



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, OCTOBER 17, 2022**  
**4 SOUTH MAIN STREET**  
**6:00 PM**

Face coverings are optional for the October 17, 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 MIKE MACKIE
- IV. CONFLICT OF INTEREST STATEMENT COUNCILMEMBER MARTIN 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  
A) Electric Services Director Rick Sisk will introduce Electric Department Senior Electric Linemen Ethan Webb & Joshua Greene.
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, SEPTEMBER 19, 2022.
- IX. TOWN ATTORNEY REPORT BRUCE CANNON

**X. PUBLIC COMMENT PERIOD**

**XI. PUBLIC HEARINGS**

**1) PUBLIC HEARING ON AN AMENDMENT TO THE TOWN CODE OF ORDINANCES, TITLE VII: TRAFFIC CODE, CHAPTER 72. TRAFFIC SCHEDULE IV, SPEED LIMITS TO CHANGE THE SPEED LIMIT ON GRANDVIEW STREET FROM 35 MILES PER HOUR TO 25 MILES PER HOUR**

The Council shall hold a public hearing on an amendment to the Town Code of Ordinances Title VII: Traffic Code, Chapter 72. Traffic Schedule IV, Speed Limits. The amendment would change the speed limit on Grandview Street from 35 miles per hour to 25 miles per hour. 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 November 15, 2022. (See attachment #1.)

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

**2) PUBLIC HEARING ON AN AMENDMENT TO THE TOWN CODE OF ORDINANCES, TITLE VII: TRAFFIC CODE, CHAPTER 72. TRAFFIC SCHEDULE IV, SPEED LIMITS TO CHANGE THE SPEED LIMIT ON HILL STREET FROM 35 MILES PER HOUR TO 25 MILES PER HOUR**

The Council shall hold a public hearing on an amendment to the Town Code of Ordinances Title VII: Traffic Code, Chapter 72. Traffic Schedule IV, Speed Limits. The amendment would change the speed limit on Hill Street from 35 miles per hour to 25 miles per hour. 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 #2.)

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

**XII. NEW BUSINESS/ACTION ITEMS**

**1) APPROVE ORDINANCE #370 REDUCING THE SPEED LIMIT ON GRANDVIEW STREET FROM 35 MILES PER HOUR TO 25 MILES PER HOUR (MPH)**

Council is requested to approve Ordinance #370 which amends the Town Code of Ordinances and reduces the speed limit on Grandview Street from 35 MPH to 25 MPH. (See attachment #1.)

**2) APPROVE ORDINANCE #371 REDUCING THE SPEED LIMIT ON HILL STREET FROM 35 MILES PER HOUR TO 25 MILES PER HOUR (MPH)**

Council is requested to approve Ordinance #371 which amends the Town Code of Ordinances and reduces the speed limit on Hill Street from 35 MPH to 25 MPH. (See attachment #2.)

**3) CONSIDER CHANGE TO THE TOWN CODE OF ORDINANCES**

Council is requested to consider a change to the Town Code of Ordinances TITLE III: ADMINISTRATION, Chapter 30. Town Council, General Provisions, Section 30.01 REGULAR MEETINGS. The current ordinance states “The Council shall hold a regular meeting on the first and third Monday of each month, unless that day is a legal holiday, in which case the meeting may be held on the next business day or canceled by the majority vote of the Council. The meeting shall be held at the Town Hall and shall begin at 6:00 p.m. unless otherwise designated by the agenda.”

Town staff recommends that the reference to the Town Hall be changed to Town Offices and that the starting time of the meetings be changed from 6:00 p.m. to 5:30 p.m. The revised ordinance would state “The Council shall hold a regular meeting on the first and third Monday of each month, unless that day is a legal holiday, in which case the meeting may be held on the next business day or canceled by the majority vote of the Council. The meeting shall be held at the Town Offices and shall begin at 5:30 p.m. unless otherwise designated by the agenda.” The change to the ordinance would go into effect for meetings held after January 1, 2023. (See Attachment #3.)

Action Requested: The Council is requested to approve the Town staff recommendation and call for a public hearing to amend the Town Code of Ordinances at the November 7, 2022, Council meeting.

**4) APPROVAL OF REVISED AUDIT CONTRACT**

On March 21, 2022, Council approved the audit contract with Martin Starnes & Associates, CPAs, P.A. (MSA) to complete the audit of the Town’s financial statements for the fiscal year beginning July 1, 2021 and ending June 30, 2022 (FYE 22). The amount of the contract was \$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 before the firm can begin the audit process.

