



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
October 2, 2017**

Members Present: Mayor Bill Feather, Mayor Pro Tem Mike Brinkley, Alderman Jim Costantino, Alderman Jim LaFevers, Alderman Arin Wilhelm

Member(s) Absent:

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jim Philyaw – Finance Officer, Mr. Dale Brown – Fire Chief, Mr. Jason Hord – Maintenance Supervisor, Mr. Mark Cook – Police Chief, Mr. Steve Blount – Town Planner, Mr. Travis Barnhardt – Fire Fighter, Mr. Graham Corriher – Town Attorney, and Ms. Shelly Shockley – Finance Analyst/Planning Coordinator/Events Coordinator

Guests: Mr. Ed Shell, Mrs. Sandra Shell, Mr. Robert Anderson, Mr. Zach Huddleston, Mr. Mark Wineka, Mr. John Fisher, Mrs. Joy Fisher.

Call to Order: Mayor Feather called the meeting to order at 7:00 P.M.

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

Pledge of Allegiance: Mr. Zach Huddleston led the Pledge of Allegiance.

Approval of the Agenda:

Mayor Feather mentioned item #10, Interlocal Risk Financing Fund of North Carolina (IRFFNC) Revised Interlocal Agreement needs to be removed from the agenda; we need to add a Special Called Board of Aldermen meeting on October 16, 2017 to review and accept the audit, property issue, and hear an update from the Town Manager about the Interlocal Risk Financing Fund of North Carolina (IRFNC) Revised Interlocal Agreement.

ACTION: Mayor Pro Tem Brinkley made a motion to approve the agenda as amended. Alderman Arin Wilhelm seconded the motion. The motion passed with all in favor.

Citizen Comments:

Ed Shell, 510 Lewis Street, Mr. Shell gave the following comment:

“There are two things I want to speak to this evening; both of them actually involve a similar subject and that is the appointment process for the Planning Board and the Zoning Board and I would assume other committees. I looked at this procedure that is being proposed; I’ve talked to a lot of people about this and there are a lot of concerns. I think one of them is that there is not enough time being devoted to this issue. There is a considerable amount of concern not just with me, but with others that this process is being hugely rushed all of a sudden as far as trying to select people. People are scratching their heads and asking what’s going on here? What is this great urgency all of a sudden? There are also questions being raised about why would something of this

nature be done so very close to the election? I mean we are really down close to the wire here; approximately 4 – 5 weeks away, and the point of that is this is potentially is a political consideration. I look at the Board sitting up front, I look at the Mayor, some of you may not be sitting here in about a month, as many as three of you could be gone; then you're talking about a new group of people who have to live with the consequences of what you have done for the next couple of years. That again really raises some really serious concerns about what's transpiring here. I think the prudent thing to do or the wise thing to do is to error on the side of prudence and by that I mean don't rush this, don't try to force this issue. You need to let the election take place and then if all of you are still here or perhaps there are some new faces, that's when the decision should be made about who will constitute these various boards. This is just too important to treat this otherwise, this is a serious important matter. I'm also concerned with some of the things I've seen in the proposed procedure, the definition of things, the absence of things such as the treatment of alternates; maybe that's been addressed and corrected, I don't know; but there are definitely issues that have not been touched on properly as far as these procedures are concerned. I think that a lady I know Sandra Shell who is the chairman of the Planning Board has also raised issues about the technicalities involved in the procedures that are being suggested; have those been addressed, have those been changed, have they been explained, we have no way of knowing. I don't know, I doubt it. I think this requires a little bit of careful deliberation, these things are too important and have a long-lasting effect on the community. I strongly encourage you to listen to what will be said tonight, listen to any recommendations that might be made, but defer action until after the election."

Joy Fisher commented "I think Mr. Shell covered my sentiments exactly, thank you."

Approval of the Consent Agenda:

Mayor Pro Tem Brinkley asked that minutes of the September 5, 2017 be pulled from the consent agenda and tabled until the November 6, 2017 meeting.

ACTION: Aldermen Jim LaFevers made a motion to approve the consent agenda and minutes of the August 7, 2017 meeting. Alderman Arin Wilhelm seconded the motion. The motion passed with all in favor.

Guests and Presentations:

There were no guest presentations.

Town Manager's Update:

1. Introduction of New Finance Analyst/Planning Coordinator/Events Administrator:

Mr. Conrad introduced Shelly Shockley as the new Finance Analyst/Planning Coordinator/Events Administrator. "Ms. Shockley has been working with us under a temporary arrangement through a temp agency. She has hit the ground running and has worked diligently with our downtown merchants as well as coordinating our events downtown."

