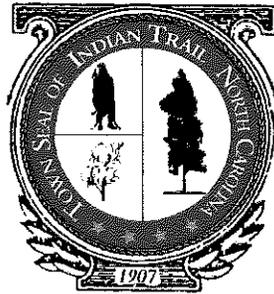


MAYOR
Michael L Alvarez

MAYOR PRO TEM
David L. Cohn

INTERIM TOWN MANAGER
Scott J. Kaufhold



TOWN COUNCIL

Gordon B. Daniels

Gary M. Savoie

Amy R. Stanton

Mark A. Wireman

**Indian Trail Town Council
Regular Meeting
January 26, 2016
Civic Building—6:30 PM**

AGENDA

1. **CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE**
2. **AGENDA ADDITIONS & DELETIONS**
3. **MOTION TO APPROVE AGENDA** **Action**
4. **PRESENTATIONS**
 - a) Staff appreciation award for 10 years of service—Ms. Trena Sims
5. **PUBLIC COMMENTS**
6. **LAW ENFORCEMENT UPDATE**
7. **CONSENT AGENDA** **Action**
 - a) Approval of Tax Month End Report—December 2015
 - b) Approval of tax refunds of overpayments in excess of \$500.00
 - c) Approval of Budget Amendments
8. **PUBLIC HEARINGS** **NONE**

— Please adhere to the following guidelines:

 - *Proceed to the podium, and state your name and address clearly;*
 - *Be concise; avoid repetition; limit comments to three (3) minutes or less;*
 - *Designate a spokesperson for large groups*
9. **OLD BUSINESS ITEMS** **Action**
 - a) Staff to present information related to VFW Lane as directed by Council to obtain; Action by Council as necessary upon presentation of the information ascertained by staff
 - b) Council consideration of changes to ABC Board Member pay—staff to present information obtained from NC ABC Commission
 - c) Council consideration regarding the Request for Proposals (RFP)—Operational and Fiscal Review (Councilman Wireman)
10. **NEW BUSINESS ITEMS** **Action**
 - a) Council consideration in providing direction to the Town Manager regarding the need for traffic calming in the Taylor Glenn neighborhood—Magna Lane and Corrona Lane; the

neighborhood streets are maintained by both the State & Town. Also discuss the safety concerns around pulling out of the neighborhood—corner of Taylor Glenn Lane and Wesley Chapel Road. (Councilman Savoie)

- b) Council consideration to approve a Budget Workshop/Retreat Schedule
- c) Council consideration to approve an Amended Capital Project Ordinance for the Municipal Complex

11. DISCUSSION ITEMS

- a) Ashcroft/stormwater update
- b) Private Road Acceptance Policy/Bonterra Agreement
- c) Draft Traffic Calming Priority List
- d) Town Hall Update (Councilman Cohn)

12. UPDATES

- a) Manager's Update: Scott Kaufhold, Interim Town Manager
- b) Department Head Update: Parks & Recreation— Jason Tryon
- c) January Quad Alliance Meeting Update: Councilman Wireman

13. COUNCIL COMMENTS

14. CLOSED SESSION

Action

15. ADJOURN

Action

4a



TOWN OF INDIAN TRAIL

Agenda Request

Submitted By: Scott J. Kaufhold, P. E. Title: Interim Town Manager

Department: Engineering Date Submitted: 1/15/16

Date of Town Council Meeting: 1/26/16

Time Allowance: 5 min

Description: 10 Year Service Recognition – Trena Sims

Check all that apply:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Schedule Public Hearing** | <input type="checkbox"/> Discussion |
| <input checked="" type="checkbox"/> Presentation/Recognition | <input type="checkbox"/> Closed Session | <input type="checkbox"/> Work Session |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Old Business | |

Has this item been reviewed by Town Attorney? Yes No

What action is requested of the Council? Congratulations

What action is requested of the Manager? Standing Ovation

Are Town funds required? Yes No

Ta

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Alicia Massey
CC: Tracee Karlsson
DATE: January 26, 2016
SUBJECT: Month End December 2015



According to GS 105-350(7) it is the duty of the revenue collector to submit to the governing body at each of its regular meetings a report of the amount he/she has collected on each year's taxes with which he is charged, the amount remaining uncollected, and the steps he/she is taking to encourage or enforce payment of uncollected taxes.

Attached is the month end report for December 2015 collections. The revenue department is using all collection remedies as provided by general statute to collect delinquent taxes including but not limited to garnishments, attachments and NC Debt Setoff.

