

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

November 04, 2019 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.; Council Members Present: Mayor Pro Tem W. Paul Henkel Sally P. Williams, Paul R. Bryant; Janith J. Huffman, Judy Jablonski

Council Members Absent: None

Staff Present: Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Darrin Payne, Interim Police Chief; Emily M. Watson, Parks and Recreation Director; George Berger, Planning Director; Adam K. Lippard, Public Works Director; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

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

I. MAYOR YOUNG CALLED THE AGENDA BRIEFING MEETING TO ORDER

II. ADJUSTMENT(S) TO THE AGENDA BRIEFING AGENDA

Addition under III. Miscellaneous Business; (B) Business from Staff -
“5. Managers Search Committee Update”

*Upon motion by Council member Huffman, seconded by Council member Henkel, and unanimously carried, approved the Agenda Briefing Agenda as amended above.

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

• Council member Williams

Asked why the American flags along the greenway were not left up for Veterans Day. Public Works Director stated he forgot, but will make sure they are put back up.

• Council member Jablonski

Asked if vacancies within the Police Department advertised, and if Council was informed of the vacancies. Interim Town Manager Jim Freeman responded they were advertised explaining that they are not new positions being filled, only vacancies; and that he does not know whether Council was informed. Lt. Payne joined the meeting, clarifying that the positions were advertised. Council member Henkel requested that Council be notified when there are changes in personnel as to Council not being left in the dark.

• Council member Bryant

Commented that he attended the National Domestic Violence Awareness event held at CATS that was initiated by CATS SRO Kerry Baker who worked with students coordinating and organizing the event

that included a luncheon and the collection of a room full of items to give to the women and children from the Women's Shelter. Mr. Bryant suggested adding to Council's November regular meeting agenda, recognition of Officer Baker and his efforts. Council was in agreement.

• **Council member Huffman**

Thanked Parks and Recreation Director Emily Watson and Iredell County Parks and Recreation Director Michelle Hepler in a successful Trails and Treats Halloween event by moving it inside the Parks and Recreation Center due to the weather. Council member Henkel commented it was a great event and a lot of fun. Mayor Young commented that he heard positive comments regarding the event.

◦ Debbie Page, SVL Free News asked to speak thanking Emily Watson, Parks and Recreation Director for helping with the Get Fit Iredell Cook-off on Saturday, Nov. 27th, and thanks to Mayor Young for his assistance in getting Food Lion to sponsor the event and their \$400 donation in food and pantry items; all items left over from the event that were not perishable was used to stock the Blessing Box.

• **Mayor Young**

. Informed Council that he received a letter regarding the PACT (Police and Community Together) 4th Annual Turkey and Ham Drive that is to be held on December 5, 2019; donations accepted.

. Reminder: November 5th (tomorrow) is Election Day which presents the opportunity for everyone to perform their civic duty to vote. Mayor Young expressed appreciation to those willing to represent their community. He thanked the Statesville Chamber and Statesville Free News for a great job in holding the candidate forum giving the candidates an opportunity to voice their opinions.

. Commented that he and Senator Vickie Sawyer participated in the 1st monthly WSIC Radio Show today. In asking for participants for a 30 minute time slot, he advised that the next date is November 12th.

. Briefly updated Council regarding Fire Consolidation and requested Resolution stating that the process is on-going and addition information is needed for clarity purposes.

B. Business from Staff

1. Request Council's Input Regarding December's Organizational Meeting, (Jim Freeman, Interim Town Manager and Kimberly Davis, Town Clerk)

Staff requested direction regarding December's Organizational Meeting format. He asked if Council would like a reception for the incoming and outgoing members and Police Chief Fleming; and if so would they like it held before the meeting or during a break following the oaths of office; does Council want to recognize outgoing members; and are all in agreement for Judge Deborah Brown to administer the oaths as she has done so in the past? Council was in agreement with a reception being held prior to the meeting from 6-7pm; recognition of outgoing Council members, and requesting Judge Brown to administer the oaths of office.

