



TOWN OF
GRANITE FALLS
North Carolina

Dr. Caryl B. Burns Mayor • Mike Mackie Mayor Pro Tem • Jerry T. Church Town Manager
Council Members Ritch Bolick • Larry Knight • Jim Mackie • Martin D. Townsend • Tracy Townsend

AGENDA
REGULAR TOWN COUNCIL MEETING
MONDAY, FEBRUARY 19, 2024
4 SOUTH MAIN STREET
5:30 PM

- I. WELCOME - CALL TO ORDER MAYOR DR. CARYL B. BURNS
- II. INVOCATION COUNCILMEMBER TRACY TOWNSEND
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER MARTIN TOWNSEND
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER LARRY KNIGHT

In accordance with the State Government Ethics Act, it is the duty of every Council member to avoid both conflicts of interest and the appearance of conflicts. Does any Council member have any known conflict of interest or appearance of conflicts with respect to any matters coming before the Council today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matters involved.

(N.C.G.S. 14-234, N.C.G.S. 160A-479.11, & N.C.G.S. 160D-109)

- V. RECOGNITION OF VISITORS
- VI. SPECIAL PRESENTATIONS/INTRODUCTIONS/RECOGNITIONS
Dr. David Lowry, President, and Chief Executive Officer of UNC Healthcare Caldwell will present an update to the Town Council.
- VII. APPROVAL OF THE AGENDA
- VIII. CONSENT AGENDA
All items below are considered to be enacted by one motion. There will be no separate discussion or separate votes of the items listed under the Consent Agenda unless a Councilmember requests that an item or items be considered as a separate item of new business. When a Councilmember makes this request, the item(s) will be removed from the Consent Agenda and will be considered under agenda Section XII. New Business.
- 1) APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, FEBRUARY 5, 2024
(See attachment #1.)

2) COUNCIL CALENDAR

Enclosed with the Council Agenda package is a calendar of events through the end of April 2025. Changes to the Council Calendar from the last Council Calendar are highlighted in yellow. (See attachment #2.)

3) APPROVE PROCLAMATION DESIGNATING MARCH 2024 AS AMERICAN RED CROSS MONTH

The Council is requested to approve a proclamation approving March 2024 as American Red Cross month. (See attachment #3.)

4) TOWN HOLIDAY SCHEDULE

The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed in observance of the following holidays:

Easter Holiday - Good Friday	Friday, March 29 th
Memorial Day Holiday	Monday, May 27 th
Independence Day Holiday	Thursday, July 4 th
Labor Day Holiday	Monday, September 2 nd
Veterans Day Holiday	Monday, November 11 th
Thanksgiving Holidays	Thursday and Friday, November 28 th & 29 th
Christmas Holidays	Tues, Wed., & Thurs., December 24 th , 25 th , & 26 th

The Police & Fire Departments and the Water & Wastewater Facilities will be on duty as scheduled and those employees on shift that work the holiday receive pay for the holiday. The employees that are not on shift and that work the holiday receive alternate time off with pay. Republic Services will pick up garbage and recycling on their normal collection schedule.

IX. TOWN ATTORNEY REPORT

X. PUBLIC COMMENT PERIOD

XI. PUBLIC HEARINGS – NONE SCHEDULED

XII. NEW BUSINESS/ACTION ITEMS

1) 2023 PARKS AND RECREATION DEPARTMENT ANNUAL REPORT

Granite Falls Parks and Recreation Director Chad Raby will present the 2023 Parks and Recreation Department Annual Report. (See attachment #4.)

2) CONSIDER APPOINTMENT TO THE TOWN OF GRANITE FALLS RECREATION ADVISORY BOARD

There is currently one vacancy on the Town of Granite Falls Recreation Advisory Board. The vacancy must be filled by a citizen that lives within the Town limits. Jay Worsley, who resides at 23 River Drive (Granada Farms) has applied to serve on the Recreation Advisory Board. If appointed, Mr. Worsley would complete a term that began July 1, 2022, that will end June 30, 2025.

3) 2023 HUMAN RESOURCES ANNUAL REPORT

Human Resources Director Crystal Bollinger will present the 2023 Human Resources Annual Report to the Council. (See attachment #5.)

