



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

- I. WELCOME - CALL TO ORDER MAYOR DR. CARYL B. BURNS
 - II. INVOCATION PARKS AND RECREATION DIRECTOR CHAD RABY
 - III. PLEDGE OF ALLEGIANCE COUNCILMEMBER JIM MACKIE
 - IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER TRACY TOWNSEND
- 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
The Town Council will recognize Ms. Shea Bolick as the 2023 Burroughs Welcome North Carolina Northwest Teacher of the Year. (See attachment #1.)
 - VII. APPROVAL OF AGENDA
 - VIII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, JUNE 19, 2023.
 - IX. TOWN ATTORNEY REPORT BRUCE CANNON
 - X. PUBLIC COMMENT PERIOD
 - XI. PUBLIC HEARINGS NONE SCHEDULED

XII. NEW BUSINESS/ACTION ITEMS

1) 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, August 7, 2023.

2) VOLUNTARY ANNEXATION PETITION

Mark Johnson, Johnson Builders LLC, has submitted a petition requesting the Town of Granite Falls voluntarily annex approximately 0.395 acres of contiguous property located at the corner of Turner Road and Sunset Street. (See petition and map under attachment #2.)

3) ADOPT RESOLUTION INSTRUCTING THE CLERK

The Council is requested to adopt a resolution instructing the Town Clerk to investigate the petition for contiguous annexation received under NCGS 160A-31 for approximately 0.395 acres of contiguous property located at the corner of Turner Road and Sunset Street and report back to the Council at the August 21, 2023, regular council meeting. (See attachment #3.)

4) VOLUNTARY ANNEXATION PETITION

John Corpening, W Corpening Investments LP, has submitted a petition requesting the Town of Granite Falls voluntarily annex approximately 54.13 acres of non-contiguous property located at 4642 Hickory Boulevard. (See petition and map under attachment #4.)

5) ADOPT RESOLUTION INSTRUCTING THE CLERK

The Council is requested to adopt a resolution instructing the Town Clerk to investigate the petition for non-contiguous annexation received under NCGS 160A-58.1 for approximately 54.13 acres of non-contiguous property located at 4642 Hickory Boulevard and report back to the Council at the August 21, 2023, regular council meeting. (See attachment #5.)

6) AWARD CONTRACTS FOR THE GRANITE FALLS RECREATION CENTER PARTF REDEVELOPMENT SPLASH PAD PROJECT

The Town Council approved the PARTF splash pad project by approving the FY 2024 budget. McGill & Associates put the project out for bid and has recommended that the Town award 3 contracts for this project. The first contract award is to Lail Builders, Hickory, NC for Eighty-six thousand dollars and no cents (\$86,000.00) for site preparation. The second contract award is to Vortex Aquatic Structures International, Dover, DE for Two hundred, eighteen thousand, seven-hundred ten dollars and fifty-one cents (\$218,710.51) for splash pad equipment and features. The third contract award is to Aqua Underground, Marietta, GA for Two-hundred, six-thousand, five-hundred eighty dollars and forty-seven cents (\$206,580.47) for installation of the splash features and equipment. These amounts include applicable NC sales tax which will be refunded to the Town after the invoices are paid. The Council is requested to award the splash pad contracts as presented and to authorize the Town Manger to sign all documents required to complete the splash pad project. (See attachment #6.)

7) **AWARD CONTRACT FOR THE GRANITE FALLS RECREATION CENTER SCIF GRANT ADA WALKING PATH PROJECT**

The Town Council approved the ADA walking path project by approving the FY 2024 budget. McGill & Associates put the project out for bid and has recommended that the Town award the contract to Lail Builders, Hickory, NC for One hundred, fifty-two thousand dollars and no cents (\$152,000.00) for site preparation and construction. The Council is requested to award the ADA walking path project contract as presented and to authorize the Town Manager to sign all documents required to complete the ADA walking path project. (See attachment #7.)

8) **AWARD CONTRACT FOR THE GRANITE FALLS RECREATION CENTER ADA OUTDOOR RESTROOM PROJECT**

The Town Council approved moving forward with the ADA outdoor restroom project by approving the FY 2024 budget. McGill & Associates put the project out for bid and has recommended that the Town award the contract to Lail Builders, Hickory, NC for One hundred, twenty-four thousand dollars and no cents (\$124,000.00) for construction of two ADA restrooms in the Pool House at the Recreation Center. The Council is requested to award the ADA outdoor restroom contract as presented and to authorize the Town Manager to sign all documents required to complete the ADA outdoor restroom project. (See attachment #8.)

9) **APPROVE HUMAN RESOURCE (HR) SERVICES AGREEMENT BETWEEN THE TOWN OF GRANITE FALLS AND THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS (WPCOG) FOR THE SEARCH FOR THE NEXT TOWN MANAGER**

The Council is requested to approve an agreement with the WPCOG to provide HR services for the search for the next Town Manager of the Town of Granite Falls. The term of the agreement is from July 1, 2023, to February 28, 2024. The cost of the agreement is \$3,500 plus any costs of advertising, printing, and travel. The cost of the services was included in the FY 2024 budget. (See attachment #9.)

