



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, APRIL 17, 2023
4 SOUTH MAIN STREET
5:30 PM

Face coverings are optional for the April 17, 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 PARKS AND RECREATION DIRECTOR CHAD RABY
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER MIKE MACKIE
- 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
- 1) Fire Chief Brian Bennett will introduce Fire Engineer James Wilson to the Council.
 - 2) Electric Services Director Rick Sisk will introduce Senior Electric Lineman Hunter Fleming to the Council.
 - 3) Police Chief Chris Jenkins will introduce Granite Falls Middle School Resource Officer (SRO) Raven Travis to the Council.
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, MARCH 20, 2023.

IX. TOWN ATTORNEY REPORT

BRUCE CANNON

X. PUBLIC COMMENT PERIOD

XI. PUBLIC HEARINGS – NONE SCHEDULED

XII. NEW BUSINESS/ACTION ITEMS

1) APPROVE REQUIRED DOCUMENTS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT - NEIGHBORHOOD REVITALIZATION (CDBG-NR) AND FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV)

In 2021, the Town of Granite Falls was awarded a CDBG-CV in the amount of \$302,500. In 2022, the Town of Granite Falls was awarded a CDBG-NR in the amount of \$4,999,000. There are several documents that the Town is required to have in place in order to remain in compliance and/or to receive the grant funds. Paul Teague, Western Piedmont Council of Governments Community and Economic Project Developer, will answer any questions about the documents. (See attachment #1).

A) Policies, Procedures and Plans

1. Resolution to approve Policies and Plans
2. Optional Coverage and Relocation Plan
3. Section 519 Certification
4. Code of Conduct
5. Section 504 Grievance Procedure
6. Section 504 Survey/Transition Plan
7. Citizen Participation Plan
8. Citizen Participation Procedure for Complaints
9. Drug-Free Workplace Policy
10. Procurement Plan
11. Fair Housing Complaint Procedure
12. Residential Anti-displacement and Relocation Assistance Plan

B) Equal Employment and Procurement Plan

C) Recipient's Plan to Further Fair Housing

D) Local Jobs Initiative Section 3 Plan

E) Language Access Plan

F) Ordinance #376 – Project Budget

Action Requested – Approve CDBG documents as presented.

2) PRESENTATION OF PAY AND CLASSIFICATION STUDY BY DAVID HILL, MANAGING PARTNER OF HR ESSENTIALS CONSULTING

On August 18, 2022, the Council approved contracting with HR Essentials Consulting, Knoxville, Tennessee, to complete the Pay and Classification Study for the Town. Former Caldwell County Human Resources Director David Hill serves as the Managing Partner of HR Essentials Consulting and has over 40 years of experience in Human Resource management. The last Pay and Classification Study for the Town of Granite Falls was completed in February 2015. Because job duties change over time and market pay rates change for different jobs, comprehensive and pay plan reviews are needed periodically which is approximately every five years. David Hill will present the Pay and Classification Study to the Council. (See attachment #2.)

Action Requested: Council is requested to accept the Pay and Classification Study as presented.

3) **APPROVE EMPLOYEE JOB GRADES, CLASSIFICATIONS AND PAY RANGES FOR FISCAL 2023-2024**

Town Manager Jerry Church recommends that the Council approve the attached schedule recommending employee job grades, classifications and pay ranges for fiscal year 2023-2024. Town Manager Church updated the schedule based on the recommendations included in the Pay and Classification Study recently completed by HR Essentials. The 2023 proposed headcount budget will go from 68 to 72 by adding the following positions which will be phased in over the course of the year: 3 additional Fire engineers with hire dates of 01/01/2024, 03/01/2024, and 05/01/2024, and adding a Public Works Director with a projected hire date of 03/01/2024 (See attachment #3.)

Action Requested: Council is requested to approve employee job grades, classifications and pay ranges for the fiscal year 2023-2024.

4) **APPROVE PROCLAMATION DESIGNATING THE WEEK OF MAY 21-27, 2023, AS NATIONAL PUBLIC WORKS WEEK**

The Council is requested to approve a proclamation designating the week of May 21-27, 2023, as National Public Works Week. (See attachment #4.)

5) **APPROVE RESOLUTION DECLARING MAY 25, 2023 AS NATIONAL MISSING CHILDREN'S DAY IN THE TOWN OF GRANITE FALLS**

The Council is requested to consider a resolution from the National Center for Exploited & Missing Children proclaiming Monday, May 25, 2023, 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 #5.)

6) **APPROVE LETTER OF SUPPORT FOR FOOTHILLS CONSERVANCY OF NORTH CAROLINA FOR A GRANT FOR A CONSERVATION PROJECT ON JOHNS RIVER**

The Town of Granite Falls is a member of the Catawba Wateree Water Management Group (CWWMG). Water Treatment Plant Superintendent Joy Munday serves as the Town's representative for this organization. The CWWMG's Source Water Protection Task Force reviewed a grant proposal from Foothills Conservancy of North Carolina (FCNC) requesting a \$40,000 grant toward the FCNC purchase of a 332 acres parcel that includes 2.5 miles of first order streams in the headwaters of the Johns River in Caldwell County. The Johns River is a major headwater tributary of the Catawba River Basin which includes Lake Rhodhiss, the source of water for the treatment facilities that serve the residents of the Town of Granite Falls and Caldwell County. The purchase of this property would help protect the quality of the water for our residents. The CWWMG has requested the Town send a letter of support for the grant. (See attachment #6.)

Action requested: Council is requested to approve the letter of support as presented.

7) MONTHLY BUDGET REPORT

Town of Granite Falls Finance Director Ashley Presnell will present the Financial Report for March 2023. The Revenue and Expenditure Report for the period ended March 31, 2023, is enclosed for your review and comment. This report represents 75% of the current 2022-2023 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 #7.)

8) BUDGET AMENDMENT #2023-11

Town of Granite Falls Finance Director Ashley Presnell requests the Council approve budget amendment #2023-11 for a Caldwell County Arts Council Grassroots Grant award of \$1,653. (See attachment #8.)

9) 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, May 1, 2023, and call for a Special Council budget work session on Wednesday, May 17, 2023, at 5:30 p.m. The Council is also requested to cancel the Special Council meeting scheduled for Monday, May 22, 2023, and call for a Special Council meeting on Wednesday, May 24, 2023, for the budget presentation.

10) TOWN HOLIDAY SCHEDULE

The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed on Monday, May 29, 2023, in observance of the Memorial Day Holiday. The Police and Fire Departments and the Water and Wastewater Facilities will be on duty as scheduled and those employees on shift scheduled to work the holiday receive pay for the holiday. The employees that are not on shift that have to work the holiday receive alternate time off with pay. Republic Services will pick up garbage and recycling on their regular schedule.

XII. 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 April 2024. Revisions since the last calendar are highlighted in yellow.
- 2) Budget update.

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.

XIV. 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 Advisory Commission (EDAC)
6. NC Municipal Power Agency # 1 Board of Commissioners
7. Caldwell County Manager's bi-monthly meeting

XV. INFORMATION ITEMS/REPORTS

1. The Recreation Advisory Board will not meet in April.
2. The Merchants' Association will not meet in April.
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, April 25th at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, May 10th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, April 19th at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, April 24th at 5:30 p.m. at the ABC Store.

XVI. 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.

XVII. OTHER BUSINESS

XVIII. ADJOURN

Reminder: The next Town Council Meeting is a special meeting on Wednesday, May 17, 2023, 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.