

Barry Hayes
Mayor

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Mayor Pro Tem

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Council Members

Larry Knight
Jim Mackie
Mike Mackie
Martin D. Townsend
Tracy Townsend

TOWN OF GRANITE FALLS
AGENDA

REGULAR TOWN COUNCIL MEETING
MONDAY, APRIL 15, 2019
4 SOUTH MAIN STREET
6:00 PM

- I. WELCOME - CALL TO ORDER** **MAYOR BARRY HAYES**
- II. INVOCATION** **LEAD PASTOR LYNN PARSONS**
DAY3 CHURCH
- III. PLEDGE OF ALLEGIANCE** **MAYOR BARRY HAYES**
- IV. RECOGNITION OF VISITORS**
- V. APPROVAL OF AGENDA**
- VI. APPROVAL OF MINUTES FROM THE SPECIAL TOWN COUNCIL MEETING HELD MARCH 25, 2019. APPROVAL OF MINUTES OF THE SPECIAL BUDGET WORK SESSION HELD MARCH 25, 2019.**
- VII. SPECIAL INTRODUCTIONS/PRESENTATIONS/RECOGNITIONS-NONE SCHEDULED**
- VIII. TOWN ATTORNEY REPORT** **MR. BRUCE CANNON**
- IX. PUBLIC COMMENT PERIOD**
- X. PUBLIC HEARINGS** **NONE SCHEDULED**
- XI. NEW BUSINESS/ACTION ITEMS**

1. CONSIDER CHANGES TO THE COUNCIL MEETING SCHEDULE

Council is requested to consider the following changes to the Council meeting schedule:

- A) Call for a Special Budget Work Session on Monday, April 29, 2019 at 6:00 p.m. in the Council Room.
- B) Cancel the Regular Council meeting scheduled for Monday, May 6, 2019 at 6:00 p.m.
- C) Call for a Special Council meeting on Monday, May 13, 2019 at 5:30 p.m. in the Council Room.
- D) Cancel the Regular Council meeting scheduled for Monday, June 3, 2019 at 6:00 p.m.
- E) Cancel the Regular Council meeting scheduled for Monday, June 17, 2019 at 6:00 p.m. and call for a Special Council meeting at 5:30 p.m. on Monday, June 17, 2019 in the Council Room.

2. ADOPT RESOLUTION APPROVING THE CAPITAL IMPROVEMENT PLAN

On Monday, March 25, 2019, Town Staff presented the revised Capital Improvement Plan (CIP) for the Town of Granite Falls. The revised CIP identifies both short-term (0 to 6 years) and long-term (6 to 20 years) projects and purchases, defines cost estimates for each project or purchase, prioritizes and schedules each project or purchase and identifies potential funding sources. The CIP is a “living document” that is updated each year as part of the annual budget process and can be used to approach funding agencies for financial assistance. Included in the agenda package is an updated schedule of CIP projects completed, added, or changed significantly since the CIP was updated in 2018. Also included are schedules of the proposed capital outlay for fiscal 2020 by department and in total. The proposed capital outlay schedules are included for information purposes only as these will be approved when the 2020 budget is finalized in June 2019.

Action Requested: Council is requested to adopt a resolution formally approving the Town of Granite Falls Capital Improvement Plan. (See attachment #1.)

3. APPROVE TOWN OF GRANITE FALLS PARKS AND RECREATION DEPARTMENT COMPREHENSIVE SYSTEMWIDE MASTER PLAN

Chad Raby, Town of Granite Falls Parks and Recreation Director, will present the Town of Granite Falls Parks and Recreation Comprehensive Systemwide Master Plan (Master Plan). The Master Plan will be used as a guide for policy decisions and serves as a means to identify, prioritize and plan for recreational capital improvements, renovations and program strategies for the next twenty years. The Master Plan and the Parks and Recreation Department CIP will be submitted as part of the Town’s Parks and Recreation Trust Fund (PART F) grant application that is due May 1, 2019.

Action Requested: Council is requested to adopt a resolution formally approving the Town of Granite Falls Parks and Recreation Master Plan. (See attachment #2.)

4. APPROVE RESOLUTION DECLARING MAY 25, 2019 AS NATIONAL MISSING CHILDREN’S DAY IN THE TOWN OF GRANITE FALLS

Council shall consider a resolution from the National Center for Exploited & Missing Children proclaiming Monday, May 25, 2019 as National Missing Children’s Day in the Town of Granite Falls as part of an on-going effort to prevent the abduction and sexual exploitation of children. (See attachment #3.)

5. APPROVE PROCLAMATION DESIGNATING APRIL 14 – 20 2019 AS NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK

Council is requested to approve a proclamation approving April 14- 20 2019 as National Public Safety Telecommunicators Week. (See attachment #4.)

6. APPROVE ATTORNEY’S CONTRACT

Council is requested to approve The General Counsel Agreement for \$4,500 with Cannon Law Firm, P.A. to serve as the Town’s attorney for fiscal year 2019–2020. (See attachment #5.)

7. APPROVE AGREEMENT BETWEEN THE TOWN OF GRANITE FALLS AND THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS (WPCOG) FOR AMERICANS WITH DISABILITIES ACT (ADA) PLANNING ASSISTANCE SERVICES

The Town of Granite Falls ADA Assessment and Transition Plan (Plan) was written in 1992 and needs to be updated. Town staff recommends that the Town contract with the WPCOG to update the Plan for all Town inventory (facilities, sidewalks, curbs, parking lots, signage, greenways, walking paths, etc.)

The WPCOG will be responsible for all required reporting to government agencies, creating and updating the database for all inventory, performing cost analyses and establishing timetables for non-conforming inventory. The agreement is for two years (July 1, 2019 – June 30, 2021) and the cost of the agreement is \$37,883.76 for year one and \$18,190.08 for the second year. The WPCOG has the expertise and resources available to update the Plan professionally and economically. If approved, the cost of year one of the agreement must be included in the fiscal 2020 budget. (See attachment #6.)

Action requested: Approve Agreement with the WPCOG as presented.

8. APPROVE AGREEMENT BETWEEN THE TOWN OF GRANITE FALLS AND THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS (WPCOG) FOR ASSISTANCE IN SUPPORTING THE WESTERN PIEDMONT STORMWATER PARTNERSHIP

On January 24 2019, the Town of Granite Falls was issued a Notice of Violation (NOV) for violations of the Town’s Municipal Separate Storm Sewer System (MS4) permit. There were no fines or penalties associated with the NOV. The first steps in getting the Stormwater Plan (Plan) back into compliance with the MS4 permit were to acknowledge the NOV in writing (completed 02/25/2019) and for the Council to pass a resolution demonstrating support for a compliant stormwater management program (completed 03/04/2019). The final steps are to complete a Plan self-audit, update the Plan, and comply with the Plan going forward.

Town staff recommends that the Town contract with the WPCOG to update the Plan and to assist the Town in maintaining on-going compliance with the six required minimum measures of the Plan: (Public Education and Outreach on Stormwater Impacts, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff and Control, Post-Construction Stormwater Management in New Development and Redevelopment, and Pollution Prevention/Good Housekeeping for Municipal Operations). The agreement is for two years (July 1, 2019 – June 30, 2021) and the cost of the agreement is \$17,323 each year. This amount is approximately \$6,600 per year more than the current agreement for Stormwater services provided by the City of Lenoir. The WPCOG has the expertise and resources available to update the Plan professionally and economically. If approved, the cost of year one of the agreement must be included in the fiscal 2020 budget. (See attachment #7.)

Action requested: Approve Agreement with the WPCOG as presented.

9. APPROVE AGREEMENT BETWEEN THE TOWN OF GRANITE FALLS AND THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS (WPCOG) FOR TECHNICAL PLANNING SERVICES TO UPDATE GRANITE FALLS HORIZONS-COMPREHENSIVE LAND USE PLAN

The Granite Falls Horizons-Comprehensive Land Use Plan (Plan) was written in 1999 and needs to be updated to provide the Town’s public and private sector leaders with guidance and direction in making policy decisions concerning the growth and development of the Town.

The WPCOG will be responsible for all required reporting to government agencies, creating and updating the database for all inventory, performing cost analyses and establishing timetables for non-conforming inventory. The agreement is for one year (July 1, 2019 – June 30, 2020) and the cost of the Plan update is \$31,482. The WPCOG has the expertise and resources available to update the Plan professionally and economically. If approved, the cost of the agreement must be included in the fiscal 2020 budget. (See attachment #8.)

Action requested: Approve Agreement with the WPCOG as presented.

10. APPROVE AGREEMENT WITH THE WOOTEN COMPANY TO UPDATE STANDARD SPECIFICATIONS AND DETAILS FOR WATER AND SEWER INFRASTRUCTURE

During the review of the Capital Improvement Plan (CIP) on March 25, 2019, Interim Water Resources Director/Public Works Director Randy Smith had presented two non-CIP projects to update the Town specifications for Water and Wastewater Infrastructure at an estimated cost of \$15,000 for both projects. Clarence Lockamy, Town Engineer with The Wooten Company, has presented the Town with an agreement for The Wooten Company to complete both of these projects before June 30, 2019 at a total cost of \$8,400 which can be absorbed in the fiscal 2019 budget. Town staff recommends that the standards be updated as soon as possible. (See attachment #9.)

Action requested: Approve Agreement with The Wooten Company as presented and authorize the Town Manager to execute the agreement, and any other necessary documents on behalf of the Town.

11. APPROVE AGREEMENT WITH THE WOOTEN COMPANY TO UPDATE STANDARD SPECIFICATIONS AND DETAILS FOR STREETS

During the review of the Capital Improvement Plan (CIP) on March 25, 2019, Interim Water Resources Director/Public Works Director Randy Smith had presented a non-CIP project to update the Town specifications for Streets at an estimated cost of \$7,500. Clarence Lockamy, Town Engineer with The Wooten Company, has presented the Town with an agreement for The Wooten Company to complete this project before June 30, 2019 at a total cost of \$3,000 which can be absorbed in the fiscal 2019 budget. Town staff recommends that the standards be updated as soon as possible. (See attachment #10.)

Action requested: Approve Agreement with The Wooten Company as presented and authorize the Town Manager to execute the agreement, and any other necessary documents on behalf of the Town.

12. APPROVE SOLICITATION OF BIDS AND THE AWARDING OF A CONTRACT FOR PARK AVENUE SEWER LINE EXTENSION FOR THE NEW GRANITE FALLS MIDDLE SCHOOL

The Caldwell County Commissioners recently approved the funding for the new Granite Falls Middle School (GFMS) project. The Caldwell County School System (System) wants the Town to provide a new route for the sewer line from GFMS to a manhole on Park Avenue and would like this project completed as early as possible this summer. The new sewer line would only serve GFMS and the System will reimburse the Town for the entire cost of the new line, including engineering and permitting fees, through a formal reimbursement agreement. The cost of the line will fall in the informal bid range. (See attachment #11.)

Action requested: Approve solicitation of informal bids for the Park Avenue Sewer Line Extension and authorize the Town Manager to solicit informal bids for the project, award the contract for the project to the lowest responsive, responsible bidder, negotiate and execute a formal reimbursement agreement with the Caldwell County Schools, and execute any other documentation required to complete the project.

13. APPROVE SOLICITATION OF BIDS AND AWARDING OF A CONTRACT FOR TWO NEW RAW WATER PUMPS, REPLACEMENT OF A CONTROL PANEL, AND EXPANSION OF THE SCADA SYSTEM AND VARIABLE FREQUENCY DRIVES AT THE WATER TREATMENT PLANT (WTP).

The Town of Granite Falls WTP currently operates with two raw water pumps one of which, Raw Water Pump #5, was out of service for five days earlier this year. Interim Water Resources Director/Public Works Director Randy Smith had included CIPs W15, Raw Water Pump #4 Rebuild/Replacement, and W16, Raw Water Pump #6 Install, in the initial Capital Outlay proposal for the fiscal 2020 budget. The project needs to be completed as soon as possible since raw water pump #4 is the same age as raw water pump #5 that just went out of service earlier this year. The cost of the pump project is estimated at \$161,000 which falls in the informal bid range and can be completed before June 30, 2019 with existing budget funds. (See attachment #12.)

