

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

MARCH 11, 2024 – 4:00 P.M.

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: W. Paul Henkel; Jerry R. Oxsher; Felina L. Harris; Edward R. Nau; Nicholas D. Jaroszynski

Council Members Absent: None

Staff Present: Ronald Wyatt, Town Manager; Kimberly Davis, Town Clerk; Jessica Davidson; Lynne Hair, Planning Director; Justin Mundy, Finance Director; Jessica Davidson; Emily Watson, Parks & Rec. Director; Josh Watson, Police Chief; Austin Waugh, Public Works Director

Press Present: Debbie Page, Iredell Free News

I. MAYOR TEROSS W. YOUNG, JR. CALLED THE MARCH 11, 2024 AGENDA BRIEFING MEETING TO ORDER

Adjustments made to and Adoption of the Agenda Briefing Agenda ()**

None

*Upon motion by Councilmember Nicholas Jaroszynski, seconded by Councilmember Jerry Oxsher, and unanimously carried, approved the March 11, 2024 Agenda Briefing Agenda as presented.

II. GENERAL BUSINESS

A. Council Items (During this time elected officials have the opportunity to make reports, comments, and/or ask questions of staff)

1. Council and Mayor Comments

Councilmember Felina Harris

- Commented that Staff did a great job with their presentations and ideas presented at the Strategic Planning Retreat. They were all well prepared.

Councilmember Nicholas Jaroszynski

- Commented on the great job of staff presenting at the Strategic Planning Retreat.
- Applauded the Parks and Rec. Department on the Sprint into Spring 5k held yesterday and for the rapid response in helping the participant who had a medical issue. He commented that he is glad to see that the Town is prepared for whatever is thrown at it.

Councilmember Eddie Nau

- Commented that the Pet Box outside Town Hall is lacking in items. He asked if the Town could partner with either a Statesville or Mooresville pet store to keep it stocked stating that he would be willing to contact them.
- Stated that he and the Town Manager attended the Mooresville Community Award Dinner commenting that he liked the way they honored their Citizen of the Year and Business of the Year suggesting that the Town partner with the Rotary Club or other civic group to do the same in Troutman.

Town Clerk Davis reminded Council and the public that March 30th is the deadline for Citizen and Organization of the Year applications.

- Addressed Police Chief Watson stating that he has had some complaints from residents in the Barium Seasons neighborhood regarding people parking at the entrance of the development at the end of the school days, blocking traffic from entering or exiting at Old Mountain Road with the people parked there refusing to leave. Chief Watson stated that this was the first he had heard of a recent complaint commenting that there was an issue once before but had died off. He stated that he would direct patrol officers to go back there during the time of school pick-up. He can also work with the school system having them send out letters to high school students parents to not park there.

Councilmember Paul Henkel

- Commented that it was a good Planning Retreat. He asked that future speakers have a mic stating that it was hard to hear; some of the people talking were soft speakers.
- Stated that the Sprint into Spring 5K was a good event, but was sorry for the situation that occurred and so glad he was brought back to life.

Councilmember Jerry Oxsher

- Stated that the Planning Retreat was great and that one of his takeaways from over the last couple of years of planning retreats is that he has seen the different department heads being allowed to show their creativity and use their expertise, but still work as a cohesive unit. He commented that he is very happy with the flow and how the whole retreat went.
- Addressed the school parking at the Barium Springs entrance stating that he has seen the cycle where they will move a little deeper into the neighborhood to park. He stated that a police presence once again would deter them.
- Commented excellent work of staff in being prepared to respond to the incident during the 5K event.

Mayor Young

- In reference to the Strategic Planning Retreat, Mayor Young thanked and expressed appreciation for the coordination with each department head and how they got into the issues the Town faces each year along with how the Town is going to move forward.
- Thanked Parks & Rec Director Emily Watson and her team for a great job with Spring into Spring 5K
- Commented that he loved Councilmember Nau's idea about the community event stating in the past the Town did recognize people around the Christmas gathering stating it is something to think about in the future.
- Requested that CR Onsrud be added for recognition on the Council's regular agenda for being awarded the North Carolina Chamber Award.

Councilmember Paul Henkel

- Commented that he also agrees with Councilmember Nau's idea regarding recognitions, but he also wants to mention that Troutman how has several business clubs in Troutman that maybe the Town could partner with to help with an event for such recognitions. Mayor Young said that is something to think about.

B. Staff Items: (At this time staff was provided the opportunity to make reports and comments)

1. Town Manager/Staff Comments

Town Manager Wyatt

- Expressed appreciation for all of the Council's comments regarding the Strategic Planning Retreat and to all Department Heads for their presentations and professionalism.
- Commented that recognition of businesses and individuals is a good thing for any community to do, but without having a Chamber, how much can the Town get involved. He expressed concern about overlooking a business or individual that may be worthy and well deserving, also concern was expressed in telling a civic club or group they are going to handle this for the Town and then having to procure time on the agenda for whatever time they want for recognitions. A Chamber is different in the process and rules they have to abide by than a Town. Manager Wyatt stated that staff is willing to have discussions regarding recognitions, and will certainly follow Council's direction. Right now some of our businesses are in the Statesville Chamber, some in the Mooresville Chamber and some are in both. He stated that staff could reach out to both chambers to include Troutman as part of the annual celebrations that they have until the business owners in Troutman collectively decide to form their own Chamber.
- In referencing the Pet Pantry, Mr. Wyatt stated that there are currently several maintenance issues. He explained that the Pet Panty was a scout project stating that one of the things when installing something like that is to have a plan of maintenance and sustainability for a certain period of time. That plan was presented and approved

by this Council and the responsibility for maintenance and sustainability of the project falls back on the scout who did the project. He stated if the pantry is consistently empty, that means that their plan is not coming to fruition and the scout needs to do something about it. Per the agreement with the Town, if the plan is not adhered to, the item is to be removed. Mr. Wyatt stated that the Town is appreciative that the scout took the time with what seemed to be a wonderful idea, but we also know it requires labor and effort afterward. Councilmember Henkel stated that he remembered as part of the scout's presentation that she was going to partner with a pet store to help supply the pantry. Manager Wyatt addressed Councilmember Nau stating that if he would like to contact someone to partner with the town there is certainly room for that and/or for others to step up and assist with stocking the pantry.

Councilmember Nau stated that Food Lion has helped supply the food pantry. Manager Wyatt agreed and stated that a group from SIHS has also helped to supply it.

2. Discussion of a Request from the Exchange Club of Troutman to Display American Flags Along the Richardson Greenway for the "Walk of Heroes"

Manager Wyatt stated that the Exchange Club of Troutman in conjunction with the Lake Norman Evening Exchange Club is requesting to display American flags along the Richardson Greenway for the "Walk of Heroes" again this year. He stated they are requesting to put the flags up on May 17th, the day before Armed Services Day, and asked that they be allowed to remain until Memorial Day, concluding with a Memorial Day Ceremony held in the Troutman ESC Park. This request is on Council March 14th Consent Agenda. Mr. Wyatt informed Council that staff has suggested several options for them to set up to sell the flags or give donations, one being in front of Town Hall, but they have asked to set up at the Depot but would need a way to advertise. Emily Watson, Parks and Rec. Director stated as part of their request, they are asking to hang banners from the Depot for the duration of the sale. She also stated that they asked if A-frame signs would be permitted. Planning Director Lynne Hair commented that temporary sign permits apply to non-profits in certain locations; she will check to see if this applies to the Depot. There is a separate ordinance that applies to the Depot and it may be something that the Council might have to give special permission. Manager Wyatt asked that Council be consistent going forward if an exception is made for one group the Town has to be careful denying other groups as far as signage goes. He commented that he does not want to put the Town in a corner in the future unless this would be a Town-supported event on the Town's facility then it could apply under those circumstances. Councilmember Oxsher stated that the Town should consider what the Town ordinances say before a decision is made. Ms. Watson stated that the Depot policy falls under the Parks and Rec. Department as a facility; the same as the pavilion. Temporary signage is the same as if the Town was hosting an event at the pavilion which is 10 days before the event, but if they want to put it on the greenway, that is another issue and would require separate approval. She stated that she thinks it would be reasonable to have them keep all signage within the Depot within reason, nothing permanent or constructive to the facility, and off the greenway. The Council agreed that Ms. Watson's option makes sense. Mayor Young stated that if it is a Town co-sponsored event, Council

can decide what they want to go on the greenway. Councilmember Henkel stated they could put up signage and take it down each day.