7a

January 15, 2016
09:24 AM

TOWN OF INDIAN TRAIL
Property Tax Transaction Inquiry Totals Page

Description	Count	Arrears/Other	Principal			Penalty	Total
			2015	2016	Future		
Billing	32122	0.00	7,280,862.41	0.00	0.00		7,280,862.41
Payments	26882	54,960.03-	6,175,177.42-	0.00	0.00	0.00	6,230,137.45-
Reversals	5	0.00	3,936.19	0.00	0.00	0.00	3,936.19
Adjustments	1513	0.00	2,314.71-	0.00	0.00	0.00	2,314.71-
Apply Over	0	0.00	0.00	0.00	0.00	0.00	0.00
Rev Appl Ovr	0	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0					0.00	0.00
Totals	<u>60522</u>	<u>54,960.03-</u>	<u>1,107,306.47</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,052,346.44</u>

7b

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Alicia Massey
CC: Tracee Karlsson
DATE: January 26, 2016
SUBJECT: Large Refunds of Overpaid Taxes



Please see the below list of tax refund(s) for overpayment of taxes greater than \$500.00

1. Crossroads Holdings - \$5602.14 refunded to property owner, previously paid 1/4/16

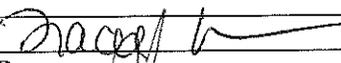
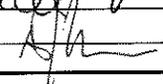
If you need any clarification on any of these items, please feel free to contact Alicia Massey at (704) 821-5401.

**TOWN OF INDIAN TRAIL
BUDGET TO BUDGET AMENDMENT REQUEST**

DATE: 1/19/2016
DEPARTMENT: Various

<i>Account Number</i>	<i>Account Description</i>	<i>(Transfer In/Out)</i>	<i>Amount</i>
10-00-4120-121-000	Admin Salaries & Wages	Transfer In	618.00
10-00-4120-181-000	Admin Medicare Contribution	Transfer In	9.00
10-00-4120-182-000	Admin NC Ret Match	Transfer In	42.00
10-00-4140-121-000	Tax Salaries & Wages	Transfer In	3,971.00
10-00-4140-181-000	Tax Medicare Contribution	Transfer In	58.00
10-00-4140-182-000	Tax NC Ret Match	Transfer In	268.00
10-20-4510-121-000	Engineering Salaries & Wages	Transfer In	2,665.00
10-20-4510-181-000	Engineering Medicare Contribution	Transfer In	39.00
10-20-4510-182-000	Engineering NC Ret Match	Transfer In	180.00
10-40-4260-121-000	Public Works Salaries	Transfer In	6,340.00
10-40-4260-181-000	Public Works Medicare Contribution	Transfer In	92.00
10-40-4260-182-000	Public Works NC Ret Match	Transfer In	428.00
10-40-4910-121-000	Planning Salaries & Wages	Transfer In	9,289.00
10-40-4910-181-000	Planning Medicare Contribution	Transfer In	135.00
10-40-4910-182-000	Planning NC Ret Match	Transfer In	627.00
10-40-4911-121-000	Code Enforcement Salaries & Wages	Transfer In	1,470.00
10-40-4911-181-000	Code Enforcement Medicare Contribution	Transfer In	21.00
10-40-4911-182-000	Code Enforcement NC Ret Match	Transfer In	99.00
10-40-4920-121-000	C&ED Salaries & Wages	Transfer In	2,504.00
10-40-4920-181-000	C&ED Medicare Contribution	Transfer In	36.00
10-40-4920-182-000	C&ED NC Ret Match	Transfer In	169.00
10-80-6130-121-000	Parks & Rec Salaries & Wages	Transfer In	5,711.00
10-80-6130-181-000	Parks & Rec Medicare Contribution	Transfer In	83.00
10-80-6130-182-000	Parks & Rec NC Ret Match	Transfer In	385.00
60-90-7500-121-000	SW Salaries & Wages	Transfer In	2,879.00
60-90-7500-181-000	SW Medicare Contribution	Transfer In	42.00
60-90-7500-182-000	SW NC Ret Match	Transfer In	194.00
10-00-5000-141-000	HR Salary Pool	Transfer Out	38,354.00

EXPLANATION: Transfers funds from Human Resources Salary Pool to departments for employee merit increases.

