

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

April 09, 2018 – 4:00 P.M. – Troutman Town Hall

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

Council Members Absent: None

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
Chloe Moores, Statesville Record and Landmark

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

I. MAYOR TEROSS W. YOUNG CALLED THE MEETING TO ORDER

II. ADJUSTMENT(S) TO AND APPROVAL OF THE AGENDA BRIEFING AGENDA

None

*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, Agenda Briefing Agenda was approved as presented.

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

Council member Williams;

- Asked Planning Director Martin the completion timeline for the SIHS Greenway. Ms. Martin responded that work is scheduled to be completed this week.
- Voiced concerns regarding standing water in three different places along the SIHS Greenway requesting that the issue be addressed.
- Asked if a Certificate of Occupancy (CO) has been issued to Mama J's Billiard's stating that the establishment has been holding tournaments twice a week. Ms. Martin responded that the CO has not been issued. Police Chief Selves has recently made her aware of the issue and will advise Code Enforcement Officer Sam Leggett to look into it.

B. Business from Staff

1. Proposed Food Pantry Project, (Rocky Mount UMC Community Service Group)

Members of Rocky Mount UMC Community Service Group, Tracy Goad, Sherri White, along with former Mayor Ron Wyatt, presented Council with a request to install a "Blessing Box" in the area of the Town's designated "swap spot" located outside the Town Hall. Ms. Goad explained that the purpose of the project is "take one, leave one"; to provide nonperishable food items, toiletries, blankets, and other items for people in need. The proposal consist of a wooden 4x3 dimension box, 10" deep with an estimated height of 6' to 7' that would be placed in the ground as a permanent structure maintained by the community service group and other church members. Color of the structure, to be decided by Town staff. The group plans to advertise the "Blessing Box" by creating a Facebook page with pictures and comments to keep the community informed. Council member Bryant questioned if Town Hall is the appropriate place for the Blessing Box, asking why not at their church. Mr. Wyatt stated that the community service group would like the box to be located where it will serve its purpose best. Town Hall is centrally located and would in a safe location free of vandalism. He explained that if the box was located at the church, or on the property of a business owner, it leaves the perception that it is limited to the customers of that business or to a certain few. Discussion was held regarding the presence of "Blessing Boxes" already in Iredell County and other areas in the state. Council member Bryant asked Planning Director Erika Martin is the dimensions meet the Town's sign ordinance. Ms. Martin responded that the sign ordinance requirement is a maximum of 32 sq. ft. for non-profit organizations. Mr. Wyatt commented that the project is not promoting the church or anything else, and he does not consider the structure a sign. Council member Jablonski stated a concern regarding boxed goods and bugs. Ms. Goad stated that the box will be monitored and instruction posted inside the box. Council member Jablonski commented that in today's world, there are people who do not want anything to do with religion, so would the word "blessing" on the front of the box cause any issues. Mr. Wyatt addressed the concern stating that someone could make it an issue, but he does not see that the word "blessing" says you have to have one faith or another, or even believe in a particular God; a blessing is a blessing. Council member Henkel spoke in favor of the blessing box, requesting a few weeks to think about an appropriate location in consultation with the community service group. Following continued discussion regarding location and placement the following motion was made.

*Upon motion by Council member Henkel, seconded by Council member Williams, and carried, approved that in collaboration with Town Manager, Police Department, Planning Staff and Rocky Mount Community Service Group, to allow the Blessing Box to be located as requested at Town Hall as soon as reasonably possible for all parties concerned.

Yeas: Henkel, Williams, Jablonski, Troutman

Noes: Bryant

Council member Bryant stated for public record, that he has absolutely nothing against this process and thinks it is a wonderful gift to the community and the people, but his concern is the location itself; that other locations could be equally appropriate.

(Copied in full, Blessing Box presentation is filed on CD titled: "Town Council Supporting Documents" dated April 9th, and April 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

2. Mill Village Sewer Project, (Benjie Thomas, Town Engineer)

Town Manager Longino informed Council that the Town has been approved by NC Division of Environmental Quality (DEQ) for the requested funds for two projects in relations to the Mill Village Sewer project and other wastewater system improvements. In councils packets are Letters of Intent to Fund that outline each project along with maps. The project in the amount of \$633,250 is for the elimination of the Mill Village Pump Station, and the project in the amount of \$1,100,427 pertains to the actual replacement

of the sewer lines, replacement of the Quail Haven pump station, roof at the IL Creek pump station, generator additions, and other various wastewater system and pump improvements.

