Goals and Priorities**

The Board gave input on each of the twelve goals that was identified during the morning discussion. The Board members' level of priority for each item was tallied to recognize those with the highest priority. The results are shown in the table below.

Item	High	Medium	Low
1. Streets	5	0	0
2. Sidewalks	5	0	0
3. Police Department Salaries	4	1	0
4. Charter/Ord./Policies	4	1	0
5. Stormwater	3	1	1
6. Master Plan (Town)	3	1	1
7. Finance Policies	0	5	0
8. Sidewalk & Trail Plan	0	4	1
9. Maintenance Equipment	1	4	0
10. Code Enforce. Ord. Review	2	3	0
11. Building Needs	1	3	1
12. Parks Master Plan	1	3	1

**Board Expectations for Each High Priority Item:**

**A. Streets** - There was discussion regarding the status of the current capital streets project spanning budget years and staggering the streets that are repaired in the future. There was a recommendation to identify money in each year’s budget for streets in the future and to list the completion of the current capital streets project as this year’s goal.

Chief Hord’s recommendation was to consider hot patch as an alternative. The approximate timeframe for the purchase of equipment and training staff would be six months.

**B. Sidewalks** - Chief Hord shared that currently 25% of all non-US 52 sidewalk repairs from his priority list, roughly \$26,000 worth, are in progress. It was suggested that the other 75% be completed in the next year and that the sidewalk project on US 52 begin. There was discussion on traffic control and sidewalk connectivity.

**C. Police Department Salaries** – Salaries will be covered more during the budget discussions.

**D. Charter/ Ordinances/ Policies** – Policies will be discussed during the budget retreat; the other items are carryover projects that will continue.

**E. Stormwater** – Mr. Blount asked the Board where they wanted to focus, how strict they wanted the controls to be, and what they would like stormwater management to look like in different areas of the Town.

*Mr. Smith left the meeting at 2:20 p.m.*

Mr. Blount revisited his presentation and discussed future growth opportunities and the need for a sidewalk and trail plan with the Board. There was discussion that included access to I-85, transportation corridors, and utility expansion. Mr. Blount asked that the Board let him know what their priorities were for the different action items and critical issues.

- F. Town Master Plan** – no discussion.
- G. Finance Policies** – Ms. Shockley will work to collect information and policies for Board review and discussion as necessary.
- H. Sidewalk and Trail Plan** – The necessity of a plan was discussed during Stormwater item. This item will be revisited in the future.
- I. Maintenance Equipment** – There was further discussion on a hot patch machine, tamper, and trailer. The Board would like to develop a plan on where maintenance equipment will be stored in the future and identify steps to work towards that goal.
- J. Code Enforcement Ordinance Review** – The Board will let the planning staff know when they receive feedback so the planning staff will know which areas will need review and/or updates. There was discussion regarding current code enforcement issues.
- K. Building Needs** – There was discussion on whether breaking departments off into additional buildings would be a good idea and what would be necessary if that was done.
- L. Parks Master Plan** - There was a suggestion that the Board put together general guidelines and then turn over to the PERC group for completion.

The Board discussed holding a series of additional, shorter meetings to discuss the items one at a time. The Board would like to include all twelve of the identified items, both high and medium priority, on the goal list with emphasis on completing those with high priority.

### **Adjourn**

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

The meeting ended at 3:38 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk