



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
TUESDAY, JUNE 21, 2022
4 SOUTH MAIN STREET
5:00 PM

Face coverings are optional for the June 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 COUNCILMEMBER MIKE MACKIE
- III. PLEDGE OF ALLEGIANCE COUNCILMEMBER TRACY TOWNSEND
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER JIM 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-NONE SCHEDULED
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES FROM THE SPECIAL TOWN COUNCIL MEETING HELD MONDAY, MAY 23, 2022.
- IX. TOWN ATTORNEY REPORT BRUCE CANNON
- X. PUBLIC COMMENT PERIOD

XI. PUBLIC HEARINGS

1. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2022-2023

The Council shall hold a public hearing on the proposed budget for fiscal year 2022-2023 for \$15,350,100. The budget, including the budget message, was presented to the Council at the special Council meeting held May 23, 2022 and is a “blueprint” used to provide a sound financial framework for all Town operations. It 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 estimated sources of revenues and proposed expenditures. **(Please bring your copy of the budget presentation from the May 23rd special meeting.)**

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). The full-time head count budget remains at 67 employees. (See attachment #1.)

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

XII. NEW BUSINESS/ACTION ITEMS

1. ADOPT BUDGET ORDINANCE #366

Following the public hearing on the budget, the Council is required to adopt the Budget Ordinance #366 for \$15,350,100 for fiscal year 2022-2023 that will enact the budget. (See attachment #1 for Budget Ordinance #366.)

2. APPROVE FEE SCHEDULE FOR FISCAL YEAR 2022-2023

Council is requested to approve the Town of Granite Falls Fee Schedule effective July 1, 2022. The Fee Schedule includes the new electric rate schedules and the new water and sewer rate schedules as well as other fees. There were no changes to the Fee Schedule since it was presented to the Council on May 23, 2022. The Council is requested to approve the 2022-2023 Fee Schedule as presented. (See attachment #2.)

3. ADOPT UPDATED RENEWABLE ENERGY PORTFOLIO STANDARDS (REPS) RIDER

The Council needs to adopt an update to the Renewable Retail Rider #15. The Retail REPS Rider must be updated for the Renewable Resource and the DSM/Energy Efficiency portions of the charge. Approval is also required to enable the Town to bill and collect these “pass through” charges effective July 1, 2022. (See attachment #3.)

4. ADOPT UPDATED RENEWABLE ENERGY CERTIFICATES (REC) RIDER

The Council needs to adopt an update to Retail Rate Schedule Rider #16, Renewable Energy Credit Rider and a revised standard purchase offer for RECs. These monthly credits and purchase offer amounts would be in effect July 1, 2022 through June 30, 2023. (See attachment #4.)

5. ADOPT NET BILLING RIDER NBR-1 FOR RENEWABLE ENERGY FACILITIES

The Council needs to adopt Net Billing Rider for Renewable Energy Facilities NBR-1. NBR-1 establishes credits and charges for solar customers on the Town net billing program from July 1, 2022 through June 30, 2023. (See attachment #5.)

6. RECEIVE APPROVED BUDGET FROM GRANITE FALLS ABC BOARD

At the May 23, 2022 special meeting, Council was presented a proposed 2022-2023 budget for the Granite Falls Alcoholic Beverage Control Board. 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 ABC Board approved the budget at its June 20, 2022 meeting. The Council is not required to approve this budget, but the presentation of the approved budget to the Council from the ABC Board must be reflected in the Council meeting minutes. The approved ABC budget for 2022-2023 did not change from the proposed ABC budget the Council accepted on May 23, 2022. (See attachment # 6.)

7. DESIGNATE DEPOSITORIES FOR FISCAL YEAR 2022-2023

It is required the Council designate financial institutions the Town may use as depositories during fiscal year 2022-2023. (See attachment #7.)

First Horizon

NC Cash Management Trust

First Citizens Bank

8. MONTHLY BUDGET REPORT

The financial dashboard for the 11 months ended May 31, 2022 is enclosed for your review and comments. This report represents 92% of the current 2022-2023 fiscal year budget. Also enclosed for Council review are the analyses of current year sales tax revenue and property tax revenue versus prior year and budgeted revenues. (See attachment #8.)

9. APPROVE BUDGET AMENDMENT #14 FY 2021-2022

Finance Director Ashley Presnell requests the Council approve budget amendment #14 for fiscal year 2022. (See attachment #9.)

Increase Electric Fund Budgeted Revenue – Electric Sales

\$125,000.00

Increase Electric Fund Budgeted Expense – Electric Purchases

\$125,000.00

10. APPROVE BUDGET TRANSFER FROM RECREATION CENTER BUDGET TO THE PART-F FUND PROJECT 035

Finance Director Ashley Presnell requests the Council to approve the transfer of up to \$80,000.00 from the Recreation Department budget to the PART-F Fund Project 035. This transfer represents the Town matching expenditures for the PART-F grant during fiscal year 2021-2022. (See attachment #10).

11. RATIFY CONTRACT WITH FIFTH ASSET, INC., D/B/A DEBTBOOK, TO PROVIDE SERVICES FOR NEW GOVERNMENTAL ACCOUNTING STANDARDS BOARD-87 (GASB-87) LEASES

New GASB-87 accounting standards for leases become effective with the fiscal year ending June 30, 2022. All governmental entities are required to:

- 1) Consolidate their lease agreements – includes leases from the entity (Town is Lessor) or to the entity (Town is Lessee).
- 2) Test all lease agreements to determine whether they are subject to the reporting requirements.

- 3) Calculate and create schedules that confirm compliance with GASB-87.
- 4) Update the audit with the GASB-87 information.

In order to maintain their independence in issuing an opinion on the Town audit, the Town’s auditors, Martin Starnes & Associates, CPAs, P.A. (MSA), informed Town staff that MSA personnel are not allowed to provide assistance or guidance on the implementation of GASB-87. In order to guarantee that Town staff completes the GASB-87 implementation in a timely manner that does not result in MSA issuing the audit report after the October 31, 2022, Local Government Commission (LGC) deadline, the Town Manager signed an agreement with Fifth Asset, Inc., d/b/a DebtBook on June 7, 2022 to complete the GASB-87 piece of the audit. The amount of the contract is \$4,000.00 and the Council will not be required to approve a budget amendment as funds are available in the current year budget. (See attachment #11.)

Action requested: Ratify agreement as presented.

12. APPROVE RESOLUTION ADOPTING AMENDED TOWN OF GRANITE FALLS PERSONNEL POLICY

On Monday, May 4, 2015, the Town Council approved a resolution adopting the Town of Granite Falls Personnel Policy. The resolution allowed the Town Manager to reformat the Personnel Policy for stylistic, typographical, and other formatting changes to the policy without Council approval, but the Council must approve all substantive changes to the policy. Town staff has updated the Town Personnel Policy to keep the Town more competitive with other local governmental entities. Human Resources Director Courtney Kennedy will cover the suggested changes which provide additional benefits to Town employees at no additional hard dollar cost to the Town. Town Attorney Bruce Cannon reviewed and approved the proposed changes to the Town Personnel Policy. Attached with the agenda package you will find a resolution adopting the revised Personnel Policy, a summary of the changes, and a complete copy of the Personnel Policy with highlighted changes. If approved by the Council, a complete clean copy of the Personnel Policy will be provided to the Council and the amended Personnel Policy and the summary of changes to the policy will also be provided in writing to all Town employees. Town Attorney Bruce Cannon has reviewed these documents for the Town. (See attachment #12.)

Action requested: Approve changes to the Town Personnel Policy, and the attached resolution as presented.

