

MINUTES OF SPECIAL MEETING HELD JANUARY 9, 2017

SPECIAL MEETING The Granite Falls Town Council held a Special Meeting on Monday, January 9, 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, Police Chief Ritch Bolick, Detective Clint Ferguson, Lieutenant Chris Jenkins and Parks and Recreation Director Chad Raby.

VISITORS The following visitors attended the meeting: The Honorable Destin Hall, NC House of Representatives, 87th District; Dr. Mark Poarch, President, Caldwell Community College & Technical Institute; Deborah Murray, Executive Director, Caldwell County Economic Development Commission and Clarence Lockamy, representing the Wooten Company.

NEWS MEDIA No news media attended the meeting.

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

INVOCATION Parks and Recreation Director Chad Raby led in prayer.

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

SPECIAL RECOGNITIONS/PRESENTATIONS

Detective Clint Ferguson Recognized

Granite Falls Police Chief Ritch Bolick recognized Detective Clint Ferguson for receiving the Intermediate Certificate from the NC Department of Justice, Criminal Justice and Standards Commission.

The Honorable Destin Hall, NC House of Representatives, 87th District Speaks to the Council Newly elected NC House of Representatives, 87th District Destin Hall introduced himself to the Council. Representative Hall stated that he supports lower taxes, limited government and conservative values. He is from Gamewell, North Carolina and wants to make sure that Caldwell County is heard. He was recently elected as Freshman Majority Leader. Representative Hall stated the 321 widening project will be a big issue this year and encouraged Council Members to share with him their opinions on this issue and any other concerns they may have.

Mayor Barry Hayes congratulated Representative Hall on winning the election and being elected Freshman Majority Leader.

Dr. Mark Poarch, President, Caldwell Community College & Technical Institute Speaks to the Council Dr. Mark Poarch, President, Caldwell Community College & Technical Institute (CCC&TI) introduced himself to the Council. He is presently serving as the 4th President of CCC&TI. Dr. Poarch was proud to announce the college received zero recommendations from the SACS Reaffirmation of Accreditation process. Spring enrollment was over 3,300 students. Over 1,100 high school students are taking at least 1 college level course. Dr. Poarch stated he is focusing on partnerships with businesses and industries. The college has written three customized training projects this year. Greer Labs and Timberwolf have been approved and he is waiting to hear from the Marlin Company. The Truck Driving Training Program is booming with 220 graduates last year. The Electric Lineman Program is doing very well and growing with 47 graduates last year. Dr. Poarch wants to strengthen their relationship with Appalachian State University to try to provide additional opportunities for students. He is very excited about 2017.

Mayor Barry Hayes stated that ElectricCities is pleased with the Electric Lineman Program. He thanked Dr. Poarch for coming to the meeting and for his work and dedication to the school.

Deborah Murray, Executive Director, Caldwell County Economic Development Commission Speaks to the Council Deborah Murray, Executive Director, Caldwell County Economic Development Commission (EDC) stated that 2016 was a very good year for the Caldwell County EDC with having more projects, investments, new companies and the largest increase in median household income in the state of 11%. Granite Falls added several new businesses including: Krystal Engineering, 80 Acres Urban Agriculture and Honda of North Carolina. Caldwell UNC Health Care had its groundbreaking and Jordan Holman made a \$4.5+ million building expansion. Several new businesses are coming to Caldwell County including: Harbor Freight, Chick-fil-A, Hilton Hotel, Zaxby's, Dairy Queen and others. Ms. Murray stated that many new projects for 2017 are underway.

Mayor Hayes thanked Ms. Murray for her service with the EDC and for the Town of Granite Falls.

A copy of the EDC 2016 update is attached and is hereby made a part of these minutes.