Town Engineer Benjie Thomas presented additional details pertaining to the two loan applications stating that the applications were presented in December to DEQ for approval with the results returned early last month. In stating that the two loans have been awarded, it is the Town's choice to accept them. Mr. Thomas commented that some of the pump stations are very old and not cost worthy to maintain such as the Fat Boys Pump Station on Legend Lane proposing to eliminate the pump station and run a gravity line if easements that would be needed can be acquired. The \$1 million loan would be on a 20-year term at 1.82% interest with a one-time closing loan fee of 2%; unfortunately the Town did not qualify for grant funding that was offered to municipalities due to not meeting certain requirements such as community household income, poverty, etc. The \$633,000 loan proposal to eliminate the Mill Village pump station would also be a 20-year loan at 0% interest with the 2% onetime loan closing fee, explaining that the pump station elimination is considered a "Green Component" project in an effort of reducing energy consumption. Council member Bryant asked for clarification regarding Councils approval of the Mill Village. Town Manager Longino explained that the approval last year was to move forward with only the application process and now that the funds have been awarded, approval is needed to accept the funds. Town Engineer Thomas explained that there are several steps in the approval process to be taken. Next step is to submit/file an engineering report for each project by July 2nd or funds are taken away; then followed by engineering report approvals, bid and design package submittal and approval (2019) if Council intends to move forward with the projects actual construction would not begin until 2020 with a one year timeline to completion. Mr. Thomas also explained that the loans are re-imbursement loans and as the money is spent on engineering, construction and other cost; the Town is reimbursed and when the project is complete the loan is closed out, determine the final amount and then payments begin. Council member Henkel asked for the opinion of Finance Director Steve Shealy who responded that he thinks it is a wise investment and based on the Town's current financial situation, the project is feasible. The Town will have savings in eliminating the Mill Village pump station and in replacing the old terracotta pipes reducing the amount of infiltration in the system. In response to Council member Williams's question of how the payment will be repaid, Mr. Shealy responded from the utility fund.

Council member Troutman advised that if the Town eliminates the Mill Village pump station; there may be resistance in obtaining easements from certain property owners to run a gravity line. Mr. Thomas stated that communications will need to be held with all property owners in obtaining the easements for the proposed line.

Council member Bryant asked about the cost in meeting the July 2nd deadline in filing the engineering reports. Mr. Thomas replied approximately \$5,000-\$8,000 per project.

Public Works Manager Adam Lippard also expressed foreseeing substantial offset savings due to Inflow and Infiltration (I&I) issues.

*Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, intent to move forward with both projects was approved.

(Copied in full, Mill Village project documents is filed on CD titled: "Town Council Supporting Documents" dated April 9th, and April 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

3. Street Improvement Project Update, (Justin Longino, Town Manager)

Town Manger Justin Longino presented West Consultants re-evaluation/re-assessment of the top five worst Town streets via request of the Town Council stating that the re-assessed list now includes the top seven. Previous approval by Council was for the top five at \$850,000. In the re-assessment, the first top 4 streets

include repaving of the full streets; the fifth street (Julian Pl) is only to repair the worst areas on the South end; Winterflake Drive is included due to previous unsuccessful repairs (approximately 50'-75'); and Barndale Dr. with approximately 75' that was never completed leaving a property owner without street access to two of his lots. West Consultants also included Garden St. which is the 8th worst street in the case that bids come in lower than expected. Council member Henkel asked if Barndale is on the Town Powell Bill Map and if so the Town should provide access. Town Manager responded that he is not sure if Barndale is on the Powell Bill, but the Town does have the right-of-way for the additional unpaved 75'. In researching the Town's current Powell Bill, Planning Director Erika Martin advised that Barndale Drive, including the 75' is listed as already being maintained by the Town. Cost for all 8 streets including contingencies, engineering, and etc. is a total of \$1,035,873. The street project can be amended as Council sees fit or be bid out and revised once quotes are returned.

Council members questioned why the trimming of trees on Thomas and Elliott Streets is included. Town Engineer Thomas stated that he assumes it has to do with reclaiming the right-of-way for proper maintenance (tree roots interfering with the pavement). Council member Bryant asked that the \$8000 per project for mobilization be defined. Town Engineer Thomas responded that it is the contractors cost to bring all the equipment to the site plus insurance coverage. Council member Bryant expressed concerns in regards to changes to the list commenting that Massey and Georgie Streets were listed in good condition in September and now they have been bumped up to needs work and Barium Lane which was #4 on the list in September fell off the list along with West Avenue. Town Manager Longino replied that he would refer the questions to engineer Todd Poteet for clarification. Council member Jablonski requested that Town Manager email Council a copy of the original street improvement list for comparison.

No action taken by Council.

(Copied in full, construction estimates is filed on CD titled: "Town Council Supporting Documents" dated April 9th, and April 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

4. WSIC Proposal, (Longino)

Town Manager Longino noted that with marketing being the topic of discussion at the planning retreat, Mayor Young and himself met with Kimberly Wasson, a representative of WSIC around December regarding advertising through their station. WSIC proposal is for a weekly, 30 minute Troutman radio show at a cost of \$1,500 per month. Mayor Young explained that from a communications perspective, he feels it would be a good avenue in which to reach a broader community of getting the word out regarding projects the Town is working to achieve such as the Mill Village project, along with presenting the historical nature of a particular project. It could also be a venue to announce for future projects and upcoming Town events. Town Manger Longino explained that advertising can be offered to local businesses in effort to defer the cost. Friday from 11:30-12 noon is the preferred time slot in order to promote weekend events.

