

MINUTES OF REGULAR MEETING HELD FEBRUARY 20, 2017

REGULAR MEETING The Granite Falls Town Council held a Regular Meeting on Monday, February 20, 2017 at 6:00 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 Tracy Townsend.

ABSENT The following member of the governing body was absent: None.

STAFF PRESENT The following staff members attended the meeting: Town Manager Jerry Church, Town Clerk Paula Kirby, Administrative Assistant Kara Calloway, Town Planner Greg Wilson, Public Works Director Randy Smith, Water Resources Director Chris Graybeal, Water Treatment Plant Supervisor Kim Prestwood, Parks and Recreation Director Chad Raby and Sergeant Ricky Lail.

VISITORS The following visitors attended the meeting: Clarence Lockamy, representing The Wooten Company.

NEWS MEDIA Jordan Davis, representing *The News-Topic*, attended the meeting.

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

INVOCATION Town Manager Jerry Church led in prayer.

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

SPECIAL RECOGNITIONS/PRESENTATIONS

Water Resources Director Chris Graybeal Recognized

Town Manager Jerry Church recognized Water Resources Director Chris Graybeal for graduating from Western Carolina University with a Bachelor of Science in Engineering Technology. Mayor Barry Hayes and the Council congratulated Mr. Graybeal and thanked him for his service to the Town.

Council Member Jim Mackie Recognized

The Town recognized Council Member Jim Mackie for participating in the 2017 Special Olympics Polar Plunge at the Granite Falls Recreation Department on Saturday, February 18, 2017.

Council Member Mackie challenged all Council Members to participate in the 2018 Special Olympics Polar Plunge.

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

MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD MONDAY, FEBRUARY 6, 2017 APPROVED Tracy Townsend made a motion the Council approve the minutes from the Regular Meeting held Monday, February 6, 2017. Marc Church seconded the motion, with a unanimous affirmative vote.

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.

PUBLIC HEARINGS

PUBLIC HEARING CALLED TO ORDER ON SUBDIVISION ORDINANCE AMENDMENT #1-2017 Mayor Barry Hayes called to order a public hearing on Subdivision Ordinance Amendment #1-2017. The Council called for the public hearing at the February 6, 2017 Council meeting following the presentation of the proposed subdivision ordinance amendment by Town Planner Greg Wilson.

Subdivision Ordinance Amendment #1-2017 would modify the Final Plat Approval Process for performance guarantees for subdividers and update the septic tank/water source certificate. The proposed change to performance guarantees increases the amount of the subdivider's guarantee from 100% of the estimated construction costs of the required improvement to 125% of the estimated construction costs of the required improvements. The proposed change also reserves the Town Manager's right to seek a recalculation of the costs of the construction of required improvements as a condition of approval of a one year extension of the performance guarantee. The update to the septic tank/water source certificate is a result of changes requested by the Caldwell County Environmental Health Department.

Notice of the public hearing was duly provided in the News Topic.

No one registered to speak during the public hearing.

PUBLIC HEARING ON SUBDIVISION ORDINANCE AMENDMENT #1-2017 CLOSED Mayor Hayes closed the public hearing on Subdivision Ordinance Amendment #1-2017.

PUBLIC HEARING CALLED TO ORDER ON ZONING TEXT AMENDMENT #1 – 2017 Mayor Barry Hayes called to order a public hearing on Zoning Text Amendment #1-2017. The Council called for the public hearing at the February 6, 2017 Council meeting following the presentation of the proposed text amendment by Town Planner Greg Wilson.

Zoning Text Amendment #1-2017 would reduce the required setback from a street right-of-way for freestanding signs and also update standards for maintaining visibility at intersections. The distance from the street right-of-way for freestanding signs would be reduced from ten feet to five feet and the distance of plantings, structures, signs, fences or walls would be reduced from 30 feet to 25 feet at the point of intersections other than those intersections in the Central Business District.

Notice of the public hearing was duly provided in the News Topic.

No one registered to speak during the public hearing.

PUBLIC HEARING ON ZONING TEXT AMENDMENT #1-2017 CLOSED Mayor Hayes closed the public hearing on Zoning Text Amendment #1-2017.

NEW BUSINESS/ACTION ITEMS

SUBDIVISION ORDINANCE AMENDMENT #1-2017 APPROVED Dr. Caryl B. Burns made a motion the Council approve Subdivision Ordinance Amendment #1-2017 as presented. Tracy Townsend seconded the motion, with a unanimous affirmative vote. A copy of Zoning Text Amendment #1-2017 is attached and is hereby made a part of these minutes.

