

MINUTES OF SPECIAL MEETING HELD JANUARY 22, 2018

SPECIAL MEETING The Granite Falls Town Council held a Special Meeting on Monday, January 22, 2018 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, Larry Knight, 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 Chris Jenkins, Assistant Police Chief Jerry O’Brine “Brine” Branham, III, Water Resources Director Chris Graybeal, Water Treatment Plant Supervisor/Operator in Responsible Charge Joy Munday, Senior Water Treatment Plant Operator/Back Up Operator in Responsible Charge Shannon Dunn, Fire Chief Brian Bennett, and Parks and Recreation Director Chad Raby.

VISITORS None.

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 Jay Worsley, First Baptist Church, led in prayer.

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

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

MINUTES FROM THE SPECIAL TOWN COUNCIL MEETING HELD DECEMBER 7, 2017 APPROVED Jim Mackie made a motion the Council approve the minutes from the Special Meeting held December 7, 2017 as presented. Larry Knight seconded the motion, with a unanimous affirmative vote.

SPECIAL INTRODUCTIONS/PRESENTATIONS/RECOGNITIONS

New Employee Introduction: Granite Falls Police Chief Chris Jenkins introduced Assistant Police Chief Jerry O’Brine “Brine” Branham, III to the Council.

Promotions: Granite Falls Water Resources Director Chris Graybeal recognized Water Treatment Plant Supervisor Joy Munday who was promoted from Senior Water Treatment Plant Operator on December 13, 2017. Joy will serve as the Operator in Responsible Charge (ORC) of the Water Treatment Plant.

Granite Falls Water Resources Director Chris Graybeal recognized Senior Water Treatment Plant Operator/Back-up Operator in Responsible Charge Shannon Dunn who was promoted from Senior Water Treatment Plant Operator on December 13, 2017. Shannon will continue to serve as the ORC for Cross Connection Control/Backflow Prevention for the Town Water Distribution System.

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

PRELIMINARY ASSESSMENT ROLL REVIEWED AND PUBLIC HEARING CALLED The Council was requested to review the preliminary assessment roll of potential liens against owners of real property located in the Town of Granite Falls that have failed to pay invoices issued by the Town 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.

After reviewing the preliminary assessment roll, Mike Mackie made a motion the Council call for a public hearing at the Regular Council meeting scheduled for Monday, February 5, 2018 at 6:00 p.m. Dr. Caryl B. Burns 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.

PROGRESSIVE ENGINEERING CONTRACT APPROVED The Council was requested to approve the Engineering Services Contract with Progressive Engineering Consultants, Inc. for calendar 2018 and authorize the Town Manager to execute the contract on behalf of the Town. The contract establishes compensation, obligations and insurance requirements, etc. The 2018 rates reflect no increase from the previous year’s rates which brings the average rate increase for the past 9 years to 2.16%.

Tracy Townsend made a motion the Council approve the contract as presented and authorize the Town Manager to execute the contract on behalf of the Town. 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.

2017 PARKS AND RECREATION DEPARTMENT ANNUAL REPORT Granite Falls Parks and Recreation Director Chad Raby presented the 2017 Parks and Recreation Department Annual Report. A copy of the report is attached and is hereby made a part of these minutes.

2017 FIRE DEPARTMENT ANNUAL REPORT Granite Falls Fire Chief Brian Bennett presented the 2017 Fire Department Annual Report. A copy of the report 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, 2017 was presented for the Council's review and comment. This report represents 50% of the current 2017–2018 fiscal year budget. Also presented for Council review were 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 #7 FY 2017-2018 APPROVED Town Manager Jerry Church previously informed the Town Council that the Town would sell water to Caldwell County which in turn would sell water to the residents in the Waterfront Harbor Subdivision which is located outside the Town limits behind the River Bend Subdivision. The Town agreed to this arrangement contingent upon the Waterfront Harbor water distribution system being installed at no cost to the Town. This arrangement also required the installation of fire hydrants in the Waterfront Harbor water distribution system since this development will be in the South Caldwell Fire District which is serviced by the Town Fire Department.

Caldwell County agreed to reimburse the Town for the cost of the water master meter and vault and the tap fees for the County to hook onto the Town water line. Town staff billed the County for these costs and the County paid the Town before the Town began any work on the project. Based on this reimbursement from the County, Finance Officer Marsha Harbison requests the Council approve budget amendment #7 for fiscal year 2018.

Budget Amendment #7 – 2018

To allow for the pass through of funds for the completion of the Waterfront Harbor water distribution master meter, vault and tap fees from Caldwell County.

Increase Water & Sewer Miscellaneous Revenue	\$54,057.00
Increase Water & Sewer Expense Capital Outlay Lines	\$54,057.00

Tracy Townsend made a motion the Council approve Budget Amendment #7-2018 as requested. Larry Knight 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 were closed Monday, January 15th in observance of the Dr. Martin Luther King, Jr. Day holiday. The Police and Fire Departments and the Water and Wastewater Facilities were on duty as scheduled and those employees scheduled to work this holiday will receive alternate time off with pay. Republic Services will pick up garbage and recycling on their regular schedule.

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 2019. 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. Also enclosed with the Council's agenda package was a proposed budget timeline for Fiscal 2019. We will start making changes to the Town Council meeting schedule at our February Council meetings.
3. The January 1, 2018 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 seventh consecutive month.
4. Ramona Freeman returned to work from medical leave today.
5. Public Works Director Randy Smith and Public Works staff did a great job with cleaning Town streets during the previous snow event. The use of brine has been discussed and may be considered for future use.

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