



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, MAY 6, 2024  
4 SOUTH MAIN STREET  
5:30 PM

- |      |                                |                            |
|------|--------------------------------|----------------------------|
| I.   | WELCOME - CALL TO ORDER        | MAYOR DR. CARYL B. BURNS   |
| II.  | INVOCATION                     | COUNCILMEMBER LARRY KNIGHT |
| III. | PLEDGE OF ALLEGIANCE           | COUNCILMEMBER MIKE MACKIE  |
| 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
- 1) Town of Granite Falls Fire Chief Brian Bennett will introduce Firefighter Hunter Gragg to the Council.
  - 2) Town Council shall recognize Sherry Griffin (formerly Long) who is retiring after thirty-seven years of service to the region during her tenure at the Western Piedmont Council of Governments.
- 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, APRIL 15, 2024 AND THE MINUTES FROM THE SPECIAL BUDGET WORK SESSION ON MONDAY, APRIL 29, 2024.** (See attachment #1.)

2) **COUNCIL CALENDAR**

Enclosed with the Council Agenda package is a calendar of events through the end of June 2025. Changes to the Council Calendar from the last Council Calendar are highlighted in yellow. (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.

**IX. TOWN ATTORNEY REPORT**

**X. PUBLIC COMMENT PERIOD**

**XI. PUBLIC HEARINGS – NONE SCHEDULED**

**XII. NEW BUSINESS/ACTION ITEMS**

1) **APPROVE RESOLUTION FOR A PLANNING GRANT APPLICATION**

Council is requested to approve a resolution for a planning grant application. This application is for a study of the feasibility of creating a trail along the Caldwell Railroad that would provide connections to other municipalities in Caldwell County and to the City of Hickory. The Town of Granite Falls would need to provide matching funds in the amount of \$3,575 for this study. (See attachment #3.)

Action Requested – Council is requested to approve the resolution for the planning grant application and for a Town match of \$3,575 as presented and to authorize the Town Manager to sign all documents related to the application.

**2) PRESENT BUDGET FISCAL YEAR 2024-2025**

Assistant Town Manager/Finance Director Ashley Presnell shall present the proposed budget for fiscal year 2024-2025 for \$17,489,818 including the required budget message. The budget is the “blueprint” used to provide a sound financial framework for all Town operations. The budget ensures that the Town’s limited resources are allocated toward the services and priorities identified by the Council. More specifically, the budget is a financial plan consisting of proposed expenditures and the means of financing those expenditures through revenues for a given period, usually one year (July 1-June 30). The recommended budget for fiscal year 2024-2025 is \$868,453 or 4.97% lower than the 2023-2024 amended budget of \$18,358,271. The largest increases in the 2024-2025 budget are Salaries, Wages, and Benefits (\$325,750), Service Contracts (\$22,300), and Sanitation Costs (\$35,000). The anticipated cost increases in FY 2025 will be offset by decreases in Capital Outlay (\$162,800), the price and quantity of electricity purchased (\$321,000), and the non-recurring SERVPRO Building Reuse Repay to NC Department of Commerce (\$148,680). (See attachment #4.)

Action Requested – Review and call for a public hearing on the proposed fiscal year 2024-2025 budget at the Regular Council Meeting scheduled for Monday, June 17, 2024, at 5:30 p.m. in the Council Chambers.

**3) MONTHLY BUDGET REPORT**

The financial dashboard for the 10 months ended April 30, 2024, is enclosed for your review and comments. This report represents 83% of the current 2023-2024 fiscal year budget. Also enclosed for Council review are the analyses of the current year’s sales tax revenue and property tax revenue versus the previous year and budgeted revenues. (See attachment #5.)

**4) ABC FINANCIAL STATEMENTS**

The Granite Falls ABC Board has submitted the financial statement for the nine-month period ended March 31, 2024, for your review and comments. (See attachment #6.)

**5) APPROVE 3<sup>rd</sup> QUARTER ABC DISTRIBUTION**

Finance Director Ashley Presnell requests the Council authorize the distribution of ABC funds for \$11,304.87 to the local schools as follows:

Granite Falls Elementary School	36%	\$4,069.75
Granite Falls Middle School	36%	\$4,069.75
Dudley Shoals Elementary School	<u>28%</u>	<u>\$3,165.37</u>
Total Distribution	<u>100%</u>	<u>\$11,304.87</u>

These funds represent the portion of the ABC Store profit distribution to schools for the third quarter ended 03/31/2024. (See attachment #7.)

**6) APPROVE RENEWAL OF AGREEMENT WITH SMITH RODGERS & ALDRIDGE PLLC TO PROVIDE 24-HOUR LAW ENFORCEMENT LEGAL SUPPORT**

The Council is requested to approve the renewal of an agreement with Smith Rodgers & Aldridge PLLC to provide 24-Hour Law Enforcement Legal Support to the Granite Falls Police Department for fiscal year 2024-2025 at an annual cost of \$7,599. The cost of this service is included in the 2025 Police Department Budget. (See attachment #8.)

**7) APPROVE ATTORNEY’S CONTRACT**

Council is requested to approve The General Counsel Agreement for \$6,000 with Cannon Law Firm, P.A. to serve as the Town’s attorney for fiscal year 2024-2025. (See attachment #9.)

Action requested: Approve renewal of agreement as presented and authorize the Town Manager to execute the renewal agreement on behalf of the Town.

