

**TOWN OF TROUTMAN  
400 NORTH EASTWAY DRIVE  
TROUTMAN, NORTH CAROLINA**

**TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES**

**April 11, 2016 – 4:00 P.M. – Troutman Town Hall**

Present: Mayor Ronald N. Wyatt; Council members: W. Paul Henkel, Sally P. Williams, Judy Jablonski, James K. Troutman, Teross W. Young; Ann G. Bailie, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager; Erika G. Martin, Planning Director; Gary W. Thomas, Town Attorney; Justin Longino, Parks and Rec. Coordinator

Council Members Absent: None

Press Present: Debbie Page, SVL Free News  
Nina Mastandrea, Statesville Record and Landmark

Others: (Sign-In sheet to address the Council is attached to these minutes)

**I. MAYOR WYATT CALLED THE MEETING TO ORDER**

**II. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF APRIL 14, 2016, (Ann Bailie, Town Manager)**

**\*\*See Draft Agenda \*\***

**Agenda Item 16. Consider Retaining 2005 Volvo for Fleet Vehicle**

In explanation of the Agenda Item, Town Manager Bailie stated that staff is requesting to retain the 2005 Volvo that was approved as surplus property and was to be placed on GovDeals.com at the Council's March meeting.

**Agenda Item 18. Main Street Traffic Study Update, (Jonathan Guy, Kimley-Horn Transportation Engineer) and; 18a. Appointments to Project Advisory Committee**

Town Manager Ann Bailie stated that Jonathan Guy, Kimley-Horn will provide an update on the Main Street Traffic project. With Phase 2 of the study to begin, Mr. Guy has requested a maximum of 9-10 people to serve on a Project Advisory Committee as a guiding body throughout the project. Staff, along with Kimley-Horn recommended the following appointments: an elected official of Councils choosing; Erika Martin, Town Staff; Frank Whiting, Planning Board; Mark Michel, Design Review Board; Keri Bates, Parks & Rec.; and downtown business owner, Ginger Finley. The makeup should also include representation from NCDOT (Statesville and Raleigh), CRTPO, and Iredell County Planning Department.

Discussion was held in regards to staff nominations of committee members to be considered for appointments to the Project Advisory Committee (PAC) with Council members expressing displeasure that staff did not reach out to all committee members before making recommendations. Staff to reach out to all committee members.

\*\*Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, approved to defer naming individuals to the Project Advisory Committee until Council's regular May meeting.

Council was in agreement that Planning Director Martin advised Mr. Guy from Kimley-Horn that one person from the above named committees will be appointed to PAC in May.

**Agenda Item 19. Consider Approval of Taco Bell Façade**

Planning Director Erika Martin stated that the Design Review Board determined, as required by the Unified Development Ordinance (UDO), that a decorative cornice, and a significant architectural element was needed on the front facing the southernmost entrance to Lowes. DRB recommended raised stucco detailing or a stone column beneath the central lights. In relaying DRB's recommendations, Taco Bell advised that they felt they have met the UDO requirements with the different color of the wall being a significant architectural element. Staff was not in agreement and recommend to not approve the façade as presented.

\*\*Upon motion by Council member Williams, seconded by Council member Young, and unanimously carried, approved to accept Taco Bell façade as presented.

(Copied in full, staff report, façade drawings and building design is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**Agenda Item 21. Consider Amendments to Resolution 11-14 Regarding Distribution of Proceeds from Proposed ABC Store**

Council member Henkel requested (in the interest of clarity), to remove distribution of 12.5% going to Help Ministries of Troutman from the proposed ABC Store proceeds as allocated in Resolution 11-14 explaining that public perception has made the allocation a controversial issue of church and state. Council member Henkel proposed that the distribution 12.5% allocated to Help Ministries be reallocated to the Town's General Fund.

\*\*Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, approved to remove distribution of 12.5% to Help Ministries of Troutman from the proposed ABC Store proceeds as allocated in Resolution 11-14 and the distribution 12.5% that was allocated to Help Ministries be reallocated to the Town's General Fund.

Town Manager Bailie stated that staff will prepare a new resolution removing Help Ministries and reallocating the distribution of proceeds for Council's approval.

