

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

**AGENDA BRIEFING MEETING MINUTES**

**January 05, 2015 – 3:30 p.m. – Troutman Town Hall**

Present: Mayor Elbert H. Richardson; Aldermen: Betty Jean Troutman, Sally P. Williams, W. Paul Henkel, Judy Jablonski; Teross W. Young, Jr.; Ann G. Bailie, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Erika G. Martin, Planning Director; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager

Board Members Absent: None

Press Present: James McNally, Statesville Record and Landmark  
David Vieser, Charlotte Observer

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

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

**II. ABC STORE DISCUSSION/PRESENTATION, (Laurie Lee, Director, Pricing Division and ABC Board Audits for the North Carolina ABC Commission)**

Through a PowerPoint presentation, Ms. Laurie Lee Director, Pricing Division and ABC Board Audits for the North Carolina ABC Commission provided the Board with steps to proceed forward in establishing an ABC Store in Troutman. She stated that the Town has to decide if it would be more profitable to merge/partner with an ABC Board from one of the neighboring municipalities or establish a standalone board. In recommending merging with an existing operation, Ms. Lee pointed out the benefits to both parties which include significant cost savings in operating expenses. A merger develops with an agreement between governing bodies and approved by the ABC Commission, and may be dissolved at any time, also with approval of the ABC Commission. If the Board planned to appoint its own ABC Board, she suggested that a feasibility study be conducted to determine if an ABC Store would be practical, profitable, and successful. A location would need to be determined and approved by the commission, a business plan put together, and funding secured. Ms. Lee provided an estimated cost of \$100,000 to stock a store, \$100,000 to upfit a space (min. of 2500 square feet), and \$50,000 for initial payroll and other expenses. She also advised that a store normally will not make a profit until its third or fourth year of operation. Ms. Lee informed the Board that there are Regional Economic Development Groups that can assist with the study and that she will provide that information. Hard copies of the PowerPoint presentation along with the NC ABC 2014 Annual Report were distributed.

\*\*Upon motion by Alderman Henkel, seconded by Alderman Jablonski, and unanimously carried, approved to authorize staff to pursue options of consultants to provide a feasibility study for an ABC Store.

(Copied in full, PowerPoint presentation is filed on CD titled: "Town Board Supporting Documents" dated January 5<sup>th</sup>, and January 8<sup>th</sup>, 2015 in CD Book #1 titled, "Town Board Supporting Documents")

**III. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF JANUARY 08, 2015, (Ann Bailie, Town Manager) *\*\*See Draft Agenda (Attached)\*\****

**Agenda Item 18. Consider Recommendation from Parks & Rec. Regarding Locations for “Little Libraries”**

Request was made that staff email a copy of the most recent Greenway Policy to the Board.

**IV. FORWARD TROUTMAN: ACTION PLAN REPORT CARD, (Erika Martin, Planning Director)**

Planning Director, Erika Martin distributed the Board’s “2014 Report Card” regarding the Two Year Comprehensive Action Plan 2014-2016. She complimented the Board for how well they work together and for all they have accomplished in the 2014.

(Copied in full, PowerPoint presentation is filed on CD titled: “Town Board Supporting Documents” dated January 5<sup>th</sup>, and January 8<sup>th</sup>, 2015 in CD Book #1 titled, “Town Board Supporting Documents”)

**V. ADDITIONAL BOARD BRIEFING BUSINESS**

**A. Business from Mayor and Board**

1. Advocacy Goals Report, (*Alderman Teross Young*)

Alderman Young commented that he was glad he had the opportunity to attend the Advocacy Goals Conference in Raleigh sponsored by the League of Municipalities. He stated that representatives from municipalities from around the state were in attendance, and were given the opportunity to discuss goals and address important Federal, Legislative, and Regulatory issues. The following legislative issues were highlighted: transportation, economic development, annexations, authorization of state bonds to provide low cost loans for infrastructure, restoration of the dedicated funding source for Parks and Recreation Trust Fund and maintaining funding for land acquisition and development of recreational facilities. Regulatory issues were very specific to certain communities, allowing those communities to speak for and in opposition of the issue. He highlighted one in regards to administrative changes to water, wastewater, and stormwater infrastructure programs and prioritizing public projects to repair, rehabilitate, or reface failing infrastructure, and reduce pollution, improve drinking water, maintain a long range plan and incentivize innovation projects. Discussion regarding Federal goals included EPA, and allowing retailers to collect sales tax from internet based purchases allowing municipalities to receive their portion. He encouraged all to visit the League’s website for publications as a result of the conference.

2. Mayor Richardson asked the Town Clerk to research the cost of a “Key to the Town”.

3. Alderman Williams stated that she is stepping down as delegate to Centralina Council of Governments (CCOG) and CONNECT.

*\*\*Upon motion by Alderman Henkel, seconded by Alderman Young, and unanimously carried, approved Alderman Betty Jean Troutman as the 2015 delegate to CCOG and CONNECT, and Judy Jablonski as the 2015 alternate delegate to CCOG and CONNECT.*

5. Mayor Richardson shared comments regarding the swearing-in ceremony of State Representatives Rena Turner and John Fraley held in the County Commissioners Meeting Room at the Statesville Courthouse. The Representatives were sworn in by four of the five Iredell County Mayors. Over 100 people were in attendance.

Mayor Richardson also commented on the newly organized meeting of the Mayors, Managers, Commissioner Chair, and Representatives meetings. Upon suggestion by Alderman Troutman that Mayor Pro Tem Young also be included, Mayor Richardson stated he would bring the request before the other participants.

6. Alderman Young asked that Town Clerk research the cost of a lapel pin bearing the Town Seal.
7. Alderman Young requested that staff advise the Board of upcoming events via calendar invite that automatically places the event on their calendar.

**B. Business from Town Manager**

1. 2015 Annual Planning Retreat – Place, Date, Format, Facilitation:  
Date of February 20, 2015 set for the Board’s 2015 Annual Planning Retreat. Pending availability, the Board requested that the retreat be held at Lake Norman State Park Community Building beginning at 9:00 a.m. The Board’s optional location is Holy Trinity Lutheran Church. The Board was in agreement that the format be a planning session for the Town. Suggested agenda items are as follows: 1) Arrange a brief session with the Planning and Zoning Board and Board of Adjustment to discuss the future of the Town; 2) How best to update/get access to the Town’s Unified Development Ordinance (UDO); 3) Presentation by Jason Broadwater on Community Input; 4) State or re-state the mission of the Board; 5) Establish a Board Policy/Rules and Regulations; 6) Discuss holiday decorations-Clerk to research cost regarding wreaths, lighting/wiring, tree lights; 7) Public notification system regarding Public Works matters 8) Street maintenance-Public Works inventory town streets for maintenance issues; 9) Departmental reports.

Mayor Richardson asked Attorney Thomas to research the general statutes regarding site plan approval requiring a Quasi Judicial Hearing.

2. Donation to Holy Trinity Lutheran Church (HTLC) – Volunteer Recognition Dinner

\*\*Upon motion by Alderman Williams, seconded by Alderman Jablonski, donation for use of church facility to HTLC Social Ministries Committee designated to Social Outreach in the amount of \$150 was approved.

**V. ADJOURNMENT**

\*\*Upon motion by Alderman Henkel, seconded by Alderman Young, and unanimously carried, Agenda Briefing Meeting of January 05, 2015 was adjourned at 5:48 p.m.

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Elbert H. Richardson, Mayor

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Kimberly H. Davis, Town Clerk

(\*\* ) Motion