2. Update of Downtown Sidewalk Improvement Project, (George Berger, Planning Director)

Interim Town Manager Jim Freeman stated that the downtown sidewalk improvement project and the Richardson Greenway South project is moving forward per conversations with NCDOT. He stated that NCDOT asked who the formal contacts are for the projects and were advised that the Town Manager, Planning Director and Finance Director direct contact with NCDOT. Any inquires made directly to NCDOT will be referred back to the project contacts. Planning Director George Berger presented a brief background/history regarding project and funding approval. Previous Town

Manager submitted the municipal agreement request to NCDOT in July 2019. He stated that the Board of Transportation has approved the project agreements 'in principle'; then it is up to NCDOT and local government staff to pull final agreements, cost estimates and etc. together. Unfortunately, when the prior Town Manager left, several weeks were lost because of no known contact person. Next steps: Town to clarify financial information, finalize contracts with NCDOT then bring contracts back to the Town Council for approval in order to move forward into preliminary engineering authorization, and design firm selection.

Downtown Sidewalk Project proposed schedule is as follows:

- . Preliminary Engineering and pre-construction – May 2020
- . Right-of-way acquisition and utility relocation – NCDOT has a start date of March 2021 which is a misprint; therefore, begin date is unknown at this time.
- . Construction – Mid December of 2021

Updated construction estimated will be provided in approximately 30 days by West Consultants.

Richardson Greenway South Project

- . Preliminary Engineering and pre-construction – February 2021
- . Right-of-way acquisition and utility relocation – August 2021
- . Construction – November 2021

Mayor Young asked that Council be kept in the forefront regarding the project and that Planning Director Berger produce a timeline to be included in the Manager Report for clarity to the Council.

3. Town Owned Wagner Street Building

a. Maintenance Discussion, (Freeman)

Interim Town Manager stated that it has brought to the Town's attention that the awning at the Town Owned Wagner Street Building is damaged and needs to be replaced. In a request for input, he presented the following options: replace it for approximately \$500 including labor or simply take it down. Council was in agreement to contact Mike Todd, property manager, to have the awning professionally replaced.

Condition of the mailboxes were addressed with Interim Town Manager Freeman stated that it was brought to the Town's attention that some are not on the Town's property. The Towns can be addressed, and staff could possibly contact the owners of the other mailboxes.

b. Long Term Plan Discussion, (Berger)

Planning Director George Berger stated that the Town does not have a long term plan yet and proposed that Council wait until spring to fix the façade on the building. He advised that the Small Town Main Street (STMS) is rebooting with an objective of how revitalization works with the 'old downtown' area. A two day workshop was scheduled but then cancelled until a new manager is in place and include the Troutman Business Council (TBC). STMS wants to do a Market Study along with helping to accomplish the Town's desire/purpose (as to what that may be) for the building. Currently there are two tenants in the building. Mayor Young commented that the purpose in purchasing the building was for downtown revitalization in order to motivate other downtown property owners to update their property. In commenting that although he was hoping that the Town would accomplish that a lot faster, but given the circumstances it may be worth waiting to get that input from the STMS group. Concern was voiced regarding the back of the

building and the cleanup that is needed. Council was in agreement that cleanup is needed before spring. Interim Town Manager Freeman stated that staff will look at it to see what the property needs and what the Town can do.

4. Troutman Fire District Status, (Freeman)

Resulting from conversations with Council members and county officials, Interim Town Manager Freeman recommended Council allow him to send a letter (draft letter was distributed to Council) requesting a meeting with Kent Green, Iredell County Director of Fire Services & Emergency Management, Troutman Fire Chief Wesley Morris, himself, and Town staff to address concerns and questions that has been raised regarding the proposed All-County Fire Service District. He explained that the county has asked for a Resolution from the Town for inclusion by November 31st. He stated that the County Commissioners will hold a public hearing on the issue in January or February of 2020. Mayor Young commented that he had a conversation with the Chair of the County Commissioners, and no action by the commissioners will be taken until have the public hearing and recommended that Council allow staff to work through the process to better understand all options. Council was in agreement. Interim Town Manager Freeman commented that he would like to get the letter out by Thursday asking that Council review the draft and let him know of any proposed changes.

