

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

March 07, 2016 – 4:00 P.M. – Troutman Town Hall

Present: Mayor Ronald N. Wyatt; Council members: W. Paul Henkel, Sally P. Williams, Judy Jablonski, James K. Troutman, Teross W. Young; Ann G. Bailie, Town Manager; Danielle Upright, Deputy Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager; Erika G. Martin, Planning Director; Gary W. Thomas, Town Attorney

Council Members Absent: None

Press Present: Debra Page, SVL Free News

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

I. MAYOR WYATT CALLED THE MEETING TO ORDER

II. ORGANIZATIONAL ANALYSIS PRESENTATION. *(Jim Prosser, Centralina Council of Government)*

Mr. Prosser addressed the Council by thanking them for the opportunity to work with Council on this project. He commented that he has met with all town employees and a number of people from the community receiving valuable feedback. He provided an overview of the study highlighting key factors: clarity of elected officials' intention of what they want the community to be and what services you want to provide; and 2nd, the effectiveness of the systems and the employees working within the systems to assist in what Council wants to accomplish. Overall, for a community that is growing and wants to grow, Troutman is doing very well with an innovative Council and a creative staff. There are challenges in growing, and without the tax base Troutman cannot afford the resources that surrounding communities have. Mr. Prosser commented that concerns of staffing levels in the Police Department have been expressed, but feels that the levels are currently adequate for the services provided. He spoke of staffing gaps in services especially in the areas of planning and recreation that need to be addressed, along with present facility space being limited to house additional staff. He stated that the analysis presented has numerous recommendations in each department, strongly recommending that as part of Council's strategic planning to begin a long term financial plan to be able to accomplish the town's goals. Also recommended was to share with town residents what the town is accomplishing and receiving feedback (keep communications open through various options). With the recommendations as presented in the analysis, keep a clear goal and start with one or two; do not try to accomplish all at once.

Mayor Wyatt asked why fire services was not included in the analysis even though they are operating under a fire tax district. Mr. Prosser apologized stating that fire services was not brought up, but should be included in the analysis which can be corrected if Council so wishes. He commented that

whether or not the town provides the service; the community will look to the town for a leadership role in addressing the needs of the community.

Council member Young asked Mr. Prosser his opinion of a Human Resource (HR) person in a town the size of Troutman. Mr. Prosser responded that having someone dedicated to HR is important. Typically, the Town Manager will fill the role of HR, but recommends a separate HR person as soon as financially possible. Typically, the position comes later with population growth of 15,000 to 25,000. In the meantime, contracted HR service and/or advice can be provided by outside resources (ex: CCOG, League of Municipalities, Employers Association, Charlotte Works).^[s1]

(Copied in full, organizational analysis is attached to and made part of these minutes and is filed on CD titled: : “Town Council Supporting Documents” dated March 07th, and March 10th, 2016 in CD Book #1 titled, “Town Council Supporting Documents”)

III. DENNEXATION REQUEST, (*Tony Boyd, Property Owner*)

Mayor Wyatt made Council aware of a prior meeting between himself and Mr. Tony Boyd regarding deannexation of his 23 acre property located at 550 Hoover Road. He presented background information from documentation, provided by Town Manager Bailie.

Mr. Boyd approached Council with a request for deannexation approval. He presented a brief overview regarding efforts taken over the last 6 years to be deannexed. He commented that when he purchased the property, he knew it was in the city limits, but was under the impression that the property could be deannexed. Mayor Wyatt explained that Mr. Boyd has approached Representative John Fraley for introduction of a House Bill for deannexation. Representative Fraley has advised that he will not introduce the bill without Town’s support.

**Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, Mr. Boyd’s request for support of deannexation of 23 acres located 550 Hoover Road was denied and if a House Bill is introduced, issue a letter to state legislature representatives stating that the Town does not support deannexation of the property.

Mr. Boyd asked how to get his taxes reduced. Mayor Wyatt advised that he contact the Town Manager for assistance.

(Copied in full, deannexation request timeline/background history, Resolution 03-16 in opposition, and letter to Speaker of the House is attached to and made part of these minutes and is filed on CD titled: : “Town Council Supporting Documents” dated March 07th, and March 10th, 2016 in CD Book #1 titled, “Town Council Supporting Documents”)

IV. RESOLUTION 03-16 TITLED: “COMMUNICATIONS/ACCOUNTABILITY”, (*Mayor Wyatt*)

Council member Williams, due to being absent from the retreat when the Resolution was directed, requested clarification of the need of the resolution. Mayor Wyatt explained that the intent is for clear communications and supervisory tool for accountability. Council member Teross Young asked for clarification that the resolution does not take away council’s responsibility of performance evaluation of the Town Manager. Mayor Wyatt and Council member Henkel confirmed that it did not.

**Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, Resolution 03-16 titled: "*Resolution Regarding Communications/Accountability*" was approved.

A correction was noted: Third paragraph of the resolution, "Town Board" to read as "Town Council".

**Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to amend Resolution 03-16, correcting "Town Board" to "Town Council".

V. REPORT FROM RUMPLE STREET PAVING COMMITTEE, (Mayor Wyatt; James Troutman, Council Member; Adam Lippard, Public Works Manager)

Mayor Wyatt stated that the Rumble Street Paving Committee, consisting of himself, Council member Troutman and Public Works Manager Adam Lippard, met (March 01, 2016) with Bell Construction on Rumble Street regarding street repairs/paving (Council member Williams also attended). He reported that Bell does not feel there is a need to pave the entire street. Bell Construction is to report back to the committee in two weeks with an estimate.

