

MINUTE BOOK XXVII, PAGES 127-136
TROUTMAN TOWN COUNCIL REGULAR MEETING MINUTES
December 13, 2018

The regular meeting of the Town of Troutman Town Council was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on Thursday, December 13, 2018 at 7:00 p.m. with the Mayor Teross W. Young, Jr. presiding.

Council Members Present: Paul R. Bryant, Sally P. Williams; Judy Jablonski; James K. Troutman

Absent: W. Paul Henkel

Staff Present: Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Erika G. Martin, Planning Director; Emily M. Watson, Parks and Recreation Coordinator; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager; Gary W. Thomas, Town Attorney; and Danielle Upright, Deputy Clerk

Press Present: Debbie Page, SVL Free News
Megan Suggs, Statesville Record & Landmark

MAYOR TEROSS W, YOUNG CALLED THE MEETING TO ORDER

ITEM 1. MAYOR YOUNG WELCOMED VISITORS AND GUESTS

ITEM 2. INVOCATION – Delivered by Pastor Wesley Morris, Ostwalt Baptist Church, Troutman

ITEM 3. PLEDGE OF ALLEGIANCE

ITEM 4. ADJUSTMENTS AND APPROVAL OF THE AGENDA

Add Item 20a-Consider appointment of Layton Getsinger as ABC Board Chair for a 3-year term.

Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, the December 13, 2018 meeting agenda was approved as amended.

CONSENT AGENDA: *Items on the Consent Agenda are considered to be routine by the Town Council and will be approved with one motion. There will be no separate discussion on these items unless the Mayor or a Council member so requests, in which event the item will be removed from the Consent Agenda and considered as the first item under New Business.*

ITEM 5. APPROVAL OF AGENDA BRIEFING MINUTES OF NOVEMBER 05, 2018

ITEM 6. APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 08, 2018

ITEM 7. APPROVAL OF CLOSED SESSION MEETING MINUTES OF NOVEMBER 08, 2018

ITEM 8. APPROVAL OF TOWN COUNCIL'S 2019 MEETING SCHEDULE

ITEM 9. APPROVAL OF JOINT ECONOMIC DEVELOPMENT AGREEMENT WITH C.R. ONSRUD, INC.

ITEM 10. APPROVAL OF ALTERNATIVE FAÇADE FOR ONE UP CUSTOMS

ITEM 11. APPROVAL OF ORDINANCE 27-18 TITLED: "ORDINANCE AMENDING CHAPTER 10, ARTICLE II-NOISE; SECTION 10-19 OF THE TOWN OF TROUTMAN CODE OF ORDINANCES"

Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, December 13, 2018 Consent Agenda Items was approved as presented.

(Copied in full, Ordinance 27-18 is filed in Ordinance Book 8, Page 244)

(Copied in full, 2019 Meeting Schedule and Ordinance 27-18 is attached to and filed with these minutes)

(Copied in full, 2019 Meeting Schedule, Alternative Façade, and Ordinance 27-18 is filed on CD titled: "Town Council Supporting Documents" dated December 10th, and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

RECOGNITIONS AND PRESENTATIONS

ITEM 12. EDUCATION SPOTLIGHT – SOUTH IREDELL HIGH SCHOOL (SIHS), *(Judy Jablonski, Council Member)*

Council member Jablonski presented South Iredell High School (SIHS) as the Education Spotlight for the month of December honoring and recognizing students for their achievements and their involvement on campus and in the community. The following students were nominated and presented by the SIHS Staff members:

Mrs. Judy Britton, Family and Consumer Science Teacher recognized robotic team members Nazar Rush and Martina Vu for promoting Science, Technology, Engineering and Math in the community by putting together and hosting a robotics camp this past summer. They also mentor elementary students at Celeste Henkel Elementary school every Thursday after school, and judge FLL competitions on Saturdays.

Mr. Marcus Chambers, Coach and Leader of the Fellowship of Christian Athletes (FCA) recognized Marianna Jacobs who is a member of the National Honors Society and Beta Club holding a 4.3 GPA. Marianna is a leader within the FCA; football student athletic trainer for 3 years; volleyball referee; tutor for Powercross Ministries; and is active in her Church where she plays Handbells.

