



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 ORGANIZATIONAL TOWN COUNCIL MEETING
MONDAY, DECEMBER 4, 2023
4 SOUTH MAIN STREET
5:00 PM

- I. WELCOME - CALL TO ORDER MAYOR DR. CARYL B. BURNS
- II. INVOCATION COUNCILMEMBER RITCH BOLICK
- 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. OATH OF OFFICE
Mayor Caryl B. Burns shall administer the oath of office to the following individuals who were elected during the municipal election held Tuesday, November 7, 2023.

Town Councilman Jim Mackie
Town Councilman Mike Mackie
Town Councilman Tracy Townsend

Each of the recently reelected Councilmembers will receive a Certificate of Election from the Caldwell County Board of Elections that certifies the results of the November 7, 2023, municipal election. (See attachment #1.)

- VII. SELECTION OF MAYOR PRO TEMPORE
Under NC General Statute 160A-70 at the organizational meeting, the council shall elect from among its members a Mayor Tempore to serve at the council's pleasure. A council member who serves as Mayor Tempore shall be entitled to vote on all matters and shall be considered a council member for all purposes, including the determination of whether a quorum is present. In the mayor's absence the council may confer on the Mayor Tempore any of the Mayor's powers and duties.

VIII. SPECIAL PRESENTATIONS/INTRODUCTIONS/RECOGNITIONS - NONE SCHEDULED

IX. APPROVAL OF AGENDA

X. 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, NOVEMBER 6, 2023

(See attachment #2.)

2) COUNCIL CALENDAR

Enclosed with the Council Agenda package is a calendar of events through the end of January 2025. Changes to the Council Calendar from the last Council Calendar are **highlighted in yellow**. (See attachment #3.)

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:

Christmas	Monday, Tuesday, & Wednesday, December 25 th , 26 th , & 27 th
New Year's Day	Monday, January 1 st
Dr. Martin Luther King, Jr.	Monday, January 15 th

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. Since Christmas Day is on Monday this year, Republic Services will pick up garbage and recycling one day later than their normal collection schedule the entire week of Christmas. Republic will return to their normal collection schedule on January 1, 2024. Town staff will do a CODE RED message, will publish a press release, and will place this information on the Town website and on social media the week before Christmas.

4) COUNCIL COMMITTEE APPOINTMENTS

Mayor Dr. Caryl B. Burns has made the Council committee appointments for 2023-2025. (See attachment #4.)

5) FINANCIAL REPORT

The financial dashboard for the five months ended November 30, 2022, will be emailed to you as soon as possible. This report will represent 42% of the current 2023 - 2024 fiscal year budget. The analyses of the current year's sales tax revenue and current property tax revenue versus the previous year and budgeted revenues will also be emailed to the Council.

XI. TOWN ATTORNEY REPORT

XII. PUBLIC COMMENT PERIOD

XIII. PUBLIC HEARINGS

NONE SCHEDULED

XIV. NEW BUSINESS/ACTION ITEMS

1) CONSIDER CHANGES TO THE TOWN CODE OF ORDINANCES

Town Planner Greg Wilson is requesting that the Council consider several updates to the Town Code of Ordinances, Chapter 50, Solid Waste, Junk and Weeds, to better align with the North Carolina General Statutes. (See attachment #5.)

A summary of the proposed changes is as follows:

A) §50.01 Definitions of Abandoned Motor Vehicles and Junked Motor Vehicles.

B) §50.56 Public Health or Safety Dangers.

Action Requested: The Council is requested to approve the Town staff recommendation and call for a public hearing to amend the Town Code of Ordinances at the January 8, 2024, Special Council meeting.

2) CONSIDER PRELIMINARY BUDGET FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT NEIGHBORHOOD REVITALIZATION (CDBG-NR) GRANT

The Council is requested to consider a detailed preliminary budget for the \$4,999,000 CDBG-NR Grant. This preliminary budget breaks down the expected expenses by category and will be updated as the Council approves the acceptance of bids. (See attachment #6.)

Action Requested: The Council is requested to approve the proposed CDBG-NR Grant budget as presented.

3) PROGRESSIVE ENGINEERING CONTRACT

The Council is requested to approve the Engineering Services Contract with Progressive Engineering Consultants, Inc. for the calendar year 2024 and to authorize the Town Manager to execute the contract on behalf of the Town. The contract establishes compensation, obligations, and insurance requirements, etc. The 2024 rates reflect a 5% increase from the previous year's rates which brings the average rate increase for the past 13 years to 2.65%. Note: there were no rate increases in 2020, 2021, and 2022. (See attachment #7.)

