

**MINUTE BOOK XXVI, PAGES 49-52
SPECIAL MEETING OF THE TROUTMAN TOWN COUNCIL
APRIL 24, 2017**

A Special Meeting of the Troutman Town Council was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on Monday, April 24, 2017 at 4:00 p.m. with the Mayor Teross W. Young, Jr. presiding.

Council Members Present: Paul Henkel, Sally Williams, Judy Jablonski, James Troutman, Paul Bryant

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Erika G. Martin, Planning Director; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager

Press Present: Debbie Page, SVL Free News
Jennifer Dandron, Statesville Record & Landmark

ITEM 1. MAYOR YOUNG CALLED THE MEETING TO ORDER

ITEM 2. DISCUSS MAYORAL TERM (Removed from the Agenda)

Town Manager Longino stated that per request of Mayor Young, Item 2 is removed from the agenda and will be discussed at a later date.

ITEM 3. DISCUSS CHANGE TO SCHEDULE OF FEES

Town Manager Justin Longino explained that the proposed change is mainly to clarify and correct language from the last fee schedule revision in regards to rental fees for the Troutman ESC Park Pavilion. The way the fee schedule is currently written with a 2 hour minimum included, made the intended rate of \$10 per hour double. The proposed revisions will set the rental rate for the whole pavilion for in-town residents from \$20 per hour to \$10 per hour, and the rental rate for half the pavilion from \$10 to \$5 and no hourly minimum for either. The proposed changes also revises the hourly rate for non-town residents for rental of the whole pavilion from \$40 to \$20 per hour and for rental of half of the pavilion from \$20 to \$10.

A brief discussion was held concerning the proposed rates with Council member Williams commenting that money is needed for the park. Emily Watson, Parks and Recreation Coordinator shared that staff has received negative feedback regarding the current fees and the park could lose potential renters.

Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, approved to accept the new hourly rates as proposed and maintain the two hour minimum.

Ms. Watson stated that in efforts to keep the public informed of pavilion rentals/use; a rental schedule is posted in glass cases on each side of the pavilion. Council member Bryant asked if the schedule is posted on the Town's website. Ms. Watson replied that it is not. Council requested that the pavilion rental schedule be included on the website's calendar.

(Copied in full, revised Schedule of Fees is attached to and made part of these minutes and is filed on CD titled: "Town Council Supporting Documents" dated April 24th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 4. DISCUSS APPLICATION FOR PARTF GRANT

In efforts of finalizing the application process of a Parks and Recreation Trust Fund Grant, Planning Director Erika Martin requested Council's funding commitment of a minimum match of 50% with the approval of Resolution 11-17 titled: "*Town of Troutman Resolution of Funding Commitment for Troutman ESC Park Phase 2*". The grant is in the amount of \$400,000; therefore, the Town's commitment would be \$200,000. Ms. Martin stated that if the Town is awarded the grant, it will be in the fall and the project has to be completed in three years. The \$200,000 match could be spread over 2½ fiscal budget years.

Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, Resolution 11-17 titled: "*Town of Troutman Resolution of Funding Commitment for Troutman ESC Park Phase 2*" was approved as presented.

(Copied in full, Resolution 11-17 is file in Resolution Book IV, Page 11)

(Copied in full, Resolution 11-17 is filed on CD titled: "Town Council Supporting Documents" dated April 24th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 5. DISCUSS PUBLIC WORKS EQUIPMENT

Town Manager Justin Longino requested Council approval to use funds from the \$10,000 acquired from the recent sell of Public Works 1994 Ford Backhoe on GovDeals to purchase a Ferris mower at a price of \$7,500. He stated that on several occasions, Public Works Manager Adam Lippard has used his personal mower. The town should provide the department with the equipment needed to perform their duties. Mr. Lippard stated that adding a third mower would help decrease mowing time of the greenway and other areas, and especially with the new greenway, the addition to the Richardson greenway, and the park. A brief discussion was held regarding the cost and warranty of a Ferris mower verses the Snapper mower. Mr. Lippard stated that the state discount is much larger on the Ferris and the warranty is 4 years, where the Snapper has a 24 month warranty. Council member William asked if with the addition of the third mower, if the Town would take over the mowing that is currently contracted with John Shoaf. Mr. Lippard stated that when he was first hired by the Town there were seven employees in the Public Works Department, now there are five with an increasing work load. His goal is to be able to do all the Town's mowing, but additional full time personnel is needed. Council member Henkel commented that for the price of \$7,500, he would like to see Public Works take over all mowing and no contracted service. Town Manager Longino stated that one full time person for the Public Works Department will be proposed in the upcoming budget.

Upon motion by Council member Bryant, seconded by Council member Henkel, and unanimously carried, approved purchase of new mower as requested.

(Copied in full, mower specs is filed on CD titled: "Town Council Supporting Documents" dated April 24th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 6. DISCUSS CODE ENFORCEMENT POSITION

Town Manager Justin Longino stated that the town is currently without of a Code Enforcement Officer due to the resignation of Chuck Gallyon. Duties of Code Enforcement the last few weeks has been distributed among Planning Director Martin, the Town Intern, and himself. He presented Council with a proposal to contract Code Enforcement through Centralina Council of Governments (CCOG) explaining the reason he considers that an outside source/organization is that they may be more beneficial from an enforcement perspective. The contract proposed is a two month contract beginning May 1 through the fiscal year ending June 30th is a total cost of \$3,822 based on a part time position of 2 days a week, approximately 12 hours weekly. Town Manager Longino stated that CCOG's yearly quote (via email correspondence) for contracted services totals \$15,000 of which he will forward to Town

Council. Council was in agreement that the Town would most benefit from outsourcing. A brief discussion was held in regards to the reporting process of code enforcement issues. Planning Director Martin commented that Mobile 311 can be set for Code Enforcement, and Town Manager Longino stated that Code Enforcement status will be included in his weekly staff report via email to the Mayor and Council.

