

MINUTES OF SPECIAL MEETING HELD MARCH 26, 2018

SPECIAL MEETING The Granite Falls Town Council held a Special Meeting on Monday, March 26, 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, Town Planner Greg Wilson, Administrative Assistant Kara Calloway, Police Chief Chris Jenkins, Police Officer Savannah Hines, Water Resources Director Chris Graybeal, Water Treatment Plant Operator A.C. Phillips, Electric Services Director Rick Sisk, Electric Lineman Teague Kirby, Fire Chief Brian Bennett, Parks and Recreation Director Chad Raby, and Public Works Director Randy Smith.

VISITORS J. P. Miller, Shelly Miller, and NC House Representative Destin Hall

NEWS MEDIA Guy Lucas, representing the *News-Topic*, 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.

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.

MINUTES FROM THE REGULAR TOWN COUNCIL MEETING HELD FEBRUARY 19, 2018 APPROVED Martin Townsend made a motion the Council approve the minutes from the Regular Meeting held February 19, 2018 as presented. Jim Mackie seconded the motion, with a unanimous affirmative vote.

SPECIAL INTRODUCTIONS/PRESENTATIONS/RECOGNITIONS

NC House Representative Destin Hall gave a brief preview of the upcoming 2018 legislative session. Representative Hall informed the Council of the following item:

- Highway 321 Project- Significant changes were made from last year. He wants to hear any concerns from citizens.
- Economic Development Projects- Several projects are in the works and some of these will benefit Granite Falls.
- Budget- The State budget is pretty much set and includes \$4 million for the Mental Health Unit at Caldwell Memorial Hospital
- Castle Bridge- A new bridge will be built without the closing of Connelly Springs Road.

Representative Hall stated that North Carolina revenues are in “good shape.” Increases of education funds and lower class room sizes will be discussed in the short session in May. Granite Falls Middle School is working toward grants for the construction of the new school. Representative Hall encouraged the Council to keep communication open to allow him to meet the needs of the Town of Granite Falls.

Police Chief Chris Jenkins introduced Police Officer Savannah Hines to the Council.

Water Resources Director Chris Graybeal introduced Water Treatment Plant Operator A.C. Phillips to the Council.

Electric Services Director Rick Sisk introduced Electric Lineman Teague Kirby to the Council.

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

PUBLIC HEARING CALLED FOR ZONING TEXT AMENDMENT #2-2018 Town Planner Greg Wilson reviewed with the Council the Granite Falls Planning Board special meeting held Tuesday, January 30, 2018. The Planning Board considered a revision to Zoning Text Amendment #2-2018, submitted by JP Miller, which would expand the hours of operation (closing time), for on premise consumption, for Wine Shop/Wine Bar and Craft Beer Bottle Shop/Taproom businesses that are allowed in the Central Business District under Conditional Use Permits.

The updated language that the Planning Board considered included the originally proposed hours of operation for each night of the week and a reduced number and duration of proposed special event hours. The initial submittal had requested twenty-four (24) special events per year that could extend the closing time to 2 a.m. The updated language reduced that to twelve (12) special events per year that could extend the closing time to 1 a.m.

The Planning Board voted unanimously to recommend that the Town Council approve the revised Zoning Text Amendment #2-2018 as submitted.

Jim Mackie made a motion the Council call for a public hearing on Zoning Text Amendment #2-2018 at the regular Town Council Meeting scheduled for Monday, April 16, 2018 at 6:00 p.m. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of Zoning Text Amendment #2-2018 is attached and is hereby made a part of these minutes.

PROCLAMATION DESIGNATING APRIL 18, 2018 AS ELECTRIC LINEMAN APPRECIATION DAY APPROVED The Council was requested to approve a proclamation approving April 18, 2018 as Electric Lineman Appreciation Day. Tracy Townsend made a motion the Council approve the proclamation as requested. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the proclamation is attached and is hereby made a part of these minutes.

RESOLUTION - MUNICIPAL CLERKS WEEK APPROVED The Council was requested to approve a resolution proclaiming May 6 through May 12, 2018 as Municipal Clerks Week to recognize the accomplishments of all Municipal Clerks and to extend appreciation to the Town of Granite Falls Town Clerk Paula M. Kirby.

