

MINUTES OF SPECIAL MEETING HELD MAY 23, 2022

Face coverings were optional for the May 23, 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 May 23, 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, 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, Finance Director Ashley Presnell, Town Planner Greg Wilson, Fire Chief Brian Bennett, Fire Engineer Nathan Earp, and Police Chief Chris Jenkins.

VISITORS Western Piedmont Council of Governments Stormwater Administrator Jack Cline, Mark Johnson, and Cameron Johnson.

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 Police Chief Chris Jenkins led in prayer.

PLEDGE OF ALLEGIANCE Councilmember Ritch Bolick led the Pledge of Allegiance.

CONFLICT OF INTEREST STATEMENT Councilmember Larry Knight 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

Fire Chief Brian Bennett introduced Fire Engineer Nathan Earp to the Council.

Town Manager Jerry Church informed the Council that Assistant Town Manager/Finance Director Jana Williams has resigned. Mr. Church and the Council thanked Ms. Williams for her work with the Town and wished her luck with her new career.

Town Manager Jerry Church introduced Finance Director Ashley Presnell to the Council.

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 SPECIAL TOWN COUNCIL MEETING HELD MONDAY, APRIL 25, 2022 Tracy Townsend made a motion the Council approve the minutes from the Special Town Council Meeting held Monday, April 25, 2022 as presented. Ritch Bolick 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.

PUBLIC HEARINGS

PUBLIC (LEGISLATIVE) HEARING CALLED TO ORDER ON WATER SUPPLY WATERSHED PROTECTION ORDINANCE UPDATE #1-2022 Mayor Dr. Caryl B. Burns called to order a public (legislative) hearing on Water Supply Watershed Protection Ordinance Update #1-2022. This would 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. The Council called for the public hearing at the April 25, 2022 Council meeting following the presentation by Town Planner Greg Wilson. The updated ordinance would become effective immediately.

Notice of the public hearing was duly provided in the *News Topic* as required by law.

No one attended to speak during the public (legislative) meeting.

PUBLIC (LEGISLATIVE) HEARING CLOSED ON WATER SUPPLY WATERSHED PROTECTION ORDINANCE UPDATE #1-2022 Mayor Dr. Caryl B. Burns closed the public (legislative) hearing on Water Supply Watershed Protection Ordinance #1-2022.

PUBLIC (LEGISLATIVE) HEARING CALLED TO ORDER ON GRANITE FALLS PHASE II STORMWATER ORDINANCE UPDATE #1-2022 Mayor Dr. Caryl B. Burns called to order a public (legislative) hearing on the Town of Granite Falls Phase II Stormwater Ordinance Update #1-2022. The Town of Granite Falls contracts with the Western Piedmont Council of Governments (WPCOG) to manage the Town's Stormwater Program. The Planning Board voted unanimously to recommend that the Town Council approve the Phase II Stormwater Ordinance Update #1-2022 as presented. The Council called for the public hearing at the April 25, 2022 Council meeting following the presentation by Jack Cline, WPCOG Stormwater Administrator. The updated ordinance would become effective immediately.

Notice of the public hearing was duly provided in the *News Topic* as required by law.

No one attended to speak during the public (legislative) meeting.

PUBLIC (LEGISLATIVE) HEARING CLOSED ON GRANITE FALLS PHASE II STORMWATER ORDINANCE UPDATE #1-2022 Mayor Dr. Caryl B. Burns closed the public (legislative) hearing on Granite Falls Phase II Stormwater Ordinance Update #1-2022.

NEW BUSINESS/ACTION ITEMS

MAYOR BURNS CALLS FOR CONSENSUS Mayor Dr. Caryl B. Burns requested a consensus to start the New Business/Action Items portion of the meeting with Item #15, Consider Changes to the Council Meeting Schedule.

Martin Townsend made a motion the Council approve the consensus as requested. Jim Mackie seconded the motion, with a unanimous affirmative vote.

CHANGES TO THE COUNCIL MEETING SCHEDULE APPROVED The Council was requested to cancel the regular Council meetings scheduled for Monday, June 6, 2022 and Monday, June 20, 2022. The Council was also requested to call for a special Council meeting for Tuesday, June 21, 2022 at 5:00 p.m. in the Council Room for the budget hearing and other necessary items of business.

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

WATER SUPPLY WATERSHED PROTECTION ORDINANCE UPDATE #1-2022 APPROVED The Council considered the update to the Town of Granite Falls Water Supply Watershed Protection Ordinance.

