

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

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

December 06, 2021 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: W. Paul Henkel, Sally P. Williams; George W. Harris; Edward R. Nau; Felina L. Harris

Council Members Absent: None

Staff Present: Ronald Wyatt, Town Manager; Kimberly Davis, Town Clerk; Gary Thomas, Town Attorney; Emily Watson, Communications/Community Engagement/Employee Services; Lynne Hair, Planning Director; Justin Mundy, Finance Director; Adam Lippard, Public Works Director; Josh Watson, Police Chief; Chip Smith, Parks & Rec. Director; Michael Barker, IT

Press Present: Debbie Page, Iredell Free News

Others: See attached Sign-In sheet

I. MAYOR YOUNG CALLED THE DECEMBER 06, 2021 AGENDA BRIEFING MEETING TO ORDER

• Adjustment(s) to the Agenda Briefing Agenda

*Addition: As new Agenda Item 3 “Discuss Amended Wastewater Agreement/Contract Between the Town of Troutman, Iredell County, and Children’s Hope Alliance” moving “Review of the Upcoming Regular December 10, 2021 Meeting Agenda Items Scheduled to be Presented” as Agenda Item 4 under - II. General Business (B).

• Adoption of the Agenda Briefing Agenda

*Upon motion by Councilmember George Harris, seconded by Councilmember Felina Harris, and unanimously carried, approved the December 06, 2021 Agenda Briefing Agenda as amended.

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)

- Councilmember Felina Harris
 - . Thanked Staff and all involved with the Tree Lighting event and the Christmas Parade commenting that both were very nice and well put together.
- Councilmember Sally Williams
 - . Expressed that the Tree Lighting and Christmas were both very nice, also thanking all involved in the events. She apologized for not making it to the 5K-Jingle Run.
- Councilmember George Harris
 - . Commented how much he enjoyed the parade and that it was nice to have everyone on the same float. He recognized Senator Vickie Sawyer and Republican Jeff McNeely for attending the breakfast prior to the parade and also staff for being in attendance stating “to him that says a lot”.
 - . Commented that citizens noticed that the Town used someone local to perform work on the Wagner Street building.
- Councilmember Paul Henkel
 - . Requested that Town Manager Wyatt send a letters in appreciation and thanks to Senator Sawyer, Representative McNeely, for their efforts in providing General Assembly Budget assistance/funding to the Town. Town Manager Wyatt requested that Representative Grey Mills be included. Councilmember Henkel agreed. Councilmember Henkel wishes each the best in the upcoming election.
- Mayor Young
 - . In regards to the Holiday events (tree lighting and parade), he expressed appreciation to staff in their efforts of making sure the events went off well. He thanked Cline’s Floats for supplying Council’s float and for making sure it made it from one end of the parade to the other without incident, and all other agencies that came out in support.

B. Staff Comments/Business

- Town Manager Wyatt
 - . Thanked Council for all their comments surrounding staff. He commented that he is very proud of staff and shared that it is evident staff is beginning to gel, coming to Town events with their families in support. He shared that people commented on the professionalism portrayed by the Police Department.

1. Discuss 2021 Council Appointments

Town Manager requested that Council look over and become familiar with the information in the Council packets. He encouraged that Council take time and converse with fellow Council members regarding the positions listed and let Mayor Young know their interest of area they would like to serve. Council will consider these appointments at their regular scheduled Council meeting in January. Councilmember Paul Henkel suggested that an Alternate to Lake Norman Transportation Commission be added to the list of appointments for consideration. Manager Wyatt informed Council that the Town’s Associate Planner Andrew Ventresca is currently Vice Chair of the Lake Norman Transportation Commission (LNTC) of which he hopes to maintain in the upcoming year and that Bill Thunberg, Executive Director and former Mayor of Mooresville will be present.

Mayor Young also requested that Council look over the list of appointments and let him know their areas of interest presenting a brief summary regarding LNTC and CRTPO (Charlotte Regional Transportation Planning Organization).

