

**MINUTE BOOK XXVIII, PAGES 10-17
ANNUAL PLANNING RETREAT MINUTES
February 01, 2019**

The Annual Planning Retreat of the Town of Troutman Town Council was held on Friday, February 01, 2019, 8:00am at Lake Norman State Park Visitors Center, 759 State Park Road, Troutman, North Carolina with Mayor Teross W. Young, Jr. presiding.

Council Members Present: Paul Henkel, Judy Jablonski, Paul Bryant, Sally Williams, Janith Huffman

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Adam L. Lippard, Public Works Manager; Emily M. Watson, Parks and Rec. Coordinator; Benjie Thomas and Todd Poteet, Town Engineers of West Consultants

Press Present: Debbie Page, Statesville Free News

Others Present: See Sign-in Sheet

MAYOR YOUNG CALLED THE MEETING TO ORDER

Mayor Young opened the meeting by welcoming Janith Huffman, the newly appointed Council member and all others in attendance. He turned the meeting over to Town Manager Justin Longino who briefly presented an agenda overview that included: review of committed projects; discussed projects; future projects; a recap of the day; and concluding the meeting with a Closed Session.

Mayor Young requested a motion to go into Closed Session that is to be held at end of the meeting for acquisition of property pursuant to GS 143-138.11(a)(5); and economic development pursuant to GS 143-138.11(a)(4); and personnel pursuant to GS 143-138.11(a)(6) .

Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, to go into Closed Session at the end of the meeting was approved.

REVIEW OF COMMITTED PROJECTS

- **Mill Village, Sewer System Improvement Project and Upgrades to Mill Village Pump Station (Non-Committed)**, *(Justin Longino, Town Manager/Benjie Thomas, Town Engineer)*

Town Manager Longino reviewed that the Town has applied for two loans from DEQ for the Mill Village Project:

- 1) In the amount of \$1,100,427 at 1.8% interest for replacing sewer lines in the Mill Village area, repair and replacing various pump stations, adding generators and etc. (details referenced in the appendix).
- 2) In the amount of \$645,915 for the Mill Village Pump Station elimination (details also referenced in the appendix), but due to not being able to obtain easements from several property owners, the Town will keep the pump station and turn down this loan request. Town Engineer Benjie Thomas stated that an official cost analysis has not been done because up to this point the pump station was to be eliminated; estimating the cost to upgrade at \$250,000 which includes the cost of a generator. Town Manager Longino stated that the \$1,100,427 loan includes adding generators to other pump stations; therefore the Town's mobile generator could be placed at the Mill Village pump station.

Town Engineer Thomas stated that the DEQ loan currently applied for will not cover the Mill Village pump station upgrades. It would be considered a separate project. Council will need to apply for a separate loan which will put the project out to 6-12 months later. Council discussed alternative funding possibilities. Funding for the DEQ loans applied for should be awarded the 1st of March. The project will go out for bids later this year and the awarding of bids to occur in early 2020. Estimated timeline to complete the project is 1 year.

- **Street Improvements, (Longino/Todd Poteet, Town Engineer)**

Town Manager Longino stated that Council has committed \$850,000 for street improvements (full street listing referenced in the appendix with the addition of Garden Street and Barndale Drive Extension). The quote for the project is over the amount committed, which was done in the event that construction bids come in lower than expected. If not, roads such as Barndale and Garden can be removed. If the bid comes in higher, then Council also has the option to commit to additional funding. Right-of-way acquisition for the sidewalk on Thomas Street is in progress. Council member Bryant asked if the Town bought the right-of-ways from those residents. Town Engineer Poteet commented that he is not sure if any have been paid for or if they were donated. Finance Director Steve Shcaly responded that all the agreements are ready for signatures; the owners have to come in to sign. There are a few easements that are being paid for; estimating the cost under \$5,000. Council member Bryant asked that the exact cost for the easement be provided to Council. Mr. Poteet explained that easements are for both sides of Thomas Street and that the amount of property needed is different for each property in order to get straight lines. The sidewalk would be installed on the south side of the street. Council member Bryant asked if a crosswalk will be allowed crossing Wagner Street commenting that the residents throughout the area have requested it and to not put one in would be shortsighted. Mr. Poteet replied that they have not applied for a crosswalk with DOT, but will put in a request to DOT to install one, if Council so wishes. Council was in agreement to request a crosswalk due to school children's safety in crossing. Mr. Poteet reminded Council that Thomas Street was added in the street project as an alternate street and therefore will be an alternate cost. He asked if Council wants to definitely include the repaving of Thomas Street to the project. Council was in agreement.

