



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, MARCH 18, 2024
4 SOUTH MAIN STREET
5:30 PM

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

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
 - 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, MARCH 4, 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. Also enclosed is additional information about upcoming a few upcoming events. (See attachment #2.)

3) CONSIDER CHANGE TO THE COUNCIL MEETING SCHEDULE

The Council is requested to cancel the Regular Council meeting scheduled for Monday, May 20, 2024, in the Council Room. The annual Art in the Park concert, featuring Fox and Company, will be held from 6:00 p.m. to 9:00 p.m. at the Recreation Center.

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 ELECTRIC DEPARTMENT ANNUAL REPORT

Town of Granite Falls Electric Services Director Rick Sisk will present the 2023 Electric Department Annual Report. (See attachment #3.)

2) 2023 PUBLIC WORKS DEPARTMENT ANNUAL REPORT

Water Resources Director and Public Works Director Randy Smith will present the 2023 Public Works Department Annual Report. (See attachment #4.)

3) 2023 WATER RESOURCES ANNUAL REPORT

Water Resources Director and Public Works Director Randy Smith will present the 2023 Wastewater and Water Treatment Departments Annual Reports. (See attachment #5.)

4) FINANCE DEPARTMENT UPDATE

Finance Director Ashley Presnell will present a Finance Department update to the Council. (See attachment #6.)

5) ANNUAL REVIEW OF TOWN OF GRANITE FALLS PURCHASING POLICY AND PROCEDURES MANUAL

The Council shall review the Town of Granite Falls Purchasing Policy and Procedures Manual (Purchasing Policy). The purpose of the Purchasing Policy is to document how Town management has fulfilled their responsibility to guarantee competitive and advantageous procurement of goods and services while maintaining compliance with Federal regulations and North Carolina General Statutes. The Purchasing Policy can also be used as a training tool for new and existing employees in administrative and supervisory roles with the Town. The Purchasing Policy is a “living document” that must be reviewed and updated throughout the year as changes are made to NC General Statutes, Governmental Accounting Standards and in Town staff and their assigned duties. The Town Council reviews and approves the Purchasing Policy on an annual basis. (See attachment #7.)

The proposed amendments to the Purchasing Policy in 2024 are as follows:

- On pg. 8 changed the last two sentences in Section 6.2 from “All service contracts must be approved by the Town Manager. The completed and signed contract must be forwarded to the Finance Director prior to the release of the purchase order” to “All service contracts must be approved by the Town Manager and pre-audited by the Finance Director before the purchase order can be released.”
- On pg. 9 Section 6.4 changed “year end” to “year-end.”
- On pg. 10 Section 6.10 added “Deputy Finance Director” to the list of employees who can disburse petty cash.

Action Requested: Approve the Town of Granite Falls Purchasing Policy as amended and authorize the Town Manager to update the policy as needed.

6) ANNUAL REVIEW OF TOWN OF GRANITE FALLS INTERNAL CONTROL POLICY

The Council shall review the Town of Granite Falls Internal Control Policy (Internal Control Policy). The purpose of the Internal Control Policy is to document how Town management has fulfilled their responsibility for implementing and maintaining a sound and comprehensive internal control framework. Internal Control policies help identify and address areas of risk of fraud, waste abuse and mismanagement. The Internal Control Policy can also be used as a training tool for new and existing employees in administrative and supervisory roles with the Town. The Internal Control Policy is a “living document” that must be reviewed and updated throughout the year as changes are made to NC General Statutes, Governmental Accounting Standards and in Town Staff and their assigned duties. The Town Council reviews and approves the Internal Control Policy on an annual basis. (See attachment #8.)

The proposed amendments to the Internal Control Policy in 2024 are as follows:

- On pg. 3 in the employee could pocket cash from petty cash box, added Deputy Finance Director to the list of employees who can pay out petty cash.
- On pg. 3 in the employee could try to steal cash using blank check section, added “AP check stock is sequentially numbered currently, but will become blank check stock once full migration to the new accounting software has occurred.
- On pg. 4 in the same section as above, added “Payroll check stock is blank and information such as routing, account, and check number are generated from the accounting software during the payroll process.” Also added “Two signatures required on all AP and payroll checks. Digital signatures are generated from the accounting software and are password protected. The Deputy Finance Director and Finance Director are the only two employees with access to the signatures.”
- On pg. 8 under purchasing- possible violation of state procurement laws section changed the first line to say, “Finance staff and Department Heads attend continuing education.”

Action Requested: Approve the Town of Granite Falls Internal Control Policy as amended and authorize the Town Manager to update the policy as needed.

