



TOWN OF  
**GRANITE FALLS**  
*North Carolina*

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

**AGENDA**  
**REGULAR TOWN COUNCIL MEETING**  
**MONDAY, APRIL 15, 2024**  
**4 SOUTH MAIN STREET**  
**5:30 PM**

- I. WELCOME - CALL TO ORDER MAYOR DR. CARYL B. BURNS
- II. INVOCATION COUNCILMEMBER MARTIN TOWNSEND
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER LARRY KNIGHT
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER MIKE 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
- 1) Town of Granite Falls Fire Chief Brian Bennett will introduce Firefighter Devin Severt to the Council.
  - 2) Town of Granite Falls Public Utilities Director Randy Smith will introduce Street Maintenance Worker Shane Calloway to the 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, MARCH 18, 2024** (See attachment #1.)

2) **COUNCIL CALENDAR**

Enclosed with the Council Agenda package is a calendar of events through the end of May 2025. Changes to the Council Calendar from the last Council Calendar are highlighted in yellow. Also enclosed is additional information about a few upcoming events. (See attachment #2.)

3) **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:

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

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.

4) **UPDATE TO CDBG-CV AUTHORIZED SIGNATORY FORM & CERTIFICATION**

Request to approve the Mayor to sign amended signatory form and certification for the CDBG-CV grant. The form must be updated because the State requires two authorized signatures on requisition requests and the original form only contains one authorized signer as the others have since retired. The updated form will include Daniel Cobb, Ashley Presnell, and Kim Eckard as authorized signers for requisition requests.

**IX. TOWN ATTORNEY REPORT**

**X. PUBLIC COMMENT PERIOD**

**XI. PUBLIC HEARINGS – NONE SCHEDULED**

**XII. NEW BUSINESS/ACTION ITEMS**

1) **APPROVE EMPLOYEE JOB GRADES, CLASSIFICATIONS AND PAY RANGES FOR FISCAL 2024-2025**

Assistant Town Manager/Finance Director Ashley Presnell recommends that the Council approve the attached schedule recommending employee job grades, classifications and pay ranges for the fiscal year 2024-2025. The 2025 proposed headcount budget will drop from 71 to 70 by deleting the position of Special Projects Manager (Grade 25). (See attachment #3.)

Action Requested: Council is requested to approve employee job grades, classifications and pay ranges for the fiscal year 2024-2025.

2) **MONTHLY BUDGET REPORT**

Town of Granite Falls Finance Director Ashley Presnell will present the Financial Report for March 2024. The Revenue and Expenditure Report for the period ended March 31, 2024, is enclosed for Town Council review and comments. This report represents 75% of the current 2023-2024 fiscal year budget. Also enclosed for Council review are the financial dashboard and analyses of the current year's sales tax revenue and property tax revenue versus the prior year and budgeted revenues. (See attachment #4.)

3) **CONSIDER APPOINTMENT TO THE CALDWELL COUNTY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

The Council is requested to appoint Town Manager Daniel Cobb as the Town's representative on the Caldwell County Economic Development Committee replacing former Town Manager Jerry Church.

4) **CONSIDER APPOINTMENT OF THE FIRST ALTERNATE COMMISSIONER TO THE NORTH CAROLINA MUNICIPAL POWER AGENCY 1 (NCMPA1) BOARD OF COMMISSIONERS (BOC)**

The Council is requested to appoint Town Manager Daniel Cobb as the First Alternate Commissioner to the NCMPA1 BOC replacing former Town Manager Jerry Church. Former Mayor Barry Hayes currently serves as the Town's Commissioner on the NCMPA1 BOC. As a reminder, the NCMPA1 Commissioner and Alternate Commissioner must be either a Town employee, an elected official, or a ratepayer. If appointed, Town Manager Cobb would have to take an oath of office. (See attachment #5.)

5) **AUTHORIZE THE TOWN MANAGER TO SIGN DOCUMENTS**

The Council is requested to authorize Town Manager Daniel Cobb to sign checks, contracts, and other documents on behalf of the Town effective immediately.

