

MINUTES OF REGULAR MEETING HELD FEBRUARY 3, 2020

REGULAR MEETING The Granite Falls Town Council held a Regular Meeting on Monday, February 3, 2020 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, Larry Knight, Jim Mackie, Mike Mackie, and Martin Townsend.

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, Town Attorney Bruce Cannon, Police Chief Chris Jenkins, Assistant Police Chief Brine Branham, Town Planner Greg Wilson, Finance Director Jana Williams, Administrative Assistant Kara Calloway, Parks and Recreation Director Chad Raby, Senior Customer Service Representative Cara Setzer, Police Officer, Special Assignment Investigations Division, Matt Lail, Fire Chief Brian Bennett, South Caldwell High School Fire Department Intern Alexes Keener, Water Resources Director and Public Works Director Randy Smith, Street Maintenance Worker Rodney Stone, Electric Services Director Rick Sisk, Electric Line Technicians Dustin Chapman and Christian McLendon, and Waste Water Treatment Plant Operator in Responsible Charge Tamara Coulter.

VISITORS Former Town Engineer with the Wooten Company Clarence Lockamy, Town Engineer with the Wooten Company Slade Harvin, President of the Wooten Company Gary Hartong, Vice President and Civil Engineering Director of the Wooten Company Brian Johnson, ElectriCities Chief Executive Officer Roy Jones, ElectriCities Board of Directors Vice Chairman Steve Peeler, Caldwell County Chamber of Commerce President and CEO Bryan Moore, Caldwell County Schools Superintendent Doctor Don Phipps, Ashley McLendon and sons Gray and Jackson McLendon, Robyn Bronson, and Lisa Cook.

NEWS MEDIA No media attended the meeting.

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

INVOCATION Reverend Dan Greene, Christian Fellowship Chapel, led in prayer.

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

SPECIAL PRESENTATIONS/INTRODUCTIONS/RECOGNITIONS

New Employee Introductions

Town Manager Jerry Church introduced Senior Customer Service Representative Cara Setzer to the Council.

Fire Chief Brian Bennett introduced Intern Alexes Keener to the Council.

Police Chief Chris Jenkins introduced Police Officer, Special Assignment – Investigations Division, Matt Lail to the Council.

Water Resources Director and Public Works Director Randy Smith introduced Street Maintenance Worker Rodney Stone to the Council.

Introduction

Clarence Lockamy, Former Town Engineer with the Wooten Company, introduced Slade Harvin, the new Town Engineer with the Wooten Company to the Council.

Special Presentations

Town of Granite Falls Mayor Barry Hayes presented Former Town Engineer Clarence Lockamy a resolution, “Etched in Granite” book, Town hat, Town umbrella, and insulated tote bag. Mr. Hayes thanked Mr. Lockamy for his dedicated service to the Town. A copy of the resolution is attached and is hereby made a part of these minutes.

ElectriCities Chief Executive Officer Roy Jones and ElectriCities Board of Directors Vice-Chairman Steve Peeler presented resolutions to Electric Line Technicians Dustin Chapman and Christian McLendon in recognition for their heroic efforts to save the lives of four Town citizens from a residential fire on January 9, 2020. Copies of the resolutions are attached and are hereby made a part of these minutes.

Caldwell County Chamber of Commerce President & CEO Bryan Moore speaks to the Council Caldwell County Chamber of Commerce President & CEO Bryan Moore informed the Council that the Chamber is making sure they are serving every part of the community. Businesses need to be connected to each other, to the community, and to education. The Chamber is managing tourism in Caldwell County by creating several websites and a community calendar where businesses, cities and towns, schools, churches, and organizations can advertise upcoming events free of charge. They have created a new email platform called “Morning Minute” which informs readers of upcoming Chamber events. The young professionals network FUEL (Focus, Unite, Engage, Lead) recently met at Fyreside Brewery in Granite Falls with approximately 70 in attendance. Mr. Moore also reminded the Council of the Member to Member Discount program.