Tracy Townsend made a motion to approve Water Supply Watershed Protection Ordinance #1-2022 and to approve the corresponding Statement of Consistency & Reasonableness

contained in the agenda packet. Larry Knight seconded the motion, with a 5-1 affirmative vote. A copy of the update is attached and is hereby made a part of these minutes.

TOWN OF GRANITE FALLS PHASE II STORMWATER ORDINANCE UPDATE #1-2022 APPROVED The Council considered the Town of Granite Falls Phase II Stormwater Ordinance Update #1-2022.

Martin Townsend made a motion to approve Phase II Stormwater Ordinance Amendment #1-2022 and to approve the corresponding Statement of Consistency & Reasonableness contained in the agenda packet.

Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of the update is attached and is hereby made a part of these minutes.

MONTHLY BUDGET REPORT The financial dashboard for the 10 months ended April 30, 2022 was presented to the Council for their review and comments. This report represents 83% of the current 2021-2022 fiscal year budget. Also presented for the Council’s review were the 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.

ABC FINANCIAL STATEMENTS The Granite Falls ABC Board submitted the financial statements for the nine-month period ended March 31, 2022 for the Council’s review and comments. Copies of the statements are attached and are hereby made a part of these minutes.

BUDGET AMENDMENT #13 FY 2021-2022 APPROVED Finance Director Ashley Presnell requested the Council to approve budget amendment #13 for fiscal year 2022.

Increase General Fund Budgeted Revenue – ABC School Receipts	\$11,968.00
Increase General Fund Budgeted Expense – ABC Distribution to Schools	\$11,968.00

Mike Mackie made a motion the Council approve Budget Amendment #13 FY 2021-2022 as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote.

3rd QUARTER ABC DISTRIBUTION AUTHORIZED Finance Director Ashley Presnell requested the Council to authorize the distribution of ABC funds for \$11,968.28 to the local schools as follows:

Granite Falls Elementary School	36%	\$4,308.58
Granite Falls Middle School	36%	\$4,308.58
Dudley Shoals Elementary School	<u>28%</u>	<u>\$3,351.12</u>
Total Distribution	<u>100%</u>	<u>\$11,968.28</u>

These funds represent the portion of the ABC Store profit distribution to schools for the third quarter ended 03/31/2022.

Tracy Townsend made a motion the Council authorize the distribution of ABC funds as requested. Larry Knight seconded the motion, with a unanimous affirmative vote.

ATTORNEY'S CONTRACT APPROVED The Council was requested to approve the General Counsel Agreement for \$5,000 with Cannon Law Firm, P.A. to serve as the Town's attorney for fiscal year 2022-2023.

Ritch Bolick made a motion the Council approve the contract as requested. Tracy 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.

AGREEMENT FOR THE GRANITE FALLS POLICE DEPARTMENT TO PROVIDE SCHOOL RESOURCE OFFICER TO GRANITE FALLS MIDDLE SCHOOL APPROVED The Council was requested to approve an agreement between the Caldwell County Board of Education (School Board) and the Granite Falls Police Department (GFPD) for the GFPD to continue providing a School Resource Officer (SRO) for Granite Falls Middle School (GFMS). The School Board reimburses the GFPD for the cost of providing the SRO for GFMS. The Council was also requested to authorize the Town Manager to sign this agreement on behalf of the Town.

Tracy Townsend made a motion the Council approve the agreement and authorize Town Manager Church to sign the agreement on behalf of the Town as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the agreement is attached and is hereby made a part of these minutes.

PROPOSED ABC BUDGET FOR FISCAL YEAR 2022-2023 ACCEPTED 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 21, 2022 Special 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.

Martin Townsend made a motion the Council accept the proposed ABC budget FY 2022-2023 as presented. Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of the proposed budget is attached and is hereby made a part of these minutes.

RENEWAL OF AGREEMENT WITH SMITH ROGERS PLLC TO PROVIDE 24-HOUR LAW ENFORCEMENT LEGAL SUPPORT APPROVED The Council was 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 at an annual cost of \$7,599. The cost of this service was included in the 2023 Police Department Budget.

Tracy Townsend made a motion the Council approve the renewal of the agreement as presented and authorize the Town Manager to execute the renewal agreement on behalf of the Town. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the agreement is attached and is hereby made a part of these minutes.

