

MINUTES OF REGULAR MEETING HELD MARCH 21, 2022

Face coverings were optional for the March 21, 2022 Council meeting but all attendees were 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.

REGULAR MEETING The Granite Falls Town Council held a Regular Meeting on March 21, 2022 at 6:00 p.m. in the Council Chambers of the Administrative Building.

PRESENT The following members of the governing body were present: Mayor Dr. Caryl B. Burns and Council Members Ritch Bolick, Larry Knight, Jim Mackie, Mike Mackie, Martin Townsend, and Tracy Townsend.

ABSENT The following member of the governing body was absent: None

STAFF PRESENT The following staff members attended the meeting: Town Manager Jerry Church, Town Attorney Bruce Cannon, Town Clerk Paula Kirby, Assistant Town Manager/Finance Officer Jana Williams, Parks and Recreation Director Chad Raby, and Assistant Police Chief Brine Branham.

VISITORS Joel Kaufman and Carl Becker

NEWS MEDIA No news media attended the meeting.

MEETING CALLED TO ORDER Mayor Dr. Caryl B. Burns called the meeting to order and welcomed everyone present.

INVOCATION Councilmember Martin Townsend led in prayer.

PLEDGE OF ALLEGIANCE Councilmember Larry Knight led the Pledge of Allegiance.

CONFLICT OF INTEREST STATEMENT Councilmember Ritch Bolick read the Conflict-of-Interest Statement.

*In accordance with the State Government Ethics Act, it is the duty of every Council member to avoid both conflicts of interest and 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)*

RECOGNITION OF VISITORS

SPECIAL PRESENTATIONS/INTRODUCTIONS/RECOGNITIONS None

APPROVAL OF AGENDA Martin Townsend made a motion the Council approve the agenda as presented. Jim Mackie seconded the motion, with a unanimous affirmative vote.

APPROVAL OF MINUTES FROM THE SPECIAL TOWN COUNCIL MEETING HELD MONDAY, MARCH 7, 2022 Ritch Bolick made a motion the Council approve the minutes from the Special Town Council meeting held Monday, March 7, 2022 as presented. Mike Mackie seconded the motion, with a unanimous affirmative vote.

TOWN ATTORNEY REPORT Town Attorney Bruce Cannon did not have a report.

PUBLIC COMMENT PERIOD

Joel Kaufman speaks to the Council Town resident Joel Kaufman, 55 Duke Street, stated that traffic has lessened due to the new traffic circle and the closure of the intersection of Duke Street and S Main Street but the noise has remained the same. He stated that the loud noise was affecting his quality of life because he and his wife are unable to sleep at night. He asked the Council to consider doing something to help this matter.

Carl Becker speaks to the Council Town (ETJ) resident Carl Becker, 5115 Sherrill Drive, informed the Council that he has been using a metal detector for years. He has been in contact with the Historical Committee to possibly exhibit some items he has found from the Granite Falls area at the Transportation Museum. He wanted the Council to be aware of this before he proceeded with the exhibit.

PUBLIC HEARING

PUBLIC HEARING ON AMENDMENT TO TOWN CODE OF ORDINANCES TITLE III: ADMINISTRATION, CHAPTER 32: TOWN ORGANIZATIONS, SUBSECTION 32.07 RECREATION DEPARTMENT CALLED TO ORDER Mayor Burns called to order a public hearing on an amendment to the Town Code of Ordinances Title III: Administration, Chapter 32. Town Organizations, Subsection 32.07 Recreation Department. The amendment would make two members of the nine-member Recreation Advisory Committee non-residents and would change the appointment of members, the scheduling and cancellation of meetings, and the term limitations of officers to mirror the procedures already in place for the Planning Board and Board of Adjustments. The amended Town Ordinance would become effective immediately.

The public hearing has been duly noticed by publishing a notice in the News Topic as required under NC General Statutes.

No one attended the meeting to speak at the public hearing.

PUBLIC HEARING ON AMENDMENT TO TOWN CODE OF ORDINANCES TITLE III: ADMINISTRATION, CHAPTER 32: TOWN ORGANIZATIONS, SUBSECTION 32.07 RECREATION DEPARTMENT CALLED TO ORDER CLOSED Mayor Burns closed the public hearing.