(Copied in full, 2021 list of current appointments is filed on CD titled: "Town Council Supporting Documents" dated December 6th and 9th, 2021 in CD Book #1 titled: "Town Council Supporting Documents")

2. Discuss Upcoming Essential's of Municipal Government Conference

Town Manager Wyatt stated that the Essential's of Municipal Government Conference is being both offered in-person and/or virtually this year. He suggested that it would be beneficial for elected officials to attend due to frequent changes in our laws. Mr. Wyatt stated that Essential's of Municipal Government Conference helps distinguish the role and expectations of an elected official and offers the required Ethic Training for newly elected/re-elected officials. Mayor Young stated that the class is a good refresher for all Council members. Manager Wyatt commented that he would like several staff members attend the conference as feasible. Council held a brief discussion regarding conference dates. Mayor Young requested that Council members contact the Town Clerk regarding their preference. Town Manager Wyatt stated that he would inform Council of the date Town employees are available for the online conference and Council can decide to join if they like.

(Copied in full, conference information is filed on CD titled: "Town Council Supporting Documents" dated December 6th and 9th, 2021 in CD Book #1 titled: "Town Council Supporting Documents")

Councilmember Eddie Nau arrived at 4:50 pm

**Addition: as the new Item 3.*

3. Discuss Amended Wastewater Agreement/Contract Between the Town of Troutman, Iredell County, and Children's Hope Alliance (CHA)

Town Manager presented a synopsis regarding the joint wastewater agreement and project (including cost, funding, compliance, past discussions, sewer issues, sewer capacity and allotments). He stated that the Town has been in negotiations with Statesville but nothing has been agreed upon nor finalized nor has he committed the Town to anything. Manager Wyatt read aloud an email from Town Engineer Benjie Thomas recommending the amended agreement as to there would be no cost to the Town. The county has agreed to pay for the project (from their Art Funding) \$500,000 including CHA's portion as well.

Attorney Gary Thomas commented that per the contract, CHA has to reduce their Inflow and Infiltration (I&I) and until it is reduced to the satisfaction of Troutman (per engineering parameter's), lines will not be connected to the Town's system and Fat's Boy's pump station will stay on line. In suggesting that council consider approval of the contract/agreement to their consent agenda for Thursday, he advised that the attorney's for CHA's and the County are ready to move forward.

Council agreed to add the amended contract/agreement to the Consent Agenda of their December 9th meeting as Item 10.

4. Overview of the Upcoming Regular December 9, 2021 Meeting Agenda Items Scheduled to be Presented, (Wyatt)

Consent Items 1-3 – Minutes to be approved.

Consent Item 4 – Consider approval of a Budget amendment in the amount of \$6,800 for improvements to the house located at 364 North Eastway Drive. Town Manager stated that the floors are almost complete and heating and air is installed. Planning Director Lynne Hair commented that the department is excited about moving and the floors are looking good. In expressing appreciation to Council for the space, she commented that it will provide a lot of room. The plan is to be in the new space just after the first of the year. Mayor Young asked if the Town initiated the tree. Town Manager Wyatt responded yes at the cost of approximately \$1,500 to \$1,600 commenting that people are welcome to cut it up and use as firewood otherwise it will be removed.

Consent Item 5 – Consider approval of a Resolution of support for the Town of Troutman Application for Charlotte Regional Transportation Organization (CRTPO) Discretionary Funding for an update to the 2009 Comprehensive Transportation Plan. Andrew Ventresca, Associate Planner stated that Council's approval of Resolution 31-21 is for support in applying for CRTPO grant to fund updating the Town's current 2009 Comprehensive Plan. He stated that every Fall CRTPO is awarded federal funds for grant moneys for local jurisdictions. This grant is an 80/20 match stating there is \$40,000 allocated in the current budget for a secondary roadway study as proposed by Jonathan Wells, Interim Planner but however, the Comprehensive Plan is sorely outdated. Mr. Ventresca provided an example stating that the projection for growth 2030 in the plan is 2800 people; the Town has surpassed that number by far in the year 2020. He stated that staff is wanting to take the \$40,000 and apply for the CRTPO grant. Calculations show that the Town can receive \$120,000 for the update which will be much more in depth than the road study; Town's cost-\$24,000. He concluded by stating that whoever is appointed to CRTPO can vote for Troutman to receive the grant. Awarding of the grant will be announced in February 2022 and funding will be available July 1st, 2022.

