



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, APRIL 25, 2022
4 SOUTH MAIN STREET
5:30 PM

Face coverings are optional for the April 25, 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 FIRE CHIEF BRIAN BENNETT
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER MARTIN TOWNSEND
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER MIKE MACKIE

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
- 1) Police Chief Chris Jenkins will introduce Patrol Officer Brianna Christian to the Council.
 - 2) Fire Chief Brian Bennett will introduce Fire Engineers Ashley Paruch, Coy Knight, James Whiteheart, Joel Price, and Nathan Earp to the Council.
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, MARCH 21, 2022.

APPROVAL OF MINUTES FROM THE SPECIAL TOWN COUNCIL BUDGET WORK SESSION HELD MONDAY, APRIL 4, 2022.

- IX. TOWN ATTORNEY REPORT** **BRUCE CANNON**
- X. PUBLIC COMMENT PERIOD**
- XI. PUBLIC HEARINGS** **NONE SCHEDULED**
- XII. NEW BUSINESS/ACTION ITEMS**

1. CONSIDER CHANGES TO THE COUNCIL MEETING SCHEDULE

Council is 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. Council is 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.

2. WATER SUPPLY WATERSHED PROTECTION ORDINANCE UPDATE #1-2022

Town Planner Greg Wilson will cover the Granite Falls Planning Board meeting on Tuesday, March 22nd at 5:00 p.m. where the Planning Board considered an update to 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. (See attachment #1.)

Action requested: 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.

3. UPDATES TO THE TOWN OF GRANITE FALLS PHASE II STORMWATER ORDINANCE

Town Planner Greg Wilson will cover 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 will introduce Jack Cline, WPCOG Stormwater Administrator, who will cover 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. (See attachment #2.)

Action requested: 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.

4. APPROVE PROCLAMATION DESIGNATING THE WEEK OF MAY 15-21, 2022 AS NATIONAL PUBLIC WORKS WEEK

Council is requested to approve a proclamation designating the week of May 15-21, 2022 as National Public Works Week. (See attachment #3.)

5. MONTHLY BUDGET REPORT

Town of Granite Falls Finance Director Jana Williams will present the Financial Report for March 2022. The Revenue and Expenditure Report for the period ended March 31, 2022 is enclosed for your review and comment. This report represents 75% of the current 2021-2022 fiscal year budget.

Also enclosed for Council review are the financial dashboard and analyses of current year sales tax revenue and property tax revenue versus prior year and budgeted revenues. (See attachment #4.)

6. APPROVE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS AS LOST REVENUE, APPROVE BUDGET AMENDMENT #12-2022, AND APPROVE AN AMENDED SPECIAL REVENUE FUND BUDGET ORDINANCE FOR ARPA FUNDS

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 is requesting Council to approve Budget Amendment #12-2022 to budget the premium pay expenditures in all three funds. Council is 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. (See attachment #5.)

Action requested: Council is requested to declare the \$1,484,811.39 as lost revenue, to approve the reversal of the previous budget transfer for premium pay, to approve Budget Amendment #12-2022 as presented, and to approve the Amended Special Revenue Fund Budget for ARPA Funds as presented.

7. APPROVE EMPLOYEE JOB GRADES, CLASSIFICATIONS AND PAY RANGES FOR FISCAL 2022-2023

Town Manager Jerry Church has developed the attached 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. (See attachment #6.)

Action Requested: Council is requested to approve employee job grades, classifications and pay ranges for fiscal year 2022-2023.

8. 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.

XIV. 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 May 2023. Revisions since the last calendar are highlighted in yellow.
- 2) Budget calendar and update.

XV. 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

XVI. INFORMATION ITEMS/REPORTS

1. The Granite Falls Recreation Advisory Board will not meet in May.
2. The Granite Falls Merchants’ Association will meet Monday, May 2nd at noon in the Town Office Conference Room.
3. The Granite Falls History Committee will meet Tuesday, May 17th at 2:00 p.m. at the Museum.
4. The Granite Falls Planning Board will not meet in April.
5. The Granite Falls Board of Adjustment will hold a virtual meeting Wednesday, May 11th at 5:00 p.m.
6. The WPCOG MPO/RPO will meet Wednesday, April 27th at 1:00 p.m. at the WPCOG.
7. The Granite Falls ABC Board will meet Monday, May 9th at 5:30 p.m. at the ABC Store.

XVII. 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 special meeting on Monday, May 23, 2022 at 5:30 p.m. in the Council Room.