

**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  
Special Meeting  
Thursday, March 10, 2016  
Civic Building—6:30 PM**

**AGENDA**

**1. CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE**

**2. MOTION TO APPROVE AGENDA**

**Action**

**3. PRESENTATIONS/INTRODUCTIONS**

**4. PUBLIC COMMENTS**

**5. LAW ENFORCEMENT UPDATE**

**6. CONSENT AGENDA**

**Action**

- a) Budget Amendment #538
- b) Approve February 2016 Month-End Tax Report
- c) Approve Revised Donation Policy
- d) Approve Municipal Speed Limit Ordinance for Howey Bottoms Road from Duncan Road to Lawyers Road

**7. 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*

**8. OLD BUSINESS ITEMS**

**NONE**

**9. NEW BUSINESS ITEMS**

**Action**

- a) Crooked Creek Park Master Plan: Options to be presented by Woolpert Inc. Council to select an option for moving forward.
- b) Council consideration to approval of park budget transfer request.
- c) Council consideration to approve park equipment purchase.
- d) Council consideration to direct staff/Planning Board to prepare a UDO text amendment to allow for flexibility in dumpster enclosure(s) materials in shopping centers. (Councilman Daniels)

**10. DISCUSSION ITEMS**

**11. UPDATES**

- a) Manager’s Update: Scott Kaufhold, Interim Town Manager
- b) Department Head Update: Parks & Recreation—Jason Tryon

**12. COUNCIL COMMENTS**

**13. CLOSED SESSION**

**Action**

**14. POSSIBLE ACTION FOLLOWING CLOSED SESSION**

**15. ADJOURN**

**Action**

laa



**TO:** Mayor and Town Council  
**FROM:** Cindy Jones  
**CC:** Scott Kaufhold  
**DATE:** March 1, 2016  
**SUBJECT:** Budget Amendments for March 8 Meeting

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Please find attached budget amendment processed through March 1, 2016.

Please feel free to call, email, come in or ask any questions you may have regarding these matters.



6b.

## Town of Indian Trail

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# Memo

**TO:** Mayor and Town Council  
**FROM:** Alicia Massey  
**CC:** Scott Kaufhold  
**DATE:** March 8, 2016  
**SUBJECT:** Month End February 2016



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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 February 2016 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.

bb

March 1, 2016  
04:37 PM

TOWN OF INDIAN TRAIL  
Property Tax Transaction Inquiry Totals Page

Page No: 4

Description	Count	Principal			Future	Penalty	Total
		Arrears/Other	2015	2016			
Billing	32145	0.00	7,281,865.30	0.00	0.00		7,281,865.30
Payments	30477	62,212.88-	7,168,582.40-	0.00	0.00	5,174.61-	7,235,969.89-
Reversals	12	0.00	5,758.31	0.00	0.00	20.11	5,778.42
Adjustments	1642	0.00	3,160.15-	0.00	0.00	140.03-	3,300.18-
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
Ref Overpay	187	62,124.82	0.00	0.00	0.00	0.00	62,124.82
Penalty	<u>2269</u>					<u>7,423.76</u>	<u>7,423.76</u>
Totals	<u>66732</u>	<u>88.06-</u>	<u>115,881.06</u>	<u>0.00</u>	<u>0.00</u>	<u>2,129.23</u>	<u>117,922.23</u>

bc

## Town of Indian Trail

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# Memo

**TO:** Mayor and Town Council  
**FROM:** Kelley Southward, Town Clerk  
**DATE:** March 10, 2016  
**SUBJECT:** Donation Policy Amendments



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During the February 23<sup>rd</sup> Town Council Meeting, Council voted to revise the Donation Policy that was originally adopted in September 2014. As noted during the February meeting by the Town Attorney, the amendments made by Council would be drafted and included on the Consent Agenda at the next Council Meeting. Please approve the written amendments, which are the amendments verbally approved by Council February 23, 2016.