During the audit process, MSA determined that the Town did not require a single audit for FYE 22 and has submitted a revised audit contract. The revised amount of the contract is for \$31,500 for the basic audit, including \$4,900 for financial statement preparation, plus printing costs. The audit contract had to be signed before MSA could complete the FYE 22 audit. (See attachment #4.)

Action requested: Approve the revised audit contract as presented and authorize Town Manager Jerry Church to execute the revised audit contract on behalf of the Town.

**5) FINANCIAL REPORT – FINANCE OFFICER ASHLEY PRESNELL**

The Revenue and Expenditure report for the period ended September 30, 2022, is enclosed for the Council’s review. This report represents 25% of the current 2022 – 2023 fiscal year budget. Also enclosed for Council review is the financial dashboard and an analysis of current year sales tax revenue versus prior year and budgeted revenues. (See attachment #5.)

**6) BUDGET AMENDMENT #6 – 2022-2023 – FINANCE OFFICER ASHLEY PRESNELL**

Council is requested to approve Budget Amendment #2023-6 to record an insurance reimbursement of \$43,000 for the Ford F250 truck that was totaled when struck by another vehicle on Duke Street earlier this year. The budget amendment authorizes Town staff to expend the reimbursement on a replacement vehicle. (See attachment #6.)

**7) BUDGET AMENDMENT #7 – 2022-2023 – FINANCE OFFICER ASHLEY PRESNELL**

Council is requested to approve Budget Amendment #2023-7 to amend the budget for the Drinking Water State Revolving Project (DWSRP) loan proceeds. (See attachment #7.)

**8) AMEND CAPITAL PROJECT BUDGET ORDINANCE FOR THE DWSRP LOAN COVERING THE WATER LINE REPLACEMENT ON LAUREL STREET**

Council is requested to approve the amended Capital Project Budget Ordinance as presented. (See Attachment #8.)

**9) APPROVE AMENDMENT TO STATE CAPITAL AND INFRASTRUCTURE FUND (SCIF) DIRECTED GRANT PROJECT ORDINANCE FOR THE GRANITE FALLS RECREATION CENTER & SIDEWALKS PROJECT**

The Town previously received confirmation for two State Capital and Infrastructure Fund Directed Grants (SCIF) totaling \$330,000. The first SCIF grant is for \$150,000 (CIP #R40) for the addition of ADA compliant sidewalk to the walking path at the Recreation Center from the pool area/multipurpose field #3 to the back parking lot and to the sidewalk at the ADA playgrounds. Council approved a Grant Project Ordinance of \$150,000 for this project on February 21, 2022. Council is now being requested to approve an amendment to the ordinance which would be effective as of June 30, 2022. (See attachment #9.)

**10) APPROVE AMENDMENT TO THE STATE CAPITAL AND INFRASTRUCTURE FUND (SCIF) DIRECTED GRANT PROJECT ORDINANCE FOR THE GRANITE FALLS RECREATION CENTER PARKING LOT PROJECT**

The Town previously received confirmation for two State Capital and Infrastructure Fund Directed Grants (SCIF) totaling \$330,000. The second SCIF grant is for \$180,000 (CIP #R51) for the construction of a new parking lot at the Recreation Center in the area between the former civic building and the water tank. Council approved a Grant Project Ordinance of \$180,000 for this project on February 21, 2022. Council is now being requested to approve an amendment to this ordinance which would be effective as of June 30, 2022. (See attachment #10.)

**11) ADOPT RESOLUTION DECLARING NOVEMBER 2022 AS PUBLIC SAFETY AND EMERGENCY SERVICE PROVIDERS APPRECIATION MONTH**

Council is requested to adopt a resolution declaring November 2022 as Public Safety and Emergency Service Providers Appreciation Month. The resolution expresses gratitude to those agencies directly responsible for making the Town of Granite Falls a safer place to live and work. (See attachment #11.)

**12) ADOPT PROCLAMATION RECOGNIZING OCTOBER 23 – OCTOBER 31, 2022, AS NATIONAL RED RIBBON WEEK**

Council is requested to adopt a proclamation recognizing October 23 – 31, 2022 as National Red Ribbon Week. Red Ribbon Week is in honor of fallen DEA Special Agent and former Marine Enrique “Kiki” Camarena and his fight against drugs and the crimes of the drug cartels. Red Ribbon Week allows the Young Marines to continue to deliver Special Agent Camarena’s message of hope to millions of people every year. (See attachment #12.)