Council member Bryant voiced opposition commenting that this is a tactic. The Town needs a marketing plan before identifying tactics. He continued by commenting that he is not sure that the Town needs to spend \$18,000 a year for a spot on a radio show when there are other things the Town needs to do. Mayor Young stated that to him it is the charge of the Troutman Business Council of how to market the Town. He agreed that conversation needs to be held regarding a plan and see this proposal as an avenue that should be within that plan. Council member Jablonski stated that at this point and time, the Town does not need to spend \$18,000 on something that has not been thoroughly thought through. Council member Henkel suggested having continued discussion that would involve the Troutman Business Council regarding including WSIC's proposal into the all-inclusive plan. Council was in agreement.

(Copied in full, proposal is filed on CD titled: "Town Council Supporting Documents" dated April 9th, and April 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

5. Set Date and Time for Budget Workshop, (Longino)

*Upon motion by Council member Jablonski, seconded by Council member Troutman, and unanimously carried, date of May 16, 2018, 9am-1pm for a budget workshop was approved.

IV. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF APRIL 12, 2018,
(Justin Longino, Interim Town Manager)

****See Draft Agenda ****

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

Consent Agenda:

Item 10. Approval of Audit Contract with Petway, Mills, and Pearson

Finance Director Steve Shealy stated he sent out bids to 10 contractor and received only two back with Petway, Mills, and Pearson presenting the lowest bid for a one year contract (commitment on a three year cycle). The firm specializes in handling small towns, and the references given provided good feedback.

Item 11. Approval of Lighting Contract with Duke Energy for Parkwood at Falls Cove

Town Manager Longino presented a brief review of the three year contract stating that there is a one-time payment that will be paid by the Property Owners Association (POA) of \$6,472.41 for the decorative adder of the eight additional light poles; Town's cost over a three year period is approximately \$13,000 for a total of 17 lights.

New Business:

Item 14. Consider Approval of Ordinance 09-18 titled: "*An Ordinance Declaring A Road Closure For A Community Street Festival*"

Town Manager Justin Longino requested that Agenda Item 14 be pulled from this agenda and Council consider immediate approval of Ordinance 09-18 that will close Main Street on May 12 from 8am-5pm for the Front Porch Fest. He explained that early approval is needed in order for the Chamber to apply for the ABC permit this week.

*Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, Ordinance 09-18 titled: "*An Ordinance Declaring A Road Closure For A Community Street Festival*" was approved.

(Copied in full, Ordinance 09-18 is filed in Ordinance Book 8, Page 208)

(Copied in full, Ordinance 09-18 is filed on CD titled: "Town Council Supporting Documents" dated April 9th, and April 12th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

Item 16. Consider Approval for Right-of-Way Waiver for Dunkin Donuts

Planning Director Erika Martin explained in detail Dunkin Donuts' request to waive the 60' right-of-way requirement along Home Improvement Blvd. Ms. Martin commented that she may have an alternative option for Lowe's (owner of the development) which is recombination of the lower portion with the upper tract so that some point in the future it can be revisited. Ms. Martin to reach out to Lowe's with the alternative option.

Item 17. Parks and recreation Trust Fund (PARTF) Submittal for Phase 2 of Troutman ESC Park

Council member Bryant voiced concern regarding the increasing cost for the splash pad and how the Town is going to manage it. Planning Director Erika Martin stated that the Town has already spent thousands of dollars on engineering for the splash pad site which is ten (10) jets coming out of the ground that will operate at off set times. She feels that the cost will be below the estimated cost, but PARTF recommended bumping up the cost amount on the application due to increase in prices. Ms. Martin advised that town surveys and public input show the splash pad as the number one item the community prefers. A brief discussion was held regarding runoff from the splash pad. Ms. Martin stated that the water will not be recycled; the water will go into a storm drain. Cost to recycle is more than double the cost of the splash pad. Parks and Recreation Coordinator Emily Watson commented that in reaching out to the PARTF representative, he was very insightful on how competitive the Town is and things that the Town is asking for is reasonable.

V. CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(5) TO DISCUSS ACQUISITION OF REAL PROPERTY

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(5) to discuss acquisition of real property.

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

Mayor Young opened the closed session.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis, Erika G. Martin, Planning Director; Steven H. Shealy, Finance Director; Emily Watson, Parks and Recreation Coordinator to join the Closed Session.

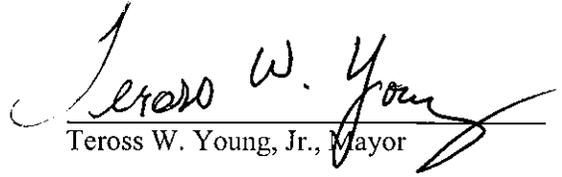
****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION****

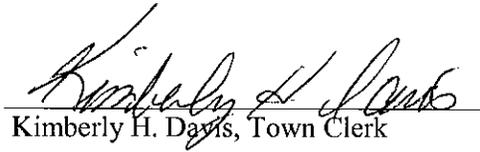
Closing of Closed Session and Reconvene Open Session

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

VI. ADJOURNMENT

*Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of April 09, 2018 was adjourned at 6:21 p.m.


Teross W. Young, Jr., Mayor


Kimberly H. Davis, Town Clerk

- (*) Motion
- (**) Consensus/Agreement