Action requested: Approve agreement as presented.

10) **ACCEPT REPORT ON UNPAID TAXES AND SETTLEMENT FOR 2022-2023 TAXES**

After July 1, and before being charged with 2023-2024 taxes, the Tax Collector must make a sworn report to the governing board showing a list of unpaid taxes constituting liens on real property, a list of unpaid taxes on personal property not constituting liens on real property and make settlement for 2022-2023 taxes per North Carolina General Statute 105-373(a). The Council is requested to accept the report as submitted by Tax Collector Katie Parlier. (See attachment #10.)

11) **FINANCE REPORT – FINANCE OFFICER ASHLEY PRESNELL**

Finance Officer Ashley Presnell will present the Finance Report for the period ended June 30, 2023. The agenda package includes the preliminary Revenue and Expenditure Report for the period ended June 30, 2023, for Council review and comments. This report represents 100% of the 2022–2023 fiscal year budget. Also enclosed for Council review are the financial dashboard and an analysis of 2022-2023 sales tax revenue and property tax revenue versus the prior year and budgeted revenues. (See attachment #11.)

12) BUDGET AMENDMENT #1 – 2023-2024 – FINANCE OFFICER ASHLEY PRESNELL

Town Staff was not able to complete certain projects before the end of fiscal year 2023. Since these projects were not completed, the money designated for the projects went straight into fund balance at the end of June 2023. The Council is requested to approve this budget amendment to authorize expenditures to complete these projects in Fiscal Year 2023-2024. (See attachment #12.)

13) BUDGET AMENDMENT #2 – 2023-2024 – FINANCE OFFICER ASHLEY PRESNELL

There were several items still pending when the FY 2024 budget was finalized. The pending items included the decision on in-house versus outsourced IT management, new ERP software, and the final renewal costs for employee health, dental, and life insurance programs. The FY 2024 budget should have included an extra day of salary and benefits since February 2024 has 29 days this year. These changes to the FY 2024 budget also changed the overhead allocation between the funds. The Council is requested to approve this budget amendment as presented. (See attachment #13.)

14) APPROVE REVISED EMPLOYEE JOB GRADES, CLASSIFICATIONS AND PAY RANGES FOR FISCAL 2023-2024

Town Manager Jerry Church recommends that the Council approve the attached schedule revising employee job grades, classifications and pay ranges for the FY year 2023-2024. Town Manager Church updated the schedule to remove previously approved positions of IT Director and Public Works Director and changing the job title and job description from IT Technician/Administrative Assistant to Communications Specialist/Administrative Assistant. The FY 2024 revised headcount budget will drop from 72 to 70. (See attachment #14.)

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

15) COMMITTEES APPOINTED BY THE TOWN COUNCIL

The Council is being provided with an updated list of FY 2024 Council Committees effective July 1, 2023. (See attachment #15).

16) CONSIDER APPROVAL TO USE CONSENT AGENDA AS PART OF FUTURE COUNCIL MEETING AGENDAS

Town staff has included an alternate format to the current Town Council meeting agenda which includes a section called a consent agenda. The consent agenda allows the Council to vote on routine items as a group under one motion. Council members always have the option of pulling an item off of the consent agenda for a separate vote. The Council does not have to approve changing the agenda tonight if they need additional time to consider the change. (See attachment #16.)

17) APPROVE AMENDED CAPITAL PROJECT ORDINANCE FOR THE GRANITE FALLS RECREATION CENTER (GFRC) REDEVELOPMENT PARKS AND RECREATION TRUST FUND (PARTF) GRANT PROJECT

The Council is requested to approve an amended budget for the GFRC Redevelopment PARTF Grant Project. The amended budget does not increase the total amount of the project but reallocates the contingency of \$17,800 to other line items. (See attachment #17.)

Action requested: Approve amended PARTF budget as presented.

18) 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:

Labor Day	Monday, September 4 th
Veterans Day	Friday, November 10 th
Thanksgiving	Thursday, November 23 rd & Friday, November 24 th
Christmas	Monday, Tuesday, & Wednesday, December 25 th , 26 th , & 27 th
New Year's Day	Monday, January 1 st

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 except for Christmas Day.

XIII. MANAGER UPDATE

Town Manager Jerry Church shall update the Council on the following:

Enclosed with your Agenda package is a calendar of events through the end of August 2024.

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. 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 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, July 17th and Monday, August 21st at Noon at the Town Office.
3. The History Committee will meet on Tuesday, July 18th at 2:00 p.m. at the History Museum.
4. The Planning Board will meet on Tuesday, July 25th at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet on Wednesday, August 9th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, July 26th at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, July 10th 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 in order 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 regular meeting on Monday, August 21, 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.