Coach Chambers also recognized Cailyn Suggs, a member of the National Honor Society, Beta Club and Crosby Scholars. Cailyn is an active member of FCA and has led a devotional for a female group of students at South. She contributes to the community in various ways such as participating in Operation Christmas Child for 10 years; Angel Tree for 7 years; various Mission trips over a 6 year span; and referee's for youth Volleyball in the area.

Ms. Nicole Jones, IB Middle Years Program Coordinator recognized Danielle Heckler for engaging in global and local issues, and seeking out innovative ways to help navigate a better and healthier future such as: looking at innovating a eco-friendly company to help with compositing; and doing scientific and social research to combat global warming.

Ms. Jones also recognized Ryan and Noah Oglietti who are true leaders. They are not only high achieving students, but are also active community members. They lead the student section at the football games, participate on the Varsity Basketball team, serve as officers in Key Club, and have started a club to provide personal project support to 10th graders. Both are well-rounded, personable, and are true future assets to our community.

Following the conclusion of the recognitions, Students and staff came forward for a congratulatory handshake from each Council member and Mayor Young who presented them with a Town of Troutman medallion and a town seal patch.

ITEM 13. PRESENTATION OF IREDELL COUNTY FITNESS CENTER, *(Michelle Hepler, Iredell Co. Parks and Recreation Director)*

Michelle Hepler with Iredell County Parks and Recreation formally presented information regarding the Iredell County Fitness Center plans stating that the County Parks and Recreation Department feel that the possibilities are endless when looking at the future. By moving their Administrative Offices to this community/area, it gives them the feeling of belonging to a community and they are excited to be partnering with the Children's Hope Alliance and continuing their partnership with the Town of Troutman thru programs and special events. They are hoping that the transition from the

YMCA facility to a County facility will be as seamless as possible. There will be 3 full time employees and 10-12 part time hired over the next 3-6 weeks. The official closing on the property will be on January 3rd at which time renovations will begin. On January 7th the Fitness Center will be open to the public beginning with the gym. She stated that the county will be replacing all of the exercise equipment with new; delivery time frame is 4-6 weeks. The pool upkeep and staffing will be contracted out. The pool will be open from Memorial Day to Labor Day. Ms. Hepler reviewed hours of operation and membership rates (drop-in rates are \$5 per day). She commented that the Town of Troutman Employees will receive a reduced rate for memberships. In regards to programs and events, Ms. Hepler commented that they are planning to expand options. The facility offers a fitness center, gymnasium, group exercise classes, personal training, youth programs, adult programs, community programs and events, seasonal pool. It will also have a designated site for Camp Iredell which will offer an after-school program, and teacher workday program for students. She commented that playing space for sports is limited, but are planning to expand outdoor field programming in the future as well as the playing surface. In closing, Ms. Hepler stated that the Iredell county Parks and rec. Department believes that partnerships strengthen community, and that she believes that bringing these three major agencies together (Iredell Co. Parks and Rec., Town of Troutman, and Children's Hope Alliance) that provide such opportunities to this community and the citizens of Iredell County has great potential.

Council member Bryant commented that he thinks there is a lot of excitement in the community over the facility, and Town Citizens believe in improving the "quality of life" whenever possible. He stated that Troutman looks forward in working with the County in making sure their endeavor is successful.

In thanking Ms. Hepler for the presentation, Mayor Young commented that it is much appreciated and anticipated, and that the County will do a great job in bring the facility to life. He also thanked the County for including staff on the strategic plan of having a multiple community facility where people can feel comfortable exercising and getting healthy.

(Copied in full, PowerPoint presentation is filed on CD titled: "Town Council Supporting Documents" dated December 10th and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 13a. RECOGNITION OF COUNCIL MEMBER JAMES K. TROUTMAN AND APPROVAL OF RESOLUTION 14-18 TITLED: "*RESOLUTION RECOGNIZING THE DISTINGUISHED SERVICE OF JAMES K. TROUTMAN*"

Mayor Young regretfully communicated Council member James K. Troutman's letter of resignation effective as of December 31, 2018 requesting a motion to accept his resignation.

Upon motion by Council member Jablonski, seconded by Council member Bryant, and unanimously carried, Council member Troutman's letter of resignation effective December 31, 2018 was approved.

Mayor Young commented that Council member Troutman has been involved in the Town in some form or fashion for a long time. Mayor Young read aloud a Resolution 14-18 recognizing Council member Troutman for his service to the Town: followed by a request for Council's approval of the Resolution.