Upon motion by Council member Williams, seconded by Council member Troutman, and unanimously carried, approved contract for May and June for a total of \$3,822 as presented.

(Copied in full, CCOG Contract is attached to and made part of these minutes)

(Copied in full, CCOG information and contract is filed on CD titled: "Town Council Supporting Documents" dated April 24th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 7. REVIEW PROPOSED PLANS FOR TOWN HALL EXPANSION

Town Manager Justin Longino presented two options as revised by John Fuller, Fuller Architecture for Council's review regarding possible expansion of Town Hall. Option A would add 4700 sq. ft. to Town Hall adding a new Council Chambers, lobby, council conference room, kitchenette, storage, two additional restrooms and renovating the existing building. Option B, at 6720 sq. ft., proposes mostly the same as Option A with the addition of a 2020 sq. ft. area for the Police Department shown to be located behind the new Council Chambers. Town Manager Longino stated that Option B offers more office space and room for future growth. Estimated cost for Option A - \$1.3 million; Option B - \$1.7 million. A brief discussion was held regarding funding options for the project with the anticipation of not having to raise taxes. Consensus of Council was for Option B for the purpose of future growth, but requested that Mr. Fuller provide a revised, more solid costs projections for both A and B. Town Manager Longino stated that he will contact the architect regarding the revisions requested, and once an option is approved by Council, the project time frame to begin construction would be one to two years out.

(Copied in full, Fuller Architecture's Option A and Option B, and Preliminary Cost Opinion is filed on CD titled: "Town Council Supporting Documents" dated April 24th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

ITEM 8. REVIEW WORK ORDER SYSTEM

In review of the 311 Work Order System Town Manager Justin Longino reported that within the last month there were 189 total work orders submitted; and that 75 email work orders were submitted in January. Submittals have come from various Town departments and from citizens using the citizen portal on the Mobile 311.com website; a link will soon to be accessible through the Town's website. Not many citizen users at this time, but the Town will continue to market it on the Town's website, Facebook, newsletter, and electronic sign to get the word out. He reported that various reports can be obtained on the number of work orders submitted in variable timeframes (monthly, weekly, daily, etc.), work orders status, the time frame of how long the work order has been open, and when it was completed. Mayor Young requested that Town Manager Longino figure a way to track month to month utilization of the system and as budget discussions begin, Council needs to understand what it is that the Town is paying for. Public Works Manager Adam Lippard provided feedback regarding the system commenting that the department loves it. The team has responded well to the system and it is user friendly. It has improved efficiency and has been very helpful in delegating work orders. Mayor Young stated that the Town can be more efficient by utilizing the system and be able to solve issues more quickly. Council member Bryant commented that everything heard is very positive regarding the system; he is just struggling on how to measure efficiency and the return on the investment. Mayor Young agreed and commented that should be considered before the next budget process.

(Copied in full, Work Order System Overview/Report is filed on CD titled: "Town Council Supporting Documents" dated April 24th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

OTHER DISCUSSION:

- **Update Regarding Mill Village Sewer System**

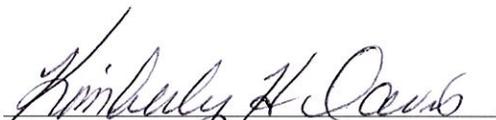
Public Works Manager Adam Lippard update Council regarding the sewer issue of failing terra cotta pipe in the Mill Village area at the end Eastway Drive stating that NC Rural Water is scheduled to camera the lines tomorrow (Tuesday) and will send the findings to Town Engineer Benjie Thomas for evaluation. He verified that there are 2” terra cotta sewer pipe in the ground and are in desperate need of replacement which will be substantial in cost. Mayor Young asked if there are infrastructure grants that could be applied for. Mr. Lippard responded that there are but the medium income of the Town residents is too high to qualify for such grants. Town Manager commented that once the evaluation is complete with repair cost, Council and staff will discuss potential funding options.

- **Park Voting**

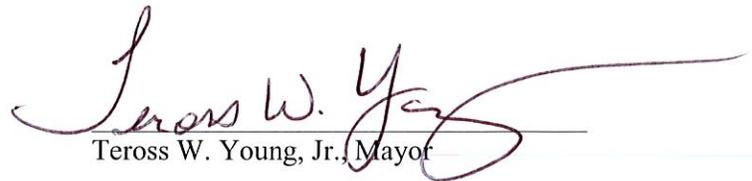
Council member Jablonski requested using the phone tree one more time as a last minute push/reminder to vote on line for “Meet Me at the Park” contest sponsored by the National Recreation and Parks Association. The park that has the most votes wins \$20,000.

ITEM 9. ADJOURNMENT

Upon motion by Council member Troutman, and seconded by Council member Williams, and unanimously carried, the Special Meeting of April 24, 2017 was adjourned at 3:48 p.m.



Kimberly H. Davis, Town Clerk



Teross W. Young, Jr., Mayor

