

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

January 7, 2019 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: W. Paul Henkel; Judy Jablonski, Sally P. Williams; Paul R. Bryant

Council Members Absent: None

Staff Present: Justin Longino, Town Manager; Danielle Upright, Deputy Town Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Emily M. Watson, Parks and Recreation Coordinator; Adam K. Lippard, Public Works Manager.

Press Present: Debbie Page, SVL Free News
Megan Suggs, Statesville Record and Landmark

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

I. MAYOR TEROSS W. YOUNG, JR. CALLED THE AGENDA BRIEFING MEETING TO ORDER

II. ADJUSTMENT(S) TO THE AGENDA BRIEFING AGENDA

None

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

1. Discussion of Appointment Regarding Governing Board Vacancies

Jan Huffman and Matthew Weber, candidates for the vacant Council seat were given 5 minutes each before Council to present how they would be beneficial to the Town. They shared their views for the future of Troutman; a background of their skills, experience, and expertise, followed by a question and answer session in order for the Council to appoint the appropriate candidate to fill the position. In conclusion, Mayor Young thanked each candidate for their interest and stated that Council will consider an appointment at their regular scheduled meeting on Thursday, January 10th.

(Copied in full, candidate resumes, insert from Town Charter, and NCGS Form of Government General Provisions is filed on CD titled: "Supporting Documents" dated January 7th and January 10th, 2019 in CD Book #1 titled: "Town Council Supporting Documents")

B. Business from Staff

1. Discussion of Draft Public Records Policy, (Justin Longino, Town Manager)

Resulting from a request by Council at last month's meeting that staff research companies that allow for accessibility of public records, Town Manager Longino stated that he and the Town Clerk have a tentative meeting with a company called JustFOIA later in January. He has also reached out to the City/County Listserv and received little response, but the ones he did hear from were larger jurisdictions that have their own code written for their own computer program. For clarification, Town Manager Longino stated that companies such as JustFOIA focus more on management of the request; compilation, review, and dissemination would still be the responsibility of staff along with uploading the information into the program which would allow the requester to access the information online. Town Manager Longino recommended that Council add the proposed policy with option one to Thursday's night Consent Agenda for consideration of adoption stating that a policy is still needed and can be implemented before a management program is put into place. He stated that he does not recommend a record's management system at this time due to the number of request made can be tracked via spreadsheet, saving the Town \$4,000. Council member Henkel commented that a policy is needed, but his concern is more with the grunt work that has to be done in collecting the information and requested that staff continue researching companies that can help with retrieving information and disseminating it. Council member Bryant agreed that the Town does need a policy and commented that he does not want the Town to pay \$4,000 for an outside entity at this point and time.

In presenting several options regarding custom services, Town Manager Longino recommended that custom services shall be determined on a case-by-case basis by the Town Clerk as set forth in N.C.G.S. 132-6.2(b)

Council was in agreement to add Consideration of Approval on the Regular Meeting Consent Agenda as recommended.

2. Discussion of Additional School Resource Officer (SRO) at South Iredell High School (SIHS), (Police Chief Matthew Selves)

Police Chief Matthew Selves explained that he has been approached regarding placement of a second SRO at the campus of SIHS. The campus has been expanded, student population has increased, issues with traffic, and school incidents are on the rise. SRO's direct traffic and with the growing population and increase in activity at the school, extra assistance is needed from road patrol. Chief Selves stated that surrounding area schools of the same size have two resource officers. Incidents on campus at SIHS in the last two years with constant paperwork and investigations keep the SRO from patrolling the campus to deter crime. Two officers on campus would help with response time to emergencies. He explained that SRO's have the responsibility of laptop retrievals, and threat assessments of students that have been sent home before returning back to school which takes a lot of time and at times administration is away from campus for meetings and such. Calls for service last year totaled 310 and 50 mediations.

In recent conversation held with several members of the Iredell County School Board regarding the need for an additional SRO at SIHS, Chief Selves stated that those members asked if the Council would be in agreement to split the cost of \$23,600 for an SRO for the remainder of the year and then in the new budget year, work on getting funding from the County. If Council agrees, he will then formally present the offer to the County.

Mr. Chuck Gallyon, School Board member spoke in support of Chief Selves request expressing support for student safety. Register of Deeds Ron "Duck" Wyatt also expressed the need for student safety, but not at the expense of the Town of Troutman tax payers. He stated that the County pays for the SRO's at Lake Norman. Council member Henkel commented that there is no question there is a need, but it boils

down to the responsibility of the County and the School Board and not Troutman citizens. Mayor Young suggested that Chief Selves reach out to the County Commissioners and School Board for funding before Council makes any decision to move forward. Council members were in agreement.

3. Date Set for 2019 Town Council Planning Retreat

Town Manager Justin Longino suggested potential dates for the 2019 Town Council Planning Retreat to review and discuss items that are currently in progress as well as future projects for planning purposes. Council members were in favor of splitting the retreat into 2 one-half days; the first of which is set for February 1st, from 8am – 1pm, potentially to be held at Lake Norman State Park Visitors Center pending availability.

