



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 TOWN COUNCIL MEETING
MONDAY, MARCH 7, 2022
4 SOUTH MAIN STREET
5:30 PM

Face coverings are optional for the March 7, 2022 Council meeting but all attendees are 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.

- I. WELCOME - CALL TO ORDER MAYOR DR. CARYL B. BURNS
- II. INVOCATION COUNCILMEMBER LARRY KNIGHT
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER JIM MACKIE
- IV. CONFLICT OF INTEREST STATEMENT MAYOR PRO TEM 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 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
Police Chief Chris Jenkins will recognize Sergeant Daniel Sharpe who was recently promoted from Patrol Officer.
- VII. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, FEBRUARY 21, 2022.
- VIII. TOWN ATTORNEY REPORT BRUCE CANNON

- IX. PUBLIC COMMENT PERIOD** **NONE SCHEDULED**
- X. PUBLIC HEARINGS** **NONE SCHEDULED**
- XI. NEW BUSINESS/ACTION ITEMS**

1. 2021 PLANNING DEPARTMENT ANNUAL REPORT

Granite Falls Town Planner Greg Wilson will present the 2021 Planning Department Annual Report. (See attachment #1.)

2. 2021 FIRE DEPARTMENT ANNUAL REPORT

Town of Granite Falls Fire Chief Brian Bennett will present the 2021 Fire Department Annual Report. (See attachment #2.)

3. 2021 POLICE DEPARTMENT ANNUAL REPORT

Town of Granite Falls Police Chief Chris Jenkins will present the 2021 Police Department Annual Report. (See attachment #3.)

4. APPROVE PROCLAMATION DESIGNATING APRIL 10 – 16, 2022 AS NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK

Council is requested to approve a proclamation approving April 10 – 16, 2022 as National Public Safety Telecommunicators Week. (See attachment #4.)

5. 2021 PUBLIC WORKS DEPARTMENT ANNUAL REPORT

Water Resources Director and Public Works Director Randy Smith will present the 2021 Public Works Department Annual Report. (See attachment #5.)

6. 2021 WATER RESOURCES ANNUAL REPORT

Water Resources Director and Public Works Director Randy Smith will present the 2021 Wastewater and Water Treatment Departments Annual Reports. (See attachment #6.)

7. 2021 ELECTRIC DEPARTMENT ANNUAL REPORT

Electric Services Director Rick Sisk will present the 2021 Electric Department Annual Report. (See attachment #7.)

8. APPROVE PROCLAMATION DESIGNATING APRIL 18, 2022 AS ELECTRIC LINEMAN APPRECIATION DAY

Council is requested to approve a proclamation approving April 18, 2022 as Electric Lineman Appreciation Day. (See attachment #8.)

9. ASPLUNDH TREE EXPERT COMPANY AGREEMENT

Council is requested to approve the General Agreement with Asplundh Tree Expert Co. for March 1, 2022 through February 28, 2023 and to authorize the Town Manager to execute the agreement on behalf of the Town. The agreement establishes compensation, obligations and insurance requirements, etc. There are no significant changes to the terms and conditions and the agreement includes rate increases of approximately 3% per hour or approximately \$1,900 per year. Asplundh's rates are still lower than the labor rate quotes we received from other tree trimming companies. (See attachment #9.)

10. ASPLUNDH STORM EMERGENCY PROCEDURE - TREE CREWS

Council is requested to approve the Storm Emergency Procedure – Tree Crews Terms and Conditions with Asplundh Tree Expert Co. for March 1, 2022 through February 28, 2023 and to authorize the Town Manager to execute the contract on behalf of the Town. (See attachment #10.)

11. 2021 PARKS AND RECREATION DEPARTMENT ANNUAL REPORT

Town of Granite Falls Parks and Recreation Director Chad Raby will present the 2021 Parks and Recreation Department Annual Report. (See attachment #11.)

12. CONSIDER AMENDMENT TO TOWN CODE OF ORDINANCES TITLE III: ADMINISTRATION, CHAPTER 32: TOWN ORGANIZATIONS, SUBSECTION 32.07 RECREATION DEPARTMENT

Council is requested to consider amendments to the Town Code of Ordinances TITLE III: ADMINISTRATION, CHAPTER 32: Town Organizations, Subsection 32.07 Recreation Department. The ordinance is being updated as follows:

(B)(1) The members of the Recreation Advisory Committee shall be approved by the Town Council in the same manner as other Town boards.

(B)(2) The committee shall consist of 7 resident members and 2 non-resident members that must reside in Caldwell County.

(C)(1) The Council shall approve a schedule of the committee meetings in the same manner as they do for other Town boards. The Town Manager would have the authority to cancel the regular meetings when there isn't any business that needs to come before the committee.

(D)(1), (2), & (3) The changes remove the requirement that the officers of the committee have to change every two years. (See attachment #12.)

Action Requested: Review and call for a public hearing on the amendment to the Town Code of Ordinances at the Town Council Meeting scheduled for Monday, March 21, 2022 at 6:00 p.m.

13. CONSIDER AMENDMENTS TO THE TOWN OF GRANITE FALLS RECREATION CENTER FEE SCHEDULE FOR FISCAL YEAR 2021-2022

As part of a wellness initiative to try to reduce health care costs, many local governments are providing employees with discounts to use Town recreation facilities. Town Parks & Recreation Director Chad Raby will present proposed rate changes to the 2021-2022 Recreation fee schedule for Town employees and members of their immediate households. Last year, the Council approved reducing the rates charged for pool memberships since the pool opening date was delayed and the pool hours were reduced due to COVID-19. Council is requested to change the pool membership rates back to normal rates since the pool will operate on a normal schedule this year and to approve the employee discounts as presented. (See attachment #13.)