The committee asked Bell Construction that when riding the streets of Troutman to report to the town any streets that they discover in need attention.

Council member Young suggested to Town Manager Bailie that a letter, signed by the Mayor, be sent to NCDOT with a list of state roads within town in need of repairs. Town Manager Bailie was in agreement. He also suggested that a link be placed on the website to alert the Town of street issues. Staff commented that there is a "quick link" on the website to contact the town for such concerns.

Discussion was held regarding citizen inquiries regarding installation of sidewalks on Talley Street and in Inglewood. Planning Director Martin stated that Talley Street is on the list as one of the "Call for Projects" to be submitted to NCDOT as part of the sidewalk package. Mayor Wyatt requested that citizens be informed of projects the town is working on and that their concerns are being addressed.

VI. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF MARCH 10, 2016, (Ann Bailie, Town Manager)

****See Draft Agenda ****

Agenda Item 8. Education Spotlight

Correction to draft agenda of March 10th – Change from Troutman Elementary School to Troutman Middle School.

Agenda Item 19. Consider Approval to place Order for Purchase of Police Vehicles

Mayor Wyatt requested that staff provide a summary of cost maintenance for the past several years on the three vehicles proposed for surplus.

Additional items to be added to Town Council's Meeting Agenda of March 10, 2016

❖ Consent Agenda:

- Agenda Item: Consider Approval of Farmers Market Manager Position at Compensation Rate of \$10/hour with Seasonal Cap of \$1,600
Council requested to explore other options for manager position.
- Agenda Item: Consider Amendments to Fee Schedule
Proposing: \$30 seasonal fee, \$5 weekly fee, and \$50 seasonal fee for setup within the future Farmers Market Pavilion.

❖ Regular Agenda:

- Agenda Item: Consider Suite Spots Façade Amendment (277 Murdock Rd)
Proposing enclosure of one of three open metal building to be used for mini storage.
Discussion was held regarding brick skirting.

VII. FORWARD TROUTMAN: DEGREES OF PREFERENCE-UDO REWRITE, (Erika Martin, Planning Director)

Planning Director Erika Martin led Council through a clicker exercise to gauge preferences for certain land use conditions. Topics/questions were related to downtown business signage, murals and decorative accents as signage, metal as primary material for all industrial buildings, approval process of multi-family and non-residential facades, preserving percentage of trees/canopy for all new projects, when uses are ok, traffic impact analysis for major subdivisions and large commercial projects, footage to notify residents of potential rezoning's and special uses.

VIII. MISCELLANEOUS BUSINESS

A. Business from Mayor and Council

1. 2016 Citizen of the Year Application Deadline-March 25th

No comments were made.

2. Other

Council member Young led a discussion in regards to Town Manager Ann Bailie's six month review. Copies of a sample evaluation form as provided by COGG, and copies of the Town's existing evaluation form were distributed to Council members to determine the most appropriate form/format to use, or Council could customize their own format. He suggested that for this 6 month review, Council could use the criteria on the existing form as a check-in, and decide on a new form/format for her annual evaluation. He stated that Town Manager Bailie's 6 month review is due this month (March), and asked if Council prefers to do it now or extend the review to April.

Council member Young commented he would like to hold the 6 month review in closed session at Council's agenda briefing or Council's regular meeting in April. Council member Young stated that the form or format used would need to be customized and needs be acceptable to the Town Manager. Council member Williams volunteered to work with Council member Young and Town Manager Bailie in establishing evaluation criteria to present to council for feedback in preparation of Town Manager Bailie's 6 months review. Mayor Wyatt suggested that remaining Council members assist by selecting 3 to 6 pieces of criteria out of both forms combined they would like included, and email to one of the three. He also commented that surveys to be completed by council and employees may be helpful. Planning Director Erika Martin stated that she has survey software that may be of assistance.

B. Business from Town Manager

None

XI. HOLD CLOSED SESSION PURSUANT TO NC GENERAL STATUTE 143-318.11(a)(4) TO DISCUSS MATTERS PERTAINING TO ECONOMIC DEVELOPMENT; NC GENERAL STATUTE 143-318.11(a)(3) TO CONSULT WITH ATTORNEY; AND NC GENERAL STATUTE 143-318.11(a)(5)(i) ACQUISITION OF REAL ESTATE

Call Closed Session

Mayor Wyatt called for a closed session pursuant to NC General Statute 143-318.11(a)(4) to discuss matters pertaining to economic development; and NC General Statute 143-318.11(a)(3) to consult with attorney; and NC General Statutes 143-318.11(a)(5)(i) to discuss acquisition of real property.

****Upon motion by Council member Williams, seconded by Council member Young, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-319.11(a)(4), NCGS 143-318.11(a)(3), and NCGS 143-318.11(a)(5)(i) to discuss acquisition of real property.**

Mayor Wyatt opened the closed session. In attendance: Town Council; Town Attorney, Gary Thomas; Town Manager, Ann Bailie; Deputy Clerk, Danielle Upright; Finance Director, Steve Shealy; Planning Director, Erika Martin; Police Chief, Matthew Selves; Public Works Manager, Adam Lippard joined the closed session.

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

Reconvene Open Session

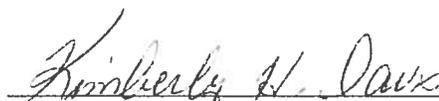
****Upon motion by Council member Williams, seconded by Council member Young, and unanimously carried, approved to close the close session and reconvene the open session.**

VI. ADJOURNMENT

****Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of March 07, 2016 was adjourned at 7:45 p.m.**



Ronald N. Wyatt, Mayor



Kimberly H. Davis, Town Clerk



**** Motion**