4) FINANCIAL REPORT

Assistant Town Manager/Finance Director Ashley Presnell will present highlights from the finance report for the 7 months ended January 31, 2024. The agenda package includes the Budget Report, the Financial Dashboard, and analyses of the current year's sales tax revenue and current property tax revenue versus the previous year and budgeted revenues. The information in these reports represents 58% of the current 2023 - 2024 fiscal year budget. Presnell will also present updates on the ERP conversion and other projects. (See attachment #6.)

5) APPROVAL OF AUDIT CONTRACT

The Council is requested to approve the audit contract with Martin Starnes & Associates, CPAs, P.A. to complete the audit of the Town's financial statements for the fiscal year beginning July 1, 2023, and ending June 30, 2024. The amount of the contract is \$36,850 for the basic audit, including \$3,500 for single audit procedures, \$5,200 for financial statement preparation, plus printing costs. The Local Government Commission (LGC) requires that every municipality sign an annual audit contract with their audit firm. (See attachment #7.)

6) ASPLUNDH TREE EXPERT COMPANY AGREEMENT

The Council is requested to approve the General Agreement with Asplundh Tree Expert Co. for March 1, 2024, through February 28, 2025, and to authorize the Town Manager to execute the agreement on behalf of the Town. The agreement establishes compensation, obligations, and insurance requirements, etc. There are no significant changes to the terms and conditions and the agreement does not include any rate increases for the next year. Asplundh's rates remain lower than the labor rate quotes we received from other tree trimming companies. (See attachment #8.)

7) ASPLUNDH STORM EMERGENCY PROCEDURE - TREE CREWS

The Council is requested to approve the Storm Emergency Procedure – Tree Crews Terms and Conditions with Asplundh Tree Expert Co. for March 1, 2024, through February 28, 2025, and to authorize the Town Manager to execute the contract on behalf of the Town. There are no significant changes to the terms and conditions and the agreement does not include any rate increases for the next year. (See attachment #9.)

XIII. MANAGER UPDATE - TOWN MANAGER JERRY CHURCH

Town staff and Progressive Engineering Consultants, our Electrical Engineers, have been working on the Utility Relocation Agreement with NC DOT for the Town electric distribution system on Pinewood Road (NC DOT project U-6036). The estimated cost to relocate the Town's lines and associated assets is approximately \$180,000. The Town will have to put the project out for bids, select the contractor with the lowest responsive, responsible bid, pay the selected contractor for the work, and then apply for reimbursement from the NC DOT. Since there are no improvements to the Town electric distribution system in the design plans for this project, the Town should receive 100% reimbursement for the cost of the relocation.

XIV. COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board
2. Caldwell County Railroad Policy Board
3. Metropolitan Planning Organization (MPO) and Technical Coordinating Committee
4. Caldwell County Economic Development Advisory Commission (EDAC)
5. NC Municipal Power Agency # 1 Board of Commissioners
6. Caldwell County Managers' bi-monthly meeting

XV. INFORMATION ITEMS/REPORTS

1. The Parks and Recreation Accessible Parks Grant Public Meeting will be held on Tuesday, March 5th at 5:30 p.m. in the Council Room.
2. The Merchants' Association will meet on Monday, March 18th at noon in the Council Room.
3. The History Committee will meet on Tuesday, February 20th at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, February 27th at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, March 8th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, February 28th at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, March 11th at 5:30 p.m. at the ABC Store.

XVI. OTHER BUSINESS

XVII. CLOSED SESSION

Under N.C. General Statutes 143-318.11 (3) and 143-318.11 (6) the Council shall hold a closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

XVIII. OTHER BUSINESS

XIX. ADJOURN

Reminder: The next Town Council Meeting is a regular meeting on Monday, March 4, 2024, at 5:30 p.m. in the Council Chambers.

In accordance with Title II of the Americans with Disabilities Act, neither the Town of Granite Falls, nor the Granite Falls ABC Board, discriminates based on disability in conducting its meetings. Individuals with disabilities who require auxiliary aids or services or other accommodations for effective communication and participating in a meeting may contact the Town Clerk at (828) 396-3131. Requests should be made at least 72 hours prior to the meeting.