V. Review Agenda Items Proposed for the Regular Meeting to be Held on January 10, 2019, (Longino)

Adding to the **Consent Agenda** - Approval of Policy #52 Town of Troutman Public Records Request Policy

New Business:

Reword **Item 11**. “Consider Adoption of the Town of Troutman Unified Development Ordinance and Resolution Authorizing Construction Standards”: and add the following bullet points to the final agenda:

- a. Hold Public Hearing
- b. Consider Adoption of Town of Troutman Unified Development Ordinance
- c. Consider Adoption of Resolution 01-19 Authorizing Construction Standards for the Town of Troutman

Planning Director Erika Martin stated that Project Consultant, Craig Lewis is working hard revising typos/errors found within the UDO in order to present the final version at Thursday’s Council meeting.

Following a brief discussion regarding duplexes/multifamily attached within the permitted and special use table; motion was made by Council member Bryant, seconded by Council member Henkel to revise the proposed UDO changing single family attached to the mirror image of two family attached duplex as “permitted (P)” only in Mixed Residential; following continued discussion, the motion was amended as follows:

*Upon motion by Council member Bryant, seconded by Henkel, and unanimously carried, approved to revise language in the proposed UDO changing single family attached to Conditional Zoning (CZ) in the NC/CB/HB zoning districts; leaving single family attached as “(P) permitted” in the RM district; and eliminate the Special Use requirement from the Town Residential district.

Item 12. Consider Rezoning Request (RZ-18-02), Hoover/Perry/Murdock Roads, approximately 136.08 acres belonging to multiple property owners along Hoover Road, Perry Road, and Murdock Road

Town Manager Justin Longino stated that this rezoning request to Rural Preservation was tabled in March therefore, a motion will be needed to un-tabled the request. Council will then consider adoption of Ordinance 06-18 changing the listed properties from Suburban Residential to Rural Preservation followed by a consistency statement. He presented four options for Council’s consideration. Planning Director recommended Option 1 as listed in the Managers notes. Town Attorney Gary Thomas advised that if Council rezones all or part of the requested properties, a consistency statement will be needed; and if Council denies any or all parcels a consistency statement will also be needed as to the reason why. Council member Bryant questioned why recommendations have changed since the time the request was tabled. Planning Director Martin responded that it is because of the adoption of the Strategic Master Plan. Allison Stroud pointed out inadequacies in Option 2 as presented and recommended that Council review and base their decision on the new Strategic Master Plan Map. Mayor Young requested that staff refresh Council’s memory of staff’s first recommendation and what changed, and present staff’s new recommendation at Council’s regular scheduled meeting on Thursday.

Item 13. Consider Approval of Amendment(s) to the Troutman Parks and Recreation Committee Rules of Procedure

Town Manager Justin Longino stated that the Parks and Recreation Committee started out as the body that fundraised and made decisions for parks and recreation, but over the year's responsibilities have shifted and in the last couple of years Parks and Recreation Coordinator Emily Watson has taken over a lot of the responsibilities that the committee originally performed. He explained that due to certain circumstances such as terms expiring and the wishes of the Chairman to step down, staff feels this is the time to amend the committee rules of procedure. The proposed amendments condense the membership of the committee to an ESC representative, TYAA representative, Council member, the Parks and Rec. Coordinator, and a representative from Iredell County Parks and Rec. to serve more as an advisory committee. Council member Williams spoke in favor of the amendment commenting that it has been difficult to obtain a quorum due to members and alternate members not attending meetings. Since the Town has a coordinator for the park, the committee as it stands does not need to continue. Council member Henkel asked if the committee would be phased out as terms expire. Council member Williams stated that the committee only has 3 members left whose terms have not expired. Town Manager Longino explained that with the changes proposed, their positions would be dissolved. Parks and Rec. Coordinator Watson commented that what is needed is a strong volunteer base to support events and programs, and there are a large group of people that can and will support those thing that cannot commit to a long term committee or monthly meeting, and the committee has already moved in that direction. The 3 members whose terms have not expired will take the position of leading volunteer groups. The committee as a whole is excited of the direction the committee is moving. Mayor Young requested that a highlighted copy of the changes be emailed to Council for review.

OTHER:

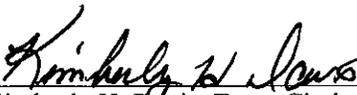
- Town Manager Longino stated that Mike Todd of Royal Properties has advised that there has not been much interest in the Massey Street lot that the Town has for sale and asked if Council would consider reducing the price from \$40,000 to \$35,000.

*Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, approved to allow Mike Todd to reduce the list price of the Massey Street lot from \$40,000 to \$35,000.

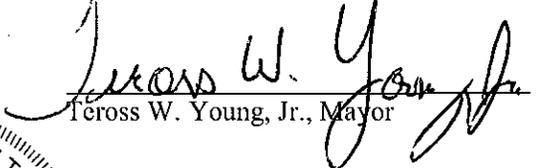
- Council member Henkel expressed his appreciation to both Ms. Huffman and Mr. Weber for their interest in the vacant Council position. He commented that both are quite capable individuals and their dedication to this community is beyond reproach. Council member Henkel commented for them to keep in mind of the upcoming election in November stating that both would be capable candidates.

VI. Adjournment

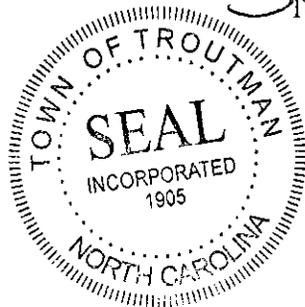
*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of December 10, 2018 was adjourned at 5:55 p.m.



Kimberly H. Davis, Town Clerk



Teross W. Young, Jr., Mayor



(*) Motion