AGENDA APPROVED 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 TUESDAY, DECEMBER 6, 2016 APPROVED Mike Mackie made a motion the Council approve the minutes from the Special Meeting held Tuesday, December 6, 2016. 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 CALLED TO ORDER ON ASSESSMENT ROLL AGAINST REAL PROPERTY OF OWNERS FAILING TO PAY INVOICES TO THE TOWN OF GRANITE FALLS Mayor Barry Hayes called to order a public hearing on the preliminary assessment roll against real property owners failing to pay invoices to the Town of Granite Falls for services rendered by the Town to abate public nuisances on said real property. These abatement services consisted of mowing grass and/or removing refuse or solid waste and/or demolition of declared nuisance structures in accordance with Town ordinances. At the public hearing, all real property owners of said property as well as other residents of the Town must be allowed to speak.

Notice of the public hearing was duly given in the News Topic as required by law.

No one registered to speak during the public hearing.

PUBLIC HEARING ON ASSESSMENT ROLL AGAINST REAL PROPERTY OF OWNERS FAILING TO PAY INVOICES TO THE TOWN OF GRANITE FALLS CLOSED Mayor Barry Hayes closed the public hearing on the preliminary assessment roll against real property owners failing to pay invoices to the Town of Granite Falls.

NEW BUSINESS/ACTION ITEMS

ASSESSMENTS AND/OR DISCOUNTS FROM THE PRELIMINARY ASSESSMENT ROLL APPROVED The Council was requested to approve the preliminary assessment roll, after determining whether or not to allow any discounts from the assessment roll, against real property of owners failing to pay invoices to the Town of Granite Falls for services rendered by the Town to abate public nuisances on said real property. These abatement services consisted of mowing grass and/or removing refuse or solid waste and/or demolition of declared nuisance structures in accordance with Town ordinances.

Tracy Townsend made a motion the Council approve the preliminary assessment roll as presented with no discounts. Marc Church seconded the motion, with a unanimous affirmative vote. A copy of the preliminary assessment roll is attached and is hereby made a part of these minutes.

2016 PARKS AND RECREATION DEPARTMENT ANNUAL REPORT Granite Falls Parks and Recreation Director Chad Raby presented the 2016 Parks and Recreation Department Annual Report. A copy of the report is attached and is hereby made a part of these minutes.

SOLICITATION OF BIDS FOR GRANITE FALLS RECREATION DEPARTMENT PARTF PROJECT FOR NEW RETAINING WALL WITH PERMANENT SEATING AT MULTI-PURPOSE FIELD #3 APPROVED The Town of Granite Falls was awarded a Parks and Recreation Trust Fund (PARTF) Grant of \$196,875 on August 25, 2016. The Town is required to provide the local match of \$196,875. The grant covers the renovation of the gymnasium, the renovation of the tennis courts, the construction of a new ADA compliant playground area, the construction of a new retaining wall with permanent seating for multi-purpose field #3 and the installation of permanent bag toss boards. The Council was requested to approve soliciting bids for the construction of a new retaining wall with permanent seating for multi-purpose field #3.

Martin Townsend made a motion the Council approve the solicitation of bids for the construction of a new retaining wall with permanent seating for multi-purpose field #3 as requested. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. Pictures of field #3 and retaining wall (sample of block) are attached and are hereby made a part of these minutes.

PROGRESSIVE ENGINEERING CONTRACT APPROVED Jim Mackie made a motion the Council approve the Engineering Services Contract with Progressive Engineering Consultants, Inc. for calendar 2017 and authorize the Town Manager to execute the contract on behalf of the Town. The contract establishes compensation, obligations and insurance requirements, etc. The rates increased by 5.0% over the previous year's rates; however the average rate increase for the past 8 years is 2.43%. Mike Mackie seconded the motion, with a unanimous affirmative vote. A copy of the contract is attached and is hereby made a part of these minutes.

ASPLUNDH TREE EXPERT COMPANY AGREEMENT APPROVED Tracy Townsend made a motion the Council approve the General Agreement with Asplundh Tree Expert Co. for calendar 2017 and authorize the Town Manager to execute the agreement on behalf of the Town. The agreement establishes compensation, obligations and insurance requirements, etc. There are no changes to the terms and conditions and the agreement includes a 3% rate increase. 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.