**8) APPROVE APPLICATION TO NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY TO PARTICIPATE IN OFFENDER WORK RELEASE PROGRAM**

The contract for the current offender work release program ends effective June 30, 2024. Town staff recommends that Council approve participation in the NC Department of Public Safety (DPS) offender work release program for three offenders for fiscal year 2024-2025. As a reminder, each offender works five eight-hour days, fifty-two weeks per year. The Town is required to pay upfront costs of \$261 per offender per year and cover the offenders under the Town workers’ compensation policy through the NCLM at a cost of \$800 per offender per year. The DPS provides lunch for the offenders and transportation to and from the prison unit; however, the Town has the option to transport the offenders in situations where it is more efficient to do so. The DPS also provides free orientation training sessions for our employees that will supervise or work with the offenders. (See attachment #10.)

Action Requested: Council is requested to approve the contract between the Town and the NC DPS and to authorize the Town Manager to execute the agreement with the NC DPS.

**9) APPROVE AMENDED CAPITAL PROJECT ORDINANCE BUDGET FOR THE HILLSIDE AVENUE SEWER REHABILITATION PROJECT**

The Council is requested to approve an amended budget for the Hillside Avenue Sewer Rehabilitation Project. The Council previously approved the budget of \$325,000 at the June 19, 2023 Council meeting, and the amended budget increases the total cost of the project by \$34,000. The increase is due to construction bids coming in higher than estimated. The \$209,000 will be funded by the ARPA money transferred to the Water and Sewer Fund during fiscal year 2023. (See attachment #11.)

Action Requested: Approve the amended Hillside Avenue Sewer Rehabilitation Project budget as presented.

**10) AWARD CONTRACT FOR THE HILLSIDE AVENUE SEWER REHABILITATION PROJECT**

Town staff and CHA Consulting, one of the Town’s Water/Sewer Engineers, put the Hillside Avenue Sewer Rehabilitation Project out for bids, and the original bid opening date was scheduled for April 3, 2024. The Town only received two bids; so Town staff readvertised for bids with a new opening date of April 23, 2024. The lowest responsive, responsible bid was from Atlantic Coast Contractors, Inc. in the amount of \$274,216.80. (See attachment #12.)

Action Requested: Award the contract to Atlantic Coast Contractors, Inc, as the lowest responsive, responsible bidder, in the amount of \$274,216.80, contingent upon approval from the North Carolina Department of Environmental Quality-Division of Water Infrastructure and authorize the Town Manager to execute all agreements related to the completion of the Hillside Avenue Sewer Rehabilitation Project.

**11) AWARD CONTRACT FOR THE BIRCH STREET STORM CULVERT/DRAINAGE REPAIR PROJECT**

The Town Council previously approved the Birch Street Storm Culvert/Drainage Repair Project by approving the FY 2024 budget. Town staff and TGS Engineers put the Birch Street Storm Culvert/Drainage Repair Project out for bid and has recommended that the Town award the contract to Chad Sigmon Construction, LLC in the amount of \$110,760.00. The original estimate for this project was \$144,000.00, which puts the total cost \$33,240.00 under budget. (See attachment #13.)

Action Requested: Award the contract to Chad Sigmon Construction, LLC in the amount of \$110,760.00 and authorize the Town Manager to execute all agreements related to the completion of the Birch Street Storm Culvert/Drainage Repair Project.

**12) APPROVE SELECTION OF ENGINEER AND RESOLUTION TO ACCEPT THE AWARD FOR THE WASTEWATER ASSET INVENTORY AND ASSESSMENT GRANT**

On August 21, 2023, the Town Council approved the application for an Asset Inventory and Assessment Grant (AIA) for the Town’s wastewater collection system. On March 8, 2024, the Town received notice that the project has been approved for a \$150,000 grant from the North Carolina Department of Environmental Quality (NC DEQ). The grant requires a Town match of 20% and a grant closing fee of 1.5%.

As required under North Carolina General Statute 143-64.31 (AKA the “Mini-Brooks Act”), Town staff issued the RFP for Engineering Services for the Wastewater Collection System Asset Inventory and Assessment Project on April 5, 2024. The responses to the RFP were due April 23, 2024, and the “Mini-Brooks Act” required the Town staff to evaluate proposals using a Qualifications-Based Selection (QBS) process before entering into contract negotiations with responders to the RFP. Town staff has completed the QBS process and recommends that the Council approve entering into a Professional Services Agreement with WithersRavenel for the Wastewater Collection System Asset Inventory and Assessment Project, contingent upon Council approval of and NC DEQ review and acceptance of the Town’s preliminary project scope, cost estimate, and budget. The preliminary project scope, cost estimate, and budget will be presented to Council for approval at the June 3, 2024, Council meeting. (See attachment #14.)

Action requested: A) Approve the selection of WithersRavenel to provide the engineering services for the Wastewater Collection System Asset Inventory and Assessment Project and approve the Town Manger negotiating and entering into a Professional Services Agreement with WithersRavenel to provide the engineering services contingent upon Town Council approval and NC DEQ review and acceptance of the Town’s preliminary project scope, cost estimate, and budget.

B) Approve the Resolution by Governing Body of Recipient Town of Granite Falls to accept the AIA grant contingent upon the satisfactory review of the preliminary project scope, cost estimate, and budget by NC DEQ.

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

**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, May 21<sup>st</sup> at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, May 28<sup>th</sup> at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, June 12<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, June 3<sup>rd</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 regular meeting on Monday, June 3, 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.