

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

April 10, 2023 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: W. Paul Henkel; Edward R. Nau; Jerry R. Oxsher; George W. Harris; Felina L. Harris-arrived @ 4:10 pm.

Council Members Absent: None

Staff Present: Ronald Wyatt, Town Manager; Kimberly Davis, Town Clerk; Lynne Hair, Planning Director; Justin Mundy, Finance Director; Lou Borek, HR Director; Josh Watson, Police Chief; Emily Watson, Parks and Rec. Director; Gary Thomas, Town Attorney; Michael Barker, IT

Press Present: Debbie Page, Iredell Free News

Others: None

I. MAYOR YOUNG CALLED THE APRIL 10, 2023 AGENDA BRIEFING MEETING TO ORDER

Adjustments to and Adoption of the Agenda Briefing Agenda

No adjustments were made.

*Upon motion by Councilmember Jerry Oxsher, seconded by Councilmember Paul Henkel, and unanimously carried, approved the April 10, 2023 Agenda Briefing Agenda as presented.

II. GENERAL BUSINESS

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

1. Mayor and Council Comments/Discussions

Councilmember Eddie Nau

- Commented that he hopes everyone had a good Easter.
- Requested an update regarding the Animal Blessing Box that was to be built as a Girl Scout project. Manager Wyatt responded that the Town has not received any updates recently.
- Addressed the existing Blessing Box being low in supplies asking if the High School is still participating in maintaining it. Manager Wyatt stated that he has not seen any students recently at the box, but he would reach out to the church group that supplied the blessing box and the school.

- Asked if the Town pays Police Officers when they work events at the Fairground. Police Chief replied no, they are contracted, providing off-duty services. Councilmember Nau asked why the Sheriff's Department does not have more of a presence at the Fairground events. Mr. Wyatt explained that it is because the fairground is located in Troutman Town limits. He briefly spoke to the permitting process.

Councilmember George Harris

- Stated that Neal Burke, CRTPO Deputy Director offered to hold a training session for Council regarding transportation (such as the Mobility Plan) in an effort to inform Council so they can, and answer questions from our citizens.

Councilmember Harris to speak with Associate Planner Andrew Ventresca to arrange the training session. Mr. Wyatt stated that he and the Planning Director has a meeting tomorrow morning with NCDOT where he will discuss the suggestion of training and follow up with Council.

- Commented that there is a good selection for Citizen and Organization of the Year, making it hard for Council to choose.

Councilmember Felina Harris arrived at 4:10 pm.

Councilmember Jerry Oxsher

- Commented that he is looking forward to a busy week with the Budget Workshop; the 2 Council meetings, and a Centralina Board meeting to attend.

Councilmember Felina Harris

- Commented that from conversations held with citizens of the Town; they want to know and understand what is going on. She asked about the meetings that Planning Director Hair had mentioned holding where citizens could come and engage and ask questions; stating that she would follow up with Ms. Hair and/or the Town Manager regarding such meetings.

Councilmember Paul Henkel

- Commented that Lake Norman Transportation Commission, a subcommittee of CRTPO, talked about NCDOT's scoring and data, commenting that it is something that you have to know to understand why DOT makes some of the decisions they make.
- Commented that he is glad to see Shane Harris out in the community handling Code Enforcement. He stated that he applauds Mr. Harris and his bosses for the positive feedback he has received.
- Stated that no matter what is said in meetings, in the monthly newsletter, weekly radio show, etc., people still do not understand the decisions that Council makes. He continued by stating that if it takes holding a meeting with each person or holding community meetings he will be at each one that he is able to attend.

Mayor Young

- Commented that he hopes everyone had a wonderful Easter and that it was a restful time with family.
- Expressed appreciation for how good the Town looks and to staff for all the work in making it that way.

- Expressed appreciation to Councilmember Nau for the reminder and for bringing attention to the Blessing Box. He hopes that people in the community that can, will continue to support the Blessing Box and that the ones that cannot, can count on it in having a meal.
- Addressed how we, as a Town communicate what is happening within the Town; that we continue to encourage people to come to meetings and engage; be active, and join committees. He stated that he too is asked what is going on in the Town and that it is a continued challenge.

