

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

December 11, 2017 – 4:00 P.M. – Troutman Town Hall

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

Council Members Absent: W. Paul Henkel; Judy Jablonski

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

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

II. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

- ° Council member Williams
 - ° Christmas Parade was wonderful. There was a large crowd in attendance and the weather was great.
- ° Council member Bryant
 - ° Christmas Parade was a great event, as was the 5k Jingle Run of which he participated. The Jingle Run had 269 runners out of 310 that had registered. Thanked Parks & Rec., staff and volunteers on a terrific job.
 - ° Tree Lighting was a nice event and well done. Thanked Parks & Rec.
- ° Council member Troutman
 - ° Unable to attend the Tree Lighting due to being sick, but the parade was good.
- ° Mayor Young
 - ° Welcomed Register of Deeds, Ron “Duck” Wyatt, who was in attendance.
 - ° Hate he missed the Christmas Parade, but heard it was a good event.
 - ° Tree Lighting was a good event with a lot of people in attendance. The weather was nice and cold, felt very Christmassy.

B. Business from Staff

1. Discussion Regarding Encroachment Agreement for Property Owner Quinton Johnson (Quail Haven Dr.)

Planning Director Erika Martin explained to Council that Dr. Quinton Johnson would like to subdivide 14 acres into 3 pieces (making it a minor subdivision) for a home for himself and his wife on one, home for his

mother-in-law on the second, and a home for other family members on the third. He is requesting to create a shared 175' residential driveway using the Town's undeveloped right-of-way at the end/cul-de-sac on Quail Haven Drive. Since the public right-of-way already exist, Town Engineer has stated that he does not think the Town can require them to build a public street at this point and that an encroachment would be the best option. Ms. Martin stated it is not something the Town would want to sell; the Town would want to keep it in order to regain control so that in the future the Town could pave over it. Therefore, Staff recommends an encroachment agreement in granting Dr. Quinton's request.

Council member Bryant suggested the option of offering annexation into the Town or lease the land in exchange for the encroachment.

Mayor Young asked Planning Director to research and bring back to Council information regarding the suggested options of annexation and possible leasing of the land.

(Copied in full, staff report, driveway sketch, proposed homestead rendering is filed on CD titled: "Town Council Supporting Documents" dated December 11th, and December 14th, 2017 in CD Book #1 titled: "Town Council Supporting Documents")

2. Discussion of a Request to take over Street Lights in Parkwood at Falls Cove

Town Manager Justin Longino referred to an email from Jan Huffman, President of Falls Cove POA requesting that the Town add to and take over all streets lights in the Parkwood neighborhood. Ms. Huffman, who was present addressed the Council with the request stating they basically have two goals: 1) have the current 9 street lights taken over by the Town; and 2) install additional lights. They are in the process of meeting NCDOT requirements in order for them to take over the streets. Mr. Howard Culbreth, member of the POA Board presented a letter from the Town from when Parkwood was annexed, promising when annexed, the town would take over the lights when the roads were taken over either by the Town or NCDOT. She commented that she does not know if the Town necessarily has to wait until the streets are taken over by NCDOT before the Town can take over the 9 lights or add more. Town Manager asked staff if there is a known precedent of when street lights can be taken over. Finance Director Steve Shealy stated that the Town has required developers to put in lights and then the Town take them over, not necessarily waiting on the streets to be accepted. Ms. Huffman stated that the street lights are on decorative poles and out of the \$220 monthly, \$18.54 is for the decorative poles. She continued by stating that for additional lights, the POA could possibly consider paying for the decorative poles, if the Town has required it in the past. Council member Bryant and Williams inquired as to how many more lights are being requested. Ms. Huffman stated that how many may be limited due to the amount of stubs that are there and if they can be located. Planning Director Martin, stated that she could figure out a total from the plat/map. Mayor Young also asked that Planning Director Martin get a cost on the decorative poles. Council was in agreement to continue the discussion next month, giving Ms. Martin and Ms. Huffman time to gather the requested information.

(Copied in full, email request, annexation request letter, maps is filed on CD titled: "Town Council Supporting Documents" dated December 11th, and December 14th, 2017 in CD Book #1 titled: "Town Council Supporting Documents")

3. Set Meeting Dates

- a. Town of Troutman Open House (1/18)
- b. Annual Planning Retreat (2/1)

Town Manager Longino presented the suggested dates to hold a Town of Troutman Open House on January 18th and the Annual Planning Retreat on February 1st. He stated that Centralina Council of Governments (CCOG) will be working with the Town for the Open House and it is his hope to have feedback and survey results by the time of the Planning Retreat.

Mayor Young suggested, with Council in agreement to set the dates of the Open House and Retreat via email due to the absence of Council members Jablonski and Henkel.

4. Discuss Essentials of Municipal Government (Hickory Metro Convention Center, January 11th-12th, 2018)

Town Clerk Kimberly Davis stated that Essentials of Municipal Government and LeaderShop for elected officials will be held in Hickory at the Metro Convention Center on January 11th and 12th. The course is recommended for all elected officials and offers the ethics training that is required within a one year period of being elected or re-elected. She advised Council members that if they are unable to attend the date set for the course in Hickory, there are other workshops held throughout the month of January. For registration purposes, Ms. Davis requested that Council members confirm as soon as possible. Council members Bryant and Williams responded that they will be attending.

(Copied in full, course information is filed on CD titled: "Town Council Supporting Documents" dated December 11th, and December 14th, 2017 in CD Book #1 titled: "Town Council Supporting Documents")

III. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF NOVEMBER 06, 2017, (Justin Longino, Interim Town Manager)

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

The following items were discussed and/or reviewed...

Organizational Business:

9. Administration of Oaths of Office

Council members requested to be sworn in individually and not as a group.

11. Consider Council Appointments of Council Delegate and Alternate Delegate to Centralina Council of Governments (CCOG)

Council members Bryant and Williams (currently serving as CCOG delegate and alternate delegate) volunteered for re-appointment.

New Business Items:

Agenda Item 18. Rezoning Request (RZ-17-10) Applicant: John Baynes (354 S. Main Street)

Agenda Item 19. Rezoning Request (CZ-RM-17-03) LGI (Hoover Road/Perry Road)

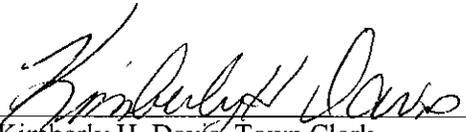
Agenda Item 20. Rezoning Request (RZ-17-09) Applicant: Bruce Murdock (Murdock Road)

Agenda Item 21. Annexation Request (AX-17-06) Applicants: Nathan and Alex Lemings (116 Addison Place)

Planning Director Erika Martin presented Council with a brief overview of Agenda Items 18-21 listed above.

IV. ADJOURNMENT

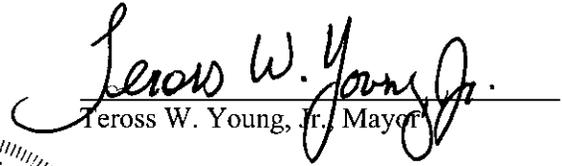
*Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, Agenda Briefing Meeting of December 11, 2017 was adjourned at 4:43 p.m.



Kimberly H. Davis, Town Clerk

(*) Motion





Leross W. Young, Jr., Mayor