

**MINUTE BOOK XXIII, PAGES 61-68
TROUTMAN TOWN BOARD REGULAR MEETING MINUTES
MAY 08, 2014**

The regular meeting of the Board of Aldermen for the Town of Troutman was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on Thursday, May 08, 2014 at 7:00 p.m. with the Mayor Elbert H. Richardson's presiding.

Aldermen Present: Betty Jean Troutman, J.T. Jablonski, Sally P. Williams, W. Paul Henkel, Teross W. Young

Aldermen Absent: None

Staff Present: Town Manager, Ann G. Bailie; Town Clerk, Kimberly H. Davis; Finance Director, Steven H. Shealy; Planning Director, Erika G. Martin; Police Chief, Matthew A. Selves; Public Works Manager, Adam K. Lippard; Town Attorney, Gary W. Thomas; Customer Service Representative, Danielle Upright

Press Present: James McNally, Statesville Record and Landmark

MAYOR ELBERT H. RICHARDSON CALLED THE MEETING TO ORDER

ITEM 1. MAYOR RICHARDSON WELCOMED VISITORS AND GUESTS

ITEM 2. MOMENT OF SILENCE FOLLOWED BY THE PLEDGE OF ALLEGIANCE

ITEM 3. ADJUSTMENTS TO THE AGENDA

Addition: Agenda Item 19a – Consideration of Returning to an “Opening Prayer”

ITEM 4. APPROVAL OF AGENDA

Upon motion by Alderman Henkel, seconded by Alderman Troutman, and unanimously carried, agenda for the regular meeting of May 08, 2014 was approved as amended.

RECOGNITIONS

ITEM 5. BUSINESS SPOTLIGHT – Melson's Enterprises Inc. (Auto Parts), (Alderman Teross Young)

Alderman Young spotlighted Melson's Enterprises Inc. Auto Parts, by giving a brief history of the local business which started in 1970. Melson's Enterprises, named after the original owner, retains the name under the current ownership of Rick Blankenship. Alderman Young stated that the business began as a starter and alternator rebuilding service, and in the 1980s evolved into a full line auto parts service. The business, known for the rebuilding of domestic and foreign starters, today carries a full line of automotive parts along with alternators, generators for automotives, and heavy duty agriculture and marine equipment. Alderman Young expressed appreciation of Melson's service to the community commenting that they are a “staple in the community”, and that they have always being located in their current location at 679 North Main Street.

Mr. Rick Blankenship, Owner addressed the Board, thanking them for the recognition and for asking for the display in the Town Hall lobby as an effort to demonstrate what the business is about.

Alderman Williams thanked Mr. Blankenship and wife Tammy for their sponsorship in this year's Annual Golf Tournament Fundraising event for the Troutman ESC Park.

ITEM 6. CITIZEN OF THE YEAR - Jan Comer, (Mayor Elbert Richardson)

Mayor Richardson recognized Ms. Jan Comer as the Town's "2014 Citizen of the Year". Ms. Comer was unable to attend the meeting to accept the Citizen of the Year plaque due to out of town business. Mayor Richardson honored Ms. Comer by speaking of her accomplishments of developing the partnership between the Town and her employer, Engineered Sintered Components (ESC) in establishing the Troutman ESC Park along with serving first as Chair of both the Parks and Recreation Committee and Fundraising Committee, and now as a committed member of both committees. He commended that the park is a tremendous asset to the community and without Jan Comer there would not be a Troutman ESC Park.

ITEM 7. ORGANIZATION OF THE YEAR - Rotary Club of Troutman, (Mayor Elbert Richardson)

Mayor Richardson announced that the "Organization of the Year" is a new award given this year by the Town, and that it is his honor to present "Organization of the Year" to the Rotary Club of Troutman, established February of 2009 with the motto: "Service above self". In presenting the Rotary Club of Troutman, and Chair, Mr. Mike Todd the Organization of the Year Plaque, Mayor Richardson shared their yearlong accomplishments and fundraiser achievements such as: 1) Breakfast with Santa fundraising to purchase toys and gifts for needy children at Christmas; 2) Great Chili Cook-off (held in conjunction with Mooresville and Statesville Rotary Clubs)-proceeds go to Barium Springs Home for Children, SCAN, My Sisters House, and scholarships for South Iredell High School; and 3) Oyster Roast (also held in conjunction with Mooresville and Statesville Rotary Clubs)-benefits are donated to the Dove House, Power Cross, and Habitat for Humanity. Rotary Club of Troutman dedicated to Troutman ESC Park, the nature trail by clearing and marking the trail, and installing benches. The club participated in Sprint into Spring 5K by hosting a candy station for the runners. Also, the Rotary Club partners each year with the Town and is responsible for the Troutman Independence Day Festival. Every member of the club continually donates their time and talents to help the citizens of Troutman and the surrounding community, and do it without recognition, or expected reward. Mayor Richardson concluded by stating that "Service above self" isn't a motto, it's a lifestyle.