NEW BUSINESS/ACTION ITEMS

AMENDMENT TO TOWN CODE OF ORDINANCES TITLE III: ADMINISTRATION, CHAPTER 32: TOWN ORGANIZATIONS, SUBSECTION 32.07 RECREATION DEPARTMENT APPROVED Martin Townsend made a motion the council approve the amendment to the Town of Granite Falls Code of Ordinances Title III: Administration, Chapter 32. Town Organizations, Subsection 32.07 Recreation Department. Ritch Bolick seconded the motion, with a unanimous affirmative vote. A copy of the amendment is attached and is hereby made a part of these minutes.

ANNUAL REVIEW AND APPROVAL OF TOWN OF GRANITE FALLS PURCHASING POLICY AND PROCEDURES MANUAL The Council reviewed the Town of Granite Falls Purchasing Policy and Procedures Manual (Purchasing Policy). The purpose of the Purchasing Policy is to document how Town management has fulfilled their responsibility to guarantee competitive and advantageous procurement of goods and services while maintaining compliance with Federal regulations and North Carolina General Statutes. The Purchasing Policy can also be used as a training tool for new and existing employees in administrative and supervisory roles with the Town. The Purchasing Policy is a “living document” that must be reviewed and updated throughout the year as changes are made to NC General Statutes, Governmental Accounting Standards and in Town Staff and their assigned duties. The Town Council reviews and approves the Purchasing Policy on an annual basis.

The proposed amendments to the Purchasing Policy in 2022 are as follows:

- Page 6, Section 4.2 c. 4th line - changed language to more than one (1) quote from three quotes
- Page 9, Section 6.5 last line – changed language to asking Town Manager or their designee from Council
- Page 9, Section 6.8 2nd line – changed language to should from must
- Page 10, Section 6.11 added last sentence in the 1st paragraph
- Page 12, Section 7.3 2nd line – changed language to multiple quotes from 3 quotes
- Page 12, Section 7.4 b. 5th line – added the word responsive
- Page 13, Roman Numeral IX. 3rd line in 2nd paragraph – added the word delivery and changed language to for from to

- Page 15, Roman Numeral XIII. 2nd and 3rd lines in 1st paragraph – added effective July 1, 2022, the amount of the capital asset threshold will increase to \$2,500 per unit

Mike Mackie made a motion the Council approve the Town of Granite Falls Purchasing Policy as amended and authorize the Town Manager to update the policy as needed. Tracy Townsend seconded the motion, with a unanimous affirmative vote. A copy of the policy is attached and is hereby made a part of these minutes.

ANNUAL REVIEW AND APPROVAL OF TOWN OF GRANITE FALLS INTERNAL CONTROL POLICY The Council reviewed the Town of Granite Falls Internal Control Policy (Internal Control Policy). The purpose of the Internal Control Policy is to document how Town management has fulfilled their responsibility for implementing and maintaining a sound and comprehensive internal control framework. Internal Control policies help identify and address areas of risk of fraud, waste abuse and mismanagement. The Internal Control Policy can also be used as a training tool for new and existing employees in administrative and supervisory roles with the Town. The Internal Control Policy is a “living document” that must be reviewed and updated throughout the year as changes are made to NC General Statutes, Governmental Accounting Standards and in Town Staff and their assigned duties. The Town Council reviews and approves the Internal Control Policy on an annual basis.

The proposed amendments to the Internal Control Policy in 2022 are as follows:

- Page 4, Control Procedures, 2nd line – added and payroll checks
- Page 7, 1st area for Payroll, 1st bullet point, 3rd line added HR and
- Page 7, 1st area for Payroll, last bullet point, changed language to Full-time employees are introduced to the Town Manager, Finance Director, and Town Council from Town Manager personally distributes longevity checks oncer per year to all employees

Tracy Townsend made a motion the Council approve the Town of Granite Falls Internal Control Policy as amended and authorize the Town Manager to update the policy as needed. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the policy is attached and is hereby made a part of these minutes.

