

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

**TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES**

**May 08, 2017 – 4:00 P.M. – Troutman Town Hall**

Council Members Present: Mayor Teross W. Young, Jr.; W. Paul Henkel; Sally P. Williams; Judy Jablonski; James K. Troutman; Paul R. Bryant

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Steven H. Shealy, Finance Director; Kimberly H. Davis, Town Clerk; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Emily M. Watson, Parks & Rec. Coordinator

Press Present: Debbie Page, SVL Free News  
James Neal, Statesville Record and Landmark

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

**I. MAYOR TEROSS W. YOUNG CALLED THE MEETING TO ORDER**

**Amendment(s) to the Agenda:** None

**II. MISCELLANEOUS BUSINESS**

**A. Business from Council and Mayor**

None

**B. Business from Staff**

**1. Budget Discussion**

Using a power point slide presentation Town Manager Justin Longino began the 2017/2018 fiscal year proposed budget discussion by displaying graph that explained: where the Town's money comes from; where the Town's money goes; and the disbursement of dollars for items requested in the upcoming fiscal budget year, briefly highlighting each item.

Town Manager Longino introduced Mr. Bill Thunberg, Lake Norman Transportation Commission (LNTC) who was present to address Council giving a brief background of LNTC's purpose and how membership in the LNTC benefits Troutman. Mr. Thunberg stated that he/LNTC works closely with the town's Planning Director Erika Martin and representatives from Iredell County in scoping projects to insure grant funding, resources, public involvement and seeing a project from conception to completion; Lytton Street being one of those projects. Through resources he helped in the release of federal funding for ICATS Park and Ride Service and are looking at a potential site in Troutman at Exit 42. LNTC are partners with Metropolitan Planning Organization (MPO) and works closely with NCDOT. Council member Henkel addressed possible renewal of the LNTC's 2 year agreement stating that the agreement is not iron clad. It is very liberal; written in favor of the participants. Mr. Thunberg stated that any member can withdraw

from the agreement with a 30 day notice. LNTC yearly dues: \$5,000 that would be paid from *Governing Body-Dues and Subscriptions*.

Budget discussion continued with the following proposed/requested budgeted items reviewed in detail as outlined in the Town Manager's memo to Council:

❖ **Governing Body**

- *Citizens Endowment Fund*-Proposed as a new separate line item-\$3,000.
- *Community Advocacy Grant*-Proposed as a new separate line item-\$6,000.  
Staff asked Council if the *Citizen's Endowment* should remain a separate line item as proposed or combined into an existing line item. Council was in agreement to combine the individual line items of *Citizens Endowment* and *Community Advocacy* into one. Staff to revise.
- *Contracted Services*-Proposed line item increase-\$2,000 (Total request: \$9,000)  
The proposed additional \$2,000 in *Contracted Services* is added funding for possible assistance in composing a Town of Troutman mission/vision statement and set core values from the MPA Program at UNC Charlotte. Town Manager Longino stated that in speaking with the Director of the program, it can be done fairly inexpensive, but did not receive a quote in writing. Council member Henkel requested to see a cost assessment. Mayor Young questioned a once drafted mission statement by staff and Council. Planning Director Martin confirmed that Council did draft a mission statement at a Planning Retreat. Council was in agreement to revisit the draft mission statement before making a termination. Additional \$2,000 to be removed from *Contracted Services*.
- *Dues and Subscriptions*-Proposed line item increase-\$500 (*LNTC-previously discussed*) (Total request: \$12,000)

❖ **Planning & Zoning**

- *Contracted Services*-Proposed line item decrease of \$48,200 (Total request: \$140,800)
  - Proposing renewal of Code Enforcement Contract with Centralina Council of Governments (CCOG). Current contract terminates June 30, 2017. Cost to extend the contract for one year is \$15,800. Mayor Young requested Council be provided with a Code Enforcement report showing progress made before Council makes their decision at next month's meeting.
  - Second item proposed under *Contracted Services* is funds for the Southwest Bypass Study for \$125,000. The Town has applied for a \$100,000 grant, which would make the Town's total cost \$25,000. Language will be drafted for alternate bypass options to be included in the study. Planning Director Martin suggested contacting the City of Statesville and Iredell County for consideration in participating in the cost of the study since they share an interest of an airport connection.
- *Salaries and Wages*-Proposed line item increase of \$9,088 (Total request: \$76, 388)  
Staff is requesting to extend the position of Town Intern to Shannon Reidlinger through May 2018, increasing her hours from 10 hours weekly to 30 hours a week. Duties will include assisting with Planning and Zoning work load, management of the Farmers Market, management of the Town's Facebook page and website, and eventually taking on responsibilities in a Public Information Officer role. Council member Henkel asked if the Town would be required to provide health benefits due to Federal requirements. Finance Director Steve Shealy responded that the Town's policy states that any employee that works under 40 hour a week is considered part-time and therefore the Town is not required to provide health benefits. Council member Henkel asked Mr. Shealy to further research the health benefit requirement.