Upon motion by Council member Jablonski, seconded by Council member Bryant, and unanimously carried, Resolution 14-18 titled: "*Resolution Recognizing the Distinguished Service of James K. Troutman*" was approved.

Mayor Young presented Council member Troutman with the Resolution along with a plaque to commemorate his service.

Council member Troutman expressed thanks to the Mayor, Council, Citizens, and everyone who has helped him through the years. He expressed regret in having to resign, commenting it is due to health issues.

(Copied in full, Resolution 14-18 is filed in Resolution Book IV, Page 15)

(Copied in full, Resolution 14-18 is filed on CD titled: "Town Council Supporting Documents" dated December 10th and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

STANDING REPORTS

ITEM 14. TROUTMAN FIRE DEPARTMENT QUARTERLY REPORT, (*Wesley Morris, Fire Chief*)

Troutman Fire Chief Wesley Morris presented the following quarterly report:

- Call volume from January 1, 2018 to present date:
 - Fire related incidents - 870
 - EMS related incidents - 1079
- Promotions:
 - Jimmy Kestler to Deputy Chief on December 9th
 - Matt Baldwin to Full Time Engineer on December 9th
- New Building Project Update:
 - Project loan closed December 12, 2018
 - Building permit has been approved
 - Electrical work ready to begin
 - Upon completion of electrical work, demolition will begin
 - Construction estimated to begin January 01, 2019
 - Unsure at this time where staff will be relocated to once construction begins

Mayor Young expressed appreciation to Chief Morris and the Fire Department for all they do in keeping the community safe.

ITEM 15. J. HOYT HAYES MEMORIAL TROUTMAN LIBRARY MONTHLY REPORT, (*Kelli Goodwin, Troutman Library Branch Manager*)

Ms. Kelli Goodwin, Branch Manager Troutman Public Library presented the following monthly library report on current and upcoming programs and events:

- Drop-In Charlie Brown Christmas Party was held tonight with an amazing turnout of approximately 220 people at last count. The party included crafts, letters to Santa, story time, and snacks. She thanked all the volunteers that assisted.
- Library Holiday Closing Dates: Christmas-December 24th – 26th, and New Year's Day-January 1st.
- Programs: Makers Mondays at 4pm; Tuesdays and Fridays-Storytime at 11am
- Troutman Friends of the Library Quarterly Meeting-January 17th at 6pm
- Announced that Iredell County Library Director Steve Messick is retiring at the end of December, Ms. Julie Moore will be filling the position.

ITEM 16. TROUTMAN PARKS AND RECREATION, (*Emily Watson, Parks and Recreation Coordinator*)

Ms. Emily Watson, Parks & Recreation Coordinator presented the following Troutman Parks and Recreation report regarding current and upcoming programs and events:

- Holiday Market Craft Show- Held November 10th at the Fairgrounds with 98 vendors. It was great weather for the event, and the change in venue (from Troutman ESC Park) was a good decision.
- Christmas Parade- Held December 3rd. There were 143 vehicles registered with 750 people participating. Rain began just as the parade started but everyone was still able to enjoy the event.
- Community Christmas Tree Lighting- Held December 6th at Troutman ESC Park. Appreciation and thanks was expressed to the Troutman Grange, Finley Chiropractic, Iredell Charter Academy, Town Council, Troutman PD, and Town staff for their work to make the event happen.
- Couch to 5K Course- 6-week course; consistently had 12-14 participants each Saturday morning.

- Jingle Run 5K- Held December 2nd with heavy rain fall, but ended with 110 participants. In lieu of registration fees donations were collected (3 truckloads) for Children's Hope Alliance. Thanks was expressed to all of the volunteers.

Mayor Young thanked Ms. Watson and Parks & Rec. Committee for all they do throughout the year.

COMMENTS FROM VISITORS AND GUESTS

The Public is invited to address the Town Council with comments or concerns. Public comment is limited to three (3) minutes per individual. Speakers are required to sign in at the podium and are required to adhere to Town Policy #51 titled: "Policy Governing Comments from the Public at Town Council Meetings".