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

1. Town Manager Comments

- Addressed the issue/question regarding when the road work will be completed around Autumn Leaf Road, which is being constructed due to the Falls Cove development. Manager Wyatt explained that the size of a development determines if a Traffic Impact Analysis (TIA) has to be completed. The TIA in this case, determined that turning lanes are required. The Town has received numerous complaints regarding the time of day construction is taking place. Manager Wyatt stated that he advised the project manager that work cannot begin before 9 am. The project manager has agreed that working at night would be the least disruptive to town citizens. He also addressed the phone calls received regarding the water being cut off for repairs last week and the Town's efforts in notifying the citizens.
- In addressing social media, Manager Wyatt stated that someone asked why the Town was not replying to social media to correct things that are posted; he replied that the Town should conduct business as transparent and openly as possible and unless he or staff is directed differently, staff will not be responding to social media post because it is not the way the Town does business; we encourage people to attend meetings. Manager Wyatt stated that a conscious effort was made on the staff level to not hold an Easter Egg Hunt because in other town's non-profits and/or individuals and groups come together to make certain events happen. The Town has just been filling that void. Staff proposed to Council in January the event calendar for the year that was approved, which did not include the Easter Egg Hunt. He continued to state that an Easter Egg Hunt was held in the Park by a Real Estate Company called Antrican and Smith who volunteered to hold the event. The only assistance provided by the Town was advertising.
- Explained that the tree on the Greenway with blue ribbons tied on it is in recognition of Child Abuse Prevention Month. He expressed appreciation to all the groups that came together to make the recognition possible.
- Announced that Lake Norman Evening Exchange Club will be hosting a "Walk of Honor" with flags along the greenway for Memorial Day in honor or in memory of a veteran. Lowe's (at Exit 42) has committed to assist. The Police Department's "Red and Blue 5K will be held on May 20th at 7 p.m. starting at the Depot. Participants can pre-register online or on race day at 6 p.m. Also, a kickball event will be held on May 6th in the park from 6 p.m. to 8 p.m.
- Shared that there is a new employee in Parks and Recreation Department.
- Commented on the "Employee of the Month" stating that this month the recognition is split between 3 employees for a project that saved the Town over \$100,000.
- Expressed appreciation to Councilmembers Eddie Nau and George Harris, and the Rotary Club for the purchase/replacement of trees on the Greenway.

2. Discussion regarding Annexation Boundary Agreement between the Town of Troutman and the City of Statesville

Town Manager Wyatt explained that staff was going to announce the Public Hearing and move forward with the adoption of the agreement, but Troutman's Attorney and Statesville's Attorney each suggested a survey be done. He and Statesville's Manager's concern is that the survey may take too long. Manager Wyatt stated that while a survey is not required (per NC School of Government) a survey would provide optimal protection for all parties involved. He shared that the cost of the survey is anticipated to be \$12,000 to \$15,000. Statesville has offered to split the cost as it benefits both parties. Manager Wyatt stated for the record that just because someone's property is surveyed, it does not mean that their property will be affected in any other state than they now have it. If the property is ever requested to be annexed, it will determine whose jurisdiction the property will fall under.

*Upon motion by Councilmember Eddie Nau, seconded by Councilmember George Harris, and unanimously carried approved to move forward, splitting the cost of the survey with the City of Statesville.

3. Discussion of Fee Schedule for Mobile Food Trucks

Planning Director Lynne Hair stated that at last month's meeting, a text amendment was presented regarding mobile food trucks where there were questions specifically regarding fees. She advised that since this is a public hearing item, anything that has to do with the proposed text amendment will have to wait until Thursday for discussion. In an effort to clear up any confusion between permitting fees and event fees, she stated that the amendment presented was specifically part of the Town's Unified Development Ordinance (UDO) therefore, any permitting fees that the Town is doing as part of that UDO amendment are part of the development fee schedule. The Town charges a set fee of \$45 for a zoning permit which is what the Town issues to a food truck or a restaurant. Other fees associated with special events have a separate fee schedule as set by Parks and Recreation Ms. Hair stated that she researched other communities regarding development fees and will be recommending increasing the Town's current fee to \$50 which she will include in the budget discussion. Councilmember Eddie Nau pointed out that the amendment reads "after the 3 months is up, the food truck has to move", he then asked Ms. Hair to define "move". Ms. Hair explained that they have to move to a new location on a different piece of property; clarifying that it is 3 months at the same location in a 12-month period, in a calendar year. Councilmember Eddie Nau asks why each individual food truck participating in events at the fairgrounds is not being charged by the Town. Manager Wyatt and Mayor Young each explained that it is for the greater good stating that the events at the fairground bring sales tax to the Town commenting in going forward there will be a different structure to the fairground as it gets developed that will benefit the Town even more. A discussion was held regarding the future of the fairground.

(Copied in full, proposed annexation boundary map and staff memo for mobile food trucks is filed on CD titled: "Town Council Supporting Documents" dated April 10th and 13th, 2023 in CD Book #1 titled: "Town Council Supporting Documents")

IV. Overview of Town Council's Upcoming Regular April 13, 2023 Meeting Agenda Items Scheduled to be Presented

Consent Agenda Items:

Items 1-4. Minutes to be approved.

No discussion was held.

Item 5. Budget Amendments

- a. Purchase of Street Department Equipment
- b. Purchase of Parks & Recreation Equipment
- c. Property Renovations (Planning House and Parks & Rec. House)
- d. Purchase of New Electronic Town Sign
- e. Security Grant Received
- f. Contracted Services (House Demo, Debtbook, and Landmark Services)
- g. Purchase of Property (149 Wagner Street)
- h. Contracted Services in Utility Fund
- i. Purchase of Additional Sewer Capacity

No discussion was held.

Item 6. Annexation Request AX-23-03; (Contiguous), Applicant: Cynthia Plyler; .57 acres; PIN 4732601287; Orchard Lane, Lot 2

- a. Adoption of Resolution 05-23 Titled: *"Resolution Directing The Clerk To Investigate A Petition Received Under Article 4A of G.S. 160A"*
- b. Approval of Certificate of Sufficiency
- c. Adoption of Resolution 06-23 Titled: *"Resolution Fixing Date of Public Hearing On Question of Contiguous Annexation Pursuant to Article 4A Of G.S. 160A"* (**Setting Public Hearing Date of May 11, 2023**)

Planning Director Lynne Hair explained that the property was 2 vacant tracts of land that the property owner has combined; half of the property is outside town limits and the other half is inside. Annexation will bring the outside portion into town limits.

Item 7. Approval of Amendment to the Town of Troutman Personnel Policy (Policy #54), Article III, Section 16, Paragraphs 9 and 10

Town Manager Wyatt stated that the amendment is housekeeping procedures. No discussion was held.

Item 8 Approval of Resolution 07-23 Titled: "Resolution Approving the Town of Troutman Water Shortage Response Plan"

Town Manager Wyatt explained that the report is required every 5 years.

Recognition(s)/Presentation(s):

Item 9. Recognition of Brent Bustle, Jay Murdock, and Bobby Deal as "Town of Troutman Employees of the Month"

Discussed during Town Manager comments.

Item 10. Proclamation – Proclaiming April 2023 as National Child Abuse Prevention Month

Discussed during Town Manager comments.

Old Business:

Item 12. Text Amendment – Case No. TA-23-01 – Mobile Food Trucks – Request initiated by Town Council, to amend Article 3 of the UDO adding Mobile Food truck as an accessory use with additional standards.

(Continued from Council's March 09, 2023 Meeting)

Council will need to resume the Public Hearing before action can be taken.

New Business:

Item 13. Annexation Request AX-23-02; (Non-Contiguous), Applicant: Jerry K. & Joy C. Cline; 10.5 (+/-) acres; PIN#4740690651 (726 S. Main Street), and,

Item 14. Rezoning Request RZ-23-01; Applicant: Primax Properties-Representing: Jerry and Joy Cline; 10.5 (+/-) acres; PIN 4740690651; (726 S. Main Street) from Iredell County Residential Agricultural (RA) to Town of Troutman Highway Business (HB)

In regards to Items 13 & 14 - Town Manager Wyatt stated that he has no recommendation, but advised that Council can decide to hold the Annexation Public Hearing, then move to the Rezoning Public Hearing before going back to vote on the annexation.

Item 15. Text Amendment TA-23-06 – Request to amend Article 6.2.3 Additional Requirements for Certain Permitted Signs, providing language that will allow off-site monument signs for multi-tenant retail centers.

No discussion held.

Item 16. Town of Troutman Bike and Pedestrian Plan

No discussion held.

Item 17. Selection of Town of Troutman “Citizen of the Year”, and

Item 18. Selection of Town of Troutman “Organization of the Year”

In regards to Items 17 & 18 -Town Manager Wyatt stated that all applications submitted are very good applicants and that it will be a difficult decision for Council.

Public Comment Section:

Town Manager Wyatt stated that it is his understanding that a citizen requesting de-annexation will be attending the meeting on Thursday night to address Council

IV. HOLD CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTES (NCGS) 143-318.11(a)(5) TO DISCUSS ACQUISITION OF PROPERTY

Mayor Young called for a Closed Session pursuant to North Carolina General Statutes (NCGS) 143-318.11(a)(5) to discuss acquisition of property.

Along with Mayor Young and Town Council, Ronald Wyatt, Town Manager; Kimberly Davis, Town Clerk; Justin Mundy, Finance Director; Gary Thomas, Town Attorney joined the Closed Session.

*Upon motion by Councilmember Paul Henkel, seconded by Councilmember Eddie Nau, and unanimously carried, approved to hold a Closed Session pursuant to 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 Paul Henkel, seconded by Councilmember George Harris, and unanimously carried, approved to reconvene open session.

Action taken as a result of the Closed Session:

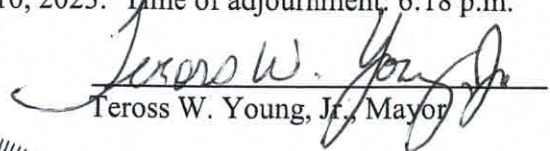
*Upon motion by Councilmember George Harris, seconded by Councilmember Eddie Nau, and unanimously carried, approved to accept the contract offer for 171 Wagner Street for the purchase price of \$350,000.

IV. ADJOURNMENT

*Upon motion by Councilmember George Harris, seconded by Councilmember Eddie Nau, and unanimously carried, approved to adjourn the Agenda Briefing of April 10, 2023. Time of adjournment: 6:18 p.m.



Kimberly H. Davis, Town Clerk



Terross W. Young, Jr., Mayor



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