4) REQUEST FOR PROPOSAL (RFP) FOR THE TOWN OF GRANITE FALLS CAPITAL IMPROVEMENT PLAN (CIP) PROJECT #E70 TO PURCHASE VOLTAGE REGULATORS FOR THE DOWNTOWN ELECTRIC SYSTEM CIRCUIT

The Town Council previously approved CIP project #E70 when the 2023-2024 fiscal year budget was approved on June 19, 2023. Town staff members have been working with the Town's electric system engineers, Progressive Engineering Consultants, Inc., on the specifications for the voltage regulators. Town staff requests that the Council authorize the Town Manager to sign all documents required to complete CIP project #E70 if the project is at or below the project budget of \$180,000. (See attachment #8.)

5) **REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES FOR THE DRINKING WATER STATE RESERVE FUND (DWSRF) LEAD AND COPPER RULE REVISION (LCRR)**

The Council previously approved the acceptance of a NC DEQ Division of Water Infrastructure DWSRF grant for \$240,000 and authorized the Town Manager to apply for up to a \$160,000 low interest loan for the LCRR Compliance Program. The Town has until October 1, 2024, to complete the Lead Service Line Replacement (LSLR) inventory scope of work and Town staff has issued a RFP for Engineering Services to solicit proposals to complete the LSLR inventory. (See attachment #9.)

6) **CONSIDER CHANGE ORDER FOR THE COMPLIANT WALKING PATH AT THE SHUFORD RECREATION CENTER.**

At the November 6, 2023, Council meeting, the Council approved a new location for the addition to the ADA compliant sidewalk at the Shuford Recreation Center. The total construction costs for the contract with Lail Builders were reduced to \$105,000.00. The Council is requested to approve the change order from Lail Builders, which reflects the revised costs for their portion of the project, and to approve the Town Manager signing the change order on behalf of the Town. (See attachment #10.)

7) **CONSIDER REVISED BUDGET FOR THE ADA COMPLIANT SIDEWALK AT THE SHUFORD RECREATION CENTER**

At the November 6, 2023, Council meeting, the Council also requested that Town staff obtain quotes to replace the non-ADA compliant mulch surrounding the equipment on the ADA playground with a pour-in-place surface which is ADA-compliant. Parks and Recreation Director Chad Raby obtained quotes to get the pour in place surface around the existing equipment and to serve as additional ADA sidewalk around and to the equipment. The low quote for the new pour-in-place surface was \$96,000.00. The amended SCIF grant budget includes the use of \$79,579.00 in Town fund balance. The actual amount of fund balance needed can't be determined at this time since the amended budget includes a contingency amount of \$11,000.00., the Town will continue earning interest on the funds until the funds are spent, and the Town can potentially receive sales tax refunds on the materials used for the pour-in-place surface. Once the actual amount of the fund balance used is known, the Council will be requested to approve a budget amendment for the amount fund balance actually used. The Council is requested to approve the construction of the pour-in-place surface at the ADA-compliant playground, to approve the amended SCIF Grant budget of \$237,000.00, and to authorize the Town Manager to sign any additional paperwork required to complete this project. (See attachment #11.)

XV. MANAGER UPDATE - TOWN MANAGER JERRY CHURCH

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. **The Town Council will have their annual Christmas Dinner at 6:00 pm on Wednesday, December 6, 2023, at Lake Hickory Country Club but will not conduct any business at this event.**

XVI. 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

XVII. INFORMATION ITEMS/REPORTS

1. The Recreation Advisory Board will meet Tuesday, December 12th at 6:30 p.m. at the Recreation Center.
2. The Merchants' Association will not meet in December.
3. The History Committee will not meet in December.
4. The Planning Board will not meet in December. The next Planning Board meeting is scheduled for Tuesday, January 23rd at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will not meet in December. The next Board of Adjustment meeting is scheduled for Wednesday, January 8th at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet on Wednesday, December 13th at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet on Monday, January 8th at 5:30 p.m. at the ABC Store.

XVIII. CLOSED SESSION

Under N.C. General Statute 143-318.11 (6) 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.

XIX. OTHER BUSINESS

XX. ADJOURN

Reminders:

*****The Council shall hold its annual Christmas dinner immediately at 6:00 p.m. on Wednesday, December 6, 2023, at Lake Hickory Country Club in Hickory*****

The next Town Council Meeting is a special meeting on Monday, January 8, 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.