Consent Item 6 – Consider approval of Façade elevations for a) Norwood Walk Amenity Center, and b) TMS Heating and Air. Planning Director Lynne Hair advised that the Town's Design Review Board (DRB) have approved both façade elevations. She stated that DRB requested that the back of Norwood Walk Amenity Center look finished by wrapping with stone and adding shutters to the windows. TMS Heating and Air are putting in an accessory structure (metal building) behind their business with matching architecture. Town Manager Wyatt added that TMS is enclosing the accessory structure with a picket fence. Ms. Hair stated that the fence was also a recommendation of DRB. Ms. Hair continued by stating that the DRB has reviewed a couple of accessory structures lately for some commercial building downtown and as part of that DRB has asked staff to put together an ordinance amendment addressing commercial accessory structures that staff plans to bring before Council in January. Councilmember Paul Henkel commended the DRB Board for the work they do and for taking their job seriously.

Consent Item 8 – Consider approval of Police Department Request for a) Body cameras and in-car camera replacement; and b) Purchase of different make/model of police vehicles and vehicle graphics.

a) Police Chief Josh Watson addressed the need for purchase of new body and in-car camera advising that the camera's will not stay charged and are shutting down and will not activate when the officers try to activate them and the company's customer service is not good. Chief Watson stated that they received body cam demos from other companies of which all patrol officers are using, but the companies have called and wants the demos back which will leave the officers without body cameras. Not having cameras is a safety and liability issue. He commented that when he first became an officer he was told, "if it is not written down, it did not happen". Now, it is "if it's not recorded, it did not happen". Quotes have been received from the following three companies:

- 1) Digital Ally – total cost over 5 years was \$183,283 for 14 body cameras. They wanted to charge to remove the old in-car cameras and charge \$6,000 to install the new cameras. Payments would be yearly. 1st year-\$40,219; and years 2-5 \$35,765. The company's features are not as current as other manufactures.
- 2) LensLock – will provide 16 body cameras, 12 in-car cameras systems with free removal and installation. A 5 year service agreement will replace body cameras with any upgrades for free. LensLock will allow uploads of old footage to the system and store it in the cloud. Chief Watson explained that LensLock has new technology coming out that the third vendor has currently including GPS immediate activation of the body cam and they buffer so they are constantly recording. He explained that the body camera and in-car camera acts as one so when one is activated it activates the other. Total cost over 5 years is \$178,530. 1st year payment is \$36,658 and \$35,706 for the remaining 4 years.
- 3) Axon – will provide 14 body cams and 12 in-car systems. Total cost over 5 years for their advanced is \$270,899; and for their basic system over 5 years is \$214,000. Their basic plan is similar to LensLock and their advanced offers additional features such as when as officer draws their weapon it activates the body camera. The system also has automatic plate readers similar to the flock cameras.

Chief Watson is recommending the LensLock System due to its features and price, if purchase before the end of the year.

b) Town Manager Wyatt advised that the Town cannot get the F150 trucks as Council approved for the Police Department because they are no longer producing them. He presented a background of conversations held with the dealership advising him of such. Chief Watson presented Council with alternative option of V6 4-wheel drive Dodge Chargers with the ability to outfit them with all new equipment for a lesser cost stating that the vehicle change is a saving to the Town. Town Manager Wyatt stated that the vehicles have been ordered, but Town Council needs to approve the change since they previously voted to purchase the F150 Trucks. Councilmember Sally Williams thanked Chief Watson for including the equipment to outfit the vehicles. She asked if the light-bars will be on top of the vehicles. Chief Watson responded that one will be a patrol car with light-bars on top and the second will be an unmarked car for the detective. Manager Wyatt and Chief Watson each express desire to order the F150 trucks once production starts back up. Councilmember Eddie Nau commented that Council could allocate money and authorize purchase for when the dealership opens up to take orders requesting to discuss at Council's budget retreat.

Discussion of graphics for the vehicles was held with Chief Watson stating that due to the graphics that were originally placed on both of the department's Tahoe patrol vehicles starting to peel they are going to be removed and replaced. The DARE graphic on the hood of the black Tahoe will remain, however we are not placing that graphic on the silver Tahoe due to the restrictions DARE places on what a patrol vehicle with those emblems can be used for. The graphic scheme of the patrol vehicles are going to be updated to include the Town of Troutman Paddle on the back and 911 on the rear side fenders of the vehicles as well as on new vehicles as they are purchased. Councilmember Eddie Nau requested that the patrol car numbers on the cars be larger so they can be easily seen. Chief Watson stated that it can be changed at a low cost to the department.

Consent Item 9 – Consider Approval of Councils 2022 Meeting Schedule

Town Manager Wyatt requested that Council review the meeting schedule before Thursday night's meeting.