COMMENTS FROM VISITORS AND GUESTS: *The public is invited to address the Board with comments or concerns. The comment period is limited to three (3) minutes per individual.*

None

CONSENT AGENDA: *Items on the Consent Agenda are considered to be routine by the Board of Aldermen and will be approved with one motion. There will be no separate discussion on these items unless the Mayor or a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item under New Business.*

ITEM 8. APPROVE MINUTES OF REGULAR MEETING OF APRIL 10, 2014

ITEM 9. APPROVE MINUTES OF AGENDA BRIEFING OF APRIL 07, 2014

ITEM 10. APPROVE MINUTES OF BUDGET WORKSHOP OF APRIL 16, 2014

ITEM 11. APPROVE MINUTES OF BUDGET WORKSHOP OF APRIL 21, 2014 (Continued Meeting of April 16, 2014)

ITEM 12. APPROVE BUDGET AMENDMENTS

ITEM 13. APPROVE PARTICIPATION IN NCLM REGULATORY TECHNICAL ASSISTANCE FUND

Upon motion by Alderman Henkel, seconded by Alderman Jablonski, and unanimously carried, consent agenda items were approved as presented.

(Copied in full, Budget Amendment is attached to and made part of these minutes)

(Copied in full, Budget Amendment and NCLM explanation of and suggested Contribution Calculation Chart regarding REG-TAF is filed on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

STANDING REPORTS

ITEM 14. TROUTMAN ESC PARK MONTHLY UPDATE, (Carrie Harrison, Parks and Recreation Committee Chair

Ms. Carrie Harrison, Chair of the Parks and Recreation Committee presented the following Troutman ESC Park monthly update to the Board:

- 3rd Annual Troutman ESC Park Golf Tournament Fundraiser was held on April 26, 2014. With 19 teams registered, the tournament raised \$5,076. Ms Harrison thanked Alderman Jablonski and Alderman Young for participating in the tournament and Alderman Williams for coordinating the event.
- Public Works staff has been busy installing signage within the park. The Parks main entrance signs are now in place, (additional signage will be installed over the next several business days). A three panel sign board will be installed near the playground that will highlight the features of the park and park rules, this board will also provide a space to showcase Town events.
- Reminder: Troutman ESC Park first birthday celebration on Tuesday, May 13th. Ms. Harrison spoke of the many changes this past year with the paving of the walking trail, construction of the nature trail by the Rotary Club of Troutman, TYAA is holding practices at the park, and grass is growing on the Bermuda field. Dinner will be provided to the first 250 folks at the birthday party compliments of Arby's of Troutman, Chick-fil-A of Mooresville, Dillon Contracting, ESC, Food Lion, Iredell County Parks & Recreation, Wendy's of Troutman, and Williams Builders. Cook Rentals is furnishing a bounce house for the event, Zootastic will be on-site with a petting zoo and the Chick-fil-A Cow and Wendy will be joining the celebration.
- On Tuesday, May 20, 2014 the McLelland Racing Team will host a 5K in Troutman and a portion of the proceeds will be donated to Troutman ESC Park. This is one of the 13 races in his summer racing series. On May 31st the Rotary Club of Troutman will host Miles for Matt 5K Run & Walk to benefit Matthew Bailey.
- In reorganizing fundraising efforts for the park, Josh Dillon has volunteered as Chair of the Fundraising and Marketing subcommittee. Mr. Dillon is receiving a lot of support from Justin Longino. These two gentlemen bring a fresh prospective, and lots of enthusiasm, to the table.

Ms. Harrison concluded by commenting that next week the Town will be celebrating the progress made since the park opened a year ago and hopes that by this time next year the Town will have celebrated the opening of the pavilion.

