

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

**TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES**

**January 09, 2017 – 4:00 P.M. – Troutman Town Hall**

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

Council Members Absent: None

Staff Present: Justin E. Longino, Interim Town Manager; 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; Emily Watson, Parks & Rec. Coordinator; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

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

- I. MAYOR PRO TEM PAUL HENKEL CALLED THE MEETING TO ORDER**  
(Mayor Young arrived following the start of the meeting)
  
- II. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF JANUARY 12, 2017,**  
(Justin Longino, Interim Town Manager)

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

**Consent Agenda Items:**

**Item 14 Amendment to ABC Law Enforcement Contract**

Interim Town Manager Justin Longino explained that there is a one word amendment under #5 in the contract. Per NC General Statutes, agency reporting to the ABC Board is required on a “monthly” basis, not “quarterly” as written. A brief discussion was held regarding what is required to be reported. Police Chief Selves to email Council a copy of the monthly reporting form. Council members pointed out additional corrections needed within the contract that included the removal of the wording “the following”, also under #5; and the correction of dates on the first and second page of the contract. Staff to amend the contract as stated above prior Council’s January 12<sup>th</sup> meeting.

**Item 16 Budget Amendments**

**a. Closeout Lytton/Patterson Streets Capital Project Fund**

Finance Director Steve Shealy stated that the amendment is to transfer money left over from the projects out of the Capital Project Fund into the Street Department which will allow the town flexibility for other street projects. Mayor Young requested staff to prepare a listing and projected cost of potential projects.

**b. Donation for K-9 Bulletproof Vest and First Aid Kits**

Finance Director Shealy stated that the amendment is to appropriate funds donated to the Police Department for the purchase of a bulletproof vest for K-9 Oden, and first aid kits for all police vehicles.

**New Business Items:**

**Item 18 Consider Designating ICATS Park and Ride Service at Julian Pl. and Kirkman Ct.**

This item was removed from the regular meeting agenda per request of Planning Director Martin

**Item 20 Consider Contract Agreement between Town of Troutman and ESP, LLC for IT Services and Support**

Interim Town Manager Longino introduced the proposed contract for IT services and support. He stated that since the contract of the town's current provider is up for renewal, he recommends that Council consider ESP, LLC proposal. In review of the proposal, the cost is very comparable. Mayor Young voiced concerns regarding liability, privacy, and security that he feels is not covered in the proposed contract.

Mayor Young, Interim Town Manager Longino to contact ESP prior to Council's regular meeting of January 12<sup>th</sup> to resolve unanswered issues/questions and report back to Council at the meeting.

**Item 21 Consider Approval of Policy #49 titled: "Town of Troutman Private Roads Snow Removal Policy"**

Interim Town Manager Longino stated the proposed policy is for snow removal on private streets within the town. In review of the policy, Interim Town Manager Longino stated that petitioners shall reimburse the town for the cost of plowing that will be determined by the town's subcontractor's (Country Boy) hourly rate and the length of the road being plowed or contract with the subcontractor independently. Petitioners (100% of all residents of the street) will be billed by the town by the length of the road and the road would have to be to town standards. The town currently has 4 to 5 miles of roadway that are private/orphaned. A discussion was held regarding down or missing street signs and yearly inspections of all private roads. Country Boy would be provided with a town map. In regards to liability, Attorney Gary Thomas advised that the homeowners could contract directly with the subcontractor, removing the town from any and all liability. Contract renewal period was discussed along with policing. Attorney Thomas also suggested that the petition could be required to come through established HOA's/POA's in planned neighborhoods.

Staff to make the following changes to the proposed policy:

- Add: Contract renewal to be annually basis
- Correction to the title of the petition

**Item 22 Consider ABC Board Reappointments for Terms Expiring 01-14-17**

Interim Town Manager Longino stated that two seats of the 5 member board will be expiring this month and the two individuals have submitted forms for reappointment. Mayor Young stated that when the 5 member board was initially appointed, Council had discussion regarding the board eventually becoming a 3 member board once the store is up and running. NC General Statutes stated that reducing to a 3 member board can only be done as terms expire. He provided Council with the following options:

- Reappoint no one, and it becomes a 3 member board
- Appoint one member now, leaving a vacancy for one year until the next two terms expire and reappoint one person at that time making a 3 member board
- Reappoint both and leave at 5 member board

Council members were in agreement to remain with a 5 member board for an additional full year at which time revisit the option of a 3 member board.

### III. MISCELLANEOUS BUSINESS

#### A. Business from Mayor and Council

- Council member Troutman led a brief discussion regarding visibility of other council members and not being able to hear the full conversation during the last closed session. Council was in agreement to either move to the staff table in the Council Room or to the kitchen conference table for their next closed session.
- Council Member Williams voiced concerns regarding leafs and/or limbs being missed during scheduled pickup days. She stated that she feels McCoy's is not going down every town street as contracted. Finance Director asked Council member Williams to advise the town of the streets and he will address her concerns McCoy's Tree Service, the town's subcontractor.
- Mayor Young suggested that the town request documentation from Country Boy of all town the streets that they plow during each snow event.
- Council member Bryant complimented the Street Department on clearing town streets quickly and efficiently.
- Mayor Young spoke to Council regarding community involvement and would like to begin the process of establishing a Community Council, made up of leaders in the community that would meet on a regular basis to give Council feedback/input of how well Council is doing and how the town can grow and move forward.

