



TOWN OF
GRANITE FALLS
North Carolina

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

AGENDA
REGULAR TOWN COUNCIL MEETING
MONDAY, MARCH 20, 2023
4 SOUTH MAIN STREET
5:30 PM

Face coverings are optional for the March 20, 2023, Council meeting but all attendees are encouraged to wear face coverings, and to social distance from other attendees who are not members of the same household, regardless of vaccination status. Individuals in high-risk groups, individuals who are completing isolation or were recently exposed, and residents at risk of infection should continue to wear face coverings in all public indoor settings.

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

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
ElectriCities Chief Executive Officer Roy Jones will present the ElectriCities Public Power of Excellence Awards to the Council and recognize the Town for receiving the American Public Power Association (APPA) Certificate of Excellence in Reliability.
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, MARCH 6, 2023.
- IX. TOWN ATTORNEY REPORT BRUCE CANNON

X. PUBLIC COMMENT PERIOD

XI. PUBLIC HEARINGS

1) PUBLIC (LEGISLATIVE) HEARING ON REZONING PETITION #2-2023 – 5 PINWOOD ROAD

The Council shall hold a public (legislative) hearing on Rezoning Petition #2-2023. Kenneth Moretz submitted a Zoning Map Amendment for a portion of property owned by Jaclyn Eller located at 5 Pinewood Road. Mr. Moretz has an agreement in place with Ms. Eller to purchase approximately a 0.97-acre portion of her property at the intersection of Pinewood Road and Dudley Shoals Road. The request is to rezone the newly created lot from R-20A, Medium Density Residential District to H-B, Highway Business District. The balance of the property would remain in the R-20A District. The Council called for the public hearing at the March 6, 2023, Council meeting following the presentation by Town Planner Greg Wilson. At the public hearing, all residents of the Town and other interested parties must be allowed to speak. The rezoning would become effective immediately. (See attachment #1.)

The public hearing has been duly noticed by posting a sign on the subject property, publishing a notice in the News Topic and by direct mail to adjacent property owners per the requirements set forth in G.S. §160D-602.

XII. NEW BUSINESS/ACTION ITEMS

1) REZONING PETITION #2-2023 – 5 PINWOOD ROAD

Council shall consider Rezoning Petition #2-2023 for approximately a 0.97 acre front portion of the property located at 5 Pinewood Road. The property is currently zoned R-20A, Medium Density Residential District and the request is to rezone the front portion from R-20A to H-B, Highway Business, (See attachment #1 for Ordinance #375.)

A Council Member may consider the following sample motion script to simplify the State requirements:

“I make a motion to (Approve or Deny) Rezoning Petition #2-2023, Rezoning Ordinance #375, and to approve the corresponding Statement of Consistency & Reasonableness contained in the agenda packet.”

Any additions or deletions to either of the sample motion scripts must be noted within the motion

XIII. CLOSED SESSION

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

XII. NEW BUSINESS/ACTION ITEMS - Continued

2) **POLICE DEPARTMENT ANNUAL REPORT**

Town of Granite Falls Police Chief Chris Jenkins will present the 2022 Police Department Annual Report. (See attachment #2.)

3) **HUMAN RESOURCES (HR) UPDATE**

Human Resources Director Courtney Kennedy will present an HR update to the Council. (See attachment #3.)

4) **FINANCE DEPARTMENT UPDATE**

Finance Director Ashley Presnell will present a Finance Department update to the Council. (See attachment #4.)

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 #5.)

The proposed amendments to the Purchasing Policy in 2023 are as follows:

- On page 3, changed the bottom paragraph language from “Finance Staff includes the Deputy Finance Directors and the Finance Technician/Town Clerk. A Deputy Finance Director will act in the absence of the Finance Director.” To “Finance Staff includes the Deputy Finance Director and the Finance Technician/Town Clerk. The Deputy Finance Director will act in the absence of the Finance Director.
- On page 9, added in the following to section 6.6 : and the North Carolina Sheriffs’ Association website.
- On page 15, took out the extra responsive in “Vendors will be selected on a competitive basis. Formal bids, informal bids, or telephone quotations will be solicited by the Department Head. Bid awards, purchase orders and/or contracts will be issued to the lowest responsive, responsible, responsive bidder in accordance with G.S. § 143-129 and 143-131.
- On page 16, XIII. Capitalization- Change from “A “ capital asset” or “fixed asset” is a unit of property with a useful life exceeding two years and a per unit acquisition cost of \$1,000 or greater; effective July 1, 2022 the amount of the capital asset threshold will increase to \$2,500 per unit to “A “capital asset” or “fixed asset” is a unit of property with a useful life exceeding two years and a per unit acquisition cost of \$2,500 or greater; effective July 1, 2022, the amount of the capital asset threshold increased from \$1,000 to \$2,500 per unit”

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 #6.)

