

## **MINUTES OF REGULAR MEETING HELD SEPTEMBER 18, 2017**

**REGULAR MEETING** The Granite Falls Town Council held a Regular Meeting on Monday, September 18, 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 members of the governing body were absent: None.

**STAFF PRESENT** The following staff members attended the meeting: Town Manager Jerry Church, Town Clerk Paula Kirby, Administrative Assistant Kara Calloway, Town Planer Greg Wilson, Fire Chief Brian Bennett, Fire Engineer Clint Drum, Fire Engineer Anthony Smith, Police Chief Ritch Bolick, Patrol Officer Kristeen Bivins, Police Telecommunicator Sarah Bryant, Detective Sergeant Ricky Lail, Patrol Sergeant Craig Malton, Electric Services Director Rick Sisk, Senior Electric Line Technician Jonathan Cook, Police Lieutenant Joey Morrison, Senior Electric Line Technician Chad Russell and Parks and Recreation Director Chad Raby.

**VISITORS** The following visitors attended the meeting: Larry Knight, Ryan Davis, Ted Cooke, Alfred Cooke, Jamie Bivins, Patricia Hendrix, Theresa Kiziah and Robert Fisher.

**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** Police Chief Ritch Bolick led in prayer.

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

### **SPECIAL PRESENTATIONS/INTRODUCTIONS/RECOGNITIONS**

#### **New Employee Introductions:**

- A) Granite Falls Fire Chief Brian Bennett introduced Fire Engineer Clint Drum to the Council.

- B) Granite Falls Fire Chief Brian Bennett introduced Fire Engineer Anthony Smith to the Council.
- C) Granite Falls Police Chief Ritch Bolick introduced Patrol Officer Kristeen Bivins to the Council.
- D) Granite Falls Police Chief Ritch Bolick introduced Police Telecommunicator Sarah Bryant to the Council.

**Promotions:**

- A) Granite Falls Police Chief Ritch Bolick recognized Detective Sergeant Ricky Lail who was promoted from Patrol Sergeant on August 23, 2017.
- B) Granite Falls Police Chief Ritch Bolick recognized Patrol Sergeant Craig Malton who was promoted from Patrol Officer on August 23, 2017.
- C) Granite Falls Electric Services Director Rick Sisk recognized Senior Electric Line Technician Jonathan Cook who was promoted from Electric Line Technician on September 13, 2017.

**Recognitions:**

- A) Granite Falls Police Chief Ritch Bolick recognized Police Lieutenant Joey Morrison for receiving the Advanced Law Enforcement Certificate.
- B) Granite Falls Police Chief Ritch Bolick recognized Detective Sergeant Ricky Lail for receiving the Advanced Law Enforcement Certificate.
- C) Granite Falls Electric Services Director Rick Sisk recognized Senior Electric Line Technician Chad Russell for passing levels 3 & 4 of the ElectriCities Lineman Career Development Program.
- D) Granite Falls Electric Services Director Rick Sisk recognized Senior Electric Line Technician Jonathan Cook for passing level 4 of the ElectriCities Lineman Career Development Program.

**APPROVAL OF AGENDA** 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 AUGUST 7, 2017 APPROVED** Martin Townsend made a motion the Council approve the minutes from the Regular Meeting held August 7, 2017 as presented. Dr. Caryl B. Burns 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 HEARING**

**PUBLIC HEARING ON REZONING PETITION #1-2017 CALLED TO ORDER**  
Mayor Barry Hayes called to order a public hearing on Rezoning Petition #1-2017 for

property owned by Ryan and Joy Davis located at 98 South Main Street. The Council called for the public hearing at the August 7, 2017 Council meeting following the presentation of the petition by Town Planner Greg Wilson.

The property is approximately .398 acres in size and is currently zoned R-15 Single Family Residential. The request is to rezone the property from R-15 Single Family Residential to H-B Highway Business. This request is consistent with the Granite Falls Horizons: Land Development Plan.

Notice of the public hearing was duly provided, as required by law, through direct mailed notice to adjacent property owners, posting of property and published in the *News Topic*.

No one registered to speak during the public hearing.

**PUBLIC HEARING ON REZONING PETITION #1-2017 CLOSED** Mayor Barry Hayes closed the public hearing on Rezoning Petition #1-2017.