Action requested: Approve solicitation of informal bids for the WTP Raw Water Pump Project and authorize the Town Manager to solicit informal bids for the project, award the contract for the project to the lowest responsive, responsible bidder not to exceed \$177,100 (\$161,000 * 110%), and execute any other documentation required to complete the project.

14. ORDINANCE #346

Council shall consider Ordinance #346 amending the Town of Granite Falls Zoning Ordinance based on the upon the approval of Zoning Text Amendment #1-2019 at the 03/25/2019 Council meeting. Zoning Text Amendment #1-2019 removed the requirement that new residential units in the Central Business District only be occupied by the building owner or business owner. A new residential unit would still not be allowable on the main level (street level) and would still be processed as a Conditional Use.

Ordinances for Zoning Text Amendments are not required under NC General Statutes; however, the passing of the formal ordinance gives the Town an additional mechanism to track zoning activity and serves as the formal document that repeals former zoning ordinances or resolves conflict when there are zoning disputes. (See attachment #13 for Ordinance #346.)

Action Requested: Approve Ordinance #346 as presented.

15. MONTHLY BUDGET REPORT

The Revenue and Expenditure Report for the period ended March 31, 2019 is enclosed for your review and comment. This report represents 75% of the current 2018–2019 fiscal year budget. Also enclosed for Council review are the financial dashboard and analyses of current year sales tax revenue and property tax revenue versus prior year and budgeted revenues. (See attachment #14.)

16. 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 19, 2019 for the Good Friday Holiday, Monday, May 27, 2019 for the Memorial Day Holiday, and Thursday, July 4, 2019 for Independence Day. 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.

XII. OTHER BUSINESS NOT LISTED

XIII. 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 May 2020. Revisions since the last calendar are highlighted in yellow. Upcoming events include the WPCOG Annual Meeting on Thursday, April 25th at 6:00 p.m. at the Hickory Metro Center (reservations required – see Paula), the Granite Falls Middle School Groundbreaking Ceremony on Monday, April 29th at 4:00 p.m. at the school, the National Day of Prayer breakfast on Thursday, May 2nd at 7:00 a.m. at the First Baptist in Lenoir, NC (reservations required – see Paula), National Day of Prayer Ceremony on Thursday, May 2nd at noon on the Granite Falls Town Square, the North Carolina League of Municipalities Annual Conference Tuesday, May 14th through Thursday, May 16th at the Hickory Metro Center (reservations required – see Paula), and the Art in the Park concert on Monday, May 20th at 6:30 p.m. in downtown Granite Falls. Please note: Members of the Town Council may attend events that 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.
2. Town Manager Jerry Church gave a presentation to the Caldwell County Chamber of Commerce Leadership Caldwell Class on Thursday, April 4, 2019.

XIV. COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board
2. Caldwell County Railroad Policy Board
3. Sales Tax Reinvestment Committee
4. Catawba River Study Committee
5. Metropolitan Planning Organization (MPO) and Technical Coordinating
6. Caldwell County Economic Development Commission (EDC)
7. Corporate Circle – sponsored by Caldwell Chamber of Commerce
8. NC Municipal Power Agency # 1 Board of Commissioners
9. Caldwell County Manager's bi-monthly meeting
10. Electricities Grassroots Committee
11. Caldwell County's Green Commission

INFORMATION ITEMS:

1. The Board of Adjustment will meet Wednesday, May 8th at 5:00 p.m. in the Council Room.
2. The Planning Board will meet Tuesday, April 23th at 5:00 p.m. in the Council Room.
3. The Recreation Advisory Board will not meet in May.
4. The History Committee will meet Tuesday, April 16th at 2:00 p.m. at the Baird House.
5. The Falls Merchants Association will meet Thursday, April 18th at noon in the Conference Room.
6. The WPCOG MPO/RPO meeting will not be in April.
7. The ABC Board will meet Monday, April 15th at 5:30 p.m. at the ABC store.

In accordance with Title II of the Americans with Disabilities Act, neither the Town of Granite Falls, nor the Granite Falls ABC Board, discriminates on the basis of 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.

Reminder: The next Town Council Meeting is a special budget work session on Monday, April 29, 2019 at 6:00 p.m. in the Council Chambers.