(Copied in full, Resolution 11-14 is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**Agenda Item 22. Consider Budget Amendment for Rumble Street Paving Project**

Public Works Director, Adam Lippard stated that the proposed budget amendment of \$28,050 is the paving cost as proposed by Bell Construction. Mayor Wyatt commented that when Council discussed the project at the retreat, Council wanted to wait until summer (when school is out) to begin the project. He asked where the funds for paving will coming from. Finance Director Steve Shealy stated payment would have to come out of reserve funds. A discussion was held whether to wait and budget the funds in the new budget year. Mr. Shealy advised, if Council waits until the new budget year, there could be an increase in cost. He also stated that the Town has to take into consideration Bell Construction's scheduling availability.

\*\*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously

carried, approved budget amendment to proceed with the Rumble Street paving project.

(Copied in full, Budget Amendment is attached to and made part of these minutes, and is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**Agenda Item 23. Consider Budget Amendments for Public Works Utility Equipment**

Town Manager Ann Bailie explained that the Town has received unexpected revenue in the utility fund this year in the amount of \$170,000 in availability fees and miscellaneous fees, over what was budgeted. Public Works is requesting in the upcoming budget one skid steer and two heavy duty trucks, but since the funding has recently become available Town Manager Bailie recommended purchasing one truck and the skid steer now and budget the second truck in the upcoming budget. Mayor Wyatt asked if the department would be better served to purchase a utility bed truck and a regular truck now and wait on the skid steer. Public Works Manager Adam Lippard responded yes, mainly because he is currently driving his personal truck for town use.

Council member Troutman, made a motion, seconded by Council member Jablonski, and unanimously carried, approved proposed budget amendment for purchase one (1) utility bed truck F250 or 350 Series and one (1) extended cab F150 or 1500 Series. Mayor Wyatt responded that the amendment will have to be corrected to reflect the items that are now to be purchased. Council member Young asked that the record state (for clarification) that council discussed \$34,000 and \$27,000 for the two vehicles, totaling \$61,000 in expenditures. A discussion regarding sales tax on vehicles was held with Finance Director Shealy informing Council that tax dollars on vehicles is not returned to the Town. Public Works Manager Lippard was directed to get total purchase cost of both vehicles including tax and an updated budget amendment be presented at Council's regular May meeting for consideration. Due to the need of an updated budget amendment, the following motion was made:

**\*\*Upon motion by Council member Young, seconded by Council member Troutman, and unanimously carried, approved to withdraw the previous motion to approve the proposed budget amendment for purchase of one utility bed truck F250 or 350 Series, and one extended cab F150 or 1500 Series.**

**Agenda Item 24. Consider Recommendation from Centralina Council of Governments (CCOG) Regarding Open House**

Town Manager Bailie explained that CCOG is recommending the Town hold an open house to showcase the operations of Town departments. It will improve public perception of the Town which was one of the needs identified by Town Council and by CCOG in the Town's Organizational Analysis. The open house will provide the opportunity for citizens to engage and interact with staff and elected officials. Town Manager Bailie asked if Council would like to hold the open house and if so, when.

**\*\*Upon motion by Council member Jablonski, seconded by Council member Young, and unanimously carried, approved CCOG's recommendation to hold open house in the Fall of 2016.**

**Agenda Item 25. Consider Nominations and Selection of the Town of Troutman "Citizen of the Year"**  
Nomination of former Mayor Elbert H. Richardson as Citizen of the Year was made.

**\*\*Upon motion by Council member Jablonski, seconded by Council member Young, and unanimously carried, approved selection of former Mayor, Elbert H. Richardson as the 2016 Town of Troutman Citizen of the Year.**

(Copied in full, nomination form is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**Agenda Item 26. Consider Board Appointments/Nominations**  
**a. Planning Board**

- 1 ETJ Member for Recommendation to County Commissioners to Appoint for Term Expiring June 04, 2019 (Layton Getsinger)

**b. Board of Adjustment**

- 2 In-Town Members for Terms Expiring May 09, 2019 (Jan Huffman and Helen Harris)
- 1 Inside Alternate for Term Expiring May 11, 2019 (Charles Delnero)
- 1 ETJ Member for Recommendation to County Commissioners to Appoint for Term Expiring June 04, 2019 (Helen Byers)

\*\*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved reappointments of all applicants as listed above.

(Copied in full, applications for re-appointment is filed on CD titled: "Town Council Supporting Documents" dated April 11th, and April 14th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**Item to be Added to Town Councils Meeting Agenda of April 14, 2016**

- ❖ Regular Agenda: "Consider Contract Award and Budget Amendment for the Pavilion"

**Additional Item Discussed: Consider Ordinance 07-16 Titled: "An Ordinance Declaring a Road Closure for a Community Street Festival"**

Planning Director Erika Martin explained that NCDOT is requiring the proposed ordinance to allow road closure of US Hwy 115/Main Street from Wagner Street to Rumble Street on Saturday, May 14, 2016 from 7:00am to 7:00 pm for the 2<sup>nd</sup> Annual Front Porch Fest.