(Copied in full, drafted letter is filed on CD titled: "Town Council Supporting Documents" dated November 4th and November 7th, 2019 in CD Book #1 titled: "Town Council Supporting Documents")

IV. REVIEW AGENDA ITEMS PROPOSED FOR THE REGULAR MEETING TO BE HELD ON OCTOBER 10, 2019, (Longino)

Staff reviewed agenda items proposed for the November 7th Council meeting and was available to answer any questions or concerns pertaining to those items.

In regards to Closed Sessions Minutes, Interim Town Manager Freeman suggested that in the future, Closed Session minutes not be emailed nor sent out in the packets. Council can come in and review the minutes or copies can be placed at Council dais prior to the meeting for review. He also suggested that once review, that the closed session minutes be returned to the clerk for destruction.

Consent Agenda:

Item 12. Approval to Amend Troutman Parks & Recreation Committee Rules of Procedure

Article 3 Membership; Section 3-1

Add language that Emily Watson, Parks and Recreation Director "only to vote in circumstance of a tie".

Article 4 Meeting; Section 4-4

Recommended to be specific regarding electronic voting. Add language – "including voting"

Staff to revise Rules of Procedure and email revised copy to Council prior to Thursday's night meeting.

A brief discussion was held in regards to electronic voting of Town Council, other Town Boards, and committees. Attorney Gary Thomas presented a brief explanation of NC General Statutes, and advised that it is not in the best interest of the Town to allow electronic voting by its Board's.

(Copied in full, Parks and Rec. Rules of Procedure is attached to and made part of these minutes and is filed on CD titled: "Town Council Supporting Documents" dated November 4th and November 7th, 2019 in CD Book #1 titled: "Town Council Supporting Documents")

New Business:

Item 15. Presentation of Town of Troutman 2018-2019 Budget Year Audit

Finance Director Steve Shealy stated that bound copies of the budget have not yet been printed and he is not sure they will be ready by Thursday night's meeting. With the budget being a total of 94 pages, Mr. Shealy offered to email Council a digital copy, or print the full budget if Council so wishes.

Item 20. Consider Planning and Zoning Board Appointments

Applicants Leroy Darryl Hall and Lori Eberly introduced themselves to Council providing a brief personal and professional background, as well as why they would like to serve on the Planning and Zoning Board. Applicant Ray Welsh was not present.

Council expressed appreciation to the applicants for sharing and for their interest in serving.

ADDITIONAL COMMENTS:

Mayor Young

- Commented that he appreciated the time Interim Town Manager has been here and staffs involvement in keeping him updated.
- Presented an update on the progress of the Manager Search Committee made up of the Mayor, Council member Henkel and Huffman, Interim Town Manager and Town Clerk. He spoke to the process stating that a survey, asking what is wanted in the next Town Manager, will be coming to Council and staff soon. The survey will then be available to community partners and citizens for input. Once the input is collected and condensed; the goal is to provide the information to Centralina Council of Governments (CCOG) for their assistance in advertising and culling down applicants for the position. Council member Henkel commented that the committee is trying to move with due diligence and speed; looking at mid-April to hire. Council will be included in every step of the process.

V. 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. Along with Town Council, Mayor Young asked that James Freeman, Interim Town Manager, Kimberly Davis, Town Clerk; Adam K. Lippard, Public Works Director; and Gary Thomas, Town Attorney join the Closed Session.

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

Mayor Young Opened 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****

Closing of Closed Session and Reconvene Open Session

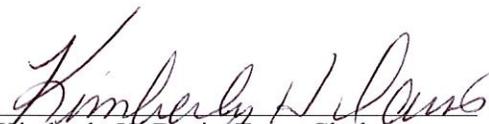
*Upon motion by Council member Henkel, seconded by Council member Huffman, and unanimously carried, approved to reconvene open session.

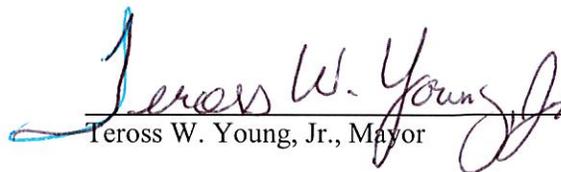
Action Resulting from Closed Session:

None

VI. ADJOURNMENT

*Upon motion by Council member Huffman, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of November 4, 2019 was adjourned at 5:54 p.m.


Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor

(*) Motion