Bids go out in 30 days and are to be awarded at the end of March. Estimated timeline for completion is December 31, 2019.

- **ABC Store Sidewalk, (Longino)**

Town Manager Longino stated that it has been discussed to install a sidewalk along the front of the ABC Store and along the side down Goodman Road. He advised that right-of-way acquisition is underway, and the deed for the property located behind the store for the connection to Lytton Street is prepared and waiting to be finalized before the project can begin. Custom Concrete would be the contractor in charge of the project (cost \$15,275). Acquisition of right-of-way is at no cost to the Town. Timeline for construction is to be determined.

- **Downtown Building, (Longino)**

Discussion was held regarding the 2,250 sq. ft. downtown building purchased by the Town. Town Manager Longino commented that the building still has tenants upstairs and downstairs. Both are leasing the space on a month to month basis through Royal Properties who is managing the property for the Town for 10% of the monthly rental. Rental income between both tenants is \$1,150 a month. Town Manager Longino stated he has reached out to the Small Town Main Street Program who work with a group of students from UNC Greensboro and to Buzz Bizzell (at no extra fee) to work on

façade renderings. Once received and reviewed, Council can make a decision regarding next steps. Council member Henkel questioned Council's plan for the interior. Mayor Young stated that Council does need to think about the use for the property, and when the property was purchased, he was not thinking of it as a long-term project for the Town, but more for moving along downtown façade improvements. Following a discussion that the use would not be feasible for Town Staff, Council was in agreement to do the façade, later deciding on the interior, followed by selling the property. The question was asked how much of the property does the Town own and who owns the alley. Town Manager Longino responded the Town owns the footprint of the building and sidewalk in front. For the potential of purchasing, it was requested that staff investigate who owns the alley that runs along the side and behind the building. Consensus of Council was that Staff to bring back the façade renderings for review and further discussion.

- **Richardson Greenway South and Downtown Sidewalk Package, (Longino)**

Town Manager Longino informed Council that the Greenway South project and Downtown Sidewalk Package project is moving forward and scheduled for completion over the next two years. The greenway south is the Richardson Greenway from Rumble Street to Jacobs Woods, and the Downtown Sidewalk Package that consists of a sidewalk down Talley to West Avenue; a small portion down Rumble Street to Leon Street; and a small portion down Wagner to the Post Office (West Avenue). Both projects are waiting on NCDOT approval to begin engineering. Once approved, an engineering firm will need to be selected. Funds were budgeted this year for engineering. Grants were awarded last year and the Town has 5 years from the time awarded to start the projects with 10 years to complete. Right-of-way easements will need to be acquired. Council member Bryant requested that Town Manager Longino to provide Council with a map (in PDF) of the Richardson Greenway South showing the properties where easements will be needed. Town Manager Longino stated that he would provide the greenway map, but it does not show the right-of-ways.

Council member Jablonski left the meeting at 9:30 am

DISCUSSED PROJECTS, (Longino)

Town Manager Longino stated that the items/projects under Discussed Projects are projects that have been discussed within the last year which do not fit within the Strategic Master Plan. Staff is requesting a consensus for a resolution regarding following projects.

- **Splashpad, (Longino, Emily Watson, Parks and Rec. Coordinator)**

Town Manager Longino stated that the Town has applied for PARTF grants for the splashpad in the park for the last two years and have been denied both years. Dollars were budgeted this year to match the PARTF Grant if it had been awarded. Engineering of the pad has been completed and the location for the pad is ready.

Council member Henkel spoke in favor of moving forward with the splashpad due to continued request from Town citizens and if the Town can work it out financially, he does not want to delay any longer. Council member Bryant voiced that the problem is funding, and suggested that the Town try to find resources for partial funding such as from the county or fundraising. Finance Director Steve Shealy advised that there is already \$90,000 to \$100,000 of allocated funds in the budget; therefore the Town only needs an additional \$25,000 for the project. Council member Bryant expressed concerns regarding the cost of the water for the splashpad. Council member Williams stated that there were two options: recycle or let the water runoff, and the runoff option was more economical. Council member Henkel proposed to start the infrastructure using the dollars already budgeted and discuss the remaining balance to complete the project at the budget retreat. Council member Williams was in agreement. Mayor Young agreed that the project should move forward and

suggested some type of campaign/fundraiser to speed up the project. Finance Director Shealy commented that the Town could offer naming rights for the splashpad. Parks and Recreation Coordinator Emily Watson commented that the community is excited about a splashpad and if the Town shows an effort in starting the project, there would be a better chance of getting funding/donations.

