

**MINUTE BOOK XXV, PAGES 50-53
SPECIAL MEETING OF THE TROUTMAN TOWN COUNCIL
APRIL 25, 2016**

A Budget Workshop of the Troutman Town Council was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on April 25, 2016 at 2:00 p.m. with the Mayor Ronald N. Wyatt presiding.

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

Council Members Absent: None

Staff Present: Ann G. Bailie, Town Manager; Kimberly H. Davis, Town Clerk; Erika G. Martin, Planning Director; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager; Justin Longino, Park & Rec. Coordinator; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, STV Free News
Nina Mastandrea, Statesville Record and Landmark

Others: (Sign-In Sheet attached)

MAYOR RONALD N. WYATT CALLED THE MEETING TO ORDER

DISCUSSION OF THE 2016/2017 FISCAL YEAR PROPOSED BUDGET

Update on Follow-up Items from April 21, 2016 Budget Workshop

- **Playground Addition:** Planning Director Erika Martin presented Council with a copy of the proposed playground addition design as requested explaining the layout and area of potential safety hazard. Cost-additional \$13,700 to \$5,000 proposed in the budget, total cost to the town-\$18,678. Because the playground brand is PlayCore, other brand of playground equipment is not allowed be added to it. Therefore, competitive prices could not be explored. Through PlayCore's recent promotion, the town saved \$7,300.
- **Sun Shade Structure-by PlayCore:** Cost for placement of three 12' square shades-\$6,000 and \$2,000 for installation, totaling \$8,000. A Sun Shade grant can be applied for in November up to the amount of \$8,000. No match required. (Pictures of the Sun Shade quoted was provided for Council's viewing). Mayor Wyatt commented that Council member Williams has found shades (18' x 18') for \$50(+) plus shipping. If Council wishes, the town could purchase the less expensive shades for the summer, and still apply for the grant for the more durable shades in November. Council member Williams to try to get stainless steel posts donated. Council member Troutman suggested that Council member Williams research the strength of the posts she is considering. Council member Williams stated she is also going to check into wooden posts.

Upon motion by Council member Williams, seconded by Council member Young, and unanimously carried, approved to increase budgeted line item for the playground from \$5,000 to \$19,000.

(Copied in full, playground equipment quote and pictures, and Sun Shade quote and picture is file on CD titled: "Town Council Supporting Documents" dated April 25th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

- **Kubota Skid Steer:** Public Works Director Adam Lippard presented quotes as requested by Council for new and used Skid Steer and attachments. 2016 SVL 75 Skid Steer closed cab/heat & air unit-new at Sinks Farm Equipment in the amount of \$51,700 including tax. Same item by Charlotte Tractor-new \$54,142. Presented 3 quotes on used-SVL75: 2014 w/500hr's \$48,430; 2013 w/200hr's \$55,600; 2013 w/300hr's \$50, 500. For a 90 series used model is \$58,000 w/833hr's and the price for a new Caterpillar model is \$70,000 and 2015 used is \$67,400. Attachments: bush hog \$4,000-5,000; and mulcher \$20,000. Total cost for the Kubota and bush hog \$56,700.

Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, approved to increase Utilities-Capital Outlay-Skid Steer line item from \$47,000 to \$57,000 for purchase of Kubota Skid Steer and bush hog attachment.

- **Police Vehicle:** Police Lt. Darrin Payne reported, as requested by Council, that the most reliable and cost effective vehicle to keep in the fleet is the 2007 Crown Vic (propane vehicle).
- **General Fund Revenues:** Based on a tax increase of 4.25 cents: a) reconfigured 3.25 cent increase to maximize contingency: (\$156,805) to partially replenish Fund Balance. Contingencies will revert to Fund Balance if unspent. b) 1 cent increase to initiate two Capital Reserves with ½ cent for Facilities (\$19,070) and ½ cent for Economic Development (\$19,070) (Budget update memo and budget replacement pages were distributed)
- **Rumple Street Paving:** Town Manager Bailie stated that in speaking with Bell Construction regarding efforts in getting a timeline for Rumple Street paving, she was advised that paving will probably not be complete until after July 1, therefore reallocation of the funds will be necessary

Personnel:

- **Part-time Parks and Rec:** Mayor Wyatt asked if staff researched what hours worked classify part-time for full time benefits. Town Manager Bailie responded, that staff has not, but per personnel policy anything less than full time is considered part-time. She stated that staff needs more time to research state laws. Budgeted: \$15,600. Rate of \$15 per hr./20 hours a week. Town Manager Bailie described the duties of the Parks and Rec. Coordinator
- **Interns for Communications, Planning (2), and Farmers Market:** \$1,500 proposed for each position, totaling \$6,000. Rate of \$10 per hr./16 hours per week.