\*\*Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, Ordinance 07-16 titled: "*An Ordinance Declaring a Road Closure for a Community Street Festival*" was approved.

(Copied in full, Ordinance 07-16 is filed in Ordinance Book 8, Page 103)

(Copied in full, Ordinance 07-16 is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**III. HOLD CLOSED SESSION PURSUANT TO NC GENERAL STATUTE 143-318.11(a)(4) TO DISCUSS MATTERS PERTAINING TO ECONOMIC DEVELOPMENT; NC GENERAL STATUTE 143-318.11(a)(3) TO CONSULT WITH ATTORNEY**

**Call Closed Session**

Mayor Wyatt called for a closed session pursuant to NC General Statute 143-318.11(a)(4) to discuss matters pertaining to economic development; and NC General Statute 143-318.11(a)(3) to consult with attorney.

\*\*Upon motion by Council member Williams, seconded by Council member Young, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-319.11(a)(4), NCGS 143-318.11(a)(3).

Mayor Wyatt opened the closed session. In attendance: Town Council; Town Attorney, Gary Thomas; Town Manager, Ann Bailie; Town Clerk, Kimberly Davis; Finance Director, Steve Shealy; Planning Director, Erika Martin

Others: John Marek and Mike Smith, Statesville Regional Development (SRD) joined the closed session.

**\*\*MINUTES FOR CLOSED SESSION HAVE BEEN SEALED UNTIL PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION\*\***

**Reconvene Open Session**

**\*\*Upon motion by Council member Young, seconded by Council member Troutman, and unanimously carried, approved to close the closed session and reconvene the open session.**

**IV. DISCUSSION REGARDING GOLF CARTS, (Council Member Sally Williams/Parks and Rec. Coordinator, Justin Longino)**

Parks and Rec. Coordinator, Justin Longino stated that the Parks and Rec. Committee has recommended that the Town look at adopting an ordinance to make the Town of Troutman a golf cart community. An ordinance would set restrictions to allow golf carts on public streets. The intent is not to allow them on state roads (ex: US Hwy 21). Parks and Rec. Chair, John Larew commented that it was proposed once before to allow golf carts, but safety concerns were voiced regarding Hwy 21 traffic. He advised Council of some of the restrictions/regulations that should be considered if action is taken. Town Citizen, Paul Bryant spoke in opposition of allowing golf carts expressing safety concerns requesting that Council not to adopt an ordinance, but to keep and enforce the state regulations. Council member Young also expressed concerns of safety. Police Chief Selves stated that if the Town should adopt an ordinance, the restrictions should be high and as close to state requirements as possible.

**\*\*Upon motion by Council member Troutman, seconded by Council member Jablonski, and carried, approved to table the golf cart discussion for now.**

Yeas: Troutman, Young, Jablonski, Henkel

Noes: Williams

(Copied in full, NC General Statutes information and example ordinances is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**V. DISCUSSION REGARDING FOR-PROFIT VS NON-PROFIT MOBILE FOOD VENDORS/TRUCKS, (Mayor Wyatt)**

In reference to other town ordinances, Planning Director Erika Martin responded that she has reached out to Mooresville, Statesville and Iredell County and neither have ordinances pertaining to mobile food vendors/trucks. She stated that the information she received from the county and neighboring towns was that mobile food vendors (for-profit and not for-profit) are allowed on private property with the property owner's permission.

Mayor Wyatt stated he has been approached with complaints regarding mobile food vendors from local business owners in town, and Council member Henkel was approached last year with the same concerns. Council member Henkel expressed that they want to retain business and that action should be considered to restrict/set limits on the number of days that mobile food vendors are allowed and to apply fees. Planning Director Martin spoke regarding the City of Kannapolis Ordinance that was provided to Council stating that Kannapolis restricts mobile food vendors to 90 days a year and

requires a permit and fee. Council member Henkel recommended to allow mobile food vendors once every 90 days.

In efforts to avoid future issues and complaints, Council was in agreement that staff proceed with the process to amend the Town's UDO. Town Attorney Gary Thomas suggested appointment of a committee comprising of 2 members from Council to work with Erika to develop an ordinance. With Town Manager Bailie in agreement, Mayor Wyatt appointed Planning Director Martin, Council member Henkel and himself to make up the committee. No vote was taken.