Council member Henkel made a motion that based on funds currently budgeted/allocated to establish a splashpad beginning with infrastructure. Council member Bryant requested that the motion be held until Council member Jablonski's return to the meeting. Council member Henkel withdrew the motion until Council member Jablonski's return.

- **Calvary Chapel Water Line, (Longino)**

In review of a request to remove Calvary Chapel from the Children's Hope Alliance (CHA) water system, Town Manager Longino presented a brief background of the current service in relation to CHA and explained that the church is purchasing the property of which it resides from CHA, both parties would like to get the church on its own water line and meter on the Town's water system. An estimate has been obtained from Bell Construction for an extension of Troutman's water line from the Statesville tie-in, under Hwy 21 and north to the church in the amount of \$25,000 based on a 2" water line running north to the church and an 8" waterline running under Hwy 21. He stated that a 2" line verses the 8" line under Hwy 21 would cost less and would serve the church, but an 8" line would be needed to service any additional future connections to the Town's water system. He stated that staff recommends approval of the project with the 8" water line running under Hwy 21.

Council was in consensus of a budget amendment for the February Consent Agenda for an 8" waterline under Hwy 21.

- **Town Hall Expansion, (Longino)**

An update was provided to Council regarding the number of permits or CO's that have been submitted to date since Council's request that the Town have 500 new homes, or 1000 new residents on the books before considering expansion of the Town Hall. Town Manager Longino commented that the Town is almost half-way to reaching the goal at 198. There are 16 pending and more are coming in daily. He also provided a brief update regarding renovations to the kitchen.

- **Water Leak Insurance/ServLine, (Longino)**

Town Manager Longino re-presented Council with the proposal of offering water leak insurance to all residential customers on the Town's water and sewer service at a cost of \$2.65 per household that would automatically be added to the customer's monthly utility bill. The service, provided through the company ServLine, presented the proposal (that covers up to \$1000 per occurrence) to Council in December at which time Council tabled until this retreat. He stated that there were 101 incidents regarding leaks from November 2017 to December 2018. Council member Henkel commented that since the service is voluntary, he is not opposed to the program as long as customers are well aware of the service and associated fee. Finance Director Shealy commented that he does not see a downside and customers can opt-out if they desire to do so. Council member Bryant stated he would rather give customers the option to opt-in verses opting out and voiced an issue with \$75,000 a year being taken out of the Town's economy in order to handle a \$10,000 to \$12,000 problem annually. A brief discussion followed regarding the possibility of the Town self-funding and the disadvantages in doing so. Staff recommended the water leak insurance program be put in place. Council member Henkel commented that he would not want the Town to get into self-funding. Finance Director Shealy stated that it is his understanding that there is no opt-in option, and offered to follow up with ServLine.

Council agreed to wait on Council member Jablonski's return to the meeting before making a decision.

- **Troutman Show, (Longino)**

In a request for Council direction, Town Manager Longino re-presented proposals from WSIC and SVLFreeNews that were presented to Council in the last year offering show/air time to the Town in efforts of reaching an audience that the Town is not currently being captured. Town Manager Longino commented that the more Troutman is put out to the public, the more the Town will get awareness, response, and participation. Cost per month for a bi-weekly show is: \$1,500 -WSIC; and \$600-SVLFreeNews. Town Manager Longino requested direction from Council. Council member Henkel commented that if the Town does anything, he would like to go with Statesville Free News due to their involvement in the Town. Council to revisit at budget time.

- **Streamwood Road Repair, (Longino/Poteet/Adam Lippard, Public Works Manager)**

Town Manager Longino stated there is an ongoing problem with a pothole about a quarter of a mile down Streamwood Road of which Public Works has patched several times. He stated that Country Boy has quoted a price of \$19,000 for repair. In informing Council that there is \$20,000 currently in the budget, he recommended waiting until closer to the end of the budget year to repair. If the funds are not available at that time, Council could then budget for the repair in next years budget or approve a budget amendment. Council member Henkel recommended moving forward with repairs now. Council member Bryant stated that there is a second pothole in need of repair. Council member Williams asked if the quote covers both potholes. Mr. Lippard responded that it does.

Council agreed to wait on Council member Jablonski's return to the meeting before making a decision.