13. CONSIDER NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NC DOT) OFFER TO PURCHASE RIGHT-OF-WAY ON STATE ROAD 1109 - PINWOOD ROAD

The NC DOT is in the process of obtaining right-of-way for Project U-6036 to widen SR 1109 – Pinewood Road from US 321 to Bert Huffman Road. NC DOT has offered \$71,975.00 to purchase necessary right-of-way from the Town at the Recreation Center at 56 Pinewood Road. The right-of-way would take the existing brick area where the flagpole, sign, and a large oak tree are currently located. As a reminder, NC DOT will build a new retaining wall at the tennis court, will realign the entrance to the parking lot on the tennis court side of the building to take out existing traffic conflicts, and will pay for 80% of the new sidewalks on Pinewood Road as part of the project. Town Attorney Bruce Cannon has reviewed these documents for the Town. (See attachment #13.)

Action requested: Accept the NC DOT offer for right-of-way at 56 Pinewood and authorize Town Manager Jerry Church to sign any documents necessary to complete the sale of the right-of-way.

14. APPROVE SUBMISSION OF WATER & SEWER INFRASTRUCTURE PROJECT FOR USE OF STATE ARPA FUNDS

In April, 2022, Town staff was informed the Town had been awarded a \$150,000 grant from state ARPA funds for a water & sewer infrastructure project. Town staff recently received guidance on how these funds can be spent. The Town must follow the guidance in selection of an engineer and contractor and the state wants the completed application for funds submitted as soon as possible. Town staff recommends the submission of CIP W8 (Repair Hillside Avenue Sewer Line) to the state for approval in the amount of \$220,000. The amount of the project must exceed the \$150,000 grant and must include a 10% contingency. CIP W8 is for \$200,000. The Council would be requested to approve the use of Town ARPA funds to complete the project at the time the Council is requested to award the construction contract for the project. (See attachment #14.)

Action requested: Approve submission of the project as presented and approve Town Manager Jerry Church advertising for, and signing a contract with, an engineer to design the project in compliance with guidelines for the use of state ARPA funds.

15. CONSIDER CHANGES TO THE COUNCIL MEETING SCHEDULE

As a reminder, the Council did not schedule a meeting on July 4, 2022. Council is scheduled to meet on Monday, July 18, 2022. Council is requested to cancel the regular Council meetings scheduled for Monday, August 1, 2022 and Monday, October 3, 2022. The August Council meeting would be Monday, August 15, 2022. The October Council meeting would be Monday, October 17, 2022. If it is necessary for the Council to meet twice in August, the Council could meet on Monday, August 22, 2022 or Monday, August 29, 2022. If it is necessary for the Council to meet twice in October, the Council could meet on Monday, October 24, 2022 or Monday, October 31, 2022.

16. TOWN HOLIDAY SCHEDULE

The Town of Granite Falls Administrative Office, the Recreation Center, the Public Works and Electric Departments will be closed on Monday, July 4, 2022 for the July 4th Holiday and on Monday, September 5, 2022 for the Labor 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.

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 July 2023. Revisions since the last calendar are highlighted in yellow.

Note: Members of the Town Council may attend events that are, or are not, sponsored by the Town but there will be no Council business conducted at any of these events in instances where a quorum of the Council may be present.

- 2) Update on visit to North Carolina Legislature June 7 & 8, 2022.

XIV. 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.

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 July.
2. The Granite Falls Merchants' Association will meet Monday, July 11th at noon in the Town Office Conference Room.
3. The Granite Falls History Committee will meet Tuesday, June 21st at 2:00 p.m. at the Museum.
4. The Granite Falls Planning Board will not meet in June.
5. The Granite Falls Board of Adjustment will hold a special meeting on Wednesday, July 13th in the Recreation Center Social Hall at 5:00 p.m.
6. The WPCOG MPO/RPO will meet Wednesday, June 22nd at 1:00 p.m. at the WPCOG.
7. The Granite Falls ABC Board will meet Monday, June 20th 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 regular meeting on Monday, July 18, 2022 at 6:00 p.m. in the Council Room.