Alison Stroud

- Addressed Council member Troutman commenting that she is sorry hear of his health issues and wished him dignity and peace, and thanked him for his commitment to the Town.
- Asked that Council re-address the noise ordinance stating that the hours from 6am to 10pm is excessive and not in the best interest of Town residents or residents in the ETJ.
- Requested that Planning and Zoning Board candidate Grace Beasley not be considered for appointment due to her relationship (grandmother) of the Town Manager voicing strong potential for a conflict of interest. She expressed her appreciation in submitting an application disclosing the relationship and being a qualified applicant; there are other qualified applicants that are worthy of consideration that do not have any conflicts of interest.
- Requested that the Public Records Policy be tabled. She commented that having a Public Records is a great thing for the Town with a lot of benefits to staff and administratively as well as to the public, but it is worthy of further exploration, stating that there is a lot more that can go into the policy other than increasing charges/fees to the public.

Brent Tedder

- Introduced himself as one of the Planning and Zoning Board applicants for the position of ETJ Alternate presenting his qualifications through sharing his personal, professional and educational background stating that he is a mechanical engineer by trade, with a Master's Degree from UNC Charlotte, currently a researcher at UNC Charlotte, and a PhD candidate. He stated that he is invested in Troutman and feels that he can contribute to the Planning and Zoning Board.

Karen Davies

- Voiced disappointment that the noise ordinance was not removed from the Consent Agenda stating that her issue is with environmental noise and the hours of operation.
- Voiced that the Public Records Request Policy that is on the agenda for consideration is filled with a lot of misleading information and since there is no public comment allowed at that time, she requested that Council allow public comment or table consideration to next month's meeting.
- Requested that public comment be allowed during nominations for Planning and Zoning Board.
- Requested that the Town website be kept up to date.
- Addressed Council member Troutman requesting that he not vote this evening.

In the intent of reading aloud an email that was sent to the Town Clerk and Council, she instead requested that the Clerk file it with the minutes.

NEW BUSINESS

ITEM 17. TOWN OF TROUTMAN STRATEGIC MASTER PLAN, (Scott Lane, Project Consultant with Stantec)

Call for Public Hearing

Mayor Young Opened the Public Hearing

- Mr. Scott Lane, Project Consultant with Stantec addressed Council with a PowerPoint presentation explaining the process and phases of establishing the Strategic Master Plan (SMP) that is based on the Town's history, demographics,

market assessment, public feedback and input. Content of plan consist of recommendations of actions to be taken and schedule/timeline for implementation of those actions. It also includes: concept design areas and renderings; updates to the population growth map, existing land use map, and proposed future land use map; recalculation of land use impacts.

He briefly reviewed discussion held at the Troutman Planning and Zoning Board meeting highlighting the following 3 areas that changed within the land use map: Colonial Crossing changed from medium density to low density residential; parcels south of Perry Road changed from medium density to rural residential; and light and heavy industrial designations to reflect current uses on Byers Road. Discussion was held, but not acted upon regarding extending Lytton Street north to Orchard Lane and potentially to East Monbo Road; therefore it is not included in the version of this plan presented tonight. In conclusion, Mr. Lane thanked the Steering Committee, Staff, along with anyone from the public that provided comments/input in the development of the plan.

- Planning Director Erika Martin thanked Scott Lane and the Stantec team for working with our community to develop the Strategic Master Plan. Much attention has been given to the future land use map, and she hopes everyone has or will take the time to check out the valuable and attractive content within the document. She also thanked the Steering Committee and everyone from the public who participated in the process.

Planning Director Martin pointed out that Stantec also has an option for consideration within the plan this evening showing the Lytton Street connector from its terminus now at Goodman Road northward to East Monbo Road. The idea was not vetted by the Steering Committee, and the Planning and Zoning Board took no action on this connection. The connection in whole or in part can be added this evening, or saved for review as part of the Southwest Bypass Alternatives study anticipated to kick-off in February. The plan before you this evening is something we as a community should be proud of; as experts, politicians, staff, business leaders, appointed boards, and citizens came together to build upon an already strong foundation. This future land use map should be Troutman's best hope for the future. She commented that in taking a step back and looking at the entire tapestry, she sees something pretty spectacular:

- . a continued commitment to revitalize downtown and create a bustling Exit 42,
- . a continued commitment to keep the rural landscapes from Troutman Farm Road to Talley Road, and
- . a continued support of our state park and school system,
- . reduced industrial and increased low density; reflected in a more layered and focused industrial core along Murdock Road,
- . a finger of low density from the shores of Lake Norman to the backdoor of Pine State Road,
- . a broad brush of low density from Summertree Drive to the Rowan County line,
- . a new commitment to keep the rural landscapes of Hoover Road and Perry Road.