In referring back to street improvements, Mayor Young inquired as to the patching on Rumble Street. Public Works Manager Adam Lippard stated that one side has been completed, but the other has not. He stated it is not an issue now, but eventually will be. Council member Henkel made a formal request to add Rumble Street to the Street Improvement Project. Council was in agreement.

FUTURE PROJECTS, (Longino)

- **Planning for the Future, (Benjie Thomas, Town Engineer)**

In speaking on utilities and planning for the future, Town Engineer Benjie Thomas stated that Falls Cove at Lake Norman development is well underway and is almost ready for phases 5, 6, and 7. He stated that those plans include sewer lines that will run along the streams of Streamwood at Falls Cove and it would be logical in the future for the Town or a developer to continue on to serve other parts of the Town. Mr. Thomas continued by stating that in accordance with the Town's Master Plan, those trunk lines should be 12" to 15" in size to accommodate future growth. In accordance with the Town's UDO, he recommended that Council approve to implement the option of upsizing the 3 major trunk lines from 8" to one 15" line (length-1900'), and two 12" lines (2300'). Estimated cost range to upgrade the 3 trunk lines (for gravity sewer) in size is \$22,000 to \$30,000. The developer should be paying a majority of the cost for the 12" line, but it is a little uncertain because they are still in the design phase. The recommended 15" line will tie into the Streamwood at Falls Cove pump station. Town Engineer Thomas commented that action is not needed today, but will need a decision soon. Staff to check with the developer on his timeline; continue discussion at the budget retreat.

- **Downtown Tax District, (Longino)**

Council discussed establishing a downtown tax district as proposed by Town Manager Longino extending from Randy's BBQ to Cedar Stump area, and to the east side of Eastway Drive. He stated that there has been past discussion regarding the Wagner Street parking lot needing some work, landscaping at the Depot, improvements to the gravel lot behind Rockin' Robins, curb repainting, sidewalk repairs, etc. A very minimal tax to the district would stay within that district for such downtown improvements going toward the Town's goal of rejuvenating the downtown area. Town Manager Longino presented Council with the option of: establishing a minimal tax, supplemented by General Funds; or increase the budgeted line item (currently \$10,000) for downtown enhancements. Council member Henkel asked if any attempts have been made to reach out to the business owners for feedback. Town Manager Longino stated not at this time; he wanted Council's input first before further research. Mayor Young asked if Town Manager Longino has any idea of what a map for a downtown tax district would look like and how many property owners would be involved. Town Manager Longino responded he has not drawn out a map yet and he has no information on the number of property owners. If Council wishes to explore further, that information will be part of that research. Council member Henkel spoke in support of further research and stated that it is essential that the property owner's downtown buy-in to the proposal and have an opportunity to provide input in how the tax dollars are spent. Mayor Young commented that a downtown tax district could possibly speed up the process of façade grants that the business owners may want to apply for. Council member Williams asked if there are dollars in the budget for façade grants. Town Manager Longino responded that it was not put in this year's budget because the School of Government advising that a Town cannot give a grant to a downtown business because funds from a town have to be used for a public purpose. Council member Williams and Bryant also expressed interest in further research. Council member Bryant stated that the Town has a Troutman Business Council that could put their thoughts toward the project along with other organizations. Consensus of Council: Town Manager Longino to further research.

- **Strategic Master Plan Recap, (Longino/Layton Getsinger)**

Town Manager Longino presented a recap of the Town Strategic Master Plan of "Recommended Areas", "Focus Areas", and "Ten Actions in Four Years" along with a spreadsheet that presents a timeline for those actions for the purpose of budget planning.

Mr. Layton Getsinger, Strategic Master Plan Advisor, stated that his goal is to help make the plan into a reality. Due to the unexpected resignation of the Town Planner, the Town cannot afford to wait on a new planner and the time it would take for that planner to come familiar with the plan or begin implementation of the plan. Therefore, with Council's permission, he asked that the projects Council wants to move forward with be weaved into the 10 actions in four years. To do this Council will need to identify and prioritize those projects for action, look at recommended start and end dates, and look at financial implications. Once the action items are selected, Mr. Getsinger recommended establishing a performance tracking chart and post it on the website for the public to see, along with providing monthly updates to Council. He stated that the plan is a street view of what Council would like to see the Town be over the next 4 years. Mayor Young asked Town Manager Longino to speak to how the 10 actions in 4 years were decided. Town Manager Longino replied that they were based off overall input from the whole process with the consultants trying to establish some easy win projects and then some projects to work toward. Mr. Getsinger responded that a big one is to activate Lytton Street and that the Town needs to look at budgeting every year for land acquisition on Lytton Street so that properties can be picked up as the Town moves forward in the vision of Lytton Street becoming the live, work, and walkable new downtown that will provide on-street parking and a new ambiance that cannot be provided on Main Street. Town Manager Longino stated that Lytton Street was brought up because Council has talked heavily about the Lytton Street project. The 10 actions

listed may or may not cover the Lytton Street project, but are the ones the consultant suggested; Council can add and/or swap out any of the projects. Mr. Getsinger commented that it is important to weave/blend the projects that are existing into the Master Plan in order to find a way in getting them accomplished. Council member Bryant asked that the 10 items in 4 years be ranked from most to least importance and activate Lytton Street should be a part of those 10 items. He stated that adoption of the UDO has already been done, therefore it needs to be removed from the list; and start a coffee club is not really an objective, questioning if it and several items deserve to be on this list. Mr. Getsinger commented that he agrees with Council member Bryant stating that there are other things that can be chosen from the plan to replace such items. In an effort for clarity, Mayor Young recapped the discussion stating that there are items on the list that the consultants presented to Council that more administrative items than action items and asked if Council is going to substitute items for those item that should be removed. He suggested that based on removal of such items, the next step would be to select replacement items, assign a cost to each, and move forward by prioritizing. Discussion was held regarding Lytton Street essentially becoming Troutman's Main Street and US Hwy 21 becoming a thoroughfare. Improvement to US Hwy 21 is in NCDOT's plans and Troutman's future and tracking should be focused on Lytton Street. Mr. Getsinger stated that time is not a luxury that the Town has; the Town has to get out in front of it and make sure it can be accommodated. For the sake of time and discussion, Town Manager Longino recommended that at a later date, Council rank the recommendation areas and that he make a list and remove the smaller items (0 to 1 year projects). Council was in agreement.

Council member Jablonski returned to the meeting: 12:00 pm

Items for proposed action:

Splashpad:

Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, approved to begin the process of establishing a splashpad at Troutman ESC Park using the funds currently budgeted with the intention of discussion for the remaining balance at the budget retreat and research alternative resources for funding.

Calvary Chapel Waterline:

No action taken. Council was in consensus for a budget amendment to be in February for approval of an 8" waterline.

Water Leak Insurance:

No action taken. Council was in consensus that needed information is lacking. Requested additional research (references and details from other town's using the service, opt-in verses opt-out, relationship with Rural Water, self-insuring along with the cost involved) by staff.

Streamwood Street Repair:

Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, approved expenditure of funds (approximately \$19,000) to repair potholes on Streamwood Road.

RECAP, (Longino)

Town Manager Longino asked for Council's feedback regarding the retreat of:

- **What worked well:** transparency, discussion, planning, information in advance, direct/straight forwardness, subject experts, stayed on time and on point, good direction, thoroughness, no burn-out.

- **What can we do differently:** projects displayed on screen or map, more organized appendix, appendix information and main information put together, tab references/page numbers for bounded packet information.

CLOSED SESSION

Mayor Young called for a Closed Session pursuant to NC General Statute 143-318.11(a)(5) to discuss Acquisition of Property; pursuant to NC General Statute 143-318.11(a)(4) to discuss Economic Development; and pursuant to NC General Statute 143-318.11(a)(6) to discuss Personnel.

Along with Town Council, Mayor Young asked that Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director and Adam K. Lippard, Public Works Manager; Benjie Thomas, Town Engineer to join the Closed Session.

Approval to hold Closed Session was held at the beginning of the meeting.

Mayor Young Opened the Closed Session.

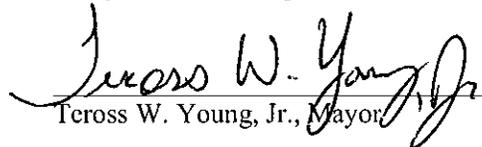
****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION****

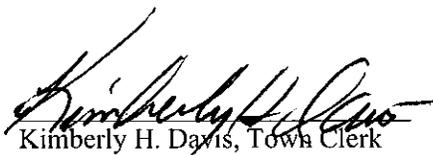
Closing of Closed Session and Reconvene Open Session

Upon motion by Council member Henkel, seconded by Council member Huffman, and unanimously carried, approved to reconvene open session.

ADJOURNMENT

Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, Annual Planning Retreat of February 01, 2019 was adjourned at 2:15 p.m.


Teross W. Young, Jr., Mayor


Kimberly H. Davis, Town Clerk