REQUESTED BY: _____
FINANCE:  _____
TOWN MANAGER:  _____

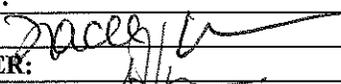
For Finance Dept Only:	
EFFECTIVE DATE: <u>1/19/2016</u>	JOURNAL NO. ASSIGNED: _____
FISCAL YEAR: <u>2016</u>	ENTERED: _____
PERIOD: <u>7</u>	DATE: _____

**TOWN OF INDIAN TRAIL
BUDGET TO BUDGET AMENDMENT REQUEST**

DATE: 1/19/2016
DEPARTMENT: Various

<i>Account Number</i>	<i>Account Description</i>	<i>(Transfer In/Out)</i>	<i>Amount</i>
10-00-4120-391-000	Admin- Advertising	Transfer Out	2,000.00
10-00-4120-395-000	Admin - Staff Training & Education	Transfer Out	1,500.00
10-00-4120-491-000	Admin - Dues & Subscriptions	Transfer Out	20,000.00
10-00-4130-292-000	Finance - Software < \$5000	Transfer Out	1,500.00
10-00-4130-510-000	Finance - IT Hardware > \$5000	Transfer Out	3,000.00
10-20-4510-397-000	Engineering - Contract Services	Transfer Out	5,000.00
10-40-4260-331-001	Public Works - Streetlights	Transfer Out	10,000.00
10-40-4260-397-000	Public Works-Contract Services	Transfer Out	5,000.00
10-40-4910-397-000	Planning-Contract Services	Transfer Out	15,000.00
10-00-4120-397-000	Admin-Contract Services	Transfer In	63,000.00

EXPLANATION: Allocate funds for contract with Professional Service Industries for materials testing/inspection services for Town Hall approved by council on 1/12/16.

REQUESTED BY: _____
FINANCE: 
TOWN MANAGER: 

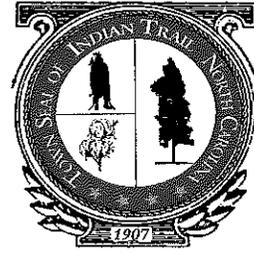
For Finance Dept Only:		
EFFECTIVE DATE:	<u>1/19/2016</u>	JOURNAL NO. ASSIGNED:
FISCAL YEAR:	<u>2016</u>	ENTERED:
PERIOD:	<u>7</u>	DATE:

9a

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Interim Town Manager
DATE: January 26, 2016
SUBJECT: VFW Lane Update



General Information:

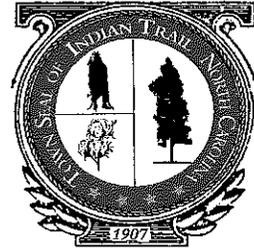
Cost options for VFW Lane will be provided to Council following review by staff.

9b

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Interim Town Manager
DATE: January 26, 2016
SUBJECT: ABC Board Update



General Information:

Attached are the options to address the Indian Trail ABC Board wage issue as provided by Laurie Lee, Director of Pricing Division and ABC Board Audits.

9b

From: [Lee, Laurie](#)
To: [Vicky Watts](#)
Subject: RE: Wage Issue
Date: Friday, January 15, 2016 1:36:06 PM

It is up to the town council how they want to handle this issue. They basically have three choices:

1. Not approve the compensation increase. Board members would return to their earlier compensation levels and repay the difference.
2. Approve the increase going forward but expect repayment for prior months.
3. Approve the board compensation increase retroactively.

There may be other options but these are the three that come to mind.

While making this decision, I would also encourage the council to include a policy on whether or not board members receive compensation if they do not attend a meeting. (If there is not already a policy in place.)

LAURIE LEE | DIRECTOR, PRICING DIVISION & ABC BOARD AUDITS

NORTH CAROLINA ABC COMMISSION
400 E. Tryon Road, Raleigh, NC 27610
919-779-8354 | Fax: 919-661-5927
www.abc.nc.gov | laurie.lee@abc.nc.gov

E-mail correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Vicky Watts [<mailto:vbw@engineering.indiantrail.org>]
Sent: Friday, January 15, 2016 1:24 PM
To: Lee, Laurie
Cc: Scott Kaufhold
Subject: Wage Issue

Ms. Lee,

Per our conversation, please send your suggested options to resolve the Indian Trail ABC Board wage issue.

Best regards,

Vicky Watts
Contract and Bond Administrator

INDIANTRAIL

Engineering Department
130 Blythe Drive
PO Box 2430
Indian Trail, NC 28079

9c



TOWN OF INDIAN TRAIL

Agenda Request

Submitted By: Scott J. Kaufhold, P. E. Title: Interim Town Manager

Department: Engineering Date Submitted: 1/19/16

Date of Town Council Meeting: 1/26/16

Time Allowance: 5 min

Description: RFP – Operational and Fiscal Review

Check all that apply:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Schedule Public Hearing** | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Presentation/Recognition | <input type="checkbox"/> Closed Session | <input type="checkbox"/> Work Session |
| <input type="checkbox"/> New Business | <input checked="" type="checkbox"/> Old Business | |

Has this item been reviewed by Town Attorney? Yes No

What action is requested of the Council? Approval

What action is requested of the Manager? None

Are Town funds required? Yes No

10a

TOWN OF INDIAN TRAIL AGENDA ITEM REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Indian Trail Town Council Agenda.

