

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

September 11, 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; Adam K. Lippard, Public Works Manager; Emily M. Watson, Parks and Recreation Coordinator; Gary W. Thomas, Town Attorney

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

In honor and memory of Firefighters and Law Enforcement around the country, Mayor Young requested that on this day of 9/11 that all be remembered.

II. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

1. Discussion Regarding North Carolina State Building Code (Fire Prevention Code)

Planning Director Erika Martin explained that there is a property between Lowes and the Charter School that was recently annexed into Troutman. During the due diligence process of the developers, it came to light that the Iredell County Fire Marshall requires two access points for subdivisions over 30 lots. She stated that in the past the Town has approved multiple subdivisions with only one access, but with the requirement of stub outs to accommodate future development.

Mr. Howard Bryan, Real Estate Broker and representative of the 74 acre tract of property owned by Jerome Howard addressed Council providing background information regarding the property and stating that the proposed developers (MI Homes) who had the property under contract have backed out due to the two access requirement. He explained that the preliminary plat of the proposed 220 lot development by MI Homes was to be sent to the Town's Planning Director, but was sent to the Fire Marshall's Office in error. Mr. Bryan provided multiple examples of subdivisions that have been built in the county where the two accesses were not enforced. He explained that the property is landlocked and that the entrance proposed off Crossie Road is the only one possible due to adjacent property owners not wanting to sell. He had met with the Town's Planning Director last year regarding the Town's requirements and there was nothing in the Town's UDO requiring two entrances, and was advised that the Town requires one connection and stub-outs to accommodate future connections. In reference and discussion of the State Fire Code and Appendix D within the code, he stated that the code is not part of the state building code and is not applicable in cities and county unless otherwise adopted. He also pointed out that no changes have been made in the wording of the State

Fire Code in the last 25 years. Mr. Bryan advised that there are two other developers interested in the property and requested that the Town readopted the fire code excluding Appendix D so development can move forward. He commented that it has taken years to acquire the land, get water and sewer to the property, etc., that would bring millions in tax value.

Mr. Gerald Grant, an engineer and surveyor in Iredell County with 40 plus years of experience stated that he has never consulted with the Fire Marshall's Office in regards to this matter; commenting that he is interested in the outcome of the issue.

The Mayor and Town Council members were in agreement that the ordinance needs to be clear of what is or is not required. Council member Bryant offered to speak with adjacent property owners in order to acquire the second entrance, but Planning Director Martin did not think it would make a difference and commented that she appreciates that the property owners who are mostly farmers, want to preserve the land.

Mayor Young suggested that he, Town Manager Longino, Planning Director Martin along with the David Souther, Fire Marshall and other parties work together to prepare an update the ordinance for council's consideration at their regular monthly meeting in October.

(Copied in full, Ord 03-03 proposed revisions, plat, General Statute's subdivision regulations, emails, UDO inserts, 2012 NC Fire Code/Appendix D, GIS maps of subdivisions with one access is filed on CD titled: "Town Council Supporting Documents" dated September 11th and September 14th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

2. Discussion of Street Lights for Julian Place

Planning Director Erika Martin expressed the need for a street light at Julian Place for the safety of the Express Bus Service to Charlotte. She stated that there is an average of 13 riders per day. The driver was instructed to ask riders what they think of the stop; and riders have responded that it is very dark and they do not feel safe waiting or parking their vehicles. Ms. Martin suggested a street light be installed at the stop. Finance Director Steve Shealy stated that he has contacted Duke Energy for options and estimates but has not received a reply. Ms. Martin stated that a commuter parking sign is at the location, but parking spaces are not marked off commenting that the more the Town can do to promote the service and assist in making riders feel safer would be ideal. Several Council members expressed concern that one light would not be enough.

- Council was in agreement that Finance Director Shealy to follow-up with a cost estimate for a standard, non-decorative light and pole for safety reason and to deter any illegal activity.
- Public Works Department to mark off parking spaces.

3. Review of Debt Service Requirement Report

Council member Henkel explained that he requested a copy of the report for review where the Town stood financially and assistance with setting up a work plan for future town projects. Mayor Young agreed that it makes sense to review periodically.

Mayor Young asked Public Work Manager Adam Lippard the proposed road repair date on N. Eastway Drive. Mr. Lippard responded that the work has been contracted out to Country Boy for less than \$2000; and he is awaiting an estimated time of arrival.

