

MINUTES OF SPECIAL MEETING HELD APRIL 25, 2022

Face coverings were optional for the April 25, 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.

SPECIAL MEETING The Granite Falls Town Council held a Special Meeting on April 25, 2022 at 5:30 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, Mike Mackie, Martin Townsend, and Tracy Townsend.

ABSENT The following member of the governing body was absent: Jim Mackie

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, Town Planner Greg Wilson, Fire Chief Brian Bennett, Fire Engineers Ashley Paruch, Coy Knight, James Whiteheart, and Joel Price, Police Chief Chris Jenkins, and Police Officer Brianna Christian.

VISITORS Western Piedmont Council of Governments Stormwater Administrator Jack Cline

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 Fire Chief Brian Bennett led in prayer.

PLEDGE OF ALLEGIANCE Councilmember Martin Townsend led the Pledge of Allegiance.

CONFLICT OF INTEREST STATEMENT Councilmember Mike Mackie 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

Police Chief Chris Jenkins introduced Patrol Officer Brianna Christian to the Council.

Fire Chief Brian Bennett introduced Fire Engineers Ashley Paruch, Coy Knight, James Whiteheart, and Joel Price to the Council. Nathan Earp was unable to attend and will be introduced to the Council at the next meeting.

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

APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, MARCH 21, 2022 Tracy Townsend made a motion the Council approve the minutes from the Regular Town Council meeting held Monday, March, 2022 as presented. Mike Mackie seconded the motion, with a unanimous affirmative vote.

APPROVAL OF MINUTES FROM THE SPECIAL TOWN COUNCIL BUDGET WORK SESSION HELD MONDAY, APRIL 4, 2022 Mike Mackie made a motion the Council approve the minutes from the Special Town Council Budget Work Session held Monday, April 4, 2022 as presented. Larry Knight seconded the motion, with a unanimous affirmative vote.

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

PUBLIC COMMENT PERIOD No one attended to speak during the Public Comment Period.

NEW BUSINESS/ACTION ITEMS

CHANGES TO THE COUNCIL MEETING SCHEDULE APPROVED The Council was requested to cancel the Regular Council meetings scheduled for 6:00 p.m. on Monday, May 2, 2022 and for 6:00 p.m. on Monday, May 16, 2022. The Council was also requested to call for a Special Council meeting on Monday, May 23, 2022 at 5:30 p.m. in the Council Room for the budget presentation.

Martin Townsend made a motion the Council approve the changes to the meeting schedule as requested. Larry Knight seconded the motion, with a unanimous affirmative vote.

PUBLIC HEARING CALLED ON WATER SUPPLY WATERSHED PROTECTION ORDINANCE UPDATE #1-2022

Town Planner Greg Wilson covered the Granite Falls Planning Board meeting on Tuesday, March 22nd at 5:00 p.m. where the Planning Board considered an update to the Town's Watershed Ordinance. This will be the first major update to this ordinance since 1996 and the update reflects updated legislation that allows some different options for project density for new developments. The Planning Board voted unanimously to recommend that the Town Council approve the Water Supply Watershed Protection Ordinance Update #1-2022 as presented.

Martin Townsend made a motion the Council call for a public (legislative) hearing on the Water Supply Watershed Protection Ordinance #1-2022 at the Council meeting scheduled for Monday, May 23, 2022 at 5:30 p.m. in the Council Room. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of ordinance is attached and is hereby made a part of these minutes.

PUBLIC HEARING CALLED ON UPDATES TO THE TOWN OF GRANITE FALLS PHASE II STORMWATER ORDINANCE

Town Planner Greg Wilson covered the Granite Falls Planning Board meeting on Tuesday, March 22nd at 5:00 p.m. where the Planning Board considered updates to the Town of Granite Falls Phase II Stormwater Ordinance. The Town of Granite Falls contracts with the Western Piedmont Council of Governments (WPCOG) to manage the Town's Stormwater Program. Greg Wilson introduced Jack Cline, WPCOG Stormwater Administrator, who covered the updates to the Stormwater Ordinance. The Planning Board voted unanimously to recommend that the Town Council approve the Phase II Stormwater Ordinance as presented.

Tracy Townsend made a motion the Council call for a public (legislative) hearing on the revised Town of Granite Falls Phase II Stormwater Ordinance at the Council meeting scheduled for Monday, May 23, 2022 at 5:30 p.m. in the Council Room. Ritch Bolick seconded the motion, with a unanimous affirmative vote. A copy of the ordinance is attached and is hereby made a part of these minutes.

PROCLAMATION DESIGNATING THE WEEK OF MAY 15-21, 2022 AS NATIONAL PUBLIC WORKS WEEK APPROVED

The Council was requested to approve a proclamation designating the week of May 15-21, 2022 as National Public Works Week.

