

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

October 10, 2016 – 4:00 P.M. – Troutman Town Hall

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

Council Members Absent: None

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

Press Present: Debbie Page, SVL Free News

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

I. MAYOR TEROSS YOUNG CALLED THE MEETING TO ORDER

II. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF OCTOBER 13, 2016, (Justin Longino, Interim Town Manager)

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

Consent Agenda Items

17. Budget Amendment for North Carolina Governor's Crime Commission Grant (PROJ011896-2016 Troutman Police Department Radio Communication Initiative)

The budget amendment in the amount of \$24,500 is for a 100% re-imbusement grant from the North Carolina Governor's Crime Commission for purchase of police radios.

18. Revised Interlocal Agreement between Iredell County and Town of Troutman for Troutman ESC Park

The Interlocal Agreement between Iredell County and Town of Troutman for Troutman ESC Park has been revised and approved by the Iredell County Commissioners mainly reflects the addition of the pavilion providing cleaning of the restrooms and quarterly inspections of the park facilities along with one minor change to the seeding schedule. Council member Williams asked if county maintenance could handle fire ant control. Staff to inquire if the county would help with the issue. Public Works Manager Adam Lippard stated that he is looking into a product that can handle the ant issue, but it is dangerous and the park would have to close for 24 hours. One application would last for one year. A brief discussion was held regarding the dangers of the product and when and how to administer it. Staff to further research details of the product and contact other local parks and schools for suggestions.

In the agreement, under #5-Procedure for Park Hours and Security, Council member Williams referenced that "The Park will be locked utilizing an electric gate" of which the park does not have installed. Interim Town Manager to contact the county regarding further revisions.

(Copied in full, revised agreement is filed on CD titled: "Town Council Supporting Documents" dated October 10th and October 13th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

NEW BUSINESS ITEMS

19. Consider Setting a Date for a Town of Troutman Christmas Parade

Parade Committee Chairman, Chuck Gallyon will request Council set a date for a Troutman Christmas Parade. In addition, he is to request a date for the Independence Day Parade and if the Town would consider partnering with the Kiwanis Club to hold an Independence Day Festival at the Iredell County Fairground.

Agenda Items to be added to Council's Regular Meeting Agenda of October 13th:

- **Consider Approval of Change Order No. 3 for 2015 Street Improvement Projects**
- **Hold Closed Session Pursuant to NCGS 143-318.11(a)(5) to Discuss Acquisition of Property**

III. MISCELLANEOUS BUSINESS

A. Business from Mayor and Council

- **Council member Troutman**
 - Advised Public Works Manager Adam Lippard of a right-of-way located on Rumble Street that needs clearing.
- **Council member Williams**
 - Expressed thanks and appreciation to Public Works Manager Lippard and the Public Works Department for patching potholes on West Thomas Street and other streets in town. Interim Town Manager Longino informed Council that a town wide Street Study by West Consultants is scheduled to begin in the spring.

B. Business from Staff

1. Discuss Police Car Window Tint, (Longino)

In directing Council's attention to an inventory sheet listing the town vehicles, Interim Town Manager Longino stated that the listed 15 police vehicles and a description of the type of window tint on each. Through research, removal of non-legal tint is estimated at \$50 per window for the driver and front passenger windows. Factory tint cannot be removed. Interim Town Manager Longino recommended leaving the current vehicles as is, but going forward, no extra tint be added. Discussion was held with Council members expressing concerns regarding tinted windows, followed by Police Chief Matthew Selves explaining that the extra tint is important, especially for the two (2) K-9 units (tint helps keep the vehicles cooler), and the three (3) surveillance units. Council was in agreement to keep the tint on the two (2) K-9 units, and only on two (2) of the three (3) surveillance vehicles.

*Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, removal of all unnecessary tinting of all driver and passenger side windows with the exception of vehicles 8, 9, 12, and 13 as listed on the vehicle inventory sheet.

(Copied in full, Vehicle Inventory is attached to and made part of these minutes, and is filed on CD titled: "Town Council Supporting Documents" dated October 10th and October 13th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

2. Discuss Take Home Vehicle Policy (Policy 16), (Longino)

Interim Town Manager Longino stated that the proposed revised policy will replace the Police Department Take Home Policy with a town wide policy that encompasses all town vehicles. He referenced a Memo from previous Interim Town Manager David Treme that recommended a 15 mile radius from the current 20 mile limit requirement. Treme also recommended that current employees be grandfathered, and going forward the 15 mile radius would apply for new employees, and any grandfathered employee that would move outside the 15 mile radius. Spreadsheets listing miles to and from town limits, annual mileage, annual gallons, and annual cost along with the IRS tax rate of \$.54 for police department and public works employees were reviewed. The average cost per officer a year on gasoline/propane is \$756 and average cost per employee a year for gasoline in the public works department is \$904. Interim Town Manger Longino advised that currently there are only 4 employees with take home vehicles that live outside a 15 mile radius (3 police officers and 1 public works employee). Upcoming council member Paul Bryant spoke in favor of take home vehicles stating that police and public works employees should have access to transportation vehicles for quick response in the case of an emergency event. He also spoke of take home vehicles being a taxable benefit. Mr. Bryant suggested that the town could charge employees a small fee for mileage/use of the vehicle. Police Chief Selves stated that Public Safety may be tax exempt.

Staff to research if Public Safety is exempt, and bring information back to Council at next month's meeting.