ASPLUNDH STORM EMERGENCY PROCEDURE - TREE CREWS APPROVED

Martin Townsend made a motion the Council approve the Storm Emergency Procedure – Tree Crews Terms and Conditions with Asplundh Tree Expert Co. for calendar 2017 and authorize the Town Manager to execute the contract on behalf of the Town. The terms, rates and conditions are the same as the 2013, 2014, 2015 & 2016 contracts. Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of the Storm Emergency Procedure is attached and is hereby made a part of these minutes.

REIMBURSEMENT AGREEMENT FOR PLUG-IN ELECTRIC VEHICLE CHARGING STATION PROJECTS WITH DUKE ENERGY CAROLINAS, LLC APPROVED

The Town was awarded a \$10,000 grant from Duke Energy Carolinas, LLC for the installation of a two-port plug-in electric vehicle charging station in downtown Granite Falls. The Council was requested to approve the Reimbursement Agreement for Plug-In Electric Vehicle Charging Station Projects with Duke Energy Carolinas, LLC and authorize the Town Manager to sign the agreement on behalf of the Town as well as any other documents related to completing this project. Town Attorney Bruce Cannon reviewed this agreement.

Mike Mackie made a motion the Council approve the Reimbursement Agreement for Plug-In Electric Vehicle Charging Station Projects with Duke Energy Carolinas, LLC and authorize the Town Manager to sign the agreement on behalf of the Town as well as any other documents related to completing this project. Tracy 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.

LICENSE AGREEMENT WITH THE WOOTEN COMPANY FOR “AMOS” ASSET MANAGEMENT SOFTWARE APPROVED

The Town of Granite Falls was awarded and has accepted 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 water infrastructure. The engineering services to be performed under this grant are locating previously unidentified water lines, surveying these lines using GPS technology, evaluating the condition of these lines, identifying potential improvement projects, updating the existing Water System Asset Management Plan and updating the existing Water System Hydraulic Model. The \$150,000 grant also includes \$10,000 for asset management software and Town Water Resources Director Chris Graybeal recommends that the Town enter into a license agreement with The Wooten Company for their “AMOS” Asset Management Software. The cost of the software for the first two years is \$10,000 which was included in the AIA Grant. Town Attorney Bruce Cannon has reviewed this agreement.

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

SPECIAL REVENUE FUND BUDGET FOR NC DEQ WATER ASSET INVENTORY AND ASSESSMENT GRANT APPROVED The Town of Granite Falls was awarded and has accepted 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 water infrastructure. The grant requires the Town to provide a 5% match of \$7,500.

Martin Townsend made a motion the Council approve the Special Revenue Fund Budget of \$157,500 for the NC DEQ Water Asset Inventory and Assessment Grant. Jim Mackie seconded the motion, with a unanimous affirmative vote. A copy of the Special Revenue Fund Budget Ordinance is attached and is hereby made a part of these minutes.

MONTHLY BUDGET REPORT The Revenue and Expenditure Report for the period ended December 31, 2016 was presented for the Council's review and comment. This report represents 50% of the current 2016–2017 fiscal year budget. Also presented for the Council's review was the financial dashboard and an analysis of current year sales tax revenue 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.

BUDGET AMENDMENT #3 FY 2016-2017 APPROVED Finance Officer Marsha Harbison requested the Council approve Budget Amendment #3 for fiscal year 2017.

Budget Amendment #3 – 2017

To increase the budget for State Drug Tax Expense by \$1,700 and decrease Unauthorized Substance Tax (Drug Tax) Fund Balance by \$1,700 as requested by GFPD Police Chief Ritch Bolick.

Increase GF Unauthorized Substance Tax Fund Balance Appropriation	\$1,700.00
Increase GF State Drug Tax Expense	\$1,700.00

Tracy Townsend made a motion the Council approve Budget Amendment #3 for fiscal year 2017 as requested. Marc Church seconded the motion, with a unanimous affirmative vote.

DEPUTY FINANCE DIRECTOR APPOINTED The Council was requested to appoint Town Manager Jerry Church as Deputy Finance Director to perform certain duties of the Finance Director if the Finance Director is out for any extended period of time due to illness, vacations, etc. In the absence of the Finance Director, the Deputy Finance Director would be responsible for pre-auditing purchase orders and contracts as required under North Carolina General Statute §159-28 (a1). In instances where the Deputy Finance Director has to pre-audit contracts, the Mayor would be required to sign the contracts instead of the Town Manager in order to maintain proper segregation of duties. Town of Granite Falls auditors Martin Starnes & Associates, CPAs, PA have informed Town staff that the Town Manager, who also serves as Budget Director, may also hold the position of Deputy Finance Director.