**NEW BUSINESS/ACTION ITEMS:**

**REZONING PETITION #1-2017 APPROVED** The Council considered Rezoning Petition #1-2017 for approximately .398 acres of property owned by Ryan and Joy Davis located at 98 South Main Street. The request was to rezone the property from R-15 Single Family Residential to H-B Highway Business.

Martin Townsend made a motion the Council approve Rezoning Petition #1-2017 which the Granite Falls Town Council does hereby find and determine that the adoption of the ordinance rezoning the following described property is reasonable, in the public interest and compatible with adjacent land uses. The Granite Falls Town Council further determines that the requested Zoning Map Amendment is consistent with the adopted Granite Falls Horizons: Land Development Plan. Marc Church seconded the motion, with a unanimous affirmative vote. A copy of Rezoning Petition #1-2017 is attached and is hereby made a part of these minutes.

**REZONING ORDINANCE #331 APPROVED** The Council considered Rezoning Ordinance #331 for property owned by Ryan and Joy Davis located at 98 South Main Street. The property is approximately .398 acres in size and the property was rezoned from R-15 Single Family Residential to H-B Highway Business. Rezoning Ordinances are not required under NC General Statutes, however the passing of the formal ordinance gives the Town an additional mechanism to track rezoning activity and serves as the formal document that repeals former zoning ordinances or resolves conflict when there are zoning disputes.

Dr. Caryl B. Burns made a motion the Council approve Rezoning Ordinance #331 as presented. Tracy Townsend seconded the motion, with a unanimous affirmative vote. A copy of Rezoning Ordinance #331 is attached and is hereby made a part of these minutes.

**CHANGES TO THE COUNCIL MEETING SCHEDULE APPROVED** The Council was requested to call for a special council meeting on Monday, October 2, 2017 at 5:30 p.m., to cancel the regular council meeting scheduled for Monday, November 6, 2017 at 6:00 p.m. in the Council Room and call for a special council meeting on Monday, November 6, 2017 at 5:30 p.m. in the Social Hall at the Granite Falls Recreation Center located at 56 Pinewood Road.

Tracy Townsend made a motion the Council approve the changes to the Council meeting schedule as requested. Mike Mackie seconded the motion, with a unanimous affirmative vote.

**PUBLIC HEARING CALLED FOR ZONING TEXT AMENDMENT #3-2017** Town Planner Greg Wilson reviewed with the Council the Granite Falls Planning Board meeting held Thursday, September 14, 2017. The Planning Board considered Zoning Text Amendment #3-2017, submitted by J. P. Miller, which would expand the existing Conditional Use of Wine Shop/Wine Bar in the Central Business District (CBD) to include Craft Beer Bottle Shop/Taproom. The proposed Zoning Text Amendment would also amend the conditions of approval for both uses.

The Planning Board voted unanimously to recommend that the Town Council approve Zoning Text Amendment #3-2017 as submitted.

Jim Mackie made a motion the Council call for a public hearing on Zoning Text Amendment #3-2017 at the Special Town Council Meeting scheduled for Monday, October 2, 2017 at 5:30 p.m. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of Zoning Text Amendment #3-2017 is attached and is hereby made a part of these minutes.

**PUBLIC HEARING CALLED FOR ZONING TEXT AMENDMENT #4-2017** Town Planner Greg Wilson reviewed with the Council the Granite Falls Planning Board meeting held Thursday, September 14, 2017. The Planning Board considered Zoning Text Amendment #4-2017, submitted by Ted Cooke, which would allow for Temporary Sales Trailers, when associated with a residential subdivision, as a Permitted Use in residential districts. The Planning Board recommended that the Zoning Text Amendment be modified to allow the Temporary Sales Trailers as a Conditional Use instead of being allowed as a Permitted Use. Mr. Cooke agreed to the modification. The proposed language still includes specific standards and timeframes for such uses.

The Planning Board voted 5 to 1 to recommend that the Town Council approve Zoning Text Amendment #4-2017 as amended.

Tracy Townsend made a motion the Council call for a public hearing on Zoning Text Amendment #4-2017 at the Special Town Council Meeting scheduled for Monday, October 2, 2017 at 5:30 p.m. Martin Townsend seconded the motion, with a unanimous affirmative

vote. A copy of Zoning Text Amendment #4-2017 is attached and is hereby made a part of these minutes.