❖ **Parks & Recreation**

- *Salaries and Wages*-Proposed line item increase of \$12,830 (Total request: \$30,030)  
Proposing to increase Parks and Rec. Coordinator, Emily Watson's part-time weekly hours from 25 hours to 35 hours.

- *Park Upgrades*-Proposed line item increase of \$6,000 (Total request: \$25,000)  
Proposed upgrades include: \$2,000 - Water fountain at the pavilion (2 tier); \$1,000 - 2 Grills; \$20,000 - Foam base on playground; \$2,000 - Engraved brick install. Items listed are not items that the PARTF Grant would cover. Council member Troutman suggested that the grills could be a good Eagle Scout project. Mayor Young agreed that it may be a good time to reach out. Council member Williams volunteered to reach out for a donation of stones for the base of the grills.

❖ ***Economic Development***

- *Industrial Recruitment*-Proposed line item increase of \$2,000 (Total request: \$12,000)  
Discretionary funds, mainly used by the Troutman Business Council.
- *Downtown Enhancement*-Proposed line item increase of \$27,400 (Total requested \$57,200)  
Proposed enhancements include: \$6,800 - Repaving of the Depot and Wagner Street Town lots; \$45,700 for the Wayfinding Program; \$1,500 for matching Downtown Façade Grants; \$3,200 for Murals.  
Discussion was held regarding downtown façades grants. Town Manager Longino stated that Buzz Bissell with the Wayfinding Program has agreed to work with downtown businesses on façade improvements. Planning Director Martin commented that Small Town Main Street has agreed to regroup to work with the businesses as well. Council member Henkel recommended a separate line item for façade improvements. Mayor Young voiced concern of the \$1,500 proposed not being enough to draw the interest of the merchants, especially if there are multiple grant opportunities. Council member Henkel proposed \$15,000-\$20,000. Further discussion to be held.

Council member Jablonski stated that there have been complaints from the community regarding the condition of the KFC building and property. Planning Director Martin stated that the Code Enforcement Officer has been informed. It would fall upon the county for enforcement; the Town does not have a minimum building code. Mayor Young commented that his understanding is that at this time the only violation the Town can enforce is the tall grass without any repercussion. He requested that staff review the Town's current code regarding enforcement and/or suggested revisions for Council to review.

❖ ***Capital Expenditures***

- *Police Vehicles*-Proposed increase of \$16,000 (Total request: \$120,000)  
In review of the Town's Vehicle Replacement Policy, staff is requesting to purchase three (3) new police vehicles (V6 SUV Explorers) to replace three vehicles: two 2007 Crown Vic's that are very unsafe to operate. With 120,000 miles on one and the other 115,000. Both vehicles have paint, instrument cluster, and braking system (ABS) failure, and being K9 vehicles, idle time has to be considered in the wear and tear. The third vehicle, a 2009 Chev. Tahoe that would stay in the fleet as a backup vehicle only. Purchase at \$120,000 (includes complete police package) versus a 3 year lease is preferred. Mayor Young requested that Town Manager Longino update and resubmit the Town's vehicle report for Council's review.

❖ ***Capital Items-Utility***

- *Capital Outlay-Equipment*-Proposed decrease \$28,000 (Total request: \$29,000)  
Two items requested: SCADA System upgrade (\$17,000); and Sewer Camera (\$12,000). SCADA System representative advised that the Town's system is not at the level it needs to be to monitor the Town's water. The purchase of the sewer camera would allow Public Works to diagnose, monitor, and handle issues as they arise. Currently, NC Rural Water, by appointment, camera's the lines for the Town. It was suggested that the camera proposed should be of quality with the recording option. Town Manager Longino to get the specifications on the camera and forward to Council.