Planning Director Martin continued by stating that the people like Randy Farmer, Brent Tedder, Alison Stroud, and Linda Gillon that do not live in our town limits, that want to keep the rural lifestyle they enjoy today for future generations to enjoy is critical to the future growth of Troutman. Troutman's rural neighbors help prevent sprawl by pushing medium and high-density growth where it should be, surrounding and supporting our downtown and Exit 42. Doing this helps the Town to preserve and enhance the quality of life that Troutman residents enjoy, such as walkability, employment and transportation choices, and locations to eat and explore. Together those who live inside the Town limits or our larger community create the very character of Troutman which results in a place for everyone to joyfully call home. She expressed appreciation of Karen Davies attendance at the Planning and Zoning Board meeting last month in which Ms. Davies pointed out concern for people throughout the community commenting that she was caught off guard with the addition of a couple of spots of industrial along Byers Road. In speaking with Mr. Byers a couple times throughout this process and touching base with him again after the Planning and Zoning Board's recommendation. He is satisfied that the zoning in place is for what he wants to do, supreme deluxe moving and storage. His company has been in business for 80 years and adoption of this plan will not affect what he is doing now or even a future expansion of his moving business. If Mr. Byers wants to do something very different from what he is doing now a special use permit will be needed; therefore, this plan should serve as a guide for the Board of Adjustment. As for the other splash of industrial along Byers Road, it was expressed that the owners of that property want to sell so whether it stays industrial or changes to something else is not of great concern to them.

In conclusion Planning Director Martin stated that the Planning and Zoning Board recommends the plan with the future land use map as Mr. Lane has presented. She recommended adoption of the Town of Troutman Strategic Master Plan, with the removal of the tiny splashes of industrial along Byers Road in exchange for medium density residential.

- Steering Committee Chair Layton Getsinger voiced concern regarding the extension of Lytton Street to East Monbo Road stating that the potential connector was never discussed with the Steering Committee and that the plan should be kicked back to the Steering Committee for further input. He stated that it is a great document and never would have happened without everyone's input.
- Brent Warren thanked James and Betty Jean Troutman for their service to the Town over the years. He voiced opposition regarding the potential of a S.W. Bypass commenting that there is no value for it and that it would disturb the historical atmosphere such as the Troutman Family property and school house.
- Linda Gillon expressed frustration regarding the change to the proposed Future Land Use Map designating her property (20 acres of bona fide farmland certified through Iredell County located on the south side of Perry Road) as Medium Density Residential verses Rural Residential. She stated that when the plan was presented at Town Council's October meeting, her property was designated as Rural Residential (verified by Planning Director Martin via email), then 19 days later an email was received from Ms. Martin notifying her that her property is now designated on the map as medium density residential. She expressed desire for her property to be shown on the Future Land Use Map as Rural Residential. The Planning and Zoning Board at their November meeting recommended that her property be changed back to Rural Residential
- Karen Davies requesting that Town Council not vote on the Master Strategic Plan tonight expressing concerns regarding changes made to the proposed Future Land Use Plan Map, that had not been addressed by the Steering Committee and that it should go back to the Steering Committee to be addressed with public involvement allowed. She stated that she was previously told that the public was not allowed to attend, but through researching the General Statutes and verification from Town Attorney Gary Thomas, the public is allowed. Ms. Davises voiced that the public should have been allowed to have more involvement with the Steering Committee
- Tracy Garland, owner of Limelights questioned the Future Land Use Plan for her property. Planning Director Martin responded that the Future Land Use Plan Map designates her property as Medium Density Residential and has nothing to do with her current zoning of Light Industrial. Mr. Lane with Stantec explained that the Future Land Use Plan Map is different from what her property is currently zoned and emphasizes what future direction the Town is wanting to go. There is no requirement for anyone to do anything different with their property, but if a property owner wants to zone their property, the Town is required to follow the adopted Future Land Use Map. Ms. Garland then ask where they stood with Air BnB's. Mayor Young replied that Air BnB's is not cover through the Master Strategic Plan, it is a Unified Development Ordinance (UDO) issue. Ms. Garland asked when the UDO is to be approved. Planning Director Martin stated it is to go before the Planning and Zoning Board this month for a recommendation, and will be presented to Town Council for approval at their January meeting.