ANNUAL REVIEW AND APPROVAL OF THE TOWN OF GRANITE FALLS ETHICS POLICY FOR ELECTED OFFICIALS AND THE TOWN OF GRANITE FALLS CONFLICTS OF INTEREST POLICY FOR ELECTED OFFICIALS, APPOINTED OFFICIALS AND TOWN EMPLOYEES The Council approved an Ethics Policy for Elected Officials on November 2, 2009 and a Conflicts of Interest Policy for elected and appointed officials and employees on July 10, 2010. While there have been no violations of either policy since their respective approvals and all elected officials have completed all

required ethics training in a timely manner, it is good governance to review these policies periodically. There have been no changes to the Ethics Policy for Elected Officials.

The amendment to the Conflicts of Interest Policy for Elected Officials in 2022 are as follows:

- Page 2, added the first 2 paragraphs at the top of the page

Martin Townsend made a motion the Council approve the Town of Granite Falls Ethics Policy for Elected Officials and the Town of Granite Falls Conflicts of Interest Policy, approve the amendments to the Conflicts of Interest Policy as presented, and verify that Council members have read and understand these policies. Mike Mackie seconded the motion, with a unanimous affirmative vote. Copies of the policies are attached and are hereby made a part of these minutes.

RESOLUTION - MUNICIPAL CLERKS WEEK APPROVED The Council was requested to approve a resolution proclaiming May 1 through May 7, 2022 as Municipal Clerks Week to recognize the accomplishments of all Municipal Clerks and to extend appreciation to the Town of Granite Falls Town Clerk Paula M. Kirby.

Martin Townsend made a motion the Council approve the resolution as requested. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the resolution is attached and is hereby made a part of these minutes.

RESOLUTION DECLARING MAY 25, 2022 AS NATIONAL MISSING CHILDREN'S DAY IN THE TOWN OF GRANITE FALLS APPROVED The Council considered a resolution from the National Center for Exploited & Missing Children proclaiming Monday, May 25, 2022 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.

Ritch Bolick made a motion the Council approve the resolution as requested. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the resolution is attached and is hereby made a part of these minutes.

AUDIT CONTRACT APPROVED The Council was requested to approve the audit contract with Martin Starnes & Associates, CPAs, P.A. to complete the audit of the Town's financial statements for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The amount of the contract is \$35,000 for the basic audit, including \$3,500 for single audit procedures, \$4,900 for financial statement preparation, plus printing costs. The Local Government Commission (LGC) requires that every municipality sign an annual audit contract with their audit firm.

Tracy Townsend made a motion the Council approve the contract as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the contract is attached and is hereby made a part of these minutes.

FINANCIAL REPORT Town of Granite Falls Finance Director Jana Williams presented the Financial Report for February 2022. The financial dashboard and an analysis of current year sales tax revenue and current year property tax revenue versus prior year and budgeted

revenues, for the eight months ended February 28, 2022, were presented for Council review. These reports represent 67% of the current 2021-2022 fiscal year budget. Copies of these reports are attached and are hereby made a part of these minutes.

BUDGET AMENDMENT #10 FY 2021-2022 APPROVED Finance Director Jana Williams requested the Council approve budget amendment #10 for fiscal year 2022 which would allow the Police Department to utilize Federal Drug Funds received by the Town.

Martin Townsend made a motion the Council approve budget amendment #10 as requested. Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of the amendment is attached and is hereby made a part of these minutes.

BUDGET AMENDMENT #11 FY 2021-2022 APPROVED Finance Director Jana Williams requested the Council approve budget amendment #11 for fiscal year 2022 which would allow the Administration Department to spend the Caldwell Arts Council Grassroots Grant.

Tracy Townsend made a motion the Council approve budget amendment #11 as requested. Ritch Bolick seconded the motion, with a unanimous affirmative vote. A copy of the amendment is attached and is hereby made a part of these minutes.

