

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

December 09, 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; Tina Fleming, 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, Iredell 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

None

*Upon motion by Council member William, seconded by Council member Huffman, and unanimously carried, approved the Agenda Briefing Agenda as presented.

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

1. Presentation of the Managers Search Assistance Proposal by Geraldine Gardner, Centralina Council of Governments Executive Director

Centralina Council of Governments Executive Director Geraldine Gardner presented Council with an adjusted minimum cost proposal for the purpose of providing Manager Recruitment and Selection services. She explained that CCOG will provide the following 6 services at no charge: Define Position and Develop Review Criteria; Review Salary Range; Prepare Advertisements; Receive Résumés and Send Acknowledgement Notification; Screening of Applicants; Interview Process & Finalist Selection. She also presented the following additional tasks that are optional for a fee: Manage Finalist Assessment Center \$4,000; Conduct Management Assessments and Personality Profile \$1,350 (for 3 finalist); Selection Discussion Perform Background Check \$500.

Interim Town Manager James Freeman stated that if Council approves the contract tonight, the advertisement may be able to be ready for publication by the end of the month.

Councilmember Williams expressed concern of adopting the assessment portion with the associated cost of the proposal. And was reassured with Ms. Gardner stating that the agreement can be amended if Council does not want to proceed with a particular service. This would be accomplished by including language to the agreement that CCOG will first seek "Notice to Proceed" from the Town before commencing work on any of the additional services.

*Upon motion by Councilmember Henkel, seconded by Councilmember Huffman, and unanimously carried, approved adoption of CCOG Services Agreement as presented (first 6 services recommended at no cost including the Finalist Assessment Center Process, Personality Profile; Background Check).

2. Comments from Council and Mayor

Council members and Mayor Young commented regarding the success of the parade. Emily Watson, Parks and Recreation Director commented there were 175 parade entries. Councilmember Williams expressed a special thank you to Ms. Watson for detail cleanup behind her horse.

Mayor Young commented positively on the Annual Tree Lighting ceremony held in the Park on Thursday, December 5th thanking Ms. Watson, volunteers, the Grange, and all the schools for their participation.

Councilmember Bryant voiced citizen complaints regarding the horse auction in reference to parking issues, safety and street maintenance. He relayed that Town parking ordinances were not enforced; there were traffic accidents, blocked intersections, pedestrians struck by vehicles, and trespassing occurred. Councilmember Bryant proposed that Police Chief Fleming develop a plan in preparedness for their next event that will take place in March. Mayor Young and newly elected Councilmember Eddie Nau agreed it is a great event, but safety needs to be the first priority. Interim Town Manager Freeman commented that a lot of the problems could be eliminated with the Town requiring a Special Event Permit application weeks or a month before the event that includes a street plan. Citizen/Register of Deeds, Ron Wyatt commented that the Kiwanis Club representative (who manage the Fairgrounds) is the one that dropped the ball in regards to the event. Someone needs to be in charge of presenting the event expectations to the Town of what needs to take place. He suggested that the ones putting on the event be required to hire a maintenance staff for road cleanup.

B. Business from Staff

Interim Town Manager Freeman briefly commented on the following:

- Spoke of the upcoming Christmas Holiday and making sure that staff is covered with requested time off.
- Police Department is still searching for one police vehicle.
- Planning is in full force; utilizing Planning Director Berger on other town project activities (i.e. Statesville boundary area discussions; Mooresville wastewater issue).
- Upcoming Planning Retreat agenda.
- The possibility of changing some administrative tasks (i.e. reformatting department reports, agenda format) in January.

Councilmember Henkel suggested looking for an intern for Planning Director Berger to help with busy work that mainly ties him down from working on the more complicated work. Mr. Berger stated that the complexity of things that are worked on, on a day to day basis are such that using someone that does not have the basic background of a trained planner would not help. It takes more time to administer what that person is doing, rather than actually doing it. If we had professional staff and office space to locate them, such would certainly be beneficial. Councilmember Henkel suggested that sharing an intern with another department could help.

Planning Director Berger commented that the Town can continue to offer the program. Councilmember Bryant thanked Mr. Berger for his in-depth analysis and the way that background information is presented to Council.

Councilmember Henkel requested that Parks and Recreation Director Emily Watson be an integral part of the meeting by presenting a full Parks and Rec. report at Council's Agenda Briefings.

IV. REVIEW AGENDA ITEMS PROPOSED FOR THE REGULAR MEETING TO BE HELD ON DECEMBER 12, 2019, (James Freeman, Interim Town Manager)

Staff reviewed agenda items proposed for the December 12th Council meeting and was available to answer any questions or concerns pertaining to those items.