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

FINANCIAL REPORT The financial dashboard for the eight months ended February 28, 2018 was presented for the Council's review. This report represents 67% of the current 2017-2018 fiscal year budget. Also presented for the 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.

ABC DISTRIBUTION DATA VERIFICATION For many years, the NC Department of Revenue (NC DOR) would mail letters annually to all finance officers in each NC County and municipality for verification of participation in the distribution of alcohol taxes collected by the state. The chief elected official and the clerk to each governing board in each applicable jurisdiction were required to sign the annual verification form in order to receive their annual distribution. Starting in 2013, the NC DOR no longer sends letters to verify this participation but instead sends an email reminder to check the ABC Commission website to verify the accuracy of the information for the applicable jurisdiction. Attached for

information purposes is the communication from the NC DOR and the documentation that the Town information is correct on the ABC Commission website and is hereby made a part of these minutes.

CONTRACT FOR A GENERATOR FOR THE ELECTRIC DEPARTMENT TO PROVIDE BACKUP POWER SUPPLY AT THE WASTEWATER TREATMENT FACILITY AWARDED

From February 12, 2018 through March 1, 2018, Progressive Engineering Consultants, Inc. (Progressive) solicited electronic bids, as allowed under NC General Statute 143-129, for the replacement of a generator that provides backup power supply at the Wastewater Treatment Facility. The Town was not required to solicit formal bids for the generator since the cost of the generator was estimated to be less than \$90,000. Progressive solicited the informal bids and conducted a public bid opening of the informal bids on Thursday, March 1, 2018 at 2:00 p.m. in the Town Office Conference Room.

After the bid opening, Progressive reviewed the bids for compliance with all bid specifications in order to make a recommendation to the Council for consideration. Progressive recommends that the Council award the contract for the generator to Western Branch Diesel for \$66,050.50 (The net cost to the Town will be \$61,874.00 after the Town receives a sales tax refund of \$4,176.50).

The replacement of the generator was included in the 2017-2018 budget and was included in the Capital Improvement Plan (CIP) as project E29 at an estimated cost of \$100,000.00 including installation costs (Estimated engineering costs were \$5,000.00, estimated purchase costs were \$80,000.00, and estimated installation costs were \$15,000.00). Based on the delivery times for the generators, this project may not be completed until fiscal 2018-2019.

Martin Townsend made a motion the Council award the contract for the generator to be used by the Electric Department to provide backup power supply for the Wastewater Treatment Facility, to the lowest responsive, responsible bidder, Western Branch Diesel, for \$66,050.50 and authorize the Town Manager to sign all documents required for the purchase of the generator. Larry Knight seconded the motion, with a unanimous affirmative vote. A copy of the bid sheet is attached and is hereby made a part of these minutes.

CONTRACT FOR THE INSTALLATION OF THE GENERATOR FOR THE ELECTRIC DEPARTMENT TO PROVIDE BACKUP POWER SUPPLY AT THE WASTEWATER TREATMENT FACILITY AWARDED

Town Staff solicited an informal quote for the installation of the generator at the Wastewater Treatment Facility since the cost of the installation of the generator was estimated to be less than \$30,000. Progressive Engineering Consultants, Inc. (Progressive) reviewed the quote for accuracy and reasonableness and agreed with the Town Staff recommendation to award the contract for the generator installation to Power Generation & Control, Inc. for \$16,563.73 (The net cost to the Town will be \$15,714.88 after the Town receives a sales tax refund of \$848.85).

The installation of the generator was included in the 2017-2018 budget and was included in the Capital Improvement Plan (CIP) as project E29 for \$100,000.00 (Estimated engineering

costs were \$5,000.00, estimated purchase costs were \$80,000.00, and estimated installation costs were \$15,000.00). Based on the delivery times for the generators, this project may not be completed until fiscal 2018-2019.

Tracy Townsend made a motion the Council award the contract for the installation of the generator at the Wastewater Treatment Facility to Power Generation & Control, Inc. for \$16,563.73 and authorize the Town Manager to sign all documents required for installation of the generator. Dr. Caryl B. Burns seconded the motion, with a unanimous affirmative vote. A copy of the estimate is attached and is hereby made a part of these minutes.