ORDINANCE #327 APPROVED Martin Townsend made a motion the Council approve Ordinance #327 amending the Town of Granite Falls Subdivision Ordinance as requested. Subdivision Ordinance Amendment #1-2017 modifies the Final Plat Approval Process for performance guarantees for subdividers and updates the septic tank/water source certificate. Marc Church seconded the motion, with a unanimous affirmative vote. A copy of Ordinance #327 is attached and is hereby made a part of these minutes.

ZONING TEXT AMENDMENT #1-2017 APPROVED Tracy Townsend made a motion the Council approve Zoning Text Amendment #1-2017, which the Granite Falls Town Council does hereby find and determine that the adoption thereof is consistent with the adopted Granite Falls Horizons: Land Development Plan and is reasonable and in the public interest. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of Zoning Text Amendment #1-2017 is attached and is hereby made a part of these minutes.

ORDINANCE #328 APPROVED Martin Townsend made a motion the Council approve Ordinance #328 amending the Town of Granite Falls Zoning Ordinance as requested. Zoning Text Amendment #1-2017 reduces the required setback from a street right-of-way for freestanding signs and also updates standards for maintaining visibility at intersections. Marc Church seconded the motion, with a unanimous affirmative vote. A copy of Ordinance #328 is attached and is hereby made a part of these minutes.

2016 PLANNING DEPARTMENT ANNUAL REPORT Granite Falls Town Planner Greg Wilson presented the 2016 Planning Department Annual Report. A copy of the report is attached and is hereby made a part of these minutes.

2016 PUBLIC WORKS DEPARTMENT ANNUAL REPORT Granite Falls Public Works Director Randy Smith presented the 2016 Public Works Department Annual Report. A copy of the report is attached and is hereby made a part of these minutes.

2016 WATER RESOURCES ANNUAL REPORTS Granite Falls Water Resources Director Chris Graybeal presented the 2016 Wastewater Treatment Department Annual Report and Water Treatment Plant Supervisor Kim Prestwood presented the 2016 Water Treatment Department Annual Report. Copies of these reports are attached and are hereby made a part of these minutes.

PROFESSIONAL SERVICES AGREEMENT WITH THE WOOTEN COMPANY FOR WASTEWATER SYSTEM ASSET MANAGEMENT PLAN COMPONENTS APPROVED The Town of Granite Falls was awarded and has accepted a \$150,000 grant from the North Carolina Department of Environmental Quality to perform asset inventory and assessment work on the Town wastewater infrastructure. The engineering services to be performed under this grant are:

- A) Use flow metering to pinpoint areas of inflow and infiltration (I&I) of storm water into the Town sewer lines. This will be followed up by smoke testing and closed circuit TV (CCTV) being performed on certain lines. We have several areas where we suspect we have I&I issues during heavy rain events and pinpointing these issues will determine what measures the Town can take to reduce or eliminate I&I in certain areas.
- B) Purchase and implement a computerized Asset Management System which includes a work order system and other management system features.

As required under North Carolina General Statute 143-64.31 (AKA the "Mini-Brooks Act"), Town staff issued a Request for Proposal (RFP) for Engineering Services for the Wastewater Asset Management Plan Components. The responses to the RFP were due February 10, 2017 and the "Mini-Brooks Act" required the Town staff to evaluate proposals using a Qualifications-Based Selection (QBS) process before entering into contract negotiations with responders to the RFP. Town staff has completed the QBS process and recommends that the Town approve a Professional Services Agreement with The Wooten Company for the

Wastewater System Management Plan Components for a lump sum of \$110,000 for field services, a lump sum amount of \$30,000 for report services and \$10,000 for asset management hardware and software.

Martin Townsend made a motion the Council approve the Professional Services Agreement for Wastewater System Asset Management Plan Components with The Wooten Company as presented and approve the Town Manager executing the agreement on behalf of the Town. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the agreement is attached and is hereby made a part of these minutes.

PROCLAMATION DESIGNATING MARCH 2017 AS AMERICAN RED CROSS MONTH APPROVED

Tracy Townsend made a motion the Council approve a proclamation approving March 2017 as American Red Cross month. Marc Church seconded the motion, with a unanimous affirmative vote. A copy of the proclamation is attached and is hereby made a part of these minutes.

FINANCIAL REPORT The financial dashboard for the seven months ended January 31, 2017 was presented for the Council's review. This report represents 58% of the current 2016-2017 fiscal year budget. Also presented for Council's review was an analysis of current year sales tax and property tax revenue versus prior year and budgeted revenues. Copies of these reports are attached and are hereby made a part of these minutes.