Councilmember Felina Harris questioned why Council's Agenda Briefing is held at 4pm. Council discussed pre-agenda meeting history/background and options. Mayor Young stated that Council is required to hold a regular meeting each month and agenda briefing should be just that, a briefing of an update of the items for the regular meeting but has in some cases turned into more business than originally anticipated. He continued by stating that the Town has the good problem that is growth. Council may want to consider breaking up a meeting into two meetings when there is a large agenda.

Public Comments – Council held a brief discussion regarding limiting speakers and keeping order during Planning and Zoning Board meetings in hindsight of their last two meetings. Councilmember Eddie Nau raised issues of people speaking out of turn, speaking with no time limit, and banter back and forth amongst the attendees. Town Manager Wyatt stated there is Roberts Rules of Order but that the Chair has the discretion of how he wants to run the meeting. He and Planning Director Hair plan to address the issue with the appropriate person(s) going forward. Town Clerk Davis stated that the Town's Public Comments Policy addresses Town Council meetings not the Planning and Zoning Board meetings. It is not required by statute to allow public comment at the Planning Board meetings, it is done out of courtesy. Manager Wyatt stated that Council has the authority to adopt Planning and Zoning Board rules for speakers. Mayor Young stated that by law Town Council has to have a public comment period which is 3 minutes per individual as stated in the policy; public hearing per policy is 5 minutes. He stated that people need to understand that this is a public building and we will conducted business in that fashion. Everyone has a right to a fair say but after that they do not have the right to disrupt a meeting.

Old Business

Items 10 & 11 - Town Attorney Gary Thomas suggested flipping Items 10 and 11 regarding Winecoff Village annexation and rezoning request on the agenda since the annexation is contiguous (and in the ETJ) the rezoning can go before the annexation. Staff and Council were in agreement.

Items 12 & 13 – Town Manager Wyatt stated that Items 12 & 13 (annexation and rezoning request for Project: Rocky Creek) are listed under Old Business because they were deferred at Council's November meeting to this meeting.

New Business

Items 15 & 16 - Annexation and Rezoning Requests for the TPA Project (Troutman Logistics)

Items 17 & 18 -- Annexation and Rezoning Requests for Honeycutt Road

Item 19 -- Rezoning Request for Lytton Street Townhomes

Recognition(s) / Introduction(s) / Presentations

Item 20 -- Recognition of Outgoing Councilmember Sally Williams

Organizational Business

Item 21 -- Oath of Office for Town Council, Administered by the Honorable Rob Young, NC District Court Judge

Item 22 -- Selection of Mayor Pro Tempore

III. HOLD CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(6) TO DISCUSS A PERSONNEL MATTER

Mayor Young called for a Closed Session pursuant to North Carolina General Statutes (NCGS) 143-318.11(a)(6) to discuss a personnel matter.

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

*Upon motion by Councilmember Sally Williams, seconded by Councilmember Paul Henkel, and unanimously carried, approved to hold a Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss a personnel matter.

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 Sally Williams, and unanimously carried, approved to reconvene open session.

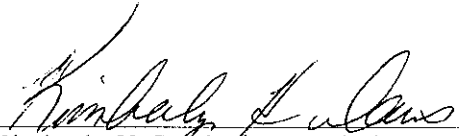
Action taken as a result of the Closed Session:

*Upon motion by Councilmember Sally Williams, seconded by Councilmember Paul Henkel, and unanimously carried, approved to increase Town Manager Ron Wyatt's compensation 15%.

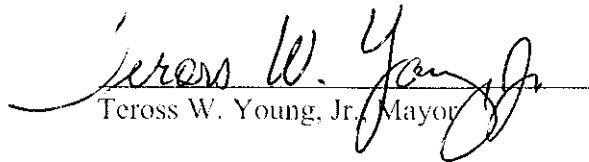
*Upon motion by Councilmember Paul Henkel, seconded by Councilmember Sally Williams, and unanimously carried, amended the previous motion by adding: 15% increase effective January 1, 2022.

IV. ADJOURNMENT

*Upon motion by Councilmember George Harris, seconded by Councilmember Felina Harris, and unanimously carried, approved to adjourn the Agenda Briefing of December 06, 2021. Time of adjournment: 6:50 p.m.



Kimberly H. Davis, Town Clerk



Teross W. Young, Jr., Mayor

- (*) Motion(s)
- (**) Addition(s)