Mayor Young Closed the Public Hearing

(Public Hearing sign in sheet is attached to and made part of these minutes)
(Copied in full, public hearing notice is attached to these minutes)

b. Adoption of the Town of Troutman Strategic Master Plan

Council member Bryant thanked Planning Director Martin, Scott Lane, Consultant and all that participated from all areas of Town that had a part in making the plan happen. He stated that fundamentally it is basically a good plan, but requested that Council consider Ms. Martins recommendation regarding the removal of industrial along Byers Road in exchange for medium density residential as discussed by the Steering Committee over a period of several months. He also requested that Council consider Lytton Street Extension to Orchard Lane, and leave Ms. Gillon's property as Rural Residential as shown on the map presented. Comments were made as to Mr. Getsinger's concern of Lytton Street being extended to

East Monbo Road with Council member Bryant presenting a brief review of the 2010 Lytton Street Plan Map and stating that nothing in the map has any relationship and never has had a relationship to East Monbo Road.

Mayor Young expressed thanks and appreciation to Mr. Lane and Stantec for working with staff and the community in getting the view for the Town's future plan. He also expressed appreciation to Town Manager Longino, staff, and the community for their time and effort, welcoming continued feedback from the community in shaping the Town's future.

Upon motion by Council member Paul Bryant, seconded by Council member Judy Jablonski, and unanimously carried, approved adoption of the Town of Troutman Strategic Master Plan and Future Land Use Map with the following 2 changes to the Map: 1) change industrial along Byers road to Medium Density Residential; and 2) add the Lytton Street Extension to end at Orchard Lane.

(Copied in full, Strategic Master Plan and public hearing notice is filed on CD titled: "Town Council Supporting Documents" dated December 10th and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 18. PLANNING AND ZONING BOARD NOMINATIONS FOR APPOINTMENTS, (*Justin Longino, Town Manager*)

a. Nomination of ETJ Alternate Barry General to fill the unexpired term of ETJ member Layton Getsinger (Expiring 6/7/19)

Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, approved to nominate Barry General (Alternate) to the County Commissioners for consideration of appointment filling the vacant unexpired (voting) ETJ position on the Town of Troutman Planning and Zoning Board.

Council member Bryant thanked Mr. General for his service over the last few months and that he looks forward to his participation on the Planning and Zoning Board wishing him the best in going forward.

b. Nomination of ETJ Alternate to fill the unexpired term of Barry General (Expiring 6/30/20)

Mayor Young called for nominations for the position of ETJ Alternate stating that there are three candidates: Brent Tedder, Grace Beasley, Carlton (Brad) Joyce.

Upon motion by Council member Jablonski, seconded by Council member Bryant, and unanimously carried, approved to nominate Grace Beasley to the County Commissioners for consideration of appointment filling the unexpired Alternate ETJ position of Barry General on the Town of Troutman Planning and Zoning Board.

Ms. Beasley addressed Council commenting that she did submitted a new application for the position, and offered to answer any questions that Council may have. No questions were presented by Council.

Mayor Young welcomed Ms. Beasley to the Planning and Zoning Board and addressed Mr. Tedder thanking him for his interest and passion for the Town commenting that there will be lot of opportunities to in which to serve. Mr. Joyce was not present.

(Copied in full, applications to serve is filed on CD titled: "Town Council Supporting Documents" dated December 10th and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 19. CONSIDER ADOPTION OF PUBLIC RECORDS REQUEST POLICY (POLICY #52), (Longino)

Town Manager Longino stated that the goal for the policy is to provide a clear process for staff and requestors to follow. The policy is clear and outlined in a way that everyone should understand how the process works. He presented two options for Council's consideration: Option 1 - defines the authority of the Town Clerk to deem certain request as "Custom Services" as outlined in NCGS 132-6.2(b); Option 2 - is more in-line with the Governor's Office in terms of the Custom Services section which put a 4-hour time limit on the time it take to compile a request and anything over that time frame would be considered an extraordinary request. Town Manager Longino recommended Option 1 for Council consideration.