PUBLIC HEARING CALLED FOR PROPOSED BUDGET FISCAL YEAR 2022-2023

Town Manager and Budget Officer Jerry Church presented the proposed budget for fiscal year 2022-2023 for \$15,350,100 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 2022-2023 is \$43,961 or .29% less than the 2021-2022 amended budget of \$15,394,061. The largest increases in the 2022-2023 budget are Salaries, Wages, and Benefits (\$255,982), Supplies (\$108,650), Gas & Oil (\$59,800), Utilities (\$15,700), and Maintenance & Repairs/Service Contracts (\$52,948), and Travel & Training (\$19,425). The anticipated cost increases in 2022 will be offset by decreases in Purchase of Electricity (\$321,600), SERVPRO Building Reuse Grant (\$210,000), and Capital Outlay (\$20,200).

Jim Mackie made a motion the Council call for a public hearing on the proposed fiscal year 2021-2022 budget at the Special Council Meeting scheduled for Tuesday, June 21, 2022, at 5:00 p.m. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the proposed budget is available for review at the Town Administrative Office.

RECOMMENDATIONS FOR COMMITTEES APPOINTED BY THE TOWN COUNCIL APPROVED

The Council considered Staff recommendations for committees appointed by the Town Council.

- A) The terms for Planning Board members Rita Church and Deborah Chernesky expire 06/30/2022 and both ladies have agreed to be reappointed to three-year terms.
- B) The terms for Board of Adjustment Member Wade Yount and Ed Mangan expire 06/30/2022 and both gentlemen have agreed to be reappointed to three-year terms.
- C) The terms of Board of Adjustment ETJ Member Wylie Moore and Planning Board ETJ Member Patrick Barker expire 06/30/2022. Both gentlemen are willing to be reappointed to three-year terms but their reappointment is subject to approval by both the Council and the County Commissioners. If Council approves their reappointments, the Town Manager will send a letter to Caldwell County Commission Chairman Randy Church asking for County Commissioner approval.
- D) Local realtor Lauren Hart has agreed to serve a three-year term as an alternate member of the Board of Adjustment.
- E) The Town is currently searching for 2 alternate members for the Planning Board and 1 more alternate member for the Board of Adjustment. Council will be requested to approve those members in the near future.
- F) Andrew Berry has agreed to serve a three-year term on the Recreation Advisory Board.

- G) Warren Walden has decided not to be reappointed to the ABC Board. Stacy Cooke has agreed to serve a three-year term on the ABC Board.

Jim Mackie made a motion the Council appoint the members to Town Council Appointed Committees as presented. Martin Townsend seconded the motion, with a unanimous affirmative vote.

APPLICATION TO NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY TO PARTICIPATE IN INMATE WORK RELEASE PROGRAM APPROVED

The contract for the current inmate work release program ends effective June 30, 2022. Town staff recommends that Council approve participation in the NC Department of Public Safety (DPS) inmate work release program for two inmates for fiscal 2023. 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 worker's 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 is approximately \$2,000 for two work release inmates if the DPS transports the prisoners or \$5,000 if the Town transports the prisoners.

Tracy Townsend made a motion the Council approve the contract between the Town and the NC DPS and authorize the Town Manager to execute the agreement with the NC DPS. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the contract is attached and is hereby made a part of these minutes.

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 30, 2022 in observance of Memorial Day and on Monday, July 4, 2022 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 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 June 2023. Revisions since the last calendar were highlighted in yellow.
- 2) Town Manager Church updated the Council on the Pinewood Road project. Town Manager Church and Parks and Recreation Director Chad Raby met with the Department of Transportation (DOT) recently regarding the right of way at the Recreation Center property. The DOT made an offer of \$71,975 for the right of way. A new retaining wall will be built and the driveway will be aligned.

COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board – Will meet Tuesday, May 24, 2022.
2. Caldwell County Railroad Policy Board – Jim Mackie reported that the right of way issue on Duke Street was discussed.
3. Sales Tax Reinvestment Committee – No report
4. Metropolitan Planning Organization (MPO) and Technical Coordinating – Met April 27, 2022. Martin Townsend stated that the 5 Points Roundabout and Highway 321 projects were discussed. The next meeting will be Wednesday, May 25, 2022.
5. Caldwell County Economic Development Commission (EDC) – Town Manager Church stated that they met on May 10th but had no report.
6. NC Municipal Power Agency # 1 Board of Commissioners – Will meet July 19, 2022.
7. Caldwell County Manager’s bi-monthly meeting – Town Manager Church stated that budgets were the main topic of discussion. Every Manager is expecting lots of budget amendments for this year.

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