2. Planning and Zoning Update:

Comprehensive Plan

Mr. Blount explained, “Community Planning takes many forms. Downtown Plans, recognizing the importance of a viable commercial district are very common. Economic Development Plans map a strategy to bring new jobs and tax base to a town. Neighborhood Plans recognize ways to create new and preserve and improve existing residential neighborhoods. Small Area Plans are used to address challenges or opportunities specific to a small geographic area within a town.”

“Underlying all other planning efforts, though, is something called a Comprehensive Plan (CP). This plan considers the whole physical area of a municipality out into the town’s Extraterritorial Zoning Jurisdiction (ETJ) and beyond. This planning process examines all facets of community life- employment, entertainment, recreation, education, transportation, etc. It considers the mix of housing options and available jobs and how those meet the demographic makeup of a town.”

“In addition to making specific suggestions concerning all of these issues and more, the CP usually develops a set of guiding principles or policies that all other plans build on and, more importantly, all future zoning and land use decisions are supposedly based on. When Planning Boards and/or the Board of Aldermen vote to approve a rezoning, they are asked by staff to include a Statement of Consistency. The zoning decision has to be consistent with the CP and the CP’s Policies. When a Uniform Development Ordinance is developed, revised or amended, those decisions must be consistent with the CP’s Policies. When other plans are created, they must be consistent with the CP.”

Creating a Comprehensive Plan

“To create a plan so important to the future of Granite Quarry you would hope 3000 people would come together, divorce themselves from preconceptions and bias, soak up reams of facts, figures, and statistics about their town, identify their community’s challenges, and then craft strategies and policies that would quickly lead to their solution. Realistically, however, a much smaller group of citizens will take time to become involved in this type of planning process. With that in mind, I would suggest the following:

1. Build on the data and public input used to generate the town’s **2016 Downtown Master Plan** as a starting point in this process.
2. Update demographic information included in the town’s current **Comprehensive Plan**, (created and adopted in 2000) adding obviously important additional issue information (i.e., impact of Highway 52 bypass) as needed.
3. Create an Ad Hoc Committee consisting of the Board of Aldermen, Planning Board, the Revitalization Committee, the Town Manager and the Town Planner to review this information and then make suggestions for modifications, corrections and additions.
4. If the Ad Hoc Committee determines that additional public input is warranted at this point, staff, working with the Ad Hoc Committee will provide a venue for this process.
5. Planning staff, following the suggestions of the Ad Hoc Committee and with any additional public input will draft a preliminary **2040 Comprehensive Plan**.

6. This plan will be posted on the town's website for additional review and comment by the public.
7. Corrections and revisions will be presented to the Ad Hoc Committee for their final approval.
8. A public hearing will be announced and then held by the Board of Aldermen.
9. The Board of Aldermen will consider adoption of the plan."

Downtown Building Design Guidelines

Mr. Blount explained the Suggested Downtown Building Design Guidelines:

"The goal of the Downtown Building Design Guidelines is to promote over time through new construction, renovation of existing buildings, and improvements to parking areas and the streetscape along Highway 52 and other roads, the development of a high quality, amenity filled, walkable campus of private businesses and government buildings that attracts people to the downtown area. Improvements to the downtown area should attract people and businesses to all of Granite Quarry, benefitting all citizens. The area currently considered as Downtown is shown on fig. 33 in the Downtown Masterplan. This area basically includes all properties along the Highway 52 corridor starting in the north at Church Street, ending in the south at Troutman Street and bracketed by Main Street to the west and Brown Street to the east. The area referred to as Downtown for the purpose of these guidelines may be expanded by text amendment over time as required by future growth."

Categories

1. New and Infill Development
2. Existing Building Repairs and Renovations
3. Existing Building Replacement
4. Parking Lot Improvement
5. Landscape Improvement
6. Streetscape Improvement

Purpose of Categories

New and Infill Development

"The Downtown Design Guidelines (DDG) for this category will raise the standard expected of all new construction in the downtown area and will insure that all new buildings and parking areas contribute to the campus like atmosphere of the downtown while functionally fitting with existing buildings and open spaces."

Existing Building Repairs and Renovations

"Recognizing that many of our existing downtown buildings will require improvements, expansions and repairs over the coming decades, this category of guidelines will attempt to motivate these building owners to use these opportunities to improve the quality of their buildings without requiring that they meet all of the guidelines for new construction."

Existing Building Replacement

“This category will include guidelines similar to those for new construction while recognizing that building siting, orientation and other criteria may be impacted by the original building.”

Parking Lot Improvement

“Adequate parking is needed to support downtown buildings and while guidelines for new construction will require parking be located behind or to the side of the building, most existing buildings have their parking along the road in front of their property. To promote the appearance, safety and functionality of these existing parking areas, these guidelines will suggest a menu of improvements that will be required over time as major repairs or resurfacing is done.”