*Upon motion by Councilmember Eddie Nau, seconded by Councilmember Nick Jaroszynski, and unanimously carried, approved to co-sponsor the Flag Celebration with the Troutman Exchange Club.

This Item is to be removed from the Council's March 14th Consent Agenda.

3. Discuss a Possible Change in Utility Bill Printing Companies

A brief discussion was held regarding a possible change in utility bill printing companies. Finance Director Justin Mundy stated that they met with the current bill printing company about a year ago and were told that they are trying to transition their business model into another area and wanted the Town to sign a 3-5 year contract. He stated that the company is not doing anything wrong, but if the Town would switch to Harris for printing, who is over the Town's software, he anticipates that it would save a day or two in the billing cycle because they would already have our data. Cost-wise, it is approximately the same, but the caveat is regarding the Town's newsletter stating that they cannot print it in the same bi-fold format. Their format would be a 2-page insert front and back and then folded to fit in with the bill. Mayor Young commented that the fewer times that data is transported, the safer it is for our citizens.

Mr. Mundy asked that Council think about what they want to do; no decision has to be made today, but if Council wants to make the change it would be best to do it all at one time.

4. Discuss the Consideration of Waiving Late Fees and Cut-Offs for the Month of the Conversion to SmartFusion

Manager Wyatt stated that staff is asking that Council consider waiving late fees, cut-offs, and cut-off fees for June, which is the month that the conversion of the utility department's accounting software to SmartFusion is to take place. He stated that there would be a lapse in service keeping the Town from being able to process fees. Finance Director Justin Mundy stated that he will need to reach out to the company to verify the dates because they are going live in June so it may be for July payments, but the system will only be down between 5 to 7 business days. The waiving is being requested because the Town's system will be down during the conversion until the next billing cycle. He explained that this is a standard procedure that municipalities have to do in switching software. Mr. Mundy also explained the payment collection process of manually recording and inputting all payments during the conversion. Manager Wyatt stated that the Town does not have a lot of cutoffs; the loss of late fees would probably be less than \$1000.

5. Discussion of Georgie Street Park

Parks & Rec. Director Emily Watson presented an update to the Council on the process of the Georgie Street Park stating that a community survey was sent out to see what the neighbors would be interested to see in the park. She has been working with a playground distributor (Play and Park Structures) to get some renderings and ideas from information taken from the survey (renderings were displayed in a PowerPoint presentation), and photos of the area in its past condition were also displayed. Ms. Watson stated that the playground equipment had been there for 16-17 years ago and was rusted and non-ADA compliant. Requested by the neighbors through the survey was a swing set, slide, picnic tables, shaded area, balance beam, see-saw, and if possible a splash pad; there may be room for one or two other items. The survey showed that the neighbors do not want a dog park or parking spaces, so the parking shown in the rendering will not be part of the park. Ms. Watson stated that the playground area will be mulched with grass surrounding it and that the fence located on the property may be salvageable. There will also be grills, trashcans, and park signage, but there will not be restrooms or water fountains. The Parks and Rec. team has been busy clearing the area and will be treating it for fire ants and pests. The budget for the project is \$60,000. If the Town wants to put in additional amenities there would have to be additional funding. Councilmember Nau asked how many homes are in the HOA that this is going to benefit. Manager Wyatt replied 32 in that specific neighborhood, but it will be within walking distance from the new development being constructed and other neighborhoods and are open to the public. A brief discussion was held regarding the HOA in that neighborhood. Manager Wyatt stated that the HOA has not been dissolved, but it is not an active HOA. Mayor Young asked if any of the amenities in the Troutman ESC Park are sponsored by anyone. Ms. Watson replied yes there are several sponsorships, but there are none at Georgie Street Park. Manager Wyatt explained the equipment in the park was not properly maintained nor inspected as bound by law. He spoke about the process of obtaining the property deeds for the park and having the majority of the property owners sign the deeds providing the town with legal rights. He also stated that property owners that would did not sign will have to pay back taxes owed and their share of the cost. Councilmember Jaroszynski asked if the new development (Brookside) has a park and if not is there a way to get them to help with Georgie Street Park. Manager Wyatt stated no, they only have green space. Planning Director Hair stated that the only thing required in the new development is a greenway trail that will be part of the Town's overall Greenway Trail System. Due to the nature of the types of homes in the development the majority of the people moving into that neighborhood will be older and that contributing to the park would probably not appeal to them. Councilmember Nau voiced concern about whether the Town is setting a precedence the Town will take over other playgrounds that are not maintained. Manager Wyatt stated that to his knowledge there are no other communities in Town with these types of amenities.

A discussion was held about public accessibility such as parking and security issues. Mayor Young asked if Staff is planning to enclose the remainder of the park with fencing due to the Public Works facility. Ms. Watson stated that the back area is a public works sewer right-of-way and she is not sure about that area. She can better answer the question once the area is cleaned up. Councilmember Jaroszynski asked if it could be a future greenway connection or a nature trail. Manager Wyatt stated that based on the topography, he does

not see it ever being a greenway. He continue by stating that it should not be accessible by the public due to security and screening of the Public Works facility located on Massey Street and possible maintenance that may be needed on the sewer line. Ms. Watson stated that the project so far has been a challenge; the park was a code enforcement issue and a quality of life issue.

6. Discuss Setting a Date for a Budget Retreat

Following a brief discussion, the date of April 8th at 8:00 am was agreed upon for the Council Annual Budget Retreat. The retreat will be held in the Council Chambers at the Troutman Town Hall.

The date of May 6th at 1:00 pm to 5-00 pm was agreed upon for a follow-up meeting date.

III. OVERVIEW OF TOWN COUNCIL'S UPCOMING REGULAR MARCH 14, 2024 MEETING AGENDA ITEMS SCHEDULED TO BE PRESENTED

Consent Agenda Items:

Items 1-5. Minutes to be approved.

No discussion was held.

Remove from the Consent Agenda: Item 6. Consider Approval of a Request from the Exchange Club of Troutman to Display American Flags Along the Richardson Greenway for the "Walk of Heroes"

Item 7. Consider Approval of a High-Density Watershed Permit for "The Doryian" a Senior Apartment Project to be Located on the Southwest Corner of Talley and Lytton Streets.

No discussion was held.

Item 8. Consider Approval of a Fee In Lieu of Sidewalk requested by Urban Design Partners on Behalf of Shinn Farms for a Portion of Sidewalk Along Weathers Creek Road

Manager Wyatt stated that he prefers to get a quote first to make sure it is not drastically different than what they are proposing. Council was in agreement. Planning Director Hair stated that the developer agreed to provide the fee in lieu of a greenway connection to Sanders Ridge. She stated that basically, it is a swap and staff felt that it is a bigger benefit to this area than a sidewalk.

Item 9. Consider Approval of Town Policy #65 Titled: "Town of Troutman Planning Board New Member Training"

Mayor Young asked Planning and Zoning Boards response to the policy. Planning Director Hair stated that Planning and Zoning Board was open to it and felt it would benefit new members as well as them as a whole.

Item 10. Consider Approval of Southern Corrosion Water Tank Maintenance Contract

Manager Wyatt stated that Public Works Manager Austin Waugh has spoken with the contractors regarding the contract. The information is in Council's packet.

Item 11. Consider Approval of Amending Policy #56 Titled: “Remote Participation Policy for Meetings of the Troutman Town Council”

Manager Wyatt stated by the School of Governments interpretation, everything he has been saying is correct and it is strictly up to the Council how restrictive they want the policy to be. Councilmember Henkel stated that Attorney Thomas’ biggest concern was regarding not being able to view exhibits presented during hearings for rezoning when there is participation by phone. Manager Wyatt stated that he does not disagree with his view commenting it is a very valid point, but pictures and diagrams only explain the verbiage being said. The remote person could exclude themselves if they did not feel comfortable enough to vote.

Item 12. Consider Approval of an Agreement for a Position to Purge Records

Manager Wyatt explained that staff has learned over time that there are a lot of documents here that are wasting space that do not need to be kept and some of the laws in keeping hard copies versus keeping digitized copies have changed. Certain hard copies should always be kept, but it is modern practice now to have digitized copies because we are cloud-based with record saving of certain things. He continued by stating to make sure we are modern and up-to-date, we need to purge. The person that the Town Clerk and Finance Officer have interviewed has done purging for 2 other municipalities and does have the experience and understands what records are required to be kept or are of value to the Town. Mayor Young asked if the Town has a records retention policy and if it is on a schedule. Town Clerk Davis responded yes, the Town has a policy and it is on a schedule. The last one approved by the state was in 2022 and Council approved it in February of 2023. Ms. Davis stated that was a question that the applicant asked; she is very knowledgeable in all departments. Mayor Young asked if the Town is using a shredding company to shred documents. Manager Wyatt stated that we have not been using a shredding company; depending on the quantity of records that are here to be purged the Town will seek the services of one. Councilmember Henkel asked if this was a one-time purge or an ongoing one. Manager Wyatt stated that the main part is to get rid of all that the Town does not need. Town Clerk Davis commented that in looking at the vault and files, she does not anticipate it taking very long at all, commenting that we are very organized. She will work several days of week for however long it takes. Mayor Young stated that computers that have electronic access to certain files should be looked at as well. Manager Wyatt stated that we had not had that conversation with her. That will be the next phase to make sure that the Town is good and reset from ground level.