CONTRACT FOR THE ELECTRIC POLE RELOCATION FOR THE DUKE STREET/321A REALIGNMENT AWARDED The Town has entered into a reimbursement agreement with the North Carolina Department of Transportation (DOT) for the relocation of electric poles for DOT Project U-5776 for the realignment of the intersection of Duke Street and US 321A. From January 25, 2018 through February 27, 2018, Progressive Engineering Consultants, Inc. (Progressive) solicited electronic bids, as allowed under NC General Statute 143-129, for the relocation of the electric poles. The Town was required to solicit formal bids for the pole relocation since the cost was estimated to exceed \$90,000. Progressive solicited the bids and conducted a public bid opening of the formal bids on Tuesday, February 27, 2018 at 2:00 p.m. in the Town Council Chambers. After the bid opening; Progressive reviewed the bids for compliance with all bid specifications in order to make a recommendation to the Council for consideration.

Progressive recommends that the Council award the contract for the electric pole relocation to Williams Electric for \$127,422.00. Progressive determined that Williams Electric was the lowest responsive, responsible bidder. It should be noted that while Sumter Utilities was the apparent low bidder, both Progressive and Town Attorney Bruce Cannon recommended that the Sumter bid be rejected as irresponsible and incomplete since Sumter changed several important provisions and terms in their bid response.

The relocation of electric poles was not included in the 2017-2018 budget or in the Capital Improvement Plan (CIP) since the Town will be reimbursed for the costs of this project by the DOT. The Council will be requested to approve a budget amendment to record the cost of the project and the reimbursement revenue from the DOT as soon as the DOT determines the start date for the pole relocation project. The relocation project may not be started and/or completed until fiscal 2018-2019.

Mike Mackie made a motion the Council award the contract for the electric pole relocation to the lowest responsive, responsible bidder, Williams Electric, for \$127,422.00 and authorize the Town Manager to sign all documents required for the electric pole relocation project. Martin Townsend seconded the motion, with a unanimous affirmative vote. A copy of the bid sheet is attached and is hereby made a part of these minutes.

RESOLUTION AUTHORIZING ELECTRONIC PAYMENTS APPROVED The Council was requested to approve a resolution authorizing the Town to engage in electronic

payments as defined in NC General Statutes G.S. 159-28 or G.S. 115C441. The resolution is required due to legislative changes that allowed the Local Government Commission (LGC) to address the execution of pre-audit and disbursement processes related to electronic transactions. Electronic payments are defined as charge cards, credit cards, debit cards, gas cards, procurement cards, and electronic funds transfers.

The resolution also allows the Town Finance Officer to adopt written policies outlining procedures for pre-auditing obligations that will be incurred by electronic payments and for disbursing public funds by electronic transactions.

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

TOWN HOLIDAY SCHEDULE The Town of Granite Falls Administrative Office, the Recreation Center, and the Public Works and Electric Departments will be closed on Friday, March 30, 2018 in observance of the Good Friday Holiday. The Police and Fire Departments and the Water and Wastewater Facilities will be on duty as scheduled and those employees scheduled to work the holiday 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 April 2019. Revisions since the last calendar were highlighted in gray. Members of the Town Council may attend events that are not sponsored by the Town but there will be no Council business conducted at any of these events in instances where a quorum of the Council may be present.
2. ElectriCities revamped the Public Power Awards of Excellence for 2017. Town Manager Church was pleased to announce that the Town of Granite Falls will receive the following Public Power Awards -
 - Value of Public Power
 - Continuous Improvement
 - Wholesale Power Cost
3. On Tuesday, February 27, 2018, Mayor Barry Hayes, Town Manager Jerry Church, and Water Resources Director Chris Graybeal participated in the South Caldwell High School Career Day Financial Simulation for sophomores and seniors.
4. ElectriCities annual conference will be held August 20-22, 2018 in Asheville, NC. Reservations are required.

5. The new Town website will allow Town staff to post notices or changes to keep our citizens informed.

INFORMATION ITEM

Dr. Caryl B. Burns informed the Council that the History Committee had 60 people participate in the “Walk to the Falls” event. The Committee members were excited to have such a positive response. Dr. Burns also informed the Council that the Quilt Exhibit is the favorite exhibit at the museum.

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