

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

January 08, 2018 – 4:00 P.M. – Troutman Town Hall

Council Members Present: Mayor Teross W. Young, Jr.; W. Paul Henkel; Judy Jablonski, Sally P. Williams; James K. Troutman; Paul R. Bryant

Council Members Absent: None

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

Press Present: Debbie Page, SVL Free News
Jessica Osborne, Statesville Record and Landmark

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

I. MAYOR TEROSS W. YOUNG CALLED THE MEETING TO ORDER

II. UNFINISHED BUSINESS

A. Administration of Oath of Office for Town Council Member W. Paul Henkel, (Administered by the Honorable Teross W. Young, Jr., Mayor of the Town of Troutman)

Holding the Holy Bible during the administration of oath of office for Council member W. Paul Henkel was Kimberly H. Davis, Town Clerk

(Signed oath is attached to and made part of these minutes)

B. Election of Mayor Pro Tempore, (Mayor Young)

Mayor Young opened the floor for nominations.

Council member Bryant nominated Council member Henkel for the position.

*Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, nomination of Council member Henkel to continue as Mayor Pro Tempore was approved.

C. Appointment of Council Member W. Paul Henkel an Alternate to Charlotte Regional Transportation Planning Organization, (CRTPO), (Mayor Young)

*Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, nomination of Council member Henkel to sever as Alternate Delegate to CRTPO was approved.

III. CALL FOR CLOSED SESSION PURSUANT TO G.S. 143-318.11(a)(4) TO DISCUSS ECONOMIC DEVELOPMENT

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(4) to discuss economic development.

*Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-318.11(a)(4) to discuss economic development.

Mayor Young opened the closed session.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis, Erika G. Martin, Planning Director; Steven H. Shealy, Finance Director; and Russ Rogerson, Executive Director of Statesville Regional Development remain for the Closed Session.

MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION

Reconvene Open Session

*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, approved to close the close session and reconvene the open session.

IV. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

Council member Henkel asked where the Town stood with additional lighting along the Town's extended greenway. Town Manager Justin Longino responded that it is moving forward. He spoke with Todd Baker, with Duke Energy last week when he and Jan Huffman met with him regarding Parkwood street lights, who informed him of Duke Energy's new lighting department and the request process. Town Manager Longino stated that he should have more details with projected cost to present in February.

Council member Troutman inquired as to when the SIHS greenway will be completed. Planning Director Martin estimated April of this year at the earliest, stating it is too cold at this time to make asphalt. NCDOT also contributed to the delay in the project in regards to meeting state and federal requirements.

Mayor Young asked how the Mobile 311 system is going. Town Manager Longino responded it is going well, more and more residents are using it. Council member Bryant requested statistics regarding the number/percentage of resident users and the percentage of the increase in users in his weekly update.

Council member Williams asked Public Works Manager Adam Lippard if there were any problems resulting from the cold weather. Mr. Lippard stated not at this time, problems usually occur as the weather turns warmer.

In regards to cold weather, Mayor Young and Council member Jablonski asked if the town's list of the elderly and home bound residents have been checked on. Council member Jablonski asked if the list is current, Town Manager Longino responded yes, all but two of which are deceased. Council member Jablonski requested an updated list that includes the date of which the list was compiled.

B. Business from Staff

1. Discussion of a Request to take over Street Lights in Parkwood at Falls Cove

Town Manager Justin Longino stated that he has been working with Falls Cove POA and the POA's President Jan Huffman. He and Ms. Huffman have met with a Duke Energy representative regarding additional street lights to the nine that are currently in Parkwood. The number of lights will be determined by the POA due to the cost of \$457.21 per pole for decorative adders that will have to be paid in one lump sum. Falls Cove POA is scheduled to meet on January 22nd to make the determination of the number of additional street lights. Ms. Huffman requested that Council wait until the February Council meeting to consider taking over the street lights in order to bring back more detailed information.

(Copied in full, street light map is filed on CD titled: "Town Council Supporting Documents" dated January 8th, and January 11th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

2. Discussion of Potential Land Swap Opportunity

Town Manager Longino informed Council of a land swap opportunity stating that he has been approached by developer John McCormick who has offered to swap his land located at 111 Barndale Drive for property located at the corner of Massey and Georgie Street owned by the Town. Also discussed was town property located on Lytton Street. A swap would include payment to the Town for additional land value. Council member Henkel inquired as to what the town would do with the property, Town Manager Longino responded that the town could use the property as a potential pocket park. He also stated that he has been approached by Habitat for Humanity in regards to land needed to build small homes for low income families. Council member Henkel asked why Mr. McCormick does not want to build on the property. Public Works Manager Lippard stated that the installation of a sewer pump would be needed. Following a brief discussion of the land and surrounding property, Council was in agreement that there is no interest in the land swap offer. Council member Bryant stated that the Massey Street property is on the market and Council would be willing to entertain a purchase offer.

(Copied in full, map, property description, and pictures are filed on CD titled: "Town Council Supporting Documents" dated January 8th, and January 11th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

3. Discussion Regarding ABC Board Membership

Town Manager Longino requested Council's approval for the Mayor to sign a letter of request to the ABC Commission to approve membership reduction of the Troutman ABC Board from five members to three members. Council originally discussed that once the ABC Store became fully operational that the membership be reduced. ABC Board Chairman Layton Getsinger advised that in order to start the process for reduction of membership; a letter of request has to come from the appointing authority to the ABC Commission.

Council was in agreement that Mayor Young sign the letter of request.