The proposed amendments to the Internal Control Policy in 2023 are as follows:

- On page 2, In the Town of Granite Falls Internal Controls Practices Section, #1- Control Environment: Changed #2 in this subsection from using credit checks as part of the hiring process to avoid finance employees with personal finance issues to using background checks since we don’t conduct credit checks.
- On page 3, 2. Risk Assessment and control procedures, under the first cash section: Changed “Daily bank deposit is matched to system generated cash report and verified by Finance Technician/Town Clerk or Finance Director.” to “ Daily bank deposit is matched to system generated cash report and verified by Deputy Finance Director or Finance Director.
- On page 4, revenues section, changed “Adjustments to billing authorized by Deputy Finance Directors.” To “Adjustments to billing authorized by Deputy Finance Director or Finance Director.”

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 #7.)

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) APPROVE AMENDMENT TO GRANT PROJECT BUDGET ORDINANCE FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT - CORONAVIRUS (CDBG-CV)

Finance Director Ashley Presnell requests the Council approve the amended Grant Project Budget Ordinance for the CDBG-CV. The original grant application included \$10,000 for equipment which was not approved by the CDBG. The CDBG did approve increasing the budget for food purchases by South Caldwell Christian Ministries. (See attachment #8.)

9) APPROVE RESOLUTION - MUNICIPAL CLERKS WEEK

The Council is requested to approve a resolution proclaiming April 30 through May 6, 2023, as Municipal Clerks Week to recognize the accomplishments of all Municipal Clerks and to extend appreciation to the Town of Granite Falls Town Clerk Paula M. Kirby. (See attachment #9.)

10) CONSIDER VOTING DELEGATE FOR THE NORTH CAROLINA LEAGUE OF MUNICIPALITIES (NCLM) CITYVISION ANNUAL CONFERENCE

The NCLM has scheduled their 2023 CityVision Annual Conference as a virtual event that will be held Tuesday through Thursday, April 25 through April 27, 2023. The Council needs to nominate a voting delegate to vote on behalf of the Town. Some of the votes can be done electronically and other votes must be done in person. (See attachment #10.)

11) APPROVE RESOLUTION ENCOURAGING RESIDENTS TO HELP KEEP THE TOWN OF GRANITE FALLS AND CALDWELL COUNTY LITTER-FREE

The Council is requested to approve a resolution encouraging residents to help keep the Town of Granite Falls and Caldwell County litter free and to support Town of Granite Falls staff that volunteer to pick up litter in the Town on Tuesday, April 25, 2023. (See attachment #11.)

12) ADOPT THE 17TH EDITION OF THE AMERICAN PUBLIC POWER ASSOCIATION (APPA) SAFETY MANUAL AS THE OFFICIAL SAFETY MANUAL FOR THE TOWN OF GRANITE FALLS ELECTRIC DEPARTMENT

In February 2023, the APPA released the 17th edition of the APPA Safety Manual. The Town of Granite Falls Electric Department uses the APPA Safety Manual as its official safety manual. The Council is requested to approve the 17th edition of the APPA Safety Manual as the official safety manual of the Town of Granite Falls Electric Department. (See attachment #12.)

13) CONSIDER CHANGES TO THE COUNCIL MEETING SCHEDULE

The Council is requested to cancel the Regular Council meeting scheduled for 5:30 p.m. on Monday, April 3, 2023. The Council is also requested to cancel the Regular Council meeting scheduled for 5:30 p.m. on Monday, May 15, 2023 which has been chosen as the date for the Art in the Park concert at the Recreation Center.

14) TOWN HOLIDAY SCHEDULE

The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed on Friday, April 7, 2023, in observance of the Good Friday Holiday. The Police and Fire Departments and the Water and Wastewater Facilities will be on duty as scheduled and those employees scheduled to work the holiday receive alternate time off with pay. Republic Services will pick up garbage and recycling on their regular schedule.

XIV. MANAGER UPDATE

Town Manager Jerry Church shall update the Council on the following:

- 1) Enclosed with your Agenda package is a calendar of events through the end of March 2024. Revisions since the last calendar are highlighted in yellow.

Note: Members of the Town Council may attend events that are, or are not, sponsored by the Town but there will be no Council business conducted at any of these events in instances where a quorum of the Council may be present.

XV. COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board
2. Caldwell County Railroad Policy Board
3. Sales Tax Reinvestment Committee
4. Metropolitan Planning Organization (MPO) and Technical Coordinating
5. Caldwell County Economic Development Commission (EDC)
6. NC Municipal Power Agency # 1 Board of Commissioners
7. Caldwell County Manager's bi-monthly meeting

XVI. INFORMATION ITEMS/REPORTS

1. The Recreation Advisory Board will not meet in April.
2. The Merchants' Association will meet on Monday, March 27th at noon in the 1st floor conference room in the Town Office.
3. The History Committee will meet on Tuesday, April 18th at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, March 28th at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will not meet in March. The next scheduled meeting will be Wednesday, April 10th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, March 22nd at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, March 20th at 5:30 p.m. at the ABC Store.

XVII. OTHER BUSINESS

XVIII. ADJOURN

Reminder: The next Town Council Meeting is a regular meeting on Monday, April 17, 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.