

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

August 08, 2016 – 4:00 P.M. – Troutman Town Hall

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

Council Members Absent:

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

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

- I. MAYOR WYATT CALLED THE MEETING TO ORDER**
- II. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF AUGUST 11, 2016, (Steve Shealy, Finance Director)**

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

Item 15. Text Amendment to the Unified Development Ordinance (UDO) regarding Campaign Signs

Following Planning Director Erika Martin's review of the proposed text amendment a discussion was held regarding protection of specific types of signage and Homeowners Associations (HOA's) restrictions. Council member Henkel ask that Town Attorney Gary Thomas research if HOA's could be more restrictive than Town Ordinances.

Item 16.C.R. Onsrud

- a. Consider Revocation of a Portion of Technology Drive

Discussion was held concerning the reduction of Technology Drive cul-de-sac right-of-way and acceptance of access to and easement for pump station and other utilities. Council was advised that the Town never required an easement for public utilities constructed on Troutman Industrial Park site along with potential litigation against the Town. Approval of this item reduces the cul-de-sac right-of-way to minimum size allowed by the UDO to maximize buildable area for proposed CR Onsrud Plant 2, establishes an easement for utilities and an easement for and around the pump station for Town access to, and location of the Town's generator, propane tank, and fence relocation.

b. Consider Waiving/Reducing Fees

Discussion was also held regarding a request by CR Onsrud that Council wave all water/sewer and planning fees and/or the waving partial fees or splitting the fees for CR Onsrud Plant #2.

Item 17. Wayfinding Signage

a. Consider Contract with Bizzell Design

Planning Director Erika Martin recommended that Council consider approving contract with Bizzell Design for the Town's wayfinding signage. She stated that Troutman Business Council recommends approval and Town Attorney Gary Thomas has reviewed the contract. Bizzell Design would begin the project August 15th and be completed by November 15th.

****Upon motion by Council member Henkel, seconded by Council member Troutman, and unanimously carried, contract between the Town of Troutman and Bizzell Design was approved.**

(Due to the above motion approving the contract, Item 17a is removed from the August 11, 2016 regular meeting Agenda)

b. Consider Appointment of Steering Committee

Planning Director Erika Martin requested that a steering committee for the wayfinding project be appointed stating that Troutman Business Council members Mike Todd, Council member Paul Henkel, and Jim McNiff have asked to be considered. Mayor Wyatt and Council member Judy Jablonski volunteered for the two remaining positions. *(Steering Committee appointments to be considered at Town Council's regular meeting of August 11, 2016).*

(Copied in full, contract is attached to and made part of these minutes and is filed on CD titled: "Town Council Supporting Documents" dated August 8th, and August 11th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

The following Agenda Items were removed from New Business and placed for consideration on the Consent Agenda:

- Item 19. Consider Budget Amendment for Utility Fund for Charter School Water Line Oversizing
Discussion:
Finance Officer Steve Shealy explained that the proposed budget amendment in the amount of \$8,940 is due to the Town requesting that the Charter School oversize their water service line for the purpose of connectivity for future growth and development. Due to the Town's request, the Town is responsible for the cost of the materials.

- Item 20. Consider Request for Event Support from Children's Hope Alliance
Discussion:
Parks and Rec. Coordinator Justin Longino presented the request for support from Children's Hope Alliance in Barium Springs for their 125th Anniversary Celebration on Saturday, October 8, 2016 from 10am - 5pm. The request for support includes the following: provide road crossing/traffic and crowd control from law enforcement; sanitation facilities/trash and recycling containers; barricades to block off festival area from motor vehicles; and provide advertisement of the celebration in the Town's newsletter, marquee, and Facebook pages.

- Item 21. Consider Board and Committee Appointments (1 voting position-3 year term)
Discussion:
Parks and Rec. Coordinator Justin Longino stated at last month's Parks and Rec. Committee meeting, the committee nominated Jeff Archer to fill the position as voting member on the committee and Rebecca Lopez as the alternate member. Due to the untimely passing of Mr. Archer, the committee recommends (via email) that Rebecca Lopez serve as the voting member and the alternate position be filled at a later date.

New Items to be added to the Regular Meeting Agenda:

- Consider Accepting Notice of Resignation of Mayor Ronald N. Wyatt as Mayor of the Town of Troutman
- Consider Authoring Mayor Pro Tem Teross W. Young full Authority and Duties of Mayor

III. FORWARD TROUTMAN

A. Consider Transportation Priorities Recommendations

Planning Director Erika Martin presented a brief history regarding the Town's currently funded greenway/sidewalk projects followed by a request that the Council make recommendations for future road, greenway, and sidewalk projects to assist Town Council in development of a Capital Improvement Plan (CIP) to fund and implement future priority routes. Council was presented with Staff's top priorities as follows:

Multi-Use Paths

- 1) Richardson Greenway south (Rumple St. to Jacob's Woods): Purpose is to provide a safe, alternative transportation corridor that will ultimately link Statesville, NC to Great Falls, SC. This phase of implementation would connect residents from Jacobs Woods and the Mill Village to the Richardson Greenway.
- 2) Lake Norman State Park (downtown to Davesté Vineyards): Purpose is to provide transportation options along a corridor that will one day connect downtown Troutman to Lake Norman State Park. This phase of implementation would connect the downtown to Davesté Vineyards.
- 3) Career Academy and Technical School (Troutman ESC Park to CATS): Purpose is to provide a safe, alternative transportation corridor linking the Richardson Greenway to CATS and ESC.

