



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
SPECIAL TOWN COUNCIL MEETING
WEDNESDAY, MAY 24, 2023
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 TRACY TOWNSEND
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER RITCH BOLICK

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 - NONE
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, APRIL 17, 2023, AND THE MINUTES FROM THE SPECIAL BUDGET WORK SESSION ON WEDNESDAY, MAY 17, 2023.
- IX. TOWN ATTORNEY REPORT BRUCE CANNON
- X. PUBLIC COMMENT PERIOD
- XI. PUBLIC HEARINGS – NONE SCHEDULED

XII. NEW BUSINESS/ACTION ITEMS

1) CONSIDER RESOLUTION RECOGNIZING THE UPCOMING 125TH ANNIVERSARY OF THE TOWN OF GRANITE FALLS

The Council is requested to approve a resolution recognizing the 125th anniversary of the Town of Granite Falls. The 125th anniversary, which is the (quasiquicentennial, which is pronounced “kwos-kwi-centennial”), will occur May 1, 2024. (See attachment #1.)

2) REZONING PETITION #3-2023 – DUKE STREET

Town Planner Greg Wilson shall review with the Council the Granite Falls Planning Board meeting held on Tuesday, April 25, 2023, where the Planning Board reviewed a request for a Zoning Map Amendment submitted by Benjamin Griffin, Jr. for a 1.78-acre property owned by Chad & Rachael Moyer located on Duke Street, near the intersection with Duke Power Road. The request is to rezone the property from R-8, Residential Medium-High Density District to R-6, Residential Single-Family High-Density District. (See attachment #2.)

The Planning Board voted unanimously to recommend that the Town Council approve the Petition for Rezoning #3-2023 as submitted and provided the following Statement of Plan Consistency and Reasonableness:

- 1. The Zoning Map Amendment would be consistent with the Future Land Use Map in the adopted Granite Falls Land Use Plan, which calls for High Density Residential use on the property.**
- 2. The Zoning Map Amendment would be reasonable and in the public interest due to the expansion of housing options on a property which has been identified as suitable for such development.**

The Town Council will need to call for a Public (Legislative) Hearing to be held at their next regular meeting.

Action Requested: Review and call for a public (legislative) hearing at the Regular Town Council Meeting scheduled for Monday, June 19, 2023, at 5:30 p.m. in the Council Chambers. The hearing notice will be posted on the property, published in the News Topic, and direct-mailed to adjacent property owners per the requirements set forth in G.S. §160D-602.

3) REZONING PETITION #4-2023 – CONGRESS STREET

Town Planner Greg Wilson shall review with the Council the Granite Falls Planning Board meeting held on Tuesday, April 25, 2023, where the Planning Board reviewed a request by Town Staff for a Zoning Map Amendment for a .53-acre property owned by Larry E. Weaver located on Congress Street. The request is to rezone the property from M-1, General Manufacturing District to R-15, Single-Family Residential District. (See attachment #3.)

The Planning Board voted unanimously to recommend that the Town Council approve the Petition for Rezoning #4-2023 as submitted and provided the following Statement of Plan Consistency and Reasonableness:

- 1. The Zoning Map Amendment would be consistent with the Future Land Use Map in the adopted Granite Falls Land Use Plan, which calls for residential use on the property.**

2. The Zoning Map Amendment would be reasonable and in the public interest by downzoning an industrially zoned property to maintain consistency with the other properties on a residential street.

The Town Council will need to call for a Public (Legislative) Hearing to be held at their next regular meeting.

Action Requested: Review and call for a public (legislative) hearing at the Regular Town Council Meeting scheduled for Monday, June 19, 2023, at 5:30 p.m. in the Council Chambers. The hearing notice will be posted on the property, published in the News Topic, and direct-mailed to adjacent property owners per the requirements set forth in G.S. §160D-602.

4) PRESENT BUDGET FISCAL YEAR 2023-2024

Town Manager and Budget Officer Jerry Church shall present the proposed budget for fiscal year 2023-2024 for \$17,742,368 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 2023-2024 is \$33,402 or .19% higher than the 2022-2023 amended budget of \$17,708,966. The largest increases in the 2023-2024 budget are Salaries, Wages, and Benefits (\$563,800), Capital Outlay (\$418,340), Maintenance & Repairs (\$229,900), Professional Consultants (\$105,850), and Service Contracts (\$104,200) and Sanitation Costs (\$20,000). The anticipated cost increases in 2024 will be offset by decreases in Street Paving & Maintenance (\$687,000), Transfer out of Water/Sewer Funds to cover prior year projects (\$352,433), the price and quantity of electricity purchased (\$219,900), and the non-recurring SERVPRO Building Reuse Grant (\$197,050). (See attachment #4.)