(Copied in full, debt requirement report is filed on CD titled: "Town Council Supporting Documents" dated September 11th and September 14th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

B. Business from Staff

1. Discussion Regarding Town Tag Line

Town Manager Justin Longino reintroduced the proposed Town tag line “Enjoy Lake Norman..Naturally”. The tag line, created by Buzz Bizzell with the Town’s Wayfinding Signage Program strongly feels that the tag line should be aimed at visitors and not residents of the Town as a draw to Troutman. Manager Longino commented that there were mixed reviews at the Troutman Business Council’s (TBC) meeting when first introduced, but all were in consensus at the last TBC meeting to accept the slogan which ties into the State Park slogan “Naturally Wonderful”. Town Manger Longino requested Council approval in using the proposed design and tag line for marketing purposes such as using the new design and tag line on the upcoming website; to be painted on the Houston Road water tank, etc. Council member Williams expressed apprehensions in changing the tag line from Lake Norman Front Porch that originated from the Town’s first Front Porch Festival.

Discussion was held regarding the design of the Houston road water tank. Town Manager Longino stated that the recommendation of TBC is that the water tank be painted white with “Welcome to Troutman” at the top, a rustic wood grain paddle in the middle, and the tag line “Enjoy Lake Norman..Naturally” at the bottom. Planning Director Martin to email the design to Council members. She stated that as part of the wayfinding program, Mr. Bizzell will be gathering input from area business and the community. Mayor Young commented that staff is looking for direction form Council in regards to begin migrating to the new slogan.

*Upon motion by Council member Jablonski, seconded by Council member Henkel, and carried, approved (by a vote of 4-1) to migrate to the new tag line.

Yeas: Jablonski, Henkel, Troutman, Bryant

Noes: Williams

2. Review of Ordinance 19-17 Regulating Use of Town of Troutman ESC Park, Troutman Depot Park, and Troutman Greenway System

Town Manager Justin Longino stated the draft Ordinance 19-17 has been revised to reflect suggested changes made by Council at last month’s Agenda Briefing. Council reviewed and discussed the revisions, suggesting additional changes to be made. Staff to incorporate the changes and the revised Ordinance 19-17 is be added to Council’s Regular meeting consent agenda of September 14, 2017 for consideration of adoption.

(Copied in full, proposed Ord. 19-17 is filed on CD titled: “Town Council Supporting Documents” dated September 11th and September 14th, 2017 in CD Book #1 titled, “Town Council Supporting Documents”)

3. Discussion of Street Improvement Projects

Discussion was held regarding estimates on repaving the town’s poorly rated streets as listed in the Street Study by West Consultants, along with a quote from Bell Construction to repair the large dip on Stratford Road and Country Boy to for repairs to Winterflake Drive and N. Eastway Drive. Town Manager Justin Longino stated that he has authorized the repairs to Winterflake Dr., Valleybrook Ln. and N. Eastway Dr., commenting that that the repairs are not of significant cost (\$7,254.54) to include in the street improvement project. He continued by recommending that Council select one road to repave this year while allowing staff to put together a plan to repave each of these roads over the next several years due to the high cost estimate by West Consultants, that spreading the costs out over time, the town will get more life out of the existing roads that are not yet in full need of replacement.

Council member Troutman requested road patching on Elliott Drive at Georgie Street. Public Works Manager Adam Lippard noted the request.

(Copied in full, street improvement estimates and roadway repair estimates are filed on CD titled: "Town Council Supporting Documents" dated September 11th and September 14th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

4. Set Date for a Special Meeting of the Town Council

Town Manager Longino requested that Council set a date for Special Meeting to go into closed session to discuss personnel, and he would also like to add an agenda item to discuss (in open session) future general fund projects, ranking them in order to unify how Council would like to move forward. Mayor Young commented that it makes sense to look at all general fund projects along with the town's debt service at the same time suggesting to hold the special meeting in November before entering into the new year. Town Manager to email Council members proposed dates in November to consider. Closed session for the personnel matter is to be held at October's Agenda Briefing.

III. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF SEPTEMBER 14, 2017, (Justin Longino, Interim Town Manager)

****See Draft Agenda ****

Items Discussed:

Consent Agenda Item 13. Resolution 19-17 titled: *"A Resolution To Adopt The Recommended Wastewater Collection System Capital Improvement Plan-Fiscal Year 2017-18 Through Fiscal Year 2027-28;* and

Consent Agenda Item 14. Resolution 20-17 titled: *"Town Of Troutman Authorizing Resolution Application For Funding From NC DEQ Division Of Water Infrastructure For A Wastewater System Improvement Project"*

Town Manager Justin Longino explained that approval of Resolution 19-17 adopting the Wastewater Collection System Capital Improvement Plan is part of the loan approval process and is required for Consent Agenda Item 14. Resolution 20-17 in authorizing application for funding from NC DEQ Division of Water Infrastructure for a wastewater system improvement project.