Martin Townsend made a motion the Council appoint Town Manager Jerry Church as Deputy Finance Director as requested. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote.

TOWN HOLIDAY SCHEDULE The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed Monday, January 16th in observance of the Dr. Martin Luther King, Jr. Day holiday. 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. Republic Services will pick up garbage and recycling on their regular schedule.

BOARD APPOINTMENTS COMMITTEE RECOMMENDATIONS APPROVED
The Board Appointments Committee met to review candidates for vacancies on Town boards. The Committee voted to recommend the following appointments:

- a) Rita Church moves from an alternate member of the Planning Board to full member of the Planning Board replacing Michael Norris who has moved from Town into the Town ETJ. Rita Church would complete Michael Norris' term that expires 6/30/2019.
- b) Michael Richard would be appointed as an alternate member of the Planning Board replacing Rita Church. Michael Richard would complete Rita Church's term that expires 6/30/2018.
- c) David Luke moves from an alternate member of the Board of Adjustment to full member of the Board of Adjustment replacing Al Huffman, III who has moved out of Town and resigned from the board. David Luke would complete Al Huffman's term that expires 6/30/2018.
- d) Ed Mangan would be appointed as an alternate member of the Board of Adjustment replacing David Luke. Ed Mangan would complete David Luke's term that expires 6/30/2017.
- e) Michael Norris would be appointed as an ETJ member of the Board of Adjustment pending approval of the Caldwell County Commissioners. Michael Norris would replace Judy Yount who has resigned from the board. Michael Norris would complete Judy Yount's term that expires 6/30/2017.

Each person is willing to serve if appointed by the Council. As a reminder, all ETJ appointments must be approved by the Council and the Town Manager is responsible for seeking County Commissioner approval for ETJ members approved by the Council before the ETJ appointment becomes official.

Jim Mackie made a motion the Council approve the recommendations of the Board Appointments Committee as presented. 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 January, 2018. Revisions since the last calendar were highlighted in gray.
2. The January 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 remains in Stage 1 drought conditions. Stage 1 conditions require notices asking for voluntary water conservation in order to achieve a 3-5% reduction in water use. Citizens have been notified by the posting of the notice on the Town website, on the Town Office doors and drive-up window and by the delivery of the notice to customers using the Town Blackboard Connect© (Reverse 911) system that notified residents by phone and/or by email and/or by text messages.
3. The Internal Revenue Service 2017 reimbursement mileage rates for business miles effective January 1, 2017 is 53 and 1/2 (.535) cents per mile.
4. The Town received the second half of the 2016 Powell Bill distribution (\$74,637.93) on December 28, 2016.
5. Projects Update:
 - A) Town Staff has received RFPs from vendors to update and host the Town website. Town Staff will review presentations from selected vendors next week and will select a vendor to recommend for Council approval at the 2/6/17 Council meeting.
 - B) Town Staff has issued an RFP for construction and on-going maintenance of a free public Wi-Fi network in downtown. Responses to the RFPs are due back 2/3/17 and Town Staff plans to select a vendor to recommend for Council approval at the 3/6/17 Council meeting.
 - C) Next week, Town Staff will meet with the contractor holding the state contract for the installation of Plug-in Electric Vehicle charging stations. Town Staff plans to negotiate an agreement to recommend for Council approval at the 2/6/17 Council meeting.

INFORMATION ITEM

1. The January 10th Granite Falls Merchant's Association meeting has been cancelled and will be rescheduled.

COUNCIL GOES INTO CLOSED SESSION Mike Mackie 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. Marc Church 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 Dr. Caryl B. Burns made a motion the Council adjourn the meeting. Martin Townsend seconded the motion, with a unanimous affirmative vote.

Town Clerk

Council

Mayor

Members