Mayor Barry Hayes thanked Mr. Moore for attending the meeting. He stated that the Council appreciates the work of the Chamber of Commerce.

Caldwell County Schools Superintendent Doctor Don Phipps speaks to the Council

Superintendent Phipps informed the Council of the construction of a new softball fieldhouse at South Caldwell High School. During the construction, a water main line was cut, and Town staff was called out to assist. Dr. Phipps expressed his appreciation to Town Manager Jerry Church and Town staff for their help. He also informed the Council the construction at Granite Falls Middle School is approximately 2 months behind schedule due to rainy weather. Construction should be caught up soon and they are working diligently to remove the dirt off West Highland Avenue. He stated that the renovations and construction should be complete in the 2021-2022 school year.

APPROVAL OF AGENDA Mike Mackie made a motion the Council approve the agenda as presented. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote.

APPROVAL OF MINUTES FROM THE REGULAR COUNCIL MEETING HELD JANUARY 6, 2020 Martin Townsend made a motion the Council approve the minutes from the Regular Council meeting held January 6, 2020 as presented. Mike Mackie 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.

NEW BUSINESS/ACTION ITEMS

RESOLUTION AUTHORIZING THE TOWN TO APPLY FOR A NORTH CAROLINA DEPARTMENT OF COMMERCE RURAL ECONOMIC DEVELOPMENT DIVISION RURAL HOPE GRANT FOR SPARTAN HOLDINGS, LLC - GRACE VILLAGE ASSISTED LIVING CENTER APPROVED The Council was requested to approve a resolution authorizing the Town to file a grant application with the North Carolina Department of Commerce (NC DOC) Rural Economic Development Division (REDD) for a Rural HOPE Grant for Spartan Holdings, LLC for the Grace Village Assisted Living Center on River Bend Drive. Spartan Holdings, LLC plans to invest \$12,000,000 in this project, and the maximum amount of the grant could be \$500,000 dependent upon the number of jobs created in this phase of the project. Consideration of the grant award is also dependent upon the average weekly wages paid to employees and the percentage of employer paid health insurance. The Caldwell County Economic Development Commission will administer the grant. The Town has funds set aside for the local government required 5% match.

Larry Knight made a motion the Council approve the resolution as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the resolution is attached and is hereby made a part of these minutes.

PUBLIC HEARING CALLED ON ZONING TEXT AMENDMENT #1-2020 ACCESSORY STRUCTURES Town Planner Greg Wilson reviewed with the Council the Granite Falls Planning Board meeting held Tuesday, January 28, 2020. The Board considered Zoning Text Amendment #1-2020, submitted by Lisa Cook. The proposed text amendment would amend the methods for calculating the allowable size and number of accessory structures. The proposed amendment would exempt a single detached canopy (carport) from both calculations under certain conditions.

The Planning Board voted 5 to 2 to recommend that the Town Council approve Zoning Text Amendment #1-2020.

Martin Townsend made a motion the Council call for a public hearing on Zoning Text Amendment #1-2020 at the Regular Town Council Meeting scheduled for Monday, February 17, 2020, at 6:00 p.m. Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of Zoning Text Amendment #1-2020 is attached and is hereby made a part of these minutes.

SOLICITATION OF BIDS FROM INFORMAL BIDS TO FORMAL BIDS FOR INSTALLATION OF UNDERGROUND ELECTRIC SERVICE FOR GRACE VILLAGE ASSISTED LIVING CENTER AMENDED At the December 2, 2019 Council meeting, Council approved the solicitation of informal bids for the installation of underground electric service for the Grace Village Assisted Living Facility. After completing the detailed drawings for the project, Progressive Engineering Consultants, Inc. (Progressive), who serves as the Town's electric engineers, has recommended that the Town solicit formal bids for this project instead of informal bids due to the complexity of this installation. Formal bids allow the Town to require that the contractor provide a bid bond and performance bond. The formal bids will be tabulated and thoroughly examined, and Progressive will make a recommendation to the Council to award the bid to the most responsive, responsible bidder at a future Council meeting.