Due to a September 30th application deadline to apply for a "low-interest" loan from the NC Department of Environmental Quality for collection system rehabilitation projects, Town Manager Justin Longino presented Council with a spreadsheet listing 7 projects and the cost for each requesting that Council determine the projects to be included in the loan application. The first project - Mill Village Area Gravity Sewer System is replacement of the dilapidated terra cotta sewer pipes on Plum Drive, Cedar Street, and Field Drive and the Council's #1 priority. The remaining six projects were discussed in detail in regards to upgrading, replacing, or eliminating the following existing pump stations:

- Mill Village Pump Station – 3 options were presented:
 - Eliminate pump station and extend 3,800 LF gravity sewer line to IL Creek pump station
 - Keep and upgrade the pump station (including generator)
 - Perform minimal rehab by replacing the enclosure
 - Legend Lane (Fat Boys) Pump Station – 2 options were presented:
 - Keep and upgrade the pump station
 - Eliminate pump station and extend 1,700 LF gravity sewer line
 - Quail Haven Pump Station – Upgrades needed
 - Rimmer Farm Pump Station – Upgrades needed; on-site generator and expand security fencing for generator
 - I-L Creek Pump Station – Upgrades/repairs needed and on-site generator
 - Iredell Avenue Pump Station – Upgrades needed; on-site generator and expand security fencing for generator
- Total cost of all 7 projects - \$1,575,176.

Town Manager Longino explained that the Town would not begin paying funds back on the loan until all projects that are included are complete, therefore no funds from this year's budgets will be needed. Finance Director Steve Shealy explained that in application for the loan, the Town has to submit proposed projects for approval. The Town can draw from the loan as needed, but when all projects are completed, the loan would then be finalized and pay back would begin on the actual amount withdrawn on the loan. Mayor Young recommended applying for all rehab projects along with the Mill Village Area Gravity Sewer System project.

*Upon motion by Council member Jablonski, seconded by Council member Williams, approved to apply for all 7 projects with the caveat that Council will decide on which projects outside of the Mill Village project to complete.

(Copied in full, proposed Resolutions 19-17 and 20-17 are filed on CD titled: "Town Council Supporting Documents" dated September 11th and September 14th, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

New Business:

Agenda Item 18. Consider Ordinance 20-17 titled: "*Ordinance Restricting Through Traffic And Regulating Weight Limit On Streamwood Road Within Falls Cove*"

Planning Director Erika Martin explained that the proposed ordinance will not allow 5 ton vehicles (10,000 pound) on Streamwood Road, exempting emergency vehicles, recreational vehicles, and service delivery vehicles. The intent of the ordinance is to restrict through traffic of construction vehicles. Signs would be erected following adoption of the ordinance.

➤ *Council was in agreement that Item 18 be removed from under New Business on the Regular Meeting Agenda and place on Consent Agenda.*

Item 20. Consider Appointments for Bicycle-Pedestrian Steering Committee

Planning Director Erika Martin explained that over past years several different plans have been adopted relating to greenways, trails, bicycle and pedestrian plans that overlap in proposed routes and discrepancies between texts. Ms. Martin recommended forming a steering committee to review all plans that currently exist asking for two members of Town Council to participate. She stated that the Planning and Zoning Board recommends Ken Reid and Karen VanVliet for appointment to the committee. Council members Williams and Henkel volunteered to be appointed. Ms. Martin recommended that Council consider two Parks and Recreation members and one member of the public to serve on the committee. Realizing that Parks and Rec. has not yet met to make a recommendation and that Council may need additional time to consider public participation, Ms. Martin requested that Agenda Item 20 be removed from the agenda and appointments be considered at Councils regular scheduled meeting in October.

➤ *Council was in agreement that Item 20 be removed from the September agenda.*

Addition(s) to the Consent Agenda:

Town Manager Justin Longino requested to add to the Consent Agenda an agreement between the Town and PSNC to allow use of the Town's right-of-way for a utility (gas) line. Agreement drawn up by Town Attorney Gary Thomas.

IV. CALL FOR CLOSED SESSION PURSUANT TO G.S. 143-318.11(a)(5) TO DISCUSS ACQUISITION OF PROPERTY

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(5) to discuss acquisition of property.

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

Mayor Young opened the closed session.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis; Finance Director, Steve Shealy; Planning Director, Erika Martin; Parks and Recreation Coordinator, Emily Watson; and Town Attorney, Gary Thomas remain for the Closed Session.

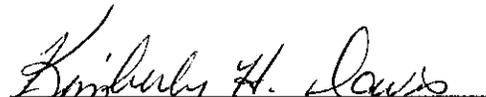
****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION****

Reconvene Open Session

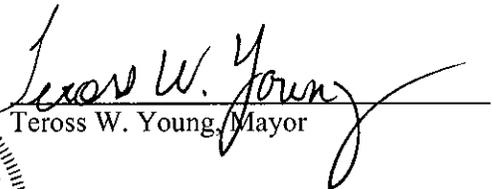
*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, approved to close the close session and reconvene the open session.

V. ADJOURNMENT

*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of September 11, 2017 was adjourned at 7:42 p.m.


Kimberly H. Davis, Town Clerk




Teross W. Young, Mayor

(*) Motion