14. CONSIDER PROPOSAL FROM MCGILL ASSOCIATES, PA FOR ENGINEERING SERVICES FOR THE ADA RESTROOMS AND SPLASH PAD AT THE TOWN OF GRANITE FALLS RECREATION CENTER

Council is requested to consider a proposal from McGill Associates, PA (McGill) for engineering services for the construction of ADA restrooms (CIP #R28) and the splashpad (CIP #R38) at the Town of Granite Falls Recreation Center. These projects are part of the NC Department of Cultural and Natural Resources PARTF grant the Town was awarded in 2020. The engineering services agreement is for \$34,900 and the services include design, preparation of bid packages, bid tabulation, recommendation of bid award, permitting, contract administration and construction observation. Council is requested to approve this proposal and to authorize the Town Manager to sign an engineering agreement with McGill. (See attachment #14.)

15. CONSIDER PROPOSAL FROM MCGILL ASSOCIATES, PA FOR ENGINEERING SERVICES FOR THE ADDITION OF ADA COMPLIANT SIDEWALK TO THE WALKING PATH AT THE TOWN OF GRANITE FALLS RECREATION CENTER

Council is requested to consider a proposal from McGill Associates, PA (McGill) for engineering services for the construction for the addition of ADA compliant sidewalk to the walking path (CIP #R40) at the Town of Granite Falls Recreation Center. This project is being funded by a \$150,000 State Capital and Infrastructure Fund Directed Grant that the Town was awarded during the state budget process. The engineering services agreement is for \$14,000 and the services include design, preparation of bid packages, bid tabulation, recommendation of bid award, permitting, contract administration, and construction observation. Council is requested to approve this proposal and to authorize the Town Manager to sign an engineering agreement with McGill. (See attachment #15.)

16. CONSIDER PROPOSAL FROM MCGILL ASSOCIATES, PA FOR ENGINEERING SERVICES FOR THE CONSTRUCTION OF A NEW PARKING LOT AT THE TOWN OF GRANITE FALLS RECREATION CENTER

Council is requested to consider a proposal from McGill Associates, PA (McGill) for engineering services for the construction of a new parking lot (CIP #R51) at the Town of Granite Falls Recreation Center. This project is being funded by a \$180,000 State Capital and Infrastructure Fund Directed Grant that the Town was awarded during the state budget process. The engineering services agreement is for \$35,600 and the services include design, preparation of bid packages, bid tabulation, recommendation of bid award, permitting, contract administration, and construction observation. Council is requested to approve this proposal and to authorize the Town Manager to sign an engineering agreement with McGill. See attachment #16.)

17. APPROVE BUDGET AMENDMENT #9 – 2021-2022

Assistant Town Manager/Finance Director Jana Williams requests the Council approve budget amendment #9 for fiscal year 2022. (See attachment #17.)

Increase General Fund Revenue Donation to Recreation Center	\$100.00
Increase Recreation Department Recreation Supplies Expense	\$100.00

18. CONSIDER VOTING DELEGATE FOR THE NORTH CAROLINA LEAGUE OF MUNICIPALITIES (NCLM) CITYVISION ANNUAL CONFERENCE

The NCLM has scheduled their 2022 CityVision Annual Conference as a virtual event that will be held Tuesday through Thursday, April 26 through April 28, 2022. Council members need to let Town Clerk Paula Kirby know if they would like to attend the conference so the Town can complete the registrations. (See attachment #18.)

Action Requested: Each Council member is requested to determine if they will be able to attend the NCLM annual CityVision conference and the Council needs to elect one voting delegate who will cast an electronic vote for the 2022-2023 NCLM Board of Directors prior to the Conference.

19. 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.

XII. OTHER BUSINESS NOT LISTED

XIII. MANAGER UPDATE

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

1. Enclosed with your Agenda package is a calendar of events through the end of March 2023. Revisions since the last calendar are highlighted in yellow.
2. Enclosed in the agenda package is a budget calendar of events through June 2022.

XIV. COUNCIL COMMITTEE REPORTS

1. WPCOG Policy Board
2. Caldwell County Railroad Policy Board
3. Sales Tax Reinvestment Committee
4. Metropolitan Planning Organization (MPO) and Technical Coordinating
5. Caldwell County Economic Development Commission (EDC)
6. NC Municipal Power Agency # 1 Board of Commissioners
7. Caldwell County Manager's bi-monthly meeting

XV. INFORMATION ITEMS/REPORTS

1. The Granite Falls Recreation Advisory Board will meet Tuesday, March 8th at 6:30 p.m. at the Recreation Center.
2. The Granite Falls Merchants' Association will not meet in March.
3. The Granite Falls History Committee will meet Tuesday, March 15th at 2:00 p.m. at the Museum.
4. The Granite Falls Planning Board will meet Tuesday, March 22nd at 5:00 p.m. in the Council Room.
5. The Granite Falls Board of Adjustment will not meet in March.
6. The WPCOG MPO/RPO will meet Wednesday, March 23rd at 1:00 p.m. at the WPCOG.
7. The Granite Falls ABC Board will meet Monday, March 14th 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.

In accordance with Title II of the Americans with Disabilities Act, neither the Town of Granite Falls, nor the Granite Falls ABC Board, discriminates on the basis of 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.

Reminder: The next Town Council Meeting is a regular meeting on Monday, March 21, 2022 at 6:00 p.m. in the Council Room.