Action Requested – Review and call for a public hearing on the proposed fiscal year 2023-2024 budget at the Regular Council Meeting scheduled for Monday, June 19, 2023, at 5:30 p.m. in the Council Chambers.

5) 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 David Hill from HR Essentials and the recommendations of the Council at the April 17, 2023, Council meeting. The 2024 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 Firefighters 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 #5.)

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

6) ACCEPT PROPOSED ABC BUDGET FOR FISCAL YEAR 2023-2024

Under N.C.G.S. 18B-702, effective for fiscal years starting after May 1, 2011, each local ABC Board must operate under a balanced budget and the proposed budget must be presented to the local ABC Board, the appointing authority (Granite Falls Town Council) and the NC ABC Commission before June 1st of each year. The budget must be adopted by the local ABC Board at a meeting held after June 1st each year and the budget approved by the local board must be submitted to the appointing authority and to the NC ABC Commission. The Council will receive the approved budget at the June 19, 2023, Council Meeting. The Council is not required to take any action on this budget, but the presentations of the proposed and approved budgets must be reflected in the Council meeting minutes. (See attachment #6.)

7) MONTHLY BUDGET REPORT

The financial dashboard for the 10 months ended April 30, 2023, is enclosed for your review and comments. This report represents 83% of the current 2022-2023 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 #7.)

8) ABC FINANCIAL STATEMENTS

The Granite Falls ABC Board has submitted the financial statement for the nine-month period ended March 31, 2023, for your review and comments. (See attachment #8.)

9) APPROVE 3rd QUARTER ABC DISTRIBUTION

Finance Director Ashley Presnell requests the Council authorize the distribution of ABC funds for \$10,498.49 to the local schools as follows:

| | | |
|---------------------------------|-------------|--------------------|
| Granite Falls Elementary School | 36% | \$3,779.45 |
| Granite Falls Middle School | 36% | \$3,779.45 |
| Dudley Shoals Elementary School | <u>28%</u> | <u>\$2,939.59</u> |
| Total Distribution | <u>100%</u> | <u>\$10,498.49</u> |

These funds represent the portion of the ABC Store profit distribution to schools for the third quarter ended 03/31/2023. (See attachment #9.)

10) APPROVE BUDGET AMENDMENT #13 FY 2022-2023

Finance Director Ashley Presnell requests the Council approve budget amendment #13 for fiscal year 2022-2023 for a soft body armor grant. (See attachment #10.)

| | |
|--|------------|
| Increase General Fund Budgeted Revenue – Miscellaneous Grants | \$1,000.00 |
| Increase General Fund Budgeted Expense – Police Uniforms Expense | \$1,000.00 |

11) APPROVE RENEWAL OF AGREEMENT WITH SMITH ROGERS PLLC TO PROVIDE 24-HOUR LAW ENFORCEMENT LEGAL SUPPORT

The Council is requested to approve the renewal of an agreement with Smith Rogers PLLC to provide 24-Hour Law Enforcement Legal Support to the Granite Falls Police Department for fiscal year 2023-2024 at an annual cost of \$7,599. The cost of this service was included in the 2024 Police Department Budget. (See attachment #11.)

12) APPROVE ATTORNEY’S CONTRACT

Council is requested to approve The General Counsel Agreement for \$5,200 with Cannon Law Firm, P.A. to serve as the Town’s attorney for fiscal year 2023-2024. (See attachment #12.)

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

13) APPROVE AMENDED CONTRACT WITH FIFTH ASSET, INC., D/B/A DEBTBOOK, TO PROVIDE SERVICES FOR GOVERNMENTAL ACCOUNTING STANDARDS BOARD-87 (GASB-87) LEASES

At the March 6, 2023, Council meeting, Council approved renewing the contract with Fifth Asset, Inc., D/B/A DebtBook for two years to assist the Town with compliance issues with GASB-87 accounting for leases at a total two-year total cost of \$17,000. The renewal contract was \$7,000 for the fiscal year ending 06/30/2023 and \$10,000 for the fiscal year ending 06/30/2024. DebtBook reviewed our agreement and determined that the contract should be renewed at a total two-year cost of \$15,000. The amended renewal contract is for \$7,000 for the fiscal year ending 06/30/2023 and \$8,000 for the fiscal year ending 06/30/2024. (See attachment #13.)