7) **ANNUAL REVIEW OF THE TOWN OF GRANITE FALLS ETHICS POLICY FOR ELECTED OFFICIALS AND THE TOWN OF GRANITE FALLS CONFLICTS OF INTEREST POLICY FOR ELECTED OFFICIALS, APPOINTED OFFICIALS AND TOWN EMPLOYEES**

The Council approved an Ethics Policy for Elected Officials on November 2, 2009, and a Conflicts of Interest Policy for elected and appointed officials and employees on July 10, 2010. While there have been no violations of either policy since their respective approvals and all elected officials have completed all required ethics training in a timely manner, it is good governance to review these policies periodically. There are no changes to the Ethics Policy for Elected Officials or to the Conflicts of Interest Policy. (See attachment #9.)

Action Requested: Review Town of Granite Falls Ethics Policy for Elected Officials and the Town of Granite Falls Conflicts of Interest Policy, approve the amendments to the Conflicts of Interest Policy as presented, and verify that Council members have read and understand these policies.

8) **FINANCIAL REPORT**

Town of Granite Falls Finance Director Ashley Presnell will present the Financial Report for February 2024. The financial dashboard and an analysis of current year sales tax revenue and current year property tax revenue versus prior year and budgeted revenues, for the eight months ended February 29, 2024, are enclosed for Council review. These reports represent 67% of the current 2023-2024 fiscal year budget. (See attachment #10.)

9) **APPROVE RESOLUTION ADOPTING AMENDED TOWN OF GRANITE FALLS PERSONNEL POLICY**

On Monday, May 4, 2015, the Town Council approved a resolution adopting the Town of Granite Falls Personnel Policy. The resolution allowed the Town Manager to reformat the Personnel Policy for stylistic, typographical, and other formatting changes to the policy without Council approval, but the Council must approve all substantive changes to the policy. Town staff has updated the Town Personnel Policy to keep the Town more competitive with other local governmental entities. Human Resources Director Crystal Bollinger will cover the suggested changes which provide additional benefits to Town employees at little or no additional hard dollar cost to the Town. Attached to the agenda package you will find a resolution adopting the revised Personnel Policy, a summary of the changes, and a complete copy of the Personnel Policy with red-lined changes. If approved by the Council, a complete clean copy of the Personnel Policy will be provided to the Council and the amended Personnel Policy and the summary of changes to the policy will also be provided in writing to all Town employees. Town Attorney Bruce Cannon has reviewed these documents for the Town. (See attachment #11.)

Action requested: Approve changes to the Town Personnel Policy, and the attached resolution as presented.

10) **REVIEW PRELIMINARY OPTIONS FOR TWO NEW TOWN OF GRANITE FALLS GATEWAY SIGNS**

Town Planner Greg Wilson will review updated options for two new gateway signs for the Town of Granite Falls on US Highway 321. The Council is requested to provide input and guidance on how to proceed with this project. (See attachment #12.)

11) APPROVE RESOLUTION BY GOVERNING BODY OF RECIPIENT FOR \$150,000 IN FUNDING RECEIVED FROM THE AMERICAN RESCUE PLAN, FROM THE STATE FISCAL RECOVERY FUND ESTABLISHED IN S.L. 2021-180/2022-74, TO BE USED FOR REPLACING DETERIORATED SEWER MAIN AND TAPS ON HILLSIDE AVENUE

The Council is requested to approve this authorization to direct the Town Manager, and successors so titled, to furnish such information as required by the North Carolina Department of Environmental Quality (NCDEQ) and to execute such other documents that may be required in connection with this project and to make the assurances included in the Award Offer. (See attachment #13.)

Action requested: Approve the Resolution as presented.

XIII. MANAGER UPDATE - TOWN MANAGER JERRY CHURCH

Barring unforeseen circumstances, this is my last official Town Council meeting as Town Manager. I want to take this opportunity to thank the Town Council(s) and the Town employees for their support and assistance during my employment with the Town. Throughout my career, I have always tried to surround myself with good people so we can make good things happen and that mission has been accomplished. Our team is the absolute best! The future is bright for the Town, and I will miss the daily interaction with the staff and Council. Best of luck to all of you!

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 Recreation Advisory Board will meet Tuesday, May 14th at 6:30 p.m. at the Recreation Center.
2. The Merchants' Association will meet on Monday, March 18th at noon in the Council Room.
3. The History Committee will meet on Tuesday, March 19th at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, March 26th at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, April 10th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, March 27th at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, April 8th at 5:30 p.m. at the ABC Store.

XVI. OTHER BUSINESS

XVII. CLOSED SESSION

Under N.C. General Statutes 143-318.11 (3) 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, April 15, 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.