**13) ACCEPT ANNUAL REPORT – IDENTITY THEFT PREVENTION PROGRAM**

The Town Council previously adopted the Identity Theft Prevention Program that was required under the Federal Trade Commission’s (FTC) Red Flags Rule. The FTC delayed enforcement of the Red Flags Rule on several occasions with the final date of compliance being December 31, 2010. The Town implemented the rules effective November 1, 2008 and is submitting the required annual report for Council review. Additions to the annual report are highlighted in yellow. (See attachment #13.)

**14) APPROVE SOLICITING BIDS FOR RECREATION DEPARTMENT PROJECTS PREVIOUSLY APPROVED BY COUNCIL**

The Council previously approved several projects for the Recreation Department that are funded through various sources. Council is requested to approve allowing Town staff to obtain bids on these projects so the projects can be completed before the funding deadlines. (See attachment #14.)

The projects are as follows:

**PARTF Grant**

CIP #R28	ADA Restrooms near Field #3	Estimated Cost	\$135,000
CIP #R38	Splash Pad	Estimated Cost	\$400,000

**State Budget Grant**

CIP #R40	ADA Walking Path/Sidewalk	Estimated Cost	\$150,000
CIP #R51	New Parking Lot	Estimated Cost	\$180,000

The Council will be requested to award the project to the lowest responsive, responsible bidder at a future Council meeting.

**15) CONSIDER CHANGES TO THE COUNCIL MEETING SCHEDULE**

Council is requested to cancel the regular Council meeting scheduled for Monday, November 7, 2022, and call for a special Council meeting at 5:00 p.m. on the same date. Council is requested to cancel the regular Council meeting scheduled for Monday, December 5, 2022. Council is requested to call for a special meeting on Monday, December 12, 2022, at 5:00 p.m. in the Council Room.

**16) EVENTS SCHEDULE**

Council shall consider the schedule of events for the balance of 2022.  
Veterans Day Ceremony - 10:00 a.m. Thurs., 11/10/2022 - Rec. Center  
Light Up Granite Falls Tree Decorating Contest - 3:30 p.m. Mon., 11/21/2022 - Downtown  
Festival on the Square Tree Lighting Ceremony - 6:15 p.m. Mon., 11/21/2022 - Downtown  
Impact by Rotary Club Granite Falls Christmas Parade - Noon, Sat., 12/03/2022 - Downtown

**17) TOWN HOLIDAY SCHEDULE**

The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed in observance of the following holidays:

Veterans Day	Friday, November 11 <sup>th</sup>
Thanksgiving	Thursday, November 24 <sup>th</sup> & Friday, November 25 <sup>th</sup>
Christmas	Friday, Monday, & Tuesday, December 23 <sup>rd</sup> , 26 <sup>th</sup> , & 27 <sup>th</sup>
New Year's Day	Monday, January 2 <sup>nd</sup>

The Police and Fire Departments will be on duty as scheduled and employees that are not scheduled to get all holidays off will be paid holiday pay at their regular rate of pay for the holidays regardless of whether they work those days. The Water and Wastewater Facilities will be on duty as scheduled and those employees scheduled to work these holidays receive alternate time off with pay. Republic Services will pick up garbage and recycling on their regular schedule except for Christmas Day.

**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 November 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) At the November 7, 2022, Special Council Meeting, the Town’s external auditors, Martin Starnes & Associates, CPAs, PA, will present the Town’s audit report for fiscal year ended June 30, 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 Recreation Advisory Board will not meet in October or November.
2. The Merchants’ Association will meet Monday, October 31<sup>st</sup> at noon in the Town Office.
3. The History Committee will meet Tuesday, October 18<sup>th</sup> at 2:00 p.m. at the Museum.
4. The Planning Board will meet Tuesday, October 25<sup>th</sup> at 5:00 p.m. in the Council Room.
5. The Board of Adjustment will meet Wednesday, November 9<sup>th</sup> at 5:00 p.m. in the Council Room.
6. The WPCOG MPO/RPO will meet Wednesday, October 26<sup>th</sup> at 1:00 p.m. at the WPCOG.
7. The ABC Board will meet Monday, November 7<sup>th</sup> 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.

#### **XVII. OTHER BUSINESS**

#### **XVIII. ADJOURN**

**Reminder: The next Town Council Meeting is a special meeting on Monday, November 7, 2022, at 5:00 p.m. in the Council Room.**

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.