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

14) APPROVE THE FIRST AMENDMENT TO THE REPUBLIC SERVICES RESIDENTIAL SOLID WASTE AND RECYCLING COLLECTION AGREEMENT

The Council is requested to approve the First Amendment to the Republic Services Residential Solid Waste and Recycling Collection Agreement. Republic Services’ initial request was for a 32% increase in FY 2023-2024 due to higher costs of fuel, labor, and equipment. Town staff were able to negotiate the increase down to 15% in FY 2023-2024, 15% in FY 2024-2025, and a CPI increase in FY 2025-2026 and going forward. (See attachment #14.)

Action requested: Approve amendment as presented and authorize the Town Manager to sign the amendment on behalf of the Town.

15) APPROVE APPLICATION TO NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY TO PARTICIPATE IN INMATE WORK RELEASE PROGRAM

The contract for the current inmate work release program ends effective June 30, 2023. Town staff recommends that Council approve participation in the NC Department of Public Safety (DPS) inmate work release program for three inmates for fiscal year 2023-2024. As a reminder, each inmate works five eight-hour days, fifty-two weeks per year. The Town is required to pay upfront costs of \$200 per inmate per year and cover the inmates under the Town workers’ compensation policy through the NCLM at a cost of \$800 per inmate per year. The DPS provides lunch for the prisoners and transportation to and from the prison unit; however, the Town has the option to transport the prisoners 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 inmates. The total cost of the program for fiscal 2023-2024 is approximately \$3,000 for three work release inmates if the DPS transports the prisoners or \$6,000 if the Town transports the prisoners. (See attachment #15.)

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.

16) APPROVE THE ELECTRICITIES UPDATED POLICY REGARDING DISTRIBUTED GENERATION ON PARTICIPANT SYSTEMS

The Council is requested to approve the ElectriCities updated Policy Regarding Distributed Generation on Participant Systems which went into effect April 21, 2023. (See attachment #16.)

17) APPROVE RESOLUTION TO APPLY FOR A STATE OF NORTH CAROLINA GRANT OR LOAN TO CONDUCT A STUDY OF LEAD AND COPPER SERVICE LINES OR GOOSENECKS WITHIN THE TOWN'S WATER DISTRIBUTION SYSTEM

The Division of Water Infrastructure is soliciting interest in funding specifically to identify, inventory, and replace lead service lines and lead connectors throughout water systems in anticipation of receiving these funds in the fall of 2023. Funding will be available for local governments, non-profit water companies, and investor-owned water utilities that request low-interest loans. Principal forgiveness will be offered to those that are eligible, subject to availability. The Town of Granite Falls is required to complete an initial lead service line inventory by October 16, 2024. (See attachment #17.)

Action Requested: Approve resolution as presented.

18) APPROVE RESOLUTION TO APPLY FOR A STATE OF NORTH CAROLINA GRANT OR LOAN TO REPLACE LEAD AND COPPER SERVICE LINES OR GOOSENECKS WITHIN THE TOWN'S WATER DISTRIBUTION SYSTEM

The Division of Water Infrastructure is soliciting interest in funding specifically to identify, inventory, and replace lead service lines and lead connectors throughout water systems in anticipation of receiving these funds in the fall of 2023. Funding will be available for local governments, non-profit water companies, and investor-owned water utilities that request low-interest loans. Principal forgiveness will be offered to those that are eligible, subject to availability. The Town of Granite Falls is required to complete an initial lead service line inventory by October 16, 2024. (See attachment #18.)

Action Requested: Approve resolution as presented.

19) 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, June 5, 2023.

20) TOWN HOLIDAY SCHEDULE

The Town of Granite Falls Administrative Office, the Recreation Center, the Public Works, and Electric Departments will be closed on Monday, May 29, 2023, in observance of Memorial Day and on Tuesday, July 4, 2023, for the July 4th Holiday. The Police and Fire Departments and the Water and Wastewater Facilities will be on duty as scheduled and those employees on shift 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.

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 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.

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 meet Tuesday, August 8th at 6:30 p.m. at the Recreation Center.
2. The Merchants' Association will meet Monday, June 12th at Noon at the Town Office.
3. The History Committee will meet on Tuesday, June 20th at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, June 27th at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, June 14th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, May 24th at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, June 19th at 5:30 p.m. at the ABC Store. The ABC Board will conduct their required public hearing on the ABC Store 2023-2024 Budget during this meeting.

XVI. OTHER BUSINESS

XVII. ADJOURN

Reminder: The next Town Council Meeting is a regular meeting on Monday, June 19, 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.