Mayor Young asked how the Governor's Office arrived at the 4-hour limit on time. Town Attorney Gary Thomas responded that it was set by the Governor's Office, not by statute and is applied by all state agencies under the Governor. Mayor Young also asked if there are technologies offered for the Town to pursue that are not so time consuming. Town Manager Longino replied that there are companies that can be contracted for better accessibility and tracking. Currently, Public Records request for emails, everyone is sending those requests to the Town Clerk, but the Town currently has methods internally that can search emails, streamlining that process. Mayor Young requested that staff investigate what those companies are and bring back to Council for consideration.

Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to table consideration of adoption of the Public Records Request Policy until Council's regularly scheduled January meeting.

(Copied in full, Policy #52 is filed in the Town of Troutman Policy Manual. and is filed on CD titled: "Town Council Supporting Documents" dated December 10th and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 20. APPROVAL OF PROPERTY MANAGEMENT AGREEMENT WITH ROYAL PROPERTIES FOR 151 WAGNER STREET, (Longino)

Town Manager Longino recommended that Council approve to contract Mike Todd with Royal Properties for management services of the 151 Wagner Street property seeing that currently there are two tenants currently occupying the building, and the Town has not formalized a plan on how to specifically move forward with the building. The contract includes a one-time \$250 tenant setup charge then 10% of the monthly rent each month.

Upon motion by Council member Williams, seconded by Council member Jablonski, and carried, approved a 1-year contract with Royal Properties for property management of 151 Wagner Street.

Yeas: Williams, Jablonski, Bryant

Sustained: Troutman

(Copied in full, Management Agreement is attached to these minutes. and is filed on CD titled: "Town Council Supporting Documents" dated December 10th and December 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 20a. APPOINTMENT OF LAYTON GETSINGER AS ABC BOARD CHAIR FOR A 3 YEAR TERM

Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved reappointment of Layton Getsinger to the ABC Board for a 3-year term.

Mayor Young thanked Mr. Getsinger for his service.

ITEM 21. COMMENTS FROM TOWN COUNCIL AND MAYOR

- Council member Jablonski addressed the letter/email by Karen Davies that was requested to be filed with the minutes, asking if it is filed with the minutes, does it become public record. The Town Clerk replied yes. Town Attorney Gary Thomas stated that it is Councils agenda and minutes, and it is up to the Council to attach them. In pertaining to the letter, Council member Jablonski commented that facts verses opinion has to be considered. Council member Bryant commented that it is an opinion based on hearsay and gossip.

Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, approved not to include the letter/email with the minutes.

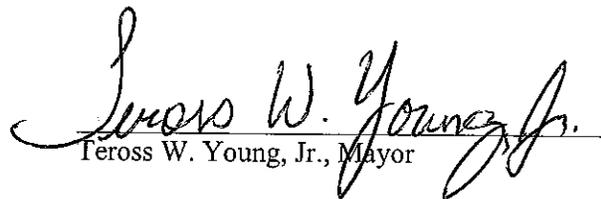
- Council member Bryant thanked Public Works Manager Adam Lippard and his department for all the hard work during the snow event.
- Mayor Young inquired about the Leaf & Limb schedule that due to the recent snow event, Finance Director Steve Shealy responded that the Town has additional pickups scheduled. Due to Council member Troutman’s resignation, Mayor Young stating that Council will accept applications and recommendations over the next few weeks as the process of moving forward in filling the remainder of Council member Troutman’s unexpired term. He concluded by wishing all a safe and happy holiday.

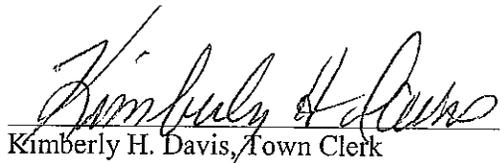
ITEM 22. COMMENTS FROM TOWN MANAGER

- Planning Director Erika Martin commented that she tried to remove the SW Bypass at the local level, but no success. She stated that the Town has received a grant for the study and it is considered prudent to the TIP plan.
- Town Manager Longino commented that the Town Clerk will be having a medical procedure and will be out a few weeks. During her absence Danielle Upright will be the clerical contact.

ITEM 23. ADJOURNMENT

Upon motion by Council member Troutman, seconded by Council member Jablonski, and unanimously carried, the November 08, 2018 Town Council meeting was adjourned at 9:13 pm.


Feross W. Young, Jr., Mayor


Kimberly H. Davis, Town Clerk