(Copied in full, Town of Troutman UDO Chapter 4 and City of Kannapolis UDO Chapter 5 documents is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

## **VI. REVIEW PURCHASING AND SALES POLICY, (Policy#34), (Mayor Wyatt)**

Mayor Wyatt commented on action taken at last month's Council meeting regarding the direction of the immediate sale of surplus vehicles and the reason why they have not yet been sold. He stated that he now understands that the vehicles have to be prepared for the sale due to the removal of stripes and police decals. Also, in referencing staffs request to keep one of the surplus vehicle, Mayor Wyatt stated that the request should have been made before being brought before Council, and once voted upon to be sold, that actions need to be followed.

(Copied in full, Purchasing and Sales Policy #34 is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

## **VII. FORWARD TROUTMAN: (Erika Martin, Planning Director)**

### **A. Retreat Follow-Up**

#### **1. Report/Recommendation of Vacant Town Properties**

##### **Planning Director Erika Martin made the following recommendations:**

- Property located on West Church Street and Gibson Street-keep for a complementary recreational use to the Library
- Property located on Lytton Street-keep as an investment in the Lytton Street vision or sell for a greater return in the future
- Property on Leon Street-Keep for a potential pedestrian connector
- Properties located on West Church Street could be kept for town parking and recreational use respectively or sell to assist with park and/or downtown improvements.
- Massey Street-keep for a future park site or sell.

Mayor Wyatt recommended to direct town staff to follow up with a local realtor to assess value of the West Church Street property before Council makes the determination of selling.

\*\*Upon motion by Council member Henkel, seconded by Council member Troutman, and carried, approved Mayor Wyatt's recommendation to direct town staff to follow up with a local realtor to assess the value of town property located on West Church Street and bring back to Council for a determination.

Council member Williams stated that the Massey Street property should also be assessed.

\*\*Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, direct town staff to follow up with a local realtor to assess value of town property located on Massey Street property and bring back to Council for a determination.

(Copied in full, Forward Troutman information and surplus property recommendations is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**2. Downtown Zoning Re-Alignment**

Planning Director Martin stated that the Town had a vision that was proposed in 2008 to revise Lytton Street and the downtown area. In reality, downtown zoning does not align with the vision. Ms. Martin proposed rezoning all non-residential properties from Winecoff Road to Goodman Road (see downtown re-alignment map). She stated the proposal would first go to the Planning Board for a recommendation followed by the Town holding a community meeting for public input.

\*\*Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, approved to send Planning Director Erika Martin's proposal as presented to the Planning Board for a recommendation, and hold a community meeting for public input.

(Copied in full, Forward Troutman information, re-alignment map, and downtown vision is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**3. Way Finding Update**

Planning Director Erika Martin introduced a proposal for Council's consideration in the upcoming budget year for wayfinding signage by Bizzell Design in the amount of \$21,000.

Council member Henkel recommended including cost of \$21,000 in the upcoming budget for Council's consideration.

(Copied in full, Forward Troutman information, Bizzell Design proposal is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**4. Retreat Goals Comparison**

Planning Director Erika Martin stated that upon Council's request at the Planning Retreat, she has provide a retreat comparison sheet for Council's review.

(Copied in full, Forward Troutman information, comparison sheet is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**5. Occupancy Tax**

In response to Council's research request, resulting from a discussion at the Annual Planning Retreat, Town Manager Bailie advised that additional tax cannot be imposed to pay for recreation. (North Carolina guidelines and charts were provided to Council)

(Copied in full, Forward Troutman information, legislative guidelines for occupancy tax is filed on CD titled: "Town Council Supporting Documents" dated April 11<sup>th</sup>, and April 14<sup>th</sup>, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**VIII. MISCELLANEOUS BUSINESS**

**A. Business from Mayor and Council**

None

**B. Business from Town Manager**

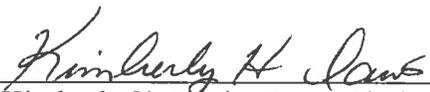
**1. Set Date for Budget Workshop**

Set date of Thursday, April 21, 2016, from 1-3pm at Town Hall for a Budget Workshop.

**IX. ADJOURNMENT**

\*\*Upon motion by Council member Henkel, seconded by Council member Troutman, and unanimously carried, Agenda Briefing Meeting of April 11, 2016 was adjourned at 6:50 p.m.

  
\_\_\_\_\_  
Ronald N. Wyatt, Mayor

  
\_\_\_\_\_  
Kimberly H. Davis, Town Clerk



\*\* Motion