(Copied in full, park financial report is filed on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

NEW BUSINESS

ITEM 15. PROPOSED BUDGET FOR FISCAL YEAR 2014-2015, (Ann G. Bailie, Town Manager)

a. Presentation of the Proposed Budget:

Town Manager Ann Bailie presented the proposed budget for fiscal year 2014-2015 to the Board of Aldermen highlighting the most significant aspects and/or changes between the proposed budget and current budget. The total budget amount proposed is \$4,397,449 a 2% increase over current budget. There are no new fees or water and sewer increases proposed, and no cuts to existing services or programs. Upon the Board's request, staff is proposing to re-introduce bi-monthly street sweeping on a contractual basis. The annual operating budget is balanced without a tax increase, but a \$.03 property tax increase is proposed to cover the cost for improvements to Lytton Street and Patterson Street. The proposed tax increase would be the first increase in three years. Ms. Bailie explained in detail the improvements proposed for Lytton and Patterson streets and the costs associated with each project.

Ms. Bailie reviewed the Town's General Fund's proposed budget of \$2,832,541, an 8% increase from current year. Sales tax and utilities and franchise taxes are budgeted 2.44% higher than current year. A onetime fund balance appropriation is proposed for an expected payout of an economic development incentive to ESC, conditioned upon building expansion and job creation.

Ms. Bailie presented a general overview of the Town's General Fund services and programs:

- *Increase of 8% in Administration due to the transfer of non-development engineering services from the Planning Department and contract for scanning old minutes and posting online in a searchable format.

- *Increase of 5% in Planning and Zoning that includes salary for college intern to work 20 hrs/wk for 26 weeks on downtown beautification, community events, business retention and recruitment, and marketing the community.

- *Increase of 100% in Capital Expenditures for purchase of three new police vehicles to replace ones with high mileage and maintenance demands.

- *Increase in Economic Development of \$53,123 for the previously approved economic incentive to ESC.

- *Recreation Department is newly added department. Expenditures are scattered throughout the budget as different departments have administered different components of the program. As time goes on, expenditures will be consolidated in the Parks and Recreation Department budget. This department is decreased 86% because future costs for constructing the greenway to South Iredell High School will be put in a capital project fund.

The proposed budget for the Utility Fund equals \$1,564,908 which is a 7% decrease from the current year budget. Town Manager Bailie highlighted specifics within the balanced Utility Fund:

- *No water or sewer rate increase.

- *No fund balance appropriation.

- *Loan payoffs for Houston Road water tank, and Exit 42 water and sewer lines.

- *2% revenue directed to Capital Reserve Fund.

- *New software (purchase order and encumbrance) to provide better accounting and tracking of expenditure.

- *New pickup truck.

In regards to personnel, Ms. Bailie stated that the Town's goal is to attract and retain a competent workforce. Currently, the town has 25 full time employees, and no new positions are budgeted except for the temporary intern. The Town's insurance premiums are to increase 13%, on top of a 20% increase last year. Therefore, the proposed budget includes a reduced level of coverage in order to address the rising cost, which means employees will incur higher out-of-pocket cost and higher co-pays. To offset the negative impact, a 2% cost of living increase and a 1% merit increase (merit increase would be effective December 1, 2014) is proposed

Town Manager Bailie advised that the budget is tight, and there are no contingencies budgeted in either fund. Major unexpected expenses will need to be paid from Fund Balance. In looking ahead, Ms. Bailie stated that Some of the systems in public buildings are aging and repair and maintenance cost is increasing. Included in the budget is funding to have public buildings inspected in terms of future maintenance to allow better planning for improvements. Next year the Town will begin repaying a 20 year zero-interest loan to replace all old water meters and a water line on Lytton Street. Staff projects it will take a 2.7% rate increase to make the debt payments if the efficiency of the new meters plus growth is not sufficient to cover the payments. She requested that the Board hold a public hearing for the budget at their next regularly scheduled meeting on June 12, 2014 at 7:00 p.m. after which the Board may adopt the Budget Ordinance. The proposed budget will be available for public review at Town Hall and on the Town's website.

b. Public Hearing Date Set

Upon motion by Alderman Williams, seconded by Alderman Troutman, and unanimously carried, approved Public Hearing date of June 12, 2014 for consideration of the FY 2014-2015 proposed budget.

(Copied in full, budget message, proposed budget, power point presentation is file on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 16. PROPOSED TEXT AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE (UDO), CHAPTER 11, REGARDING SIGNS, (TA-14-02), (Erika G. Martin, Planning Director)

a. Call for a Public Hearing

Mayor Richardson opened the Public Hearing

Planning Director Erika Martin presented the proposed text amendment highlighting that TA-14-02 will restrict campaign signage height to 42 inches and allow the use of electronic message boards for all non-residential uses provided such signs are at least 100' from a residence, the image or message remains static for a minimum of 5 seconds, no flashing occurs, and the signage is dimmed at night. Staff and the Planning Board recommend the amendment as presented.

No others spoke for or against the text amendment.

Mayor Richardson closed the Public Hearing

(Public Hearing sign-in sheet is attached to and made part of these minutes)

(Copied in full, public hearing notice is attached to these minutes)

b. Adoption of Ordinance 06-14 Titled: "An Ordinance Amending The Town Of Troutman Unified Development Ordinance"

Upon motion by Alderman Troutman, seconded by Alderman Young, and unanimously carried, approved adoption of Ordinance 06-14 titled: "An Ordinance Amending The Town Of Troutman Unified Development Ordinance" as presented.

c. Adoption of Statement of Consistency

Upon motion by Alderman Henkel, seconded by Alderman Williams, and unanimously carried, approved TA-14-02 is consistent with adopted Town plans because the amendment will allow for reasonable regulation of modern technology, while promoting an orderly and effective display of signage.

(Copied in full, Ordinance 06-14 is filed in Ordinance Book 8, Pages 8-19)

(Copied in full, staff report, proposed text amendment: Ordinance 06-14, UDO Chapter 11, public hearing notice, is filed on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 17. CONSIDER AUTHORIZING MAYOR RICHARDSON TO SIGN A LETTER OF APPRECIATION ADDRESSED TO DELHAIZE AMERICA/FOOD LION LLC, SCHOLARSHIP SPONSORS OF THE 2014 ESSENTIALS OF MUNICIPAL GOVERNMENT, (Mayor Richardson)

Mayor Richardson asked for authorization to sign a letter of appreciation to Delhaize America/Food Lion LLC for sponsoring scholarships for Elected Officials attending the bi-annual Essentials of Government Workshops. He also personally thanked Alderman Teross Young, Vice President of Governmental Affairs of Delhaize America/Food Lion LLC for the sponsorship.

Upon motion by Alderman Henkel, seconded by Alderman Jablonski, and unanimously carried, approved to authorize Mayor Richardson to sign a letter of appreciation addressed to Delhaize America/Food Lion, LLC for sponsoring scholarship for the 2014 Essentials of Municipal Government.

(Copied in full, letter of request is filed on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 18. ADOPTION OF RESOLUTION 03-14 TITLED: "RESOLUTION IN OPPOSITION TO DRAFT LEGISLATION RESTRICTING LOCAL AUTHORITY TO REGULATE TREES", (Bailie)

Town Manager Bailie explained that legislation has been drafted that will restrict local governments from enacting and enforcing tree ordinances. She stated that Resolution 03-14 references provisions in Troutman's ordinance and how the ordinance might be affected if the bill becomes a law, such as: the loss of tree ordinances would eliminate reasonable regulations that minimize potential nuisances between non-residential and residential developments such as visual impacts, noise, dust, odor, litter, and glare; and that appropriate use of tree ordinances enhance the appearance of the built environment and blends new development with the existing character of the town.

Upon motion by Alderman Williams, seconded by Alderman Young, and unanimously carried, adoption of Resolution 03-14 titled: "*Resolution In Opposition To Draft Legislation Restricting Local Authority To Regulate Trees*" was approved as presented.

(Copied in full, Resolution 03-14 is filed in Ordinance Book 8, Page 3)

(Copied in full, Resolution 03-14 is filed on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 19. ADOPTION OF ORDINANCE 07-14 TITLED: "AN ORDINANCE TO ESTABLISH THE GREENWAY EXTENSION NORTH CAPITAL PROJECT FUND", (Steven H. Shealy, Finance Director)

Steve Shealy, Finance Director explained that the Richardson Greenway is one of the most popular amenities the town has ever built. Planning Director Erika Martin has secured funding for the first major change to the Greenway since it was built, an extension north to the Barium Springs YMCA. This will take advantage of Carolina Thread Trail and Recreation Trust Fund grants totaling \$117,126 and will require no Town funding. The proposed Capital Project Ordinance will provide a fund for the receipt and expenditures of these grant funds for the duration of the project.

Upon motion by Alderman Troutman, seconded by Alderman Henkel, and unanimously carried, adoption of Ordinance 07-14 titled: "*An Ordinance To Establish The Greenway Extension North Capital Project Fund*", was approved.

(Copied in full, Ordinance 07-14 is filed in Ordinance Book 8, Page 20)

(Copied in full, Ordinance 07-14 is filed on CD titled: "Town Board Supporting Documents" dated May 5th and May 8th, 2014 in CD Book #1 titled, "Town Board Supporting Documents")

ITEM 19A. CONSIDERATION OF RETURNING TO AN OPENING PRAYER, (Mayor Richardson)

Mayor Richardson requested that the Board of Aldermen consider returning to opening prayer led by local Pastors at the beginning of the regular scheduled monthly Town Board meeting while following the six guidelines as outlined below by the United States Supreme Court:

1. Send out a request to all churches, synagogues, mosque, etc in the town so their clergy can have an opportunity.
2. You do not have to send out that request to anyone outside of town.
3. If someone requests to be able to pray ex. some sect, such as Mormon, Muslim, Jew, a particular Christian sect then they must be given an opportunity and not denied.
4. The prayer should be early in the meeting during ceremonial parts of the meeting such as the giving of awards, the pledge, etc.
5. People should not be asked to stand for the prayer. That ostracizes people that desire not to participate.
6. Board members or mayor should not do the prayer.

Town Attorney responded to Board members questions regarding not standing during the prayer stating that the Board can stand if they so wish, and types of religion, stating that the Town cannot discriminate against any religion.

Upon motion by Alderman Troutman, seconded by Alderman Young, and unanimously carried, approved to return to opening prayer at the regular scheduled monthly Town Board meeting under the guidelines as outlined.

ITEM 20. COMMENTS FROM MAYOR AND BOARD OF ALDERMEN

Mayor Richardson shared a "Thank You" note to the Board and Town from Mr. Bob Zeller, Town Manager Ann Bailie's husband regarding the passing of Mr. Zeller's mother.

Alderman Troutman suggested that the Town use a rotation process in contacting Pastors to pray at the Town Board meeting, starting with Pastor Mike Carr of 1st United Methodist Church, Troutman.

Alderman Troutman thanked the Town's Public Works Department for the improvements made with landscaping at Town Hall. She stated that Public Works has drawn a landscaping design for Town Hall, and are currently looking into an alternative landscaping design for the Troutman Depot. Alderman Troutman challenged the Board of Aldermen \$25 each to go toward landscaping cost at Town Hall. Alderman Williams challenged the Board an additional \$100 each for landscaping design at the Depot. Public Works Manager Adam Lippard advised the Board of a temporary plan for the Depot and stated he would have a permanent landscape design for the Depot by Fall. He estimated the combined cost for both projects at \$1,350.

The need for better placement for garbage cans was discussed. Mr. Lippard to research alternative locations.

Upon motion by Alderman Troutman, seconded by Alderman Young, and unanimously carried, approved allocating \$1,350 for landscaping purposes.

ITEM 21. COMMENTS FROM TOWN MANAGER, (Bailie)

Town Manager Bailie recognized and welcomed Danielle Upright, Customer Service Representative for the Town, in attending her 1st Town Board Meeting explaining that Ms. Upright is training as a back-up for the Town Clerk.

Town Manager Bailie informed the Board of an invitation from NC Council of Government to attend the Clean Fuels Collation on May 29, 2014. Town Manager Bailie advised she would forward the invitation to the Board via email.

ITEM 22. ADJOURNMENT

Upon motion by Alderman Henkel, seconded by Alderman Troutman, and unanimously carried, the May 08, 2014 Board of Aldermen meeting was adjourned at 7:50 p.m.

Elbert H. Richardson, Mayor

Kimberly H. Davis, Town Clerk

(* Consensus of the Board