6) **AWARD CONTRACT FOR THE ELECTRIC UTILITY RELOCATION ON PINWOOD ROAD**

Town staff and Progressive Engineering Consultants, our Electrical Engineers, completed 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 was approximately \$180,000. The Town put the project out for bids and the lowest responsive, responsible bid was from River City Construction in the amount of \$230,578.33. Progressive Engineering worked with the NC DOT to approve the Town awarding the contract to River City, and to obtain a new reimbursement agreement between the Town and NC DOT to include the additional costs of the contract and engineering fees. As a reminder, it is up to the Town to pay the selected contractor for the work, and then apply for reimbursement from the NC DOT. Since there are no improvements to the Town's electric distribution system in the design plans for this project, the Town should receive 100% reimbursement for the cost of the relocation. (See attachment #6.)

Action Requested: Award the contract to River City Construction, as the lowest responsive, responsible bidder, in the amount of \$230,578.33 and authorize the Town Manager to execute all agreements related to the completion of the relocation of the Town electric distribution system on Pinewood Road.

**7) APPROVE STATE CAPITAL AND INFRASTRUCTURE FUND (SCIF) DIRECTED GRANT PROJECT ORDINANCE FOR THE GRANITE FALLS FIRE DEPARTMENT- CONSTRUCTION OF NEW FIRE STATION PROJECT**

The Town received confirmation for a State Capital and Infrastructure Fund (SCIF) Directed Grant totaling \$5,000,000. The total cost of the project is estimated to be \$11,500,000. The SCIF grant is for the construction of a new fire station on the parcel of land the Town purchased during fiscal year 2023-2024 (CIP# F1). Council is requested to approve a Grant Project Ordinance of \$11,500,000 for this project with an effective date of 03/31/2024. (See attachment #7.)

**8) RECOMMENDATIONS FOR COMMITTEES APPOINTED BY THE TOWN COUNCIL**

Council shall consider Staff recommendations for committees appointed by the Town Council.

- A) The terms for Planning Board members Rob Howard and David Kirby expire 06/30/2024 and they have both agreed to be reappointed to three-year terms.
- B) The terms for Board of Adjustment members Mike Mathewson, Alan Hemphill, and Phillip Shows and the term for alternate member Debbie Graham expire on 06/30/2024 and they have all agreed to be reappointed to three-year terms.
- C) The terms for Recreation Advisory Board members Keith Bentley (non-resident), Bill Davis, and Lee Huffman expire 06/30/2024, and they have each agreed to be reappointed to three-year terms.
- D) The term for ABC Board member Kevin Brookshire expires 06/30/2024 and he has agreed to be reappointed to a three-year term.
- E) History Committee members do not serve “terms” and are reappointed each year. There are no new members on the roster of History Committee members. (See attachment #8.)

Action Requested: Council is requested to appoint members to the Town Council Appointed Committees as presented.

**9) APPROVE CHANGE TO CAPITAL IMPROVEMENT PLAN (CIP) FOR THE RECREATION DEPARTMENT PROJECT R63**

The Council is requested to approve a new CIP for Recreation Department project R63 for the ADA Accessible Restroom and Picnic Shelter at Neighborhood Park. Parks and Recreation Director Chad Raby has added this to his CIP as a new project. (See attachment #9.)

Action Requested: Council is requested to approve the revised CIP R63.

**10) APPROVE THE 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 amended 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 NC Parks and Recreation Trust Fund (PART F) Accessible Grants Program application that is due May 1, 2024. (See attachment #10.)

Action Requested: Council is requested to adopt a resolution formally approving the Town of Granite Falls Parks and Recreation Master Plan.

**XIII. MANAGER UPDATE - TOWN MANAGER DANIEL COBB**

Earlier in the fiscal year, the Town received confirmation for a State Capital and Infrastructure Fund (SCIF) Directed Grant totaling \$5,000,000 for the construction of a new fire station (CIP# F1). New business item #7 sets the estimated budget for this project. Former Town Manager Jerry Church signed contract documents and the funds were released to the Town in March. These funds can't be used for any other purpose. The performance period for the contract ends October 3, 2025; however, the Town will have to request an extension on that deadline. The next step will be to solicit proposals from qualified architect firms for design and bid specifications. Council will be requested to approve the contract with a selected architect firm at a later date.

**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 14<sup>th</sup> at 6:30 p.m. at the Recreation Center.
2. The Merchants' Association will meet on Monday, May 6<sup>th</sup> at noon in the Conference Room.
3. The History Committee will meet on Tuesday, April 16<sup>th</sup> at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, April 23<sup>rd</sup> at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, May 8<sup>th</sup> at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, May 29<sup>th</sup> at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, May 13<sup>th</sup> 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 special meeting on Monday, April 29, 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.