Dr. Caryl B. Burns made a motion the Council amend the solicitation of bids as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the advertisement of bids is attached and is hereby made a part of these minutes.

2019 FIRE DEPARTMENT ANNUAL REPORT Granite Falls Fire Chief Brian Bennett presented the 2019 Fire Department Annual Report. A copy of the report is attached and is hereby made a part of these minutes.

2019 WATER RESOURCES ANNUAL REPORT Water Resources Director and Public Works Director Randy Smith presented the 2019 Wastewater and Water Treatment Departments Annual Reports. Copies of these reports are attached and are hereby made a part of these minutes.

2019 PUBLIC WORKS DEPARTMENT ANNUAL REPORT Water Resources Director and Public Works Director Randy Smith presented the 2019 Public Works Department Annual Report. A copy of the report is attached and is hereby made a part of these minutes.

ABC EXPENDITURE STATEMENTS The principals of the local schools submitted their expenditure statements for the quarter ended December 31, 2019 for the Council’s review and comments. Copies of the statements are attached and are hereby made a part of these minutes.

ABC FINANCIAL STATEMENT The Granite Falls ABC Board submitted the financial statement for the six-month period ended December 31, 2019 for the Council’s review and comments. A copy of the statement is attached and is hereby made a part of these minutes.

BUDGET AMENDMENT #3 FY 2019-2020 APPROVED Finance Director Jana Williams requested the Council to approve budget amendment #3 for fiscal year 2020.

Increase General Fund Budgeted Revenue – ABC School Receipts	\$3,100.00
Increase General Fund Budgeted Expense – ABC Distribution to Schools	\$3,100.00

Jim Mackie made a motion the Council approve budget amendment #3 FY 2019-2020 as requested. Larry Knight seconded the motion, with a unanimous affirmative vote.

2ND QUARTER ABC DISTRIBUTION AUTHORIZED Finance Director Jana Williams requested the Council to authorize the distribution of ABC funds for \$8,658.16 to the local schools as follows:

Granite Falls Elementary School	36%	\$3,116.94
Granite Falls Middle School	36%	\$3,116.93
Dudley Shoals Elementary School	<u>28%</u>	<u>\$2,424.29</u>
Total Distribution	<u>100%</u>	<u>\$8,658.16</u>

These funds represent the portion of the ABC Store profit distribution to schools for the second quarter ended 12/31/2019.

Dr. Caryl B. Burns made a motion the Council authorize the distributions as requested. Larry Knight seconded the motion, with a unanimous affirmative vote.

BUDGET AMENDMENT #4 FY 2019-2020 APPROVED Finance Director Jana Williams requested the Council to approve budget amendment #4 for fiscal year 2020 for the NCLM 50/50 Safety Grant Funding.

Increase General Fund Miscellaneous Grants	\$4,361.00
Increase Fire Department Capital Outlay	\$2,180.50
Increase Fire Department Supply Expense	\$2,180.50

Martin Townsend made a motion the Council approve budget amendment #4 FY 2019-2020 as requested. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote.

FINANCIAL REPORT Finance Director Jana Williams presented the Financial Report for December 2019. The revenue and expense report, the financial dashboard, and an analysis of current year sales tax revenue and current year property tax revenue versus prior year and budgeted revenues, for the six months ended December 31, 2019, were presented for Council's review. These reports represent 50% of the current 2019 – 2020 fiscal year budget. Copies of these reports are attached and are hereby made a part of these minutes.

ADVERTISEMENT OF TAX LIENS ON 2019 TAXES APPROVED Granite Falls Tax Collector Kim Anderson submitted a certified list of property owners who have unpaid taxes that represent an unpaid tax lien. It is requested that Council set the date of Thursday, April 2, 2020 to advertise the 2019 unpaid taxes on real property as required by NCGS 105-369(c).