Submitted By: Gary M. Savoie

Department: Councilman

Contact Phone # (704) 996-1074

Date Submitted: 01/21/2016

Date of Town Council Meeting to consider this item: 01/26/2016

Please indicate how much time you expect this matter to take: 10 min

Description (give short summary of topic; this is how item appears on the Agenda.)

Discuss the need for traffic calming in the Taylor Glenn neighborhood – Magna lane and Corrona lane. The neighborhood streets are maintained by both the State and Town. Also, the safety concerns around pulling out of the neighborhood – corner of Taylor Glenn Ln. and Wesley Chapel Rd.

Who will attend Council meeting able to respond to questions? Give name & title:

N/A

Supply General Statute or local ordinance that governs this item (attach copy)

N/A

Has this item been reviewed by Town Attorney? Yes _____ No (Attach recommendation.)

What action is requested of the Council? Ask the town to resolve neighborhood safety concerns

What action is requested of the Manager? Direct town manager to work on addressing safety issues, traffic calming on Magna and Corrona lanes. Look into the town taking over the state maintained portion of Taylor Glenn roads so the neighborhood is not bifurcated. Lastly, how to fix the safety issues at the entrance of Taylor Glenn (off Wesley Chapel Rd.)

Are Town funds required? Yes / No \$ Not presently Funding Source

**** If requesting a Public Hearing, attach a copy or sample Ad to run in newspaper ****

10b



TO: Mayor Alvarez and Town Council Members

FROM: Kelley Southward, Town Clerk

DATE: January 21, 2016

SUBJECT: January 26, 2016 Council Meeting Item 10b-Council consideration to approve a Budget Workshop/Retreat Schedule

In order to prepare the 2016-2017 Fiscal Year (16-17 FY) Budget staff needs to get direction from Council. Staff feels the best way to identify Council's goals and objectives for the 16-17 FY Budget will be to hold a series of work sessions with Council that we will refer to as Budget Retreats. It is likely that 3-4 retreats will be necessary; ideally all Budget Retreats will be held on Saturdays from approximately 9AM to 2PM in the Civic Building.

Please consider the following dates for possible Budget Retreats

Retreat #1: Saturday, February 13, 2016—review the budget structure and budgeting process; discuss revenue sources and reoccurring expenditures; identify Council's goals/objectives

Retreat #2: Saturday, March 5, 2016—discuss means of achieving Council's goals/objectives; discuss capital projects and desired capital equipment purchases

Retreat #3: Saturday, April 16, 2016—review a rough draft budget and receive final direction from Council

Once Council sets the dates for their Retreats a complete Budget Calendar will be prepared noting when department budget requests are due, advertising dates, public hearing dates, etc. Please note that content of the meeting topics may change as needs and goals are identified.

10c

Town of Indian Trail

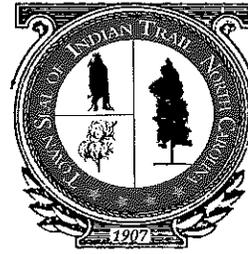
Memo

TO: Mayor and Town Council

FROM: Tracee Karlsson, Interim Finance Director

DATE: January 26, 2016

SUBJECT: Amended Capital Project Ordinance for the Municipal Complex



General Information:

Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the adoption of an ordinance is required in order to authorize capital project expenditures.

Required actions:

Council Approval

Attachment:

Amended Capital Project Ordinance for the Municipal Complex

10c

STATE OF NORTH CAROLINA
TOWN OF INDIAN TRAIL

ORDINANCE # 0160126-232

AMENDED CAPITAL PROJECT ORDINANCE FOR MUNICIPAL COMPLEX

BE IT ORDAINED by Town Council of the Town of Indian Trail, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is the Municipal Complex.

SECTION 2. The officers of the Town are hereby directed to proceed with the capital project within the term of the budget contained herein.