## TOWN OF INDIAN TRAIL DONATION & SPONSORSHIP POLICY

### PURPOSE:

The Town of Indian Trail (Town) occasionally has a public interest in supporting local organizations with donations and sponsorships with public funds. The allocation of public funds shall be transparent, consistent, and assist the community relations within Indian Trail.

### PROCESS:

During the annual budget process the Town Council may allocate a dedicated amount of public funds to be used on an annual basis for donations and sponsorships. The Town Council may only allocate a public fund donation or sponsorship of up to ~~\$2000.00~~ \$3,000 per organization or cause per every 2 (two) annual budget cycles.

The local organization shall fill out the Donation & Sponsorship Form and submit the form to the Town Manager. The Town Clerk shall contact the local organization and request they send a member representative to attend a regular Town Council meeting before the donation and/or sponsorship is considered by the Town Council. After a presentation by the person or organization, the Town Council may allocate the funds with guidelines in how the funds shall be spent.

### CRITERIA:

- 1) ~~The Town Council may only give to organizations that are based within the jurisdiction of Indian Trail.~~ The Town Council may only give to organizations that are providing beneficial services to the citizens of Indian Trail.

lec

- 2) The Town Council shall only give to causes which have a direct benefit to Indian Trail residents as a whole. This includes funds to non-profit or private events that are open to the public, contributions to residents for travel purposes in representing Indian Trail, for fundraising events in which the public funds will assist a capital purchase that benefits Indian Trail residents, or capital projects that show substantial benefit to the community as a whole.
- 3) The organization shall show receipts on how the funds were spent. If the funds are not spent within the guidelines approved by the Town Council, then the Town Council will expect to be reimbursed by the local organization.
- 4) The funds shall not be used for any annual operating budget for a program, non-profit organization, private organization, or school organization.
- 5) If the Town Council gives a donation for travel expenses the person or organization shall make a report to the Town Council on the educational aspects of the event or traveling experience.

**Originally adopted 9/23/2014**

**Revised and Adopted the 23 day of February, 2016**

\_\_\_\_\_  
**Michael L. Alvarez, Mayor**

Attest:

\_\_\_\_\_  
Kelley Southward, Town Clerk

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## Town of Indian Trail

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### Memo

**TO:** Mayor and Town Council  
**FROM:** Scott J. Kaufhold, P.E., Interim Town Manager  
**COUNCIL DATE:** March 8, 2016  
**SUBJECT:** Municipal Speed Limit Ordinance for Howey Bottoms Road

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#### **General Information:**

The State would like to reduce the speed limit on Howey Bottoms Road from 55mph to 45mph. In order for the State to install reduced speed limit signs on their road, they require an ordinance from the Town stating such. The State is requesting a reduced speed limit of forty-five miles per hour (45 mph) on Howey Bottoms Road.

Howey Bottoms Road (SR 1533)

Staff recommends approval of the agreement.

#### **Required actions:**

Council Approval

#### **Attachment:**

Municipal Speed Limit Ordinance  
Map of Roads

lod

## NCDOT TEAAS Ordinance Report

### Municipal Speed Zones

The Board of Transportation has delegated to the Secretary of Transportation the authority to adopt and promulgate all rules and regulations and ordinances regulating traffic on the highways pursuant to authority of N.C.G.S 143B-350 (g) (see 19ANCAC 4A.0004).

The State Traffic Engineer is subdelegated the authority by the Secretary of Transportation to adopt and promulgate all necessary rules, regulations and ordinances for the use of and to police traffic on state highways, and to set, change, or extend route numbers on the Primary Highway System of North Carolina pursuant to authority of N.C.G.S 143B-350(g) (see 19ANCAC 4A.0004).

Pursuant to that delegation, the State Traffic Engineer hereby adopts and promulgates the following ordinances based on traffic and engineering studies performed by the Traffic Engineering Branch, Department of Transportation, and in accordance with General Statute 20-141.

COUNTY    UNION                                    DIVISION    10

