



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
REGULAR TOWN COUNCIL MEETING
MONDAY, MARCH 21, 2022
4 SOUTH MAIN STREET
6:00 PM

Face coverings are optional for the March 21, 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 PASTOR JAY WORSLEY, FIRST BAPTIST CHURCH
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER LARRY KNIGHT
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER RITCH BOLICK

*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 - NONE
- VII. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES FROM THE SPECIAL TOWN COUNCIL MEETING HELD MONDAY, MARCH 7, 2022.
- VIII. TOWN ATTORNEY REPORT BRUCE CANNON
- IX. PUBLIC COMMENT PERIOD

X. PUBLIC HEARINGS

PUBLIC HEARING ON AMENDMENT TO TOWN CODE OF ORDINANCES TITLE III: ADMINISTRATION, CHAPTER 32: TOWN ORGANIZATIONS, SUBSECTION 32.07 RECREATION DEPARTMENT

The Council shall hold 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. At the public hearing, all residents of the Town and other interested parties must be allowed to speak. The amended Town Ordinance would become effective immediately. (See attachment #1.)

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

XI. NEW BUSINESS/ACTION ITEMS

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

Council shall consider the amendment to the Town of Granite Falls Code of Ordinances Title III: Administration, Chapter 32. Town Organizations, Subsection 32.07 Recreation Department. (See attachment #1.)

2. ANNUAL REVIEW OF TOWN OF GRANITE FALLS PURCHASING POLICY AND PROCEDURES MANUAL

Council shall review 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. (See attachment #2.)

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

Action Requested: Approve the Town of Granite Falls Purchasing Policy as amended and authorize the Town Manager to update the policy as needed.

3. **ANNUAL REVIEW OF TOWN OF GRANITE FALLS INTERNAL CONTROL POLICY**

Council shall review 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. (See attachment #3.)

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

Action Requested: Approve the Town of Granite Falls Internal Control Policy as amended and authorize the Town Manager to update the policy as needed.

4. **ANNUAL REVIEW 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. (See attachment #4.)

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

Action Requested: Review 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.

5. APPROVE RESOLUTION - MUNICIPAL CLERKS WEEK

Council is 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. (See attachment #5.)

6. APPROVE RESOLUTION DECLARING MAY 25, 2022 AS NATIONAL MISSING CHILDREN'S DAY IN THE TOWN OF GRANITE FALLS

Council shall consider 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. (See attachment #6.)

7. APPROVAL OF AUDIT CONTRACT

Council is 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. (See attachment #7.)

8. FINANCIAL REPORT

Town of Granite Falls Finance Director Jana Williams will present 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, are enclosed for Council review. These reports represent 67% of the current 2021-2022 fiscal year budget. (See attachment #8.)

9. APPROVE BUDGET AMENDMENT #10 FY 2021-2022

Finance Director Jana Williams requests 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. (See attachment #9.)

10. APPROVE BUDGET AMENDMENT #11 FY 2021-2022

Finance Director Jana Williams requests the Council approve budget amendment #11 for fiscal year 2022 which would allow the Administration Department to spend the Caldwell Arts Council Grassroots Grant. (See attachment #10.)

11. APPROVE 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

Council is 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. (See attachment #11.)

Action requested: Approve agreement with WPCOG as presented.

12. CONSIDER CHANGES TO THE COUNCIL MEETING SCHEDULE

Council is 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 is 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.

13. 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:

Enclosed with your Agenda package is a calendar of events through the end of April 2023. Revisions since the last calendar are highlighted in yellow.

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 not meet in April.
2. The Granite Falls Merchants' Association will meet Monday, April 4th at noon in the Town Office Conference Room.
3. The Granite Falls History Committee will meet Tuesday, April 12th 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, April 11th at 5:30 p.m. at the ABC Store.

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 special budget work session on Monday, April 4, 2022 at 6:00 p.m. in the Council Room.