(Copied in full, proposed revised policy and vehicle inventory sheet is filed on CD titled: "Town Council Supporting Documents" dated October 10th, and October 13th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

3. Discuss Pothole Program, (Longino)

Interim Town Manager Longino introduced Public Works departmental procedure for identifying and repairing potholes. The Public Works Street Technician, Todd Hardy is assigned the task of weekly street inspections and coordinating all street and sidewalk repairs. Mayor Young addressed the on-line pothole reporting process for citizens stating that it needs to be more streamlined. Staff to look into updating the town website to be more user friendly for town citizens.

Council member Troutman stated that Bell Construction did some, but not repairs that are needed on Rumble Street. Public Works Manager Adam Lippard stated that Bell Construction has been notified, but will get back in contact with them tomorrow.

(Copied in full, street maintenance program is attached to these minutes and is filed on CD titled: "Town Council Supporting Documents" dated October 10th, and October 13th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

**4. Assess Resolution 03-16 “Resolution Regarding Communications/Accountability”,
(Longino)**

Interim Town Manager Longino stated that approximately 6 months ago, Council signed/approved a resolution regarding communications and accountability with the resolution stating that it is to be reviewed by Council in 6 months or less to determine if it should be continued or be rescinded.

Council member Henkel commented that he feels communications is good and is happy with the situation, and that Interim Manager Longino is doing a good job keeping the Council updated. Mayor Young stated that the bottom line is communication. The funnel was put in place to streamline communications, with the goal of follow-up and accountability.

*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to continue with Resolution 03-16 and review again in 6 months.

(Copied in full, Resolution 03-16 filed on CD titled: “Town Council Supporting Documents” dated October 10th, and October 13th, 2016 in CD Book #1 titled, “Town Council Supporting Documents”)

5. Review Water Tank Cellular Apparatus Appearance, (Erika Martin, Planning Director)

Planning Director Erika Martin presented a drawing of the proposed Murdock Road water tank cellular apparatus for Council’s approval. She stated that staff and Verizon consultants are currently working on the agreement for placement of the apparatus that will be brought before Council for consideration next month. Ms. Martin stated that the apparatus will extend 4 ½’ above the current height of the water tower, and the control panel will be located on the ground behind the water tank. Staff is in support of the proposed design. Mr. Paul Bryant, upcoming council member asked if a picture of the design could be provided for Council’s review. Ms. Martin stated that she would provide Council with an actual picture and the term of the lease by Councils next meeting. In allowing Verizon to place the apparatus on the water tank, Ms. Martin advised that the Town will receive \$30,000 in new revenue with revenues increasing every year up to 3%. A brief discussion was held in regards to concerns of specific language being in the agreement related to the device not interfering with other connections and liability.

(Copied in full, apparatus design is attached to and made part of these minutes and is filed on CD titled: “Town Council Supporting Documents” dated October 10th, and October 13th, 2016 in CD Book #1 titled, “Town Council Supporting Documents”)

ADDITIONAL ITEMS DISCUSSED (Longino)

- **Consider Approval of Change Order No. 3 For 2015 Street Improvement Projects, (To be added to Council’s Regular Meeting Agenda of October 13, 2016)**

Interim Town Manager Longino explained that the change order with Bell Construction is an increase of \$14,981 for the Goodman Street and Patterson Street Paving projects and

that there will be no additional cost to the Town.

- **Consider Request for Website Design for Troutman Business Council, (Longino)**

Interim Town Manager Longino presented a request on behalf of the Troutman Business Council for design of a website. He stated that the Business Council has gathered three quotes ranging from \$2,000 to \$6,000; recommending that the town offer support in the amount of \$3,000. The website will market Troutman, designed to aid in drawing new businesses to town. Funds are currently available in the budget under Economic Development. Council members expressed positive views regarding that the website would be help promote and market the town.

*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to give Troutman Business Council website funding in the amount of \$3,000.

- Updates from Interim Town Manager Justin Longino
 - Emily Watson began today as the town's Parks and Rec. Coordinator.
 - Roger Tart will begin work tomorrow as the town's Code Enforcement Officer. (Upon Council member Henkel's request, Interim Town Manager Longino to provide Council with information regarding the two new employees (background, hours, etc).
 - Centralina Council of Governments (CCOG) in coordination with the town will hold a Fall Open House on December 12th from 6-8pm (more details to follow).
 - Personnel performance reviews will begin tomorrow.
 - Security lighting at the pavilion (Follow-up from previous discussion): There are two security lights under the covered area that come on at night, and lights located on the outside of the pavilion at the restrooms are motion detector lights.
 - The kitchen has been made into a secondary conference room that will accompany 6 people and may also double as an office.
 - Group and individual council member pictures will be taken following Council's regular scheduled meeting this Thursday.

VI. CALL FOR CLOSED SESSION PURSUANT TO NCGS 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 Jablonski, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-318.11(a)(5) acquisition of property.

Mayor Young opened the closed session requesting that Interim Town Manager Justin Longino; Town Clerk, Kimberly Davis; Planning Director, Erika Martin; Finance Director, Steve Shealy, and incoming Council member Paul Bryant join the closed session.

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

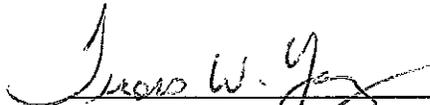
Reconvene Open Session

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

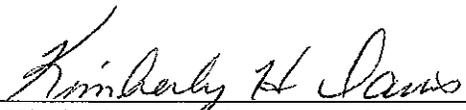
No action taken following the Closed Session.

V. ADJOURNMENT

*Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of October 10, 2016 was adjourned at 7:08 p.m.



Teross W. Young, Jr., Mayor



Kimberly H. Davis, Town Clerk



* Motion