AGREEMENT BETWEEN THE TOWN OF GRANITE FALLS AND THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS (WPCOG) FOR TECHNICAL ASSISTANCE REGARDING THE STATE AND LOCAL FISCAL RECOVERY FUNDS APPROVED The Council was requested to approve an agreement with the WPCOG to provide technical assistance regarding the state and local recovery funds. The Town is scheduled to receive a total of \$1,484,811.39 from the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Fund (SLFRF). The cost of the technical services is \$10,000 with a \$5,000 payment in December 2022 and another \$5,000 payment in December 2023. The WPCOG staff has the in-house expertise necessary to guide the Town through the planning, spending, and reporting processes for the ARPA funds.

Martin Townsend made a motion the Council approve the agreement with the WPCOG as presented. Mike Mackie seconded the motion, with a unanimous affirmative vote. A copy of the agreement is attached and is hereby made a part of these minutes.

CHANGES TO THE COUNCIL MEETING SCHEDULE APPROVED The Council was requested to cancel the Regular Council meeting scheduled for 6:00 p.m. on Monday, April 4, 2022 in the Council Room and call for a Special Budget Work Session at 6:00 p.m. on Monday, April 4, 2022 in the Council Room. Council was also requested to call for a Special Council meeting on Monday, April 25, 2022 at 5:30 p.m. in the Council Room. The Regular Council meeting scheduled for Monday, April 18, 2022 at 6:00 p.m. was previously cancelled due to the meeting falling on Easter Monday.

Tracy Townsend made a motion the Council approve the changes to the meeting schedule as requested. Mike Mackie seconded the motion, with a unanimous affirmative vote.

TOWN HOLIDAY SCHEDULE The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed on Friday, April 15, 2022 in observance of the Good Friday Holiday. The Police and Fire Departments and the Water and Wastewater Facilities will be on duty as scheduled and those employees scheduled to work the holiday receive alternate time off with pay. Republic Services will pick up garbage and recycling on their regular schedule.

MANAGER UPDATE Town Manager Jerry Church updated the Council on the following:

1. Enclosed with the Council's agenda package was a calendar of events through the end of April 2023. Revisions since the last calendar were highlighted in yellow.

COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board – Will meet Tuesday, March 22, 2022 in Hudson, NC
2. Caldwell County Railroad Policy Board – No report
3. Sales Tax Reinvestment Committee – No report
4. Metropolitan Planning Organization (MPO) and Technical Coordinating – Will meet Wednesday, March 23, 2022
5. Caldwell County Economic Development Commission (EDC) – Met Tuesday, March 8, 2022. Town Manager Church informed the Council that several new businesses in Granite Falls were discussed which included Shoe Sensation, The Rock Shop, Shake and Dog (opening in April 2022), and a new car wash that is under construction. A preliminary site plan for a new gas station was also discussed.
6. NC Municipal Power Agency # 1 Board of Commissioners – Met Tuesday, March 15, 2022. Town Manager Church stated the electric rate study is near completion and the Town's Utility committee will be meeting soon.
7. Caldwell County Manager's bi-monthly meeting - Met March 18, 2022. Town Manager Church stated the main topic of discussion was the homeless population issue. He stated that the Town's Police Officers handled this issue with compassion.

OTHER BUSINESS NOT LISTED

Ritch Bolick asked if the Town could help with the issue between the Railroad Company and the new development on Duke Street. The development property is 2 feet too close to the railroad right-of-way. Martin Townsend stated that the Railroad Company has the final say in the matter. Jim Mackie stated the Town was in a 99-year lease with the Railroad Company and it was a bad situation. Town Manager Church stated that this is a dispute between two property "owners", the railroad company and the developer and that the Town does not get involved in property disputes. The Town Manger stated that the railroad company would more than likely listen to a financial offer from the developer since it would take a substantial amount of money for someone to buy out the lease from the railroad company.

INFORMATION ITEMS

Martin Townsend thanked Town staff for their work to make former Mayor Barry Hayes' retirement reception such a success.

Martin Townsend stated that he has seen some of the items that Carl Becker has found. He is amazed at his findings and would like for Mr. Becker to scan the Falls' area.

MEETING ADJOURNED Mike Mackie made a motion the Council adjourn the meeting. Martin Townsend seconded the motion, with a unanimous affirmative vote.