(Copied in full, request letter is filed on CD titled: "Town Council Supporting Documents" dated January 8th, and January 11th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

4. Reminder(s): Upcoming Meetings and Events

- Essentials of Municipal Government (Hickory Metro Convention Center, January 11th-12th, 2018 – all day event)
- Town Hall Open House (January 18th, 2018 – 6pm)
- Annual Planning Retreat (February 16th, 2018 Lake Norman State Park Visitors Center – 9am-4pm)

Other:

- Cedar Stump Ribbon Cutting (January 13th, 2018 – 12pm) 152 S. Main St.
- Let It Flow Yoga Ribbon Cutting (January 16th, 2018 – 3pm) 403 N. Main St.
- Troutman Fire and Rescue Appreciation Banquet (January 13th, 2018 – 6:30pm) Troutman Baptist Church

V. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF JANUARY 11, 2018, (Justin Longino, Interim Town Manager)

****See Draft Agenda ****

The following items were discussed and/or reviewed...

Consent Agenda:

Item 12. Budget Amendment for North Carolina Governor's Crime Commission Grant (PROJ012394-2017 Troutman Police Department Mobile Data Initiative)

Town Manager Longino stated that Police Chief Selves has been awarded a grant for 10 new computers by the NC Governor's Crime Commission. The budget amendment is to cover the purchase cost. Once the grant funds are received, after which the computers will be ordered and the town will be reimbursed after purchase.

Item 13 Verizon Usage Agreement

As copies of the lease agreement were distributed to Council for their review, Town Manager Longino informed Council that the Murdock Road water tower apparatus would be installed in May. He explained that the initial term of the agreement is for 5 years and can be renewed for three terms of 5 years each with a 3% lease increase each term renewal. The lease agreement and the memorandum of lease agreement has been reviewed by himself, Town Attorney Gary Thomas, Finance Director Steve Shealy, and Public Works Manager Adam Lippard. Council member Henkel asked if there are financial penalties included if Verizon terminates the agreement. Upon further review, Section 12 of the agreement states that after the initial 5 year term, provided a 90 day notice is given, a one-time lump sum equaling one year's rent (\$25,000) shall be paid.

Item 14. Decommission Town Wells

Town Manager Longino stated that a representative from the Department of Environmental Quality (DEQ) Mooresville Office reached out to Public Works Manager Lippard and himself advising that the Town has two wells on Massey Street that are listed on their inventory with the status of "active other". He stated that the wells have been "physically" decommissioned, but not "officially". Approval of this item will authorize the Town Manager to sign the proposed letter of official notification for decommission of the wells. Town Manager Longino stated that the well on Leon Street is cutoff and filled in as well, but could potentially be used in the event of an extreme emergency.

Item 15. Ordinance 01-18 Titled: *“An Ordinance Amending The Town Of Troutman Code Of Ordinances Article IV Animals, Chapter 4 Regarding Dogs And Other Domestic Animal Droppings”*

Town Manager Longino commented if there are any changes that Council sees needed, the ordinance can be pulled from the agenda. If not, Town Attorney Gary Thomas has advised it to be removed from the consent agenda and present it as a standalone item under New Business.

Council member Jablonski voiced objections with item “e” within the ordinance regarding the offenses. She stated that seven (7) offenses are too many and would like to see the number of offenses shortened and the penalty amounts increased commenting that if the Town is to change behavior and set a standard; the offenders need to be hit in the pocketbook. Following a brief discussion regarding penalty amounts and enforcement, Council proposed the following changes in regards to penalty amounts: 1st offense a warning, 2nd-\$75, 3rd-\$150, and 4th-\$500. Staff to make the proposed changes. The item will be removed from consent agenda and added as “New Business” on the regular agenda.

Council member Bryant requested that “Dogs” be added to the pick list on the Mobile 311 system.

Signs with penalties included, will be posted on the Town’s greenways and in the park, advising the public of the ordinance.

OTHER:

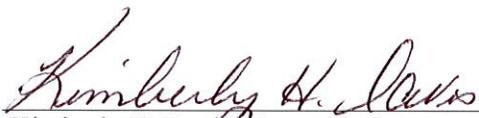
Town Manager Longino announced it is again time to consider nominations for “Citizen of the Year” and “Organization of the Year”. Nominations forms are available.

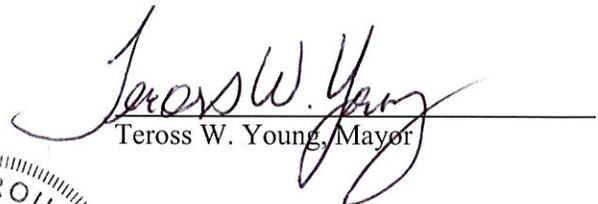
Town Manager Longino introduced Jessica Osborne, reporter with Statesville Record and Landmark. Ms. Osborne will be covering the Troutman Town Council meetings, replacing James Neal.

Council member Henkel commented he is having trouble with being able to hear low speaking people requesting that other concessions be made. Mayor Young interjected with two suggestions: 1) that everyone cut down on secondary conversations, and 2) usage of the wireless microphones. Table/seating re-configuration was also suggested.

ADJOURNMENT

*Upon motion by Council member Troutman, seconded by Council member Bryant, and unanimously carried, Agenda Briefing Meeting of January 08, 2018 was adjourned at 5:50 p.m.


Kimberly H. Davis, Town Clerk


Teross W. Young, Mayor



(*) Motion