#### B. Business from Staff

##### 1. Consider Reappointment of Design Review Board Members Richard Jablonski and Richard Parsons (Terms expired-November 13, 2016), (Longino)

Interim Town Manager Longino stated that both members of the terms expiring are requested reappointment. A brief discussion followed regarding committee terms and the allowed number of missed meetings. Mayor Young requested that the board and committee terms be added to the reappointment form.

\*Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, approved to reappoint Richard Jablonski to the Design Review Board (DRB).

Council was in agreement to add consideration of the second appointment to the agenda of regular scheduled meeting of January 12<sup>th</sup>.

(Copied in full, Requests for Reappointment form is filed on CD titled: "Town Council Supporting Documents" dated January 09<sup>th</sup> and January 12<sup>th</sup>, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

##### 2. Request for Direction and Set Date for Town Council's 2017 Planning Retreat, (Longino)

Town Council was asked to select a date for their Annual Planning Retreat. The proposed location of the retreat is Lake Norman State Park Community Center depending upon availability. Interim Town Manager Longino asked for direction from Council regarding topics to be discussed. Council was in agreement of discussing only Town business and that a facilitator is not necessary. Mayor Young suggested that Manager Longino email Council members for topic/discussion ideas, setting a specific date as a response time.

\*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, date of February 24, 2017 for Council's 2017 Planning Retreat was approved.

**3. Discuss Training Budget, (Longino)**

Interim Town Manager Longino advised that funds for training this year is slightly under budgeted and will be moving \$4,000 from the salary line item under Town Manager. The move in funds will not cause any deficiencies. Finance Director Shealy commented that funds budgeted for training should be increased in the upcoming budget year.

No action necessary from Council.

**4. Discuss Proposal from Dude Solutions, (Longino)**

Interim Town Manager Longino stated that Dude Solutions is a Charlotte based company that offers a product called Mobile 311 that allows for tracking and reporting of town issues. It is a work order system that allows staff to input work orders to Public Works and track the status. Residents would be able to report town issues through a website portal pinpointing the exact location. Manager Longino explained the town's current work order process which is through email that has no way of tracking or managing. He commented that on a yearly basis, there are 800 to 1000 work sent out and the Mobile 311 system would improve customer service, increase efficiency, and streamline operations. The system can also interface with the county's GIS system as an add-on. Council member Bryant requested that Manager Longino asked for a trial at no charge. Manager Longino responded that he had not. Mayor Young commented that he liked the terms and support of the proposal pointing out the proposal states that the Town will have 60 days and if not completely satisfied the service can be cancelled with a full refund. Manager Longino stated that he would contact the sales representative to ask for a free trial. Proposal cost for February thru June 2017 is \$2,835.

Discussion to continue at Council's regular scheduled meeting of January 12<sup>th</sup>.

(Copied in full, Dude Solutions Proposal is filed on CD titled: "Town Council Supporting Documents" dated January 09<sup>th</sup> and January 12<sup>th</sup>, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

**OTHER:**

**5. Planning Intern**

Interim Town Manager stated that a Planning Intern will begin on January 17<sup>th</sup> working 10 hours a week at \$10 an hour for 6 months. She is a graduate student from Charlotte.

**6. Bricks Needed**

Interim Town Manager stated that approximately 75 more bricks need to be sold to complete the wagon wheel in the park. To purchase a brick, contact Parks & Rec. Coordinator Emily Watson. Cost per brick \$100.

**IV. Hold Closed Session Pursuant to NCGS 143-318.11(a)(5) to Discuss Acquisition of Property and NCGS 143-318.11(a)(6) to Discuss Personnel Matters, (Mayor Young)**

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(5) to discuss acquisition of property and NC General Statute 143-318.11(a)(6) to discuss a personnel matter.

\*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)(5) acquisition of property and NC General Statute 143-318.11(a)(6) to discuss a personnel matter.

Mayor Young opened the closed session requesting that Interim Town Manager Justin Longino; Town Clerk, Kimberly Davis; Planning Director, Erika Martin; Finance Director, Steve Shealy; Town Attorney, Gary Thomas

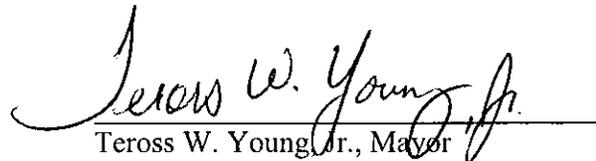
**\*\*MINUTES FOR CLOSED SESSION HAVE BEEN SEALED UNTIL PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION\*\***

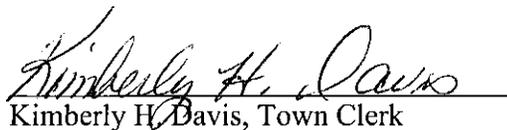
Reconvene Open Session

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

**V. ADJOURNMENT**

\*Upon motion by Council member Jablonski, seconded by Council member Bryant, and unanimously carried, Agenda Briefing Meeting of January 09, 2017 was adjourned at 7:39 p.m.

  
Teross W. Young Jr., Mayor

  
Kimberly H. Davis, Town Clerk

\* Motion