CONTRACT FOR CONSTRUCTION OF A NEW RETAINING WALL WITH PERMANENT SEATING FOR MULTI-PURPOSE FIELD #3 AWARDED

Town Manager Jerry Church requested that the Council award a contract for the construction of a new retaining wall with permanent seating for multi-purpose field #3 at the Granite Falls Recreation Center. On February 22, 2016, the Town Council approved the application for a Parks and Recreation Trust Fund (PART F) Grant to renovate the gymnasium, to renovate the tennis courts, to construct a new ADA compliant playground area, to construct a new retaining wall with permanent seating for multi-purpose field #3 and to install permanent bag toss boards. On August 25, 2016, the Town received notice that the projects were funded. On January 9, 2017, the Council approved the solicitation of bids for the construction of the new retaining wall with permanent seating for multi-purpose field #3 and on February 6, 2017 the Council approved the solicitation of bids for the remainder of the project.

The Town was required to solicit informal bids for this project since the construction amount is less than \$500,000. The Wooten Company solicited bids and conducted a public bid opening of the informal bids on Tuesday, February 14, 2017 at 2:00 p.m. in the Town Council Chambers. After the bid opening, the Wooten Company reviewed the bids for compliance with all bid specifications in order to make a recommendation to the Council for consideration. Clarence Lockamy, Town Engineer with the Wooten Company, conducted the bid review and determined that Mountain Crest, LLC, Lenoir, NC (Mountain Crest) was the lowest responsive, responsible bidder. The Mountain Crest bid of \$197,500.00 exceeded the budgeted construction cost of the project. After reviewing multiple options to reduce the cost of the bid, Mr. Lockamy recommends that the Council award the contract for the

construction for the new retaining wall and permanent seating area to Mountain Crest, LLC, Lenoir, NC based on the amount of their modified bid of one-hundred ninety-five thousand and five-hundred dollars and zero cents (\$195,500.00).

Marc Church made a motion the Council award the contract for the new retaining wall and permanent seating area for \$195,500.00 to Mountain Crest, LLC, Lenoir, NC and authorize the Town Manager to execute the contract and all change orders on behalf of the Town that do not exceed the budgeted costs of the project. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the bid tabulation sheet is attached and is hereby made a part of these minutes.

Town Manager Church also informed the Council that the bag toss area, (the first project of the Part F Grant) is now complete. He also stated the project was \$1,300 under budget.

CONTRACT FOR PLUG-IN ELECTRIC VEHICLE (PEV) CHARGING STATION AWARDED Town Manager Jerry Church requested that the Council award a contract for the purchase and installation of a PEV charging station in the municipal parking lot next to the Granite Falls Police Department. On July 18, 2016, the Town Council approved the application for a \$10,000.00 Duke Energy grant for a PEV charging station. On November 8, 2016, the Town was awarded a grant for \$10,000.00 for a two-port PEV station. The Town was not required to solicit formal or informal bids on the project.

LilyPad EV has the state contract for PEV charging stations. Town staff contacted LilyPad and requested a “turn-key” quote on the project. LilyPad quoted an installed cost of \$10,305.00 for the project and Town staff recommends awarding the contract to LilyPad. LilyPad estimates the project will be completed by May 15, 2017. All expenditures over the grant amount can be covered by the 2016-2017 budget.

Mike Mackie made a motion the Council award the contract as presented. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the contract is attached and is hereby made a part of these minutes.

BUDGET AMENDMENT #5 FY 2016-2017 APPROVED Since the Council approved awarding the contract to LilyPad, Finance Officer Marsha Harbison requested the Council approve budget amendment #5 for fiscal year 2017.

Increase Electric Fund Grant Revenue	\$10,000.00
Increase Electric Fund Capital Outlay Equipment	\$10,000.00

These funds represent the Duke Energy PEV grant awarded to the Town on 11/08/2016.

Tracy Townsend made a motion the Council approve budget amendment #5 FY 2016-2017 as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote.

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 March 2018. Revisions since the last calendar were highlighted in gray.
2. Town staff will be coordinating some Chamber of Commerce ribbon cuttings in the next few weeks.
3. Town Manager Church, Council Members, and Town Staff attended the 2017 Special Olympics Polar Plunge at the Granite Falls Recreation Department on Saturday 2/18/2017. Mr. Church stated that there were approximately 114 participants including Council Member Jim Mackie.

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

Town Clerk

Council

Mayor

Members