Landscape Improvement

“There is a variety of landscaping quality, quantity and type in place at existing businesses within the downtown area. These guidelines will help promote a more homogeneous and/or complimentary array of landscaping through the downtown area.”

Streetscape Improvement

“Major streetscape improvements will involve NCDOT but this set of guidelines will include a list of hoped for improvements (such as reducing the size and number of curb cuts) in hopes of promoting a more walkable and attractive downtown area.”

Board Appointments Planning and Zoning

Ms. Word advised that 10 application packets were received for five (5) vacant slots on the Planning Board. One of those vacancies is an ETJ vacancy.

Town Attorney Corriher explained the guidelines and directives used for Board appointments. The Planning Board consist of nine (9) members, five (5) of those members are residents of the Town proper appointed by the Board of Aldermen; four (4) of the members of the Board are residents of the Town’s ETJ and are appointed by Rowan County Board of Commissioners. There are also two (2) alternates. The members serve staggered three-year terms. Overall the Granite Quarry Board of Alderman appoints approximately half of the members for each and the Rowan County Commissioners appoint the remaining members, based on recommendations made by the Town Board.

When terms expire, they are filled according to a schedule. When there is a vacancy on the Planning Board, those are filled by the Board of Commissions depending on whether the vacancy is from a resident of the Town or resident of the Town’s ETJ.

Mayor Feather stated the following vacancies need to filled:

- (1) Town (ALT) with term expiring in 2020.
- (1) Town with term expiring in 2018.
- (2) Town with term expiring in 2020.
- (1) ETJ (ALT) with term expiring in 2018.
- (1) ETJ with term expiring in 2019.
- (1) ETJ with term expiring in 2020.

ACTION: Mayor Pro Tem Brinkley made a motion to recommend Donna Goodman to Rowan County Commissioners for their approval for her to serve on the Planning Board from the ETJ with her term to expire in 2020. Alderman Costantino seconded the motion. The motion passed with all in favor.

Mayor Feather explained that the County Commissioners do have a regulation of a two-year term, so this would be her first term and then she goes into a second term. After that the County Commissioners would likely want that position replaced. Understand that the Commissioners will extend it by request, so a request should be made at that time.

ACTION: Mayor Pro Tem Brinkley made a motion to appoint the following persons to the Planning Board:

Mark Troublefield ~ term expiring in 2020

Aubrey Smith ~ term expiring in 2020

Vonda Kimrey (ALT) ~ term expiring in 2020

Sandy Fisher ~ term expiring in 2018

Alderman LaFevers seconded the motion. The motion passed with all in favor.

Alderman LaFevers asked how and when did these vacancies come about? Mayor Feather explained “Some of these vacancies weren’t filled over the years and there wasn’t an effort put forth by this Board and by people prior to us and by staff to request people to serve.”

Approve Board Appointment Procedure

Ms. Word stated in the agenda packets is a policy basically outlining Boards and Commissions policies. Overall the purpose of this policy is to develop a preferred process for the Board of Aldermen to follow for the Boards and Commissions appointments to ensure that all the Board members operate under the same process.

Mayor Feather commented “I just want to clarify this policy is for information purposes only, it was never intended as an action item and this is a “work in progress” and needs to be reviewed. There are some things in there that match the County’s policy, the question is whether we want to match the County’s or not with those term limits. I would suggest the Board take and read it, offer suggestions, and allow for citizens comments to determine a policy that would best fit the community.”

Mayor Feather asked staff to distribute the draft policy to all the Boards and Committees and get feedback from them.

Approve Petty Cash Policy

Ms. Word requested that this item be tabled until the next meeting to allow for some tweaking of the policy.

Aldermen LaFevers made a motion to table this item. Alderman Constantino seconded the motion.

Town Hall Remodel Project

Mr. Conrad stated staff is continuing to pursue financing through USDA for the remodel project for Town Hall and have submitted a preliminary memo to our USDA representatives and they provided us some feedback. There is a meeting scheduled for tomorrow with the USDA Architect to talk with our staff about this project.

“One of the initial issues was our preliminary drawings did not include an elevator to the 2nd floor. Our second floor is primarily for the Fire Department and the members of that department, so there isn’t a lot of foot traffic from the general public going up and down the stairs to that particular department. It has long been advocated that the expense of an elevator while it would be nice, but perhaps not be required as part of this project. Understand from discussions with USDA representatives that their funding will probably be tied to ADA requirements which would include some form of mechanized access to the second floor.”