Utility

\*\*\*Salaries & Wages: Town Manager Longino added a request for a new Public Works employee. The employee's salary would be paid ½ from the Utility Fund, and ½ from the General Fund. Mayor Young requested that Town Manager Longino draft a description as he did for all other requests\*\*\*

❖ **Maintenance-Utility**

- **Contracted Services-Proposed \$5,000 increase (Total request: \$76,000)**  
Proposed increase of \$5,000 is for the Dude Solution's Mobile311 reporting system. The system has been received well by employees and has improved efficiency. Town Manager Longino stated he would prepare a report for Councils review

❖ **General Fund**

- **Contingencies-Proposed \$55,936 decrease (Total request: \$100,869)**  
Town Manager Longino explained that contingencies is the estimated amount remaining at the end of the budget year after expenditures that is added to the fund balance (savings). In efforts to increase the fund balance, Council member Henkel requested that Finance Director Steve Shealy work toward increasing contingencies from \$100,000 as proposed, to last year's total of \$156,805.
- **Fund Balance Forecast**  
The Town's Fund Balance at the end of this fiscal year is estimated at approximately 22% from 37% at the end of last fiscal year (6/30/15). Mayor Young requested that Finance Director Steve Shealy prepare a bar graph estimating the Town's fund balance over a three year period for Council's review at the upcoming Budget Retreat.

(Copied in full, Managers budget report, graphs, draft budget, budgeted line items breakdown, LNTC agreement, vehicle replacement policy, fund balance forecast is filed on CD titled: "Town Council Supporting Documents" dated April 8<sup>th</sup>, and April 11<sup>th</sup>, 2017 in CD Book #1 titled: "Town Council Supporting Documents")

**2. Discuss Little Library (Town Depot)**

Town Manager Justin Longino presented several options for a location of the proposed little library at the Town Depot. Town Council reviewed the options taking in consideration the area that would provide the most convenience and safety.

\*Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, approved location only of the proposed little library being the north side of Depot in the mulched area beside the entrance/exit of the Town parking lot onto US Hwy 21.

(Copied in full, pictures of location options is filed on CD titled: "Town Council Supporting Documents" dated April 8<sup>th</sup>, and April 11<sup>th</sup>, 2017 in CD Book #1 titled: "Town Council Supporting Documents")

**III. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF MAY 11, 2017, (Justin Longino, Interim Town Manager)**

**\*\*See Draft Agenda \*\***

**Consent Agenda:**

- Item 10 Acceptance of Policy #50 Titled: "Town of Troutman Adopt-A-Street Program"

Parks & Rec. Coordinator Emily Watson presented the proposed policy stating that the Adopt-A- Street Program for town streets was suggested by members of the community. She stated that she researched other communities that already have the program in place from which she developed the proposed guidelines within the policy. In review of the policy, Council expressed concerns in regards to disposal of the bags following street clean up. Mayor Young commented that the policy needs to be updated to reflect some coordination with the Town for disposal; and in keeping with the policy, the town should be notified upon completion of street clean-up for show of accountability.

A brief discussion was held in regard to the design, size, and location of the Adopt-A-Street signage. Ms. Watson stated the signage would be regulated by staff discretion and they would be located on poles of existing signage when possible as not to clutter the streets with signage.

Council was in agreement with revisions as discussed above and that the policy remain on the Council May 11<sup>th</sup> consent agenda for consideration of approval.

**Recognitions and Presentations:**

Addition to Agenda as the new Agenda Item 16 - Presentation of Funds by Get-Fit-Iredell for Troutman ESC Park Playground Sunshades.

**New Business:**

Agenda Item 20. Consider Board/Committee Appointments

(a) Unified Development Ordinance (UDO) Taskforce

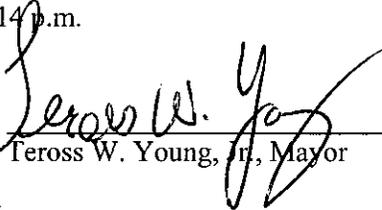
(1) Appointment of Two (2) Town Council Members and/or Mayor

Planning Director Erika Martin addressed Council with the proposal to create an UDO taskforce for review of the proposed revisions of the Town's new UDO and to make recommendations. Council members Williams and Bryant volunteered for nomination/appointment to the UDO Taskforce.

**V. ADJOURNMENT**

\*Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of May 08, 2017 was adjourned at 6:14 p.m.

  
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Kimberly H. Davis, Town Clerk

  
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Teross W. Young, Jr., Mayor

(\*) Motion