**PUBLIC HEARING CALLED FOR ZONING TEXT AMENDMENT #5-2017** Town Planner Greg Wilson reviewed with the Council the Granite Falls Planning Board meeting held Thursday, September 14, 2017. The Planning Board considered Zoning Text Amendment #5-2017 which would amend the conditions of approval for Electronic Gaming/Internet Sweepstakes businesses in the H-B, Highway Business District.

The Planning Board voted unanimously to recommend that the Town Council approve Zoning Text Amendment #5-2017 as submitted.

Dr. Caryl B. Burns made a motion the Council call for a public hearing on Zoning Text Amendment #5-2017 at the Special Town Council Meeting scheduled for Monday, October 2, 2017 at 5:30 p.m. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of Zoning Text Amendment #5-2017 is attached and is hereby made a part of these minutes.

**COUNCIL APPOINTED COMMITTEES** The Council Appointed Committees list was updated to reflect changes in the Planning Board Officers for fiscal 2018 and was presented for the Council's review. A copy of the updated list is attached and is hereby made a part of these minutes.

**POPULATION ESTIMATE** The NC Department of State Budget and Management estimated the Town of Granite Falls' population at 4,652 as of July 1, 2016, which is an increase of 12 from the July 1, 2015 estimate of 4,640. A copy of the population estimate is attached and is hereby made a part of these minutes.

**SPECIAL REVENUE FUND BUDGET FOR NC DEQ WASTEWATER ASSET INVENTORY AND ASSESSMENT GRANT AMENDED** On January 9, 2017, the Council approved a Special Revenue Fund Budget for the Water Asset Inventory and Assessment (AIA) Grant after accepting a \$150,000 AIA grant from the North Carolina Department of Environmental Quality (NC DEQ) to perform asset inventory and assessment work on the Town wastewater infrastructure. The grant required the Town to provide a 5% match of \$7,500. Council approved an amendment to the Special Revenue Fund Budget to include the \$157,500 for the NC DEQ Wastewater AIA grant on June 19, 2017. The Council was requested to approve an amendment to move budget dollars among the line items in the Special Revenue Fund. The total amended budget remains at \$315,000.

Tracy Townsend made a motion the Council approve the amendment as requested. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the amendment is attached and is hereby made a part of these minutes.

**TAX LEVY 2017 CHARGED** Martin Townsend made a motion the Council charge Tax Collector Kim Anderson with collecting the 2017 ad valorem taxes in the amount of \$1,715,055.19 under NC General Statute §159-13. The 2017 levy represents an increase of \$69,715.41 or 4.24% from the 2017 tax levy. 2017 assessed property tax values increased by \$8,457,182 from 2016 assessed values and this increase accounts for \$37,211.61, or 53%, of the year over year increase in the tax levy. The transfer of the \$.0085, per \$100 valuation, Rescue Readiness Tax from the Caldwell County Tax bill to the Town of Granite Falls tax rate, accounts for \$32,503.80, or 47%, of the year over year increase in the tax levy. The breakdown of the tax assessments are shown below. (See attachment #10.)

Real Property	\$344,199,870
Personal Property	<u>\$38,198,165</u>
Total Assessed Valuation	<u>\$382,398,035</u>

Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of the 2017 Tax Levy is attached and is hereby made a part of these minutes.

**ABC FINANCIAL STATEMENTS** The Granite Falls ABC Board submitted the audited financial statements for the fiscal year ended June 30, 2017 for the Council's review and comments. Copies of the statements are attached and are hereby made a part of these minutes.

**PRINCIPALS DISTRIBUTION APPROVED** The local principals submitted the ABC distribution percentages based on school enrollment on the 10<sup>th</sup> day of school for the school year 2017-2018. It is requested the Council approve the distribution percentages for the 2017-2018 school year.

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

**WATER CONTRACT WITH CALDWELL COUNTY AMENDED** The Town of Granite Falls and Caldwell County entered into an agreement effective August 1, 2016, for the Town to provide water to Caldwell County at designated delivery points for twenty years from the effective date. The four designated delivery points were outlined on Exhibit A to the water contract. Caldwell County has requested the addition of a fifth delivery point for the Waterfront Harbor development near River Bend. Council is requested to approve an amended Exhibit A, which will become effective October 9, 2017, to the water contract with Caldwell County.