Mayor Wyatt suggested possibly adding Farmers Market Manager duty to the duties of part-time Parks & Rec. Coordinator. Town Manager stated that it can be looked at, at the end of the year.

CALL FOR CLOSED SESSION PURSUANT TO NC G.S. 143-318.11(a)(4) TO DISCUSS ECONOMIC DEVELOPMENT; AND NC G.S. 143-318.11(a)(5) TO DISCUSS ACQUISITION OF REAL PROPERTY

Mayor Wyatt called for a closed session pursuant to General Statute 143-318.11(a)(6) to discuss personnel.

Upon motion by Council member Troutman, seconded by Council member Young, and unanimously carried, approved to go into Closed Session pursuant to GS 143-139.11(a)(6) to discuss personnel.

Mayor Wyatt opened the closed session. Along with Town Council, Ann Bailie, Town Manager, Gary Thomas, Town Attorney, and Kimberly Davis, Town Clerk joined the closed session.

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

Reconvene Open Session

Upon motion by Council member Henkel, seconded by Council member Troutman, and unanimously carried, approved to close the closed session and reconvene the open session.

Discussion Regarding Personnel Continued:

Maintain Current Positions: Police Chief Matthew Selves distributed a letter to the Mayor and Council members stating his position in maintaining current positions within the Police Department, specifically the Narcotics Investigator position. Chief Selves stated there is a job classification for Narcotics Investigator in the Town's Position Classification Plan briefly highlighting job duties. In requesting that the Narcotics position be retained, he stated that it would best feasible for the town, pointing out that drugs are a real problem in the community and Investigator Rusty Jones has made a significant impact in the drug battle. A lot of the town's money is invested in training, and in preparation for future growth the position is even more of need in efforts to keep the community safe. Upon Mayor Wyatt's request, Chief Selves presented a brief work history regarding Investigator Jones cases: in 2015 he was out for two months with an eye injury, but made 29 cases (136 offences/charges, 49 of which were felony charges); 2016, there are 12 cases so far (50 offences/charges, 15 are felony charges). He is still working on getting case dispositions for Investigator Jones and would also provide Investigator Corey Richards information as requested. He concluded by commenting that he wants the department to be self-sufficient, well rounded, and ready for future growth.

Mayor Wyatt stated that in talking with various Council members and discussing several options regarding all town employees, not one particular named person, the Council has to look at the feasibility and justification of the position. In referencing the Staffing Study conducted by Centralina Council of Government, Mayor Wyatt stated that in comparing Troutman with other towns the same size and even twice the size, there is no Narcotics positions, and it is up to the Council to retain it or not. He also expressed concerns of the investigator partnering more with Mooresville and not as much with Statesville and the County on cases. He recognized the additional work load and the affect eliminating the position would have on the remaining employees in the department. Chief Selves to provide Council with 2013 and 2014 case information of the Narcotics position as requested by Council member Young.

A brief discussion was held regarding perception and public relations of the Police Department within the community. Council requested that officers be more visible, that it is important to take more opportunities in visiting and talking with citizens.

In referencing the Staffing Study, Town Manager Bailie stated that what she recalls from the study, the town is providing the services the residents want. In eliminating positions, it will provide financial gain for the town, but the risk is that the town is not providing what the residents want, and due to the lapse in coverage more drugs will come to Troutman.

Council to continue discussion of Maintaining Current Positions at a later date.

3% Salary Increase for Town Employees: Mayor Wyatt stated that 1) if a salary increase is passed, it is to be effective the 1st pay check in July; 2) there are 2 employees on the maintenance side that received a promotion increase and are no longer holding that position, but the pay increase remained in effect. He requested that staff provide Council with the amounts and current salaries of the two employees for justification of the proposed 3% salary increase; 3) requested staff to provide a pay rate comparison of Troutman with towns of similar size for maintenance, Police Chief, and investigator.

Discussion of proposed salary increase to continue at a later date.

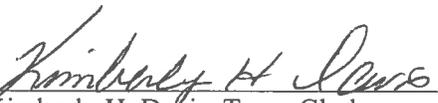
(Copied in full, updated budget information sheets and memo is attached to and made part of these minutes and is file on CD titled: "Town Board Supporting Documents" dated, April 25th, 2016 in CD Book #1 titled, "Town Board Supporting Documents")

AGENDA ITEM 3. ADJOURNMENT

Upon motion by Council member Young, and seconded by Council member Jablonski, and unanimously carried, Special Meeting of April 25, 2016 was adjourned at 4:44 p.m.



Mayor Ronald N. Wyatt



Kimberly H. Davis, Town Clerk

