

**MINUTES OF SPECIAL ORGANIZATIONAL MEETING HELD
DECEMBER 7, 2017**

SPECIAL ORGANIZATIONAL MEETING The Granite Falls Town Council held a Special Organizational Meeting on Monday, December 7, 2017 at 5:30 p.m. in the Council Chambers of the Administrative Building.

PRESENT The following members of the governing body were present: Mayor Barry Hayes, Council Members Dr. Caryl B. Burns, Marc Church, Jim Mackie, Mike Mackie, Martin Townsend, and newly elected Council Member Larry Knight.

ABSENT The following member of the governing body was absent: Tracy Townsend.

STAFF PRESENT The following staff members attended the meeting: Town Manager Jerry Church, Town Clerk Paula Kirby, Finance Director Marsha Harbison, Administrative Assistant Kara Calloway, and Assistant Police Chief Chris Jenkins.

VISITORS The following visitors attended the meeting: Elsa Watts, CPA, Audit Manager with Martin Starnes & Associates, CPA's, P.A., Sandra Knight, Justin, Mary and Jovie Knight, Amy Church, Becky Hayes, and Darlene Townsend.

NEWS MEDIA No media attended the meeting.

MEETING CALLED TO ORDER Mayor Barry Hayes called the meeting to order and welcomed everyone present.

INVOCATION Pastor Diane Cline, Philadelphia Lutheran Church, led in prayer.

PLEDGE OF ALLEGIANCE Mayor Barry Hayes led the Pledge of Allegiance.

OATH OF OFFICE

Town Clerk Paula Kirby administered the oath of office to Mayor Barry Hayes who was elected during the municipal election held Tuesday, November 7, 2017.

Mayor Barry Hayes administered the oath of office to the following individuals who were elected during the municipal election held Tuesday, November 7, 2017.

Town Councilman Dr. Caryl Burns
Town Councilman Martin D. Townsend
Town Councilman-elect Larry A. Knight

SELECTION OF MAYOR TEMPORE Under NC General Statute 160A-70 at the organizational meeting, the council shall elect from among its members a mayor tempore to serve at the council's pleasure. A council member who serves as mayor tempore shall be entitled to vote on all matters and shall be considered a council member for all purposes, including the determination of whether a quorum is present. In the mayor's absence the council may confer on the mayor pro tempore any of the mayor's powers and duties.

Martin Townsend made a motion the Council elect Dr. Caryl B. Burns as Mayor Tempore. Mike Mackie seconded the motion, with a unanimous affirmative vote.

APPROVAL OF AGENDA Martin Townsend made a motion the Council approve the agenda as presented. Mike Mackie seconded the motion, with a unanimous affirmative vote.

MINUTES FROM THE SPECIAL TOWN COUNCIL MEETING HELD NOVEMBER 6, 2017 APPROVED Mike Mackie made a motion the Council approve the minutes from the Special Meeting held November 6, 2017 as presented. Jim Mackie seconded the motion, with a unanimous affirmative vote.

SPECIAL PRESENTATIONS

The Council recognized Councilman Marc Church for his four years of service from 2013 – 2017 with a plaque presented by Mayor Barry Hayes.

Elsa Watts, CPA, Audit Manager with Martin Starnes & Associates, CPAs, P.A., presented the Council with the Town of Granite Falls Annual Report and audit results for the year ended June 30, 2017. A copy of the report is on file at the Town Administrative Office for public review.

TOWN ATTORNEY REPORT Town Attorney Bruce Cannon did not have a report.

PUBLIC COMMENT PERIOD No one registered to speak during the Public Comment Period.

NEW BUSINESS/ACTION ITEMS

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:

Christmas	Monday, Tuesday & Wednesday, December 25 th - 27 th
New Year's Day	Monday, January 1 st
Martin Luther King, Jr. Day	Monday, January 15 th

The Police and Fire Departments and 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. Due to Christmas falling on Monday in 2017, Republic Services will pick up garbage and recycling one day later than normal during the week of Christmas and will return to their normal pick up schedule the week of January 1, 2018.

COUNCIL COMMITTEE APPOINTMENTS Mayor Barry Hayes made the Council committee appointments for 2017-2019. A copy of the Council Committee Appointment list is attached and is hereby made a part of these minutes.

OFFICIAL RESULTS OF ELECTION The Caldwell County Board of Elections submitted the official results of the Granite Falls' election held on Tuesday, November 7, 2017. A copy of the official election results is attached and is hereby made a part of these minutes.

FINANCIAL REPORT The financial dashboard for the five months ended November 30, 2017 was presented for the Council's review. This report represents 42% of the current 2017 – 2018 fiscal year budget. Also presented for the Council's review was an analysis of current year sales tax revenue versus prior year and budgeted revenues. Copies of these reports are attached and are hereby made a part of these minutes.

CONTRACT AWARDED FOR THE INSTALLATION OF ELECTRIC SYSTEM DISTRIBUTION INFRASTRUCTURE IN THE WATERFRONT HARBOR SUBDIVISION Town Manager Jerry Church previously informed the Town Council that the Waterfront Harbor Subdivision, located outside the Town limits behind the River Bend Subdivision, would be customer choice for electric service. The Town was selected as the provider of the electric service for Waterfront Harbor. The Town was required to solicit informal bids (quotes) for this project since the construction amount is less than \$500,000. Progressive Engineering, the Town's electrical engineering firm, solicited and evaluated the informal bids and determined that Williams Electric, Shelby, NC (Williams) was the lowest responsive, responsible bidder. The Williams bid of \$91,874.00 was slightly less than the estimated construction cost of \$100,000.00 for the project.

Martin Townsend made a motion the Council award the contract for the installation of electric system distribution infrastructure in the Waterfront Harbor Subdivision to Williams in the amount of ninety-one thousand eight-hundred seventy-four dollars and zero cents (\$91,874.00) and authorize the Town Manager to execute the contract, any related engineering or testing agreements, and all change orders on behalf of the Town that do not exceed the total estimated cost of \$100,000.00 for this project. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the bid sheet is attached and is hereby made a part of these minutes.

MANAGER UPDATE Town Manager Jerry Church updated the council on the following:

1. Enclosed with the Council's agenda package was a calendar of events through the end of December 2018. Revisions since the last calendar were highlighted in gray. Members of the Town Council may attend these events but there will be no Council

business conducted at any of the events in instances where a quorum of the Council may be present.

2. The December 1, 2017 Catawba-Wateree Drought Management Advisory Group (C-W DMAG) drought trigger update indicated through the Low Inflow Protocol (LIP) drought indicators, that the C-W basin remained in Stage 0 Normal conditions for the sixth consecutive month.

MEETING ADJOURNED Jim Mackie made a motion the Council adjourn the meeting. Martin Townsend seconded the motion, with a unanimous affirmative vote.

Town Clerk

Council

Mayor

Members