Presentation(s) / Recognition(s):

Item 13. Recognition of Andrew Ventresca as “Town of Troutman Employee of the Month” for February

No discussion was held.

Item 14. Recognition of South Iredell Marine Corps JROTC In Honor of Winning 1st Place Overall in the Daniel Boone Invitational Drill Meet and Placing 1st Overall in the Armed Category and 2nd Overall in the Unarmed Category in the Regionals

No discussion was held.

New Business

Item 15. Annexation Request AX-24-03 (Contiguous), Applicant: Salih Boysan; 4.135 (+/-) acres; PIN(s) 473193064, 4731927704; 398 Hemi Drive.

- a. Hold a Public Hearing
- b. Consider Adoption of Ordinance 07-24 Titled: *"An Ordinance to Extend The Corporate Limits Of The Town of Troutman, North Carolina (Contiguous)"*

No discussion was held.

Item 16. Rezoning Request RZ-24-03, Applicant: Salih Boysan; 4.1 (+/-) acres; PIN: 4731939064, 4731927704; located at 398 Hemi Drive, on the east side of Rumple Street, from Town of Troutman Suburban Residential (RS) to Town of Troutman Town Residential (RT)

- a. Hold Public Hearing
- b. Approval of Consistency Statement
- c. Consider Adoption of Ordinance 08-24 Titled: *"An Ordinance Changing The Zoning Classification Of The After Described Property From Town Of Troutman Suburban Residential (RS) to Town of Troutman Town Residential (RT)"*

Planning Director Hair provided a brief background stating that the property owner wants to annex and rezone to bring the property in with the other adjoining properties that he already owns and is already zoned RT. She explained that there would be only one entrance in and out of the site and does not intend to use Hemi Drive. The entrance will be off Era Street. Ms. Hair stated Per the Fire Code they are fine with one entrance, being under the 100-unit requirement for two entrances at only 18 units.

Item 17. Text Amendment TA-24-01: Amend Article 5.3.2 Parking Provisions of the Troutman UDO, Moving Section (K) to the Newly Created 5.3.3 Maintenance

- a. Hold a Public Hearing
- b. Approval of Consistency Statement
- c. Consider Adoption of Ordinance 09-24 Titled: *"An Ordinance Amending The Town Of Troutman Unified Development Ordinance"*

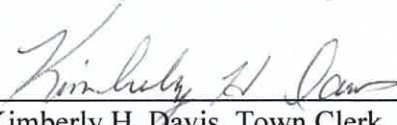
Ms. Hair explained that the text amendment is cleaning up language in the Town's UDO. Staff realized that the section in the parking ordinance addressed new parking areas and buried within there was maintenance of parking lots. The language was pulled out and made a separate section so the Code Enforcement Officer could enforce all parking lots not just new ones.

Item 18. Consider Appointment of George Harris to the Design Review Board for a 3-Year Term

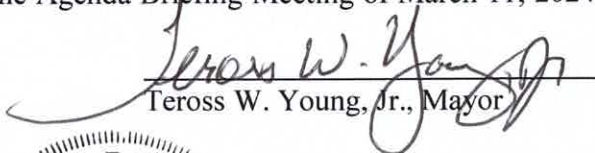
No discussion was held.

IV. ADJOURNMENT

*Upon motion by Councilmember Nick Jaroszynski, seconded by Councilmember Felina Harris, and unanimously carried, approved to adjourn the Agenda Briefing Meeting of March 11, 2024. Time of adjournment: 6:18 p.m.



 Kimberly H. Davis, Town Clerk



 Teross W. Young, Jr., Mayor

- (*) Motion(s)
- (**) Adjustment(s)