2016 Municipal Population Estimate – 3,086

Mr. Conrad stated. “The Town Planner brought to my attention that the Office of State Management just released the population estimates statewide, the 2016 number for Granite Quarry is 3,086 people. This is a good indication that the town is moving forward with that new number.”

US-52 and Bank Street Signal Infrastructure Options

Mr. Conrad stated, “Received an email from NCDOT indicating they wanted to continue to re-evaluate the Bank Street/US-52 intersection and any issues there. The Mayor and I had a preliminary phone call with an NCDOT Representative and the instruction was for them to associate some costs with those options and then we would have a follow-up meeting. The purpose of tonight’s presentation is to re-introduce this item, solicit any kind of feedback or direction the Board would have on any of these particular options.”

Alderman Costantino asked do we have an approximate cost. Mr. Conrad replied, “They did not have hard numbers at the time.”

Mayor Pro-Tem Brinkley asked, “What is generating the need to do anything?” Mayor Feather replied, “Replacement traffic lights being in their cycle, so it was coming up for replacement anyway.” Aldermen LaFevers asked, “Are they willing to give us estimates for each of these options?” Mr. Conrad replied, “Yes there is a base price that NCDOT will cover. The Town will be asked to cover anything more decorative or upscale. I can’t tell you the exact cost at this time.”

Old Business:

Request to Appropriate \$13,140 to the appropriate line item from the repair for Chamandy Drive Guardrail and Resurfacing Project FY 2017-18 Budget Amendment #1

ACTION:

Alderman LaFevers made a motion to adopt Budget Amendment #1 in the amount of \$13,140. Alderman Costantino seconded the motion.

1. Fire Department Fee

Mr. Conrad stated, “Staff have spoken with Mr. Costantino, and it is a case by case basis where not everyone has that component as part of their homeowner’s insurance; so at this point it’s not as conclusive as we thought it might be.”

Mayor Feather commented, “I have also spoken with Mr. John Fisher and I also checked my own homeowner’s policy and the fee is not available. It is in the policy, but it is not payable to a municipality.”

President Pro-Tem Brinkley requested this item be tabled to a future meeting.

2. Update on an Incentive Program for Voluntary Annexation

President Pro-Tem Brinkley requested this item be tabled to a future meeting.

3. Approve Financing for Balance on the Town Resurfacing Project

Mr. Conrad explained, “This is an item that we were in discussions with the Local Government Commission, it turns out the Town can actually pay that balance through future allocations of Powell Bill Funds which could bleed into next year. The Town won’t necessarily have to borrow any dollars to finish that project off. This is basically the street resurfacing project that was recently completed in Town.

President Pro-Tem Brinkley commented to make sure you have documentation and that the Town can get it.

ACTION:

Alderman LaFevers made a motion to approve Financing for the Balance on the Town Resurfacing Project. Alderman Costantino seconded the motion.

New Business & Action Items:

1. Adopt the Proclamation for Davidson County Young Marine’s Red Ribbon Week on October 23-31.

ACTION: Alderman Wilhelm made a motion to adopt the proclamation for Red Ribbon Week on October 23-31. Alderman LaFevers seconded the motion. The motion passed with all in favor.

Mayor’s Notes:

Mayor Feather presented the calendar of events and announcements as a reminder.

Mayor's Action:

- a. To set a Special Called Meeting of the Granite Quarry of the Board of Aldermen on October 16, 2017, at 4:00 P.M. to review the Annual Financial Audit and to discuss the Interlocal Risk Financing Fund of North Carolina. There will also be a property issue discussed in closed session.
- b. **ACTION:** Mayor Pro Tem Brinkley made a motion to set a Special Called Meeting of the Granite Quarry Board of Aldermen on October 16, 2017 at 4:00 P.M. to review the Annual Financial Audit and to discuss the Interlocal Risk Financing Fund of North Carolina. There will also be a property issue discussed in closed session. Aldermen LaFevers seconded the motion.

Closed Session:

A motion is needed as follows: To go into closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues.

ACTION: Mayor Pro-Tem Brinkley made a motion to go into closed session at 8:10 P.M. pursuant to N.C. General Statute Section 143-318.11.A.5.6 for personnel and property issues. Aldermen Costantino seconded the motion. The motion passed with all in favor.

A motion is needed as follows: To come out of closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues. The Board takes the following action (if any).

ACTION: Mayor Pro-Tem Brinkley made a motion to come out of closed session at 8:33 P.M. pursuant to N.C. General Statute Section 143-318.11.A.5.6 and the Board took no action. Aldermen Costantino seconded the motion. The motion passed with all in favor.

Alderman Wilhelm made a motion to adjourn the meeting at 8:34 P.M. Aldermen Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Tanya Maria Word

Tanya Maria Word
Town Clerk