SECTION 3. The following amount is appropriated for this project:

	Current Budget	Revised Budget
Design	\$0.00	\$600,000.00
Pre-Construction	\$0.00	\$35,000.00
Construction	\$7,983,312.00	\$8,070,152.00
Total Appropriation	\$7,983,312.00	\$8,705,152.00

SECTION 4. The following revenues are anticipated to complete this project:

	Current Budget	Revised Budget
Town Hall Fund	\$7,683,312.00	\$5,123,312.00
Powell Bill Fund	\$125,000.00	\$125,000.00
Stormwater Utility Fund	\$175,000.00	\$175,000.00
Capital Reserve Fund	\$0.00	\$3,195,000.00
General Fund	\$0.00	\$86,840.00
Total Anticipated Revenues	\$7,983,312.00	\$8,705,152.00

SECTION 5. The Finance Director is hereby directed to maintain within the capital project fund sufficient detailed accounting records to satisfy the requirements of an annual independent audit.

SECTION 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

SECTION 7. The Finance Director is directed to report, on a quarterly basis, on the financial status of the project element in Section 3 and on the total revenues received or claimed.

SECTION 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on the capital project in every budget submission made to this Council.

10c

SECTION 9. Any unexpended funds appropriated shall be reserved by the Town Council for use as provided by applicable law or regulation.

SECTION 10. The Finance Director is authorized from time to time to transfer as a loan from the General Fund in an amount necessary to met obligations until such time as funding is received. When Funds are received, repayments to the General Fund may be made.

SECTION 11. Copies of this capital project ordinance shall be made available to the Clerk and the Finance Director for direction in carrying out this project.

ADOPTED BY THE TOWN COUNCIL this the ___ day of _____.

Michael Alvarez, Mayor

Attest:

Town Clerk

10c

Municipal Complex Capital Project Fund
Funding Sources

Municipal Complex Fund

Revenues:

BB&T Construction Line of Credit	\$	4,750,000.00
Municipal Complex Fund Reserves	\$	373,312.00
<i>Total:</i>	\$	<i>5,123,312.00</i>

Uses:

Edifice	\$	4,718,312.00
Creech & Associates	\$	405,000.00
<i>Total</i>	\$	<i>5,123,312.00</i>

Stormwater Utility Fund

Revenues:

Transfer from Stormwater	\$	175,000.00
--------------------------	----	------------

Uses:

Edifice	\$	175,000.00
<i>Total:</i>	\$	<i>175,000.00</i>

Powell Bill

Revenues:

Transfer From Powell Bill	\$	125,000.00
---------------------------	----	------------

Uses:

Edifice	\$	125,000.00
<i>Total:</i>	\$	<i>125,000.00</i>

Debt Service/Capital Reserve Fund

Revenues:

Transfer from DS/CR Fund	\$	3,195,000.00
--------------------------	----	--------------

Uses:

Creech & Associates	\$	195,000.00
Edifice	\$	3,000,000.00
<i>Total:</i>	\$	<i>3,195,000.00</i>

General Fund

Revenues:

Transfer from General Fund	\$	86,840.00
----------------------------	----	-----------

100

Uses:

Union County - Water/Sewer Fees	\$	15,440.00
Union County - Water Capacity Fee	\$	5,800.00
Lawrence Associates - Town Hall Plat	\$	2,600.00
Professional Service Ind (PSI) -		
Materials Testing & Inspection Svcs	\$	63,000.00
<i>Total:</i>	\$	<i>86,840.00</i>

Total Revenues	\$	8,705,152.00
----------------	----	--------------

Total Uses	\$	8,705,152.00
------------	----	--------------

Ordinance	\$	7,983,312.00
PO's not on Ordinance	\$	721,840.00
	\$	<u>8,705,152.00</u>

12c

TOWN OF INDIAN TRAIL AGENDA ITEM REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Indian Trail Town Council Agenda.

Submitted By: Mark Wireman Department: Council

Contact Phone # (704) 989-9213 Date Submitted 1/21/16

Date of Town Council Meeting to consider this item: 1/26/16

Please indicate how much time you expect this matter to take: 15 min

Description (give short summary of topic, this is how item appears on the Agenda.)

Update from Quad Alliance meeting.

Who will attend Council meeting able to respond to questions? Give name & title:

N/A

Where does this item need to appear? Check all that apply:

<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Schedule Public Hearing**	<input type="checkbox"/> Discussion
<input type="checkbox"/> Presentation/Recognition	<input type="checkbox"/> Closed Session	<input type="checkbox"/> Work session
<input type="checkbox"/> New Business	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> Update

*Board, commission, or group requesting joint meeting.

Supply General Statute or local ordinance that governs this item (attach copy)

Has this item been reviewed by Town Attorney? Yes _____ No X (Attach recommendation.)

What action is requested of the Council? None

What action is requested of the Manager? None

Are Town funds required? No \$ _____

**** If requesting a Public Hearing, attach a copy or sample Ad to run in newspaper ****