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

MONTHLY BUDGET REPORT

Town of Granite Falls Assistant Manager/Finance Director Jana Williams presented the Financial Report for March 2022. The Revenue and Expenditure Report for the period ended March 31, 2022 was presented for the Council's review and comment. This report represents 75% of the current 2021-2022 fiscal year budget. Also presented for Council's review were the financial dashboard and analyses of current year

sales tax revenue and property tax revenue versus prior year and budgeted revenues. Copies of these reports are attached and are hereby made a part of these minutes.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDS AS LOST REVENUE, BUDGET AMENDMENT #12-2022, AND AN AMENDED SPECIAL REVENUE FUND BUDGET ORDINANCE FOR ARPA FUNDS APPROVED The Town of Granite Falls is scheduled to receive \$1,484,811.39 in funds from the American Rescue Plan Act (ARPA). The initial guidelines restricted the use of these funds to certain types of expenditures and the initial reporting guidelines for the use of ARPA funds were very difficult and time consuming. Based on the initial guidelines, the Council approved a Special Revenue Fund Budget Ordinance in May, 2021 to record the receipt and expenditures of the ARPA funds. The Town received one-half of the funds in July, 2021 and will receive the other half of the ARPA funds in July, 2022.

The Council approved a recommendation from Town staff to contract with the Western Piedmont Council of Governments (WPCOG) to assist Town staff with compliance and reporting of the use of the ARPA funds. Sherry Long, WPCOG Assistant Executive Director, has done extensive research and training on the final ARPA guidelines. Sherry has advised Town staff that the final guidelines for the ARPA funds have been issued and included a provision that allows all governmental entities that will receive less than \$10,000,000 to declare the ARPA funds as lost revenue which simplifies compliance and reporting. Sherry recommends that the Council declare the \$1,484,811.39 as lost revenue and approve Town staff expending the funds as salary expenses for Police and Fire personnel during fiscal years 2022 and 2023 as allowed in the final ARPA guidelines. The ARPA funds would be held as restricted funds in the General Fund and could be used in either the General Fund or in the Water/Sewer Fund. Town staff would recommend projects to the Council for final approval.

The Council previously approved a transfer to pay employee premium pay out of ARPA funds which allowed Town staff to transfer funds from the ARPA Special Revenue Fund Budget Ordinance to the General Fund, the Water & Sewer Fund, and the Electric Fund. This transfer needs to be reversed to let the premium pay flow through normal expenditures in these three funds. Town Staff requested the Council approve Budget Amendment #12-2022 to budget the premium pay expenditures in all three funds. The Council was also requested to approve an amended Special Revenue Fund Budget Ordinance for ARPA Funds to reflect the declaration of ARPA funds as lost revenue which also reflects that the Council does not want to use ARPA funds for premium pay.

Martin Townsend made a motion the Council declare the \$1,484,811.39 as lost revenue, approve the reversal of the previous budget transfer for premium pay, approve Budget Amendment #12-2022 as presented, and approve the Amended Special Revenue Fund Budget for ARPA Funds as presented. Mike Mackie seconded the motion, with a unanimous affirmative vote. Copies are attached and are hereby made a part of these minutes.

EMPLOYEE JOB GRADES, CLASSIFICATIONS AND PAY RANGES FOR FISCAL 2022-2023 APPROVED Town Manager Jerry Church developed a schedule recommending employee job grades, classifications and pay ranges for fiscal year 2022-2023. Town Manager Church updated the schedule by using data from nearby municipalities and the annual salary

data compiled by the North Carolina League of Municipalities. The 2023 budgeted headcount remains at 67 employees.

Tracy Townsend made a motion the Council approve employee job grades, classifications and pay ranges for fiscal year 2022-2023. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the schedule is attached and is hereby made a part of these minutes.

TOWN HOLIDAY SCHEDULE The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed on Monday, May 30, 2022 in observance of the Memorial Day 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 May 2023. Revisions since the last calendar were highlighted in yellow.
- 2) Town Manager Church reviewed the Budget calendar with the Council.
- 3) Art in the Park has been cancelled on May 16, 2022 but will be rescheduled.
- 4) The budget is 80% complete. Town staff is waiting on health insurance renewal costs and the electric rate study both of which should be completed in the next two weeks. Town Manager Church will keep the Council informed as needed.

COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board – Met Tuesday, March 22, 2022 in Hudson, NC
2. Caldwell County Railroad Policy Board – Town Manager Church reached out to the Railroad Commission Board to allow Ron Howard speak at the May meeting regarding the right of way issue on Duke Street.
3. Sales Tax Reinvestment Committee – No report
4. Metropolitan Planning Organization (MPO) and Technical Coordinating – Will meet Wednesday, April 27, 2022.
5. Caldwell County Economic Development Commission (EDC) – No April meeting scheduled.
6. NC Municipal Power Agency # 1 Board of Commissioners – Town Manager Church attended the regional meeting that was held today, April 25, 2022. Infrastructure funding was discussed. The NCMPA1 Board of Commissioners meeting is April 26, 2022.
7. Caldwell County Manager's bi-monthly meeting – Town Manager Church stated that the processes of the budget and cost increases were the main topics of discussion.

INFORMATION ITEMS

Town Manager Church reminded the Council to return the questionnaires to the auditors as soon as possible.

COUNCIL GOES INTO CLOSED SESSION Martin Townsend made a motion the Council under N.C. General Statute 143-318.11 (3) 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. Tracy Townsend seconded the motion, with a unanimous affirmative vote.

COUNCIL GOES OUT OF CLOSED SESSION Mike Mackie made a motion the Council go out of Closed Session. Tracy Townsend seconded the motion, with a unanimous affirmative vote.

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