Consent Agenda:

Item 10. Approval to Amend Troutman Parks & Recreation Committee Rules of Procedure

Interim Town Manager Freeman asked if Council intends to remove consideration of Parks and Rec. Rules of Procedure from the Consent Agenda. Councilmember Bryant commented that he is looking for direction due to 5 questions/concerns of Council members. He commented that the item could be pulled from the consent agenda or Council could discuss to try to resolve. Council was in agreement to discuss the following questions/concerns:

- 1) In section 2-2(f), Councilmember Bryant asked for clarification of what is "the unit". Town Attorney Gary Thomas responded it is in reference to the municipality and/or Town as "the unit". Council was in agreement to change to "Town".
- 2) Asked that section 3-4 be deleted because the same language is re-stated a second time in section 6-2. Council was in agreement to delete section 3-4.
- 3) It was asked that Council take into consideration of changing section 7.1 to where future amendments be approved by Town Council upon recommendations of the Parks and Rec. Committee. A brief discussion was held in regards as to why the committee included language allowing the committee to approve future amendments to their Rules of Procedure. It was explained that they were approved by Council when the committee was first established and there was not a Parks and Rec. Department nor Director (it was a stand-alone committee); and all other Boards and Committees approve their own Rules of Procedure. Mayor Young commented that since he has been on Council no Rules of Procedure from any other Board or Committee have come before the Council to be amended. Council should allow committees to establish their own Rules of Procedure, and pointed out there is a Council Representative a part of the committee. Councilmember Huffman asked how much of the Rules of Procedure would the committee be allowed to amend, because it covers more than just how they operate, it covers who is appointed. Ms. Watson stated that the committee will always bring nominations for appointments to Council. Councilmember Bryant stated that the way the clause is written, it allows changes to any part at any time. Interim Town Manager commented that whatever Council does for one committee should be done for all committees stating that Rules of Procedure is for the committee internally, and that the Parks and Rec. Committee is only a recommendation committee that has to come back before the Council for approvals. No changes were agreed upon for this section.
- 4) Under Membership 3-1 the recommendation of two "at large" community members was requested to be changed to two "in-town residents". Ms. Watson explained the history of why the membership changed in January along with stating that the committee has experienced issues in finding participating members. She stated that the committee could require in-town members, but the committee does not want to limit it resources. Council members were in agreement that in-town membership should be

given first preference. Mayor Young pointed out that the Town does not have that many volunteers and if there are people who are willing to volunteer their time, they need to get whomever they can get. He cautioned Council not to get caught up in not letting the Director manage the committee. Interim Town Manager Freeman commented that leaving as is, gives Council the flexibility in making the appointments.

- 5) Under section 6-1 (2nd sentence) add “and” as for the sentence to read: “If a member has not been excused from voting, and abstains from voting on a matter, it shall be counted as a “yes” vote”..

Organizational Business:

Interim Town Manager Freeman commented that in the appointment of a Mayor Pro Tem, Council may vote openly or by ballot, but the ballots have to be signed and are open for public inspection. Mayor Young explained that he will be seeking volunteers to fill positions on outside Boards/committees. Interim Town Manager Freeman also commented that Council may want to consider addressing the Managers Search Committee elected vacancy.

Mayor Young advised that if Council so wishes, Thursday’s Council meeting is the time to consider any requested changes to Council’s meeting schedule.

New Business:

Item 22. Zoning Request (CZ-RM-19-04) Marley Jaye Village

Planning Director George Berger stated there has been two community meetings and two Planning and Zoning Board meetings. He commented that Council has the staff report and all supporting documentation in their packets. Contact him if additional information is needed. A brief discussion was held regarding community concerns and NCDOT recommendation in regards to a 3-way stop verses a 4-way stop. Upon request for additional information regarding the number of crashes/traffic count, and 3-way stop verses 4-way stop on Perry Road, Planning Director Berger volunteered to forward via email to Council. With permission of Council, Applicant John True addressed the issue of the 3-way stop verses the 4-way stop stating that in the TIA, NCDOT is not even requiring a 3-way stop; they volunteered it. He continued by stating that NCDOT advised that a 4-way stop does not provide any additional safety than a 3-way stop; and the traffic counts are in the TIA.

Item 24. Official’s Comments/Reports

Interim Town Manager Freeman stated that Council is provided with the managers monthly written report that includes more detailed information regarding paving of Winter Flake Drive, etc.; Town Engineer Benjie Thomas will provide a monthly report on the progress of town projects.

ADDITIONAL COMMENTS:

Councilmember Williams requested to add a Closed Session to Council’s Thursday night (December 12th) meeting pursuant to personnel. Closed Session to be added at the end of December 12th meeting agenda.

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 the two newly elected Councilmembers-George Harris and Eddie Nau, James Freeman, Interim Town Manager, Kimberly Davis, Town Clerk; Steven H. Shealy, Finance Director; and Gary Thomas, Town Attorney join the Closed Session.

*Upon motion by Councilmember Jablonski, seconded by Councilmember Williams, 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

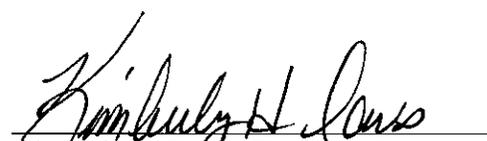
*Upon motion by Councilmember Huffman, seconded by Councilmember Jablonski, and unanimously carried, approved to reconvene open session.

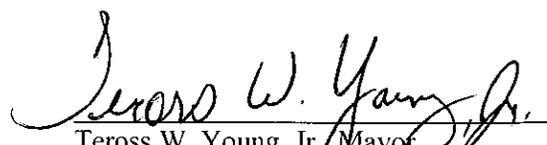
Action Resulting from Closed Session:

None

VI. ADJOURNMENT

*Upon motion by Council member Huffman, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Meeting of December 9, 2019 was adjourned at 6:13 p.m.


Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor



(*) Motion