Larry Knight made a motion the Council approve the advertisement date as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the list is attached and is hereby made a part of these minutes.

AUTHORIZATION TO APPROVE DISCOVERIES AND RELEASE TAXES APPROVED The Council was asked to authorize Granite Falls Tax Collector Kim Anderson to approve \$1,043.27 in property tax discoveries and to release taxes in the amount of \$345.62. Ms. Anderson submitted a certified request and the Caldwell County Tax Office verified the discoveries and releases.

At a regular Council meeting held on Monday, February 20, 2012, the Town Council approved a resolution allowing the Tax Collector not to bill a taxpayer, or otherwise attempt to collect property taxes when the principal amount of the property taxes due does not exceed \$3.00. The resolution requires the Tax Collector to keep a record of the amount of minimal taxes and report this to the governing body. Tax Collector Kim Anderson has reported that \$108.99, out of the \$345.62, in tax releases were for principal amounts of taxes due that were less than \$3.

Martin Townsend made a motion the Council approve the discoveries and authorize the releases as requested. Mike Mackie seconded the motion, with a unanimous affirmative vote. A copy of the discoveries and releases are attached and are hereby made a part of these minutes.

PUBLIC HEARING CALLED ON AMENDMENT TO TOWN CODE OF ORDINANCES TITLE III: ADMINISTRATION, CHAPTER 34. GENERAL POLICIES 34.01 SMOKING POLICY The Council was requested to consider a request from Town Manager Jerry Church to amend the Town Code of Ordinances TITLE III: ADMINISTRATION, CHAPTER 34. GENERAL POLICIES, Section 34.01 Smoking Policy. The amendment would change Smoking Policy to Smoking, Tobacco, and E-Cigarettes Policy would expand the prohibition of these products to include the building and grounds of all Town facilities. The amended ordinance would also add clarifying language to prohibit the use of all these products in all Town vehicles and facilities.

Mike Mackie made a motion the Council call for a public hearing on the amendment to the Town Code of Ordinances at the Town Council Meeting scheduled for Monday, February 17, 2020 at 6:00 p.m. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the proposed amendment is attached and is hereby made a part of these minutes.

CHANGES TO THE COUNCIL MEETING SCHEDULE APPROVED The Town Council was requested to approve the following changes to the Council meeting schedule:

Cancel the regular Council meetings scheduled for Monday, March 2, 2020, Monday, March 16, 2020, and Monday, May 4, 2020. Call for a special Council meeting on Monday, March 23, 2020 at 5:30 p.m. in the Council room followed by a special Council budget work session for Monday, March 23, 2020 at 6:15 p.m. in the Council room, call for a special Council meeting on Monday, April 27, 2020 at 5:30 p.m. in the Council room followed by a special budget work session on Monday, April 27, 2020 at 6:15 in the Council room, and call for a special Council meeting on Tuesday, May 19, 2020 at 5:30 p.m. in the Council room for the budget presentation.

Martin Townsend made a motion the Council approve the changes as requested. Jim Mackie seconded the motion, with a unanimous affirmative vote.

MANAGER UPDATE

Town Manager Jerry Church shall update the council on the following:

Enclosed with the Council's agenda package was a calendar of events through the end of February, 2021. Revisions since the last calendar were highlighted in yellow. Upcoming events include the Caldwell Chamber of Commerce Annual Dinner at 6:00 p.m. on Tuesday, February 11, 2020 at the JE Broyhill Civic Center in Lenoir (Reservations required) and the WPCOG Annual Dinner at 6:00 p.m. on Thursday, April 23, 2020 at the Hickory Metro Convention Center (Reservations required). Also enclosed with the agenda package is a proposed timeline for the fiscal year 2021 budget.

COUNCIL GOES INTO CLOSED SESSION Larry Knight made a motion 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. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote.

COUNCIL GOES OUT OF CLOSED SESSION Mike Mackie made a motion the Council go out of closed session. Martin Townsend seconded the motion, with a unanimous affirmative vote.

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