

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

February 11, 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, Janith J. Huffman

Council Members Absent: None

Staff Present: Justin Longino, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Emily M. Watson, Parks and Recreation Coordinator; Gary W. Thomas, Town Attorney.

Press Present: Debbie Page, SVL Free News

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. Introduction by Geraldine I. Gardner, (*Executive Director, Centralina Council of Governments*)

Ms. Geraldine I. Gardner introduced herself as the new Executive Director, Centralina Council of Governments. She presented a brief professional background stating that she is an urban and regional planner with a background in working in municipal government. In accepting the new position, she realized that this is a dynamic region with a lot of growth and good opportunities. She stated that her priorities are to build relationships, have open communication and understanding of how to work together as a group and region and overcome challenges and leverage assets towards collective goals. Ms. Gardner commented that Council will be seeing a lot of her; she will be out in the communities seeking how to creatively work together solving community needs and is looking forward to getting to know everyone better. She explained that CCOG is a membership organization that works and offers services/assistance across the nine counties in the Centralina Region. Mayor Young thanked Ms. Gardner for coming, and commented that he feels there will be a lot to gain from her experience.

B. Business from Council and Mayor

- Council member Williams expressed that she enjoyed the February 1st Planning Retreat, and that she liked the way it was planned and likes getting information in advance.
- Mayor Young asked for confirmation if the Lowes project at the park pavilion is complete. Parks and Rec. Coordinator Emily Watson confirmed that it is. Mayor Young expressed thanks to Ms. Watson and Lowes. He also thanked Town Manager Justin Longino for the update on the water usage predicted for the proposed splashpad.

C. Business from Staff

1. Discuss Code Enforcement Proposal (N-Focus)

Town Manager Justin Longino presented a proposal from N-Focus; a Kannapolis based company that is similar to the company Benchmark for code enforcement services, suggesting that the Town continue to contract the service of code enforcement out rather than adding an additional employee. He stated that N-Focus is willing to work with the Town on whatever level of service is needed. Town Manager Longino recommended Option C, out of the three option levels presented in the proposal in order to finish out this fiscal year and cover enforcement for next year (26 hours a month/average for 15 months). Option C would require a budget amendment in the amount of \$5,226 for the time from April to the end of this fiscal year. Discussion was held concerning what the job would detail and if the dollar amount proposed include travel time, and if so, how much travel time. Town Manager Longino to clarify.

2. Discuss Centralina Council of Government's (CCOG) Proposal for Planning Services

Town Manager Longino stated that the search for the Town's next planner is well underway (13 applications received to date). There are some interviews scheduled with more to schedule. He stated that the Town is at least a month or more away from hiring. Therefore in the meantime, he recommended a proposal to contract with CCOG for planning services. Funding is in the current budget to cover the cost. Contract period-2 months, allowing a planner on site 2 days a week. During those two days, not only would the planner have staff and community interaction, but also develop a defined set of plans and rezoning review checklist and guidelines based on the new UDO to be used moving forward. Town Manager Longino announced that the CCOG applicant is Katherine Herbert. Council inquired as to her experience level requesting that Town Manager Longino share details of Ms. Herbert's resume before Thursday night's meeting.

Council was in agreement to added consideration of the proposal on Council Thursday nights Consent Agenda.

3. Discuss Offer on Massey Street Property

Council was informed that the Town has received a purchase offer of \$20,000 on the Massey Street property. The property has been listed with Royal Properties for 1 year with an original list price of \$40,000 that was recently reduced to \$35,000. No previous offers have been made. Town Manager Longino advised that if Council is interested in accepting the offer, state statutes require a 10 day upset bid period. Council members were in agreement that the offer is low and decided to see if Realtor Mike Todd had any other alternative uses for the property (of which would need to be discussed in Closed Session). Town Manager Longino to check with Realtor Mike Todd whether the Town has a certain response time on the offer.

4. Discuss Partnership with Iredell-Statesville Schools on CATS Meeting Room

Town Manager Longino stated that the Chair of the Iredell School System Martin Page approached him asking if the Town would be interested in partnering with ISS through assistance with the funding of equipment for their new meeting room at CATS in exchange for an agreement for usage. He pointed out that a partnership would be a good opportunity to allow the Town a larger meeting space, allowing the Town to undertake renovations at Town Hall. Town Manager Longino recommended that Council explore the option further.

Town Manager Longino to arrange a date for Council member's Huffman and Williams to meet with Martin Page to tour the newly constructed space.

5. Discuss Citizen and Organization of the Year

Nominations are open for Citizen and Business of the Year. Nomination forms are on the Town Website. Deadline for nominations is March 6th.

Staff to email a list of the last 5 recipients of each award to Council (per Council request).

6. Discuss 2nd Date for Planning Retreat

Council was in consensus to hold the 2nd part of Council's Planning Retreat on Friday, March 8, 2019, Council Chambers at Troutman Town Hall from 1:00pm – 4:00pm

7. Discuss Budget Amendment – Insurance Proceeds for Repairs to K-9 Vehicle

Town Manager Longino explained that due the Town has received insurance proceeds for repairs to the K-9 vehicle that was rear-ended, a budget amendment is needed.

*Upon motion by Council member Henkel, seconded by Council member Bryant, and unanimously carried, budget amendment in the amount of \$6,941 for repairs and maintenance to K-9 vehicle was approved.

IV. Review Agenda Items Proposed for the Regular Meeting to be Held on February 14, 2019, (Longino)

Consent Agenda:

Adding: CCOG Contract as new "Item 11" on the Consent Agenda.

Recognitions:

Council requested that staff provide bio's or background information on the new police officers and PD retiree Marty Loudermilt.

Old Business:

Item 15. Rezoning Request (CZ-OI-18-02), (Town Limits/Non-Contiguous) Project Name: Limelights

Town Manager Longino reviewed with Council language from the new UDO that relates to the request.

New Business:

Item 16. Consider Awarding Contract for Troutman S.W. Bypass Study

Following interviews of the top two candidates (Stantec and Kinley Horn) by Town Manager Longino and Planning Board member Randy Farmer; Town Manager Longino stated their recommendation is to award Stantec the contract for the SW Bypass Study.

Item 17. Consider Board of Adjustment Appointment of Matthew Weber to fill the Inside Position of Jan Huffman

Board of Adjustment has made the recommendation that Mr. Weber fill the inside position (term expiring May 2019). Council member Huffman suggested that since the Board of Adjustment position expires in May, that Council may also want to consider appointing Mr. Weber to a full three year term. Council to present as option on Thursday.

V. Call for Closed Session Pursuant to NCGS 143-318.11(a)(6) to Discuss Personnel

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(6) to discuss personnel. Along with Town Council, Mayor Young asked that Justin Longino, Town Manager; Gary W. Thomas, Town Attorney join the Closed Session.

*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(6) to discuss personnel.

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****

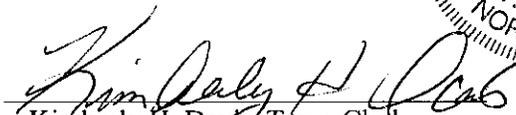
Closing of Closed Session and Reconvene Open Session

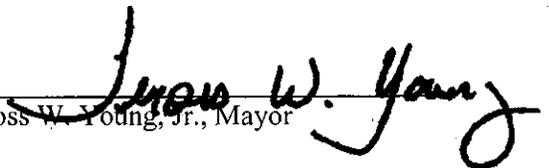
*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, approved to reconvene open session.

VI. Adjournment

*Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of February 11, 2019 was adjourned at 6:57 p.m.




Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor

(*) Motion