Dr. Caryl B. Burns made a motion the Council approve the addition of the fifth delivery point as requested. Tracy Townsend seconded the motion, with a unanimous affirmative vote. A copy of Exhibit A is attached and is hereby made a part of these minutes.

**FINANCIAL REPORT** The financial dashboard and an analysis of current year sales tax revenue versus prior year and budgeted revenues, for the two months ended August 31, 2017, was presented for the Council's review. This report represents 17% of the current 2018 fiscal year budget. Copies of these reports are attached and are hereby made a part of these minutes.

**BUDGET AMENDMENTS #4 & #5 FY 2017-2018 APPROVED** Finance Officer Marsha Harbison requested the Council approve budget amendments #4 & #5 for fiscal year 2018.

**Budget Amendment #4 – 2018**

This budget amendment is to authorize the expenditure of special assessment revenue collected over budget and increase the Recreation Department Capital Outlay budget.

Increase GF Revenue Special Assessments	\$13,460.00
Increase GF Recreation Department Capital Outlay	\$13,460.00

**Budget Amendment #5 – 2018**

This budget amendment is to appropriate General Fund Balance – Fee in Lieu of Sidewalks and to increase the Recreation Department Capital Outlay budget.

Increase GF Balance Appropriated – Fee in Lieu of Sidewalks	\$12,858.00
Increase General Fund Recreation Department Capital Outlay	\$12,858.00

Martin Townsend made a motion the Council approve Budget Amendments #4 & #5 2017-2018 as requested. Mike Mackie seconded the motion, with a unanimous affirmative vote.

**SOLICITATION OF INFORMAL BIDS FOR THE CONSTRUCTION OF AN ADA COMPLIANT SIDEWALK AT GRANITE FALLS RECREATION DEPARTMENT APPROVED**

The Council was requested to approve the solicitation of informal bids to construct an ADA compliant sidewalk from the main parking lot to the new ADA compliant playground at the Shuford Recreation Center. The Council had previously approved CIP R-30 for \$30,000.00 for sidewalk construction at the Recreation Center and this amount was included in the 2018 Budget. The preliminary estimate for the construction of this specific sidewalk is approximately \$71,000.00. Town staff proposes to allocate the \$30,000.00 for CIP R-30 construction, use funds of \$26,318 from budget amendments #4 & #5 if approved earlier this evening, and use approximately \$14,700.00 from the Recreation Department's existing budget to pay for the new sidewalk.

Marc Church made a motion the Council approve the solicitation of informal bids as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. Copies of a map outlining the proposed sidewalk and a projected cost estimate are attached and are hereby made a part of these minutes.

**REVISED PUBLIC COMMENT PERIOD GUIDELINES APPROVED** On April 5, 2010, the Council approved Public Comment Guidelines for Council meetings. The guidelines spell out the procedures for addressing the Council and will be made available to all parties attending future Council meetings. Town Manager Jerry Church has reviewed the guidelines and has suggested changes and clarifications to the guidelines. The most significant change is to change from two public comment periods per Council meeting to one public comment period per Council meeting. State law only requires one public comment period per month. The revised guidelines comply with N.C.G.S. 160A-81.1 and have been reviewed and approved by Town Attorney Bruce Cannon.

Mike Mackie made a motion the Council approve the revised Public Comment Period Guidelines as requested. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the revised guidelines is attached and is hereby made a part of these minutes.

**PUBLIC HEARING GUIDELINES APPROVED** Town Manager Jerry Church requested the Council approve guidelines for persons wishing to speak during Public Hearings at Council meetings. The proposed public hearing guidelines are not as restrictive as public comment period guidelines since issues typically discussed in public hearings are more complicated than those issues discussed in public comment periods. Town Attorney Bruce Cannon has reviewed and approved the guidelines.

Jim Mackie made a motion the Council approve the Public Hearing Guidelines as requested. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the guidelines is attached and is hereby made a part of these minutes.

**NCLM VOTING DELEGATE SELECTED** The Council needed to select a voting delegate and, if possible, an alternate voting delegate to vote on the Town's behalf at the NC League of Municipalities Annual Conference which will be held in Greenville, NC, September 20<sup>th</sup> – 22<sup>nd</sup>. Council Member Jim Mackie is registered to attend the NCLM meeting.

Martin Townsend made a motion the Council select Council Member Jim Mackie as the NCLM Voting Delegate. Tracy Townsend seconded the motion, with a unanimous affirmative vote.

**NETWORK AND WI-FI MAINTENANCE AGREEMENT APPROVED** On July 18, 2016, the Town Council approved the application for an Appalachian Regional Commission (ARC) grant to install a Public Wi-Fi network (network) in the downtown business district. The Town was awarded the grant on September 14, 2016. On April 24, 2017 the Council awarded the contract for the purchase and installation of the network to Techworks, Inc., Forest City, NC and approved a Capital Projects Budget Ordinance (Budget Ordinance) for the network. The Budget Ordinance included \$6,900 for the first year maintenance agreement for the network since the grant allows the Town to apply for reimbursement of 70% of the first year costs of the maintenance agreement.



Town Manager Jerry Church requested that the Council approve a three year annual network maintenance agreement with Techworks, Inc., Forest City, NC. The cost of the agreement is \$6,900 for the first year with a maximum increase of 2% each year for years two and three of the agreement. The Council is also requested to authorize the Town Manager to sign the agreement on behalf of the Town.

Dr. Caryl B. Burns made a motion the Council approve the agreement as requested and authorize Town Manager Church to sign the agreement on behalf of the Town. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the agreement is attached and is hereby made a part of these minutes.

**REPORT ON ELECTRICITIES ANNUAL CONFERENCE AUGUST 10-12, 2017**

Mayor Barry Hayes and Council Member Jim Mackie reported on the ElectriCities Annual Conference August 10-12, 2017.

Council Member Jim Mackie stated the seminars were excellent and informative. He informed the Council that the municipal electric utilities were having problems recruiting Electric Linemen due to rapid growth of towns and the Town of Granite Falls was fortunate to have such well-trained Linemen. He stated the Electric Lineman position is rated as the 9<sup>th</sup> most dangerous job. He also thanked the Council for letting him attend the conference.

Mayor Barry Hayes stated that Towns are having trouble retaining Electric Linemen due to Duke Energy and Pike Electric recruiting them. Mayor Hayes also informed the Council of the hacking of electrical systems. This happens very frequently and can be very costly. He wanted to make sure that our systems are secure.

Town Manager Church informed the Council that he recently implemented a Cyber Security Policy which included guidelines that help keep our systems secure.

**REPORT ON GRANITE FALLS MERCHANTS' ASSOCIATION FESTIVAL ON**

**MAIN** Council member Mike Mackie, who also serves as President of the Granite Falls Merchants' Association (GFMA), gave a report on the 9<sup>th</sup> annual GFMA Festival on Main which was held Saturday, September 16, 2017.

Council Member Mike Mackie informed the Council that the festival was very successful with lots of new vendors and new visitors. He estimated 3,500 to 5,000 people attended. Mr. Mackie gave credit and thanks to all of the Town Staff and the Merchants Association members for working together to make this a very smooth process and great festival.

Mayor Hayes thanked Mr. Mackie, the Merchants Association members and Town Staff for their hard work as well.

**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 October 2018. Revisions since the last calendar were highlighted in gray. Upcoming events include the NCLM Connect CityVision Annual Conference in Greenville, NC, September 20-22, 2017 (Reservations Required), the Veterans Day Celebration at the Recreation Center on Thursday, November 9<sup>th</sup> at 10:00 a.m., the Festival on the Square Annual Tree Lighting Ceremony on Monday, November 20<sup>th</sup> at 6:15 p.m. and the Granite Falls Rotary Annual Christmas Parade on Saturday, December 2<sup>nd</sup> at noon. 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 September 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 third consecutive month.
3. The Caldwell County Board of Elections will conduct a training session for the upcoming elections at 5:30 p.m. on Thursday, September 21, 2017 in the City/County Chambers in the basement of the Caldwell County Office Building at 905 West Avenue, Lenoir.
4. The Town auditors, Martin Starnes & Associates, completed their fieldwork September 7, 2017. The Council will receive the audit report from Martin Starnes & Associates at the November 6<sup>th</sup> special Council meeting.
5. Town Manager Church attended the Caldwell County Chamber of Commerce Business Before Breakfast meeting. Congressman Mark Meadows was the featured speaker. The main topic of discussion was tax reform.

**MEETING ADJOURNED** Tracy Townsend made a motion the Council adjourn the meeting. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote.

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Council

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Mayor  
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Members