Single-Use Paths/Sidewalks

- 1) Downtown sidewalk package (Dollar General to Post Office on Wagner Street, Troutman Elementary to East Thomas Street on Rumple Street, and West Thomas Street to Brown Street): Purpose is to comprehensively improve downtown core connectivity, provide children and residents a safe route from schools to library.
- 2) Talley Street sidewalk (Advance Auto to West Avenue on Talley Street): Purpose is to provide a safe and more direct northern connection from Inglewood subdivision to Main Street.
- 3) Troutman ESC Park sidewalk gap (greenway stairs to Troutman ESC Park entrance): Purpose is to provide an amenity for users along the southern boundary of Town Hall.

Roads

- 1) Lytton Street south connector (Mills Avenue to Klutz Street): Purpose is to provide an alternative to Main Street by ultimately creating a parallel road from Wagner Street to Old Mountain Road.

2) Southwest Bypass Study (Byers Road to Troutman Farm Road): Purpose is to study the impact of a bypass through Troutman's rural areas and around Troutman's downtown. (CRTPO is going to further study this option)

The Planning Board and the Parks and Rec. Committee also recommend the above as the town's top priorities as presented.

Mayor Wyatt requested that the intersection of Hwy 21, Old Mountain Road, and Murdock Road also be added to be reviewed.

A brief discussion was held regarding advertising for public input and grant opportunities.

Town Council was in agreement with the priorities as presented.

(Copied in full, transportation and greenway maps, and revised application is filed on CD titled: "Town Council Supporting Documents" dated August 08th, and August 11th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

B. Review Revised Application to Serve on Town of Troutman Committees or Advisory Boards

Mayor Wyatt asked the Council if they had reviewed the revised application and if all were in agreement to place consideration of approval under the Consent Agenda of the August 11th Council meeting agenda. Council was in agreement.

New Item to be added to the Consent Agenda:

- Consider Revised Application to Serve on Town of Troutman Committee or Advisory Board

(Copied in full, draft application is attached these minutes and filed on CD titled: "Town Council Supporting Documents" dated August 8th, and August 11th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

IV. MISCELLANEOUS BUSINESS

A. Business from Mayor and Council

1. Council member Williams announced that a new florist shop will soon to be opening in Troutman.
2. A six (6) month employment contract was signed by Justin Longino and Mayor Wyatt formally hiring Mr. Longino as Interim Town Manager of the Town of Troutman.
3. Mayor Wyatt voiced safety concerns regarding the Town Vehicle, (Volvo) that was a seized vehicle, being a liability to the Town and should immediately be considered inoperable to drive. He requested that Council consider selling the vehicle on Gov. Deals and consider purchasing a new or used truck, or SUV for future use. Police Chief

Matthew Selves commented that the Police Department will have a vehicle (Charger) to sell on Gov. Deals once it is stripped.

**Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, approved to sell the Volvo listing it on Gov. Deals by Monday, August 15, 2016 for a seven (7) day auction.

4. Council member Troutman requested that Bell Construction could look at fixing the intersection of Paddington Court and Inglewood.
5. Council member Troutman asked Public Works Director Adam Lippard the timeline for Wes Edmiston's (Troutman Tire and Auto) water tap and sewer. Mr. Lippard responded that he is still waiting on a 1" setter that is on back order.

Mayor Wyatt requested that Finance Officer Steve Shealy address questions in regards to the Edmiston property that was sent previously to Mr. Shealy via email. Mr. Shealy advised that the property is recorded in the Town's name.

6. A sidewalk complaint at Paddington Court was discussed. Public Works Director Adam Lippard stated that the Town Engineer and Bell Construction have previously examined at the sidewalk determining there is no problem except that a lower grade concrete was used to construct the sidewalk. Mr. Lippard stated that the concrete is now beginning to break up in various areas and has advised the complainant, who wants the whole sidewalk reconstructed, that the sidewalk will be patched. Mayor Wyatt stated that as long as the Town Engineer provides documentation declaring the sidewalk safe, it will not be replaced. Council was in agreement.
7. In reference to the ABC Store, Mayor Wyatt stated that the Town Code requires sidewalks per new development. Funds are available in the budget to cover the cost of the sidewalks along Hwy 21 and Goodman Road if the Council so wishes. Planning Director Erika Martin requested that Council consider extending the sidewalk on Goodman Road one lot to line up with the existing sidewalk across the road on Lytton Street.

**Upon motion by Council member Young, seconded by Council member Williams, and unanimously carried, approved to cover construction cost of sidewalks on Hwy 21 and Goodman Road for the ABC Store and to acquire easement for one block extension of the sidewalk on Goodman.

Mayor Wyatt requested that staff check with the City of Statesville in regards to dilapidated and unattended properties; and that staff identify and report to Council such properties located in Troutman.

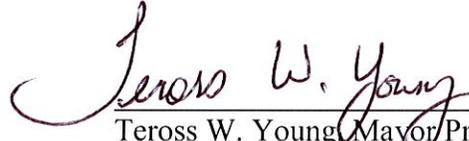
8. Mayor Wyatt asked staff when the tag for the street legal golf cart is to arrive. Finance Director Steve Shealy stated it was delayed due to being on vacation the previous week; he will be going to the DMV this week.

B. Business from Staff

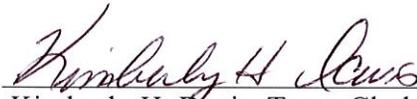
None

VI. ADJOURNMENT

**Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of August 08, 2016 was adjourned at 6:05 p.m.



Teross W. Young, Mayor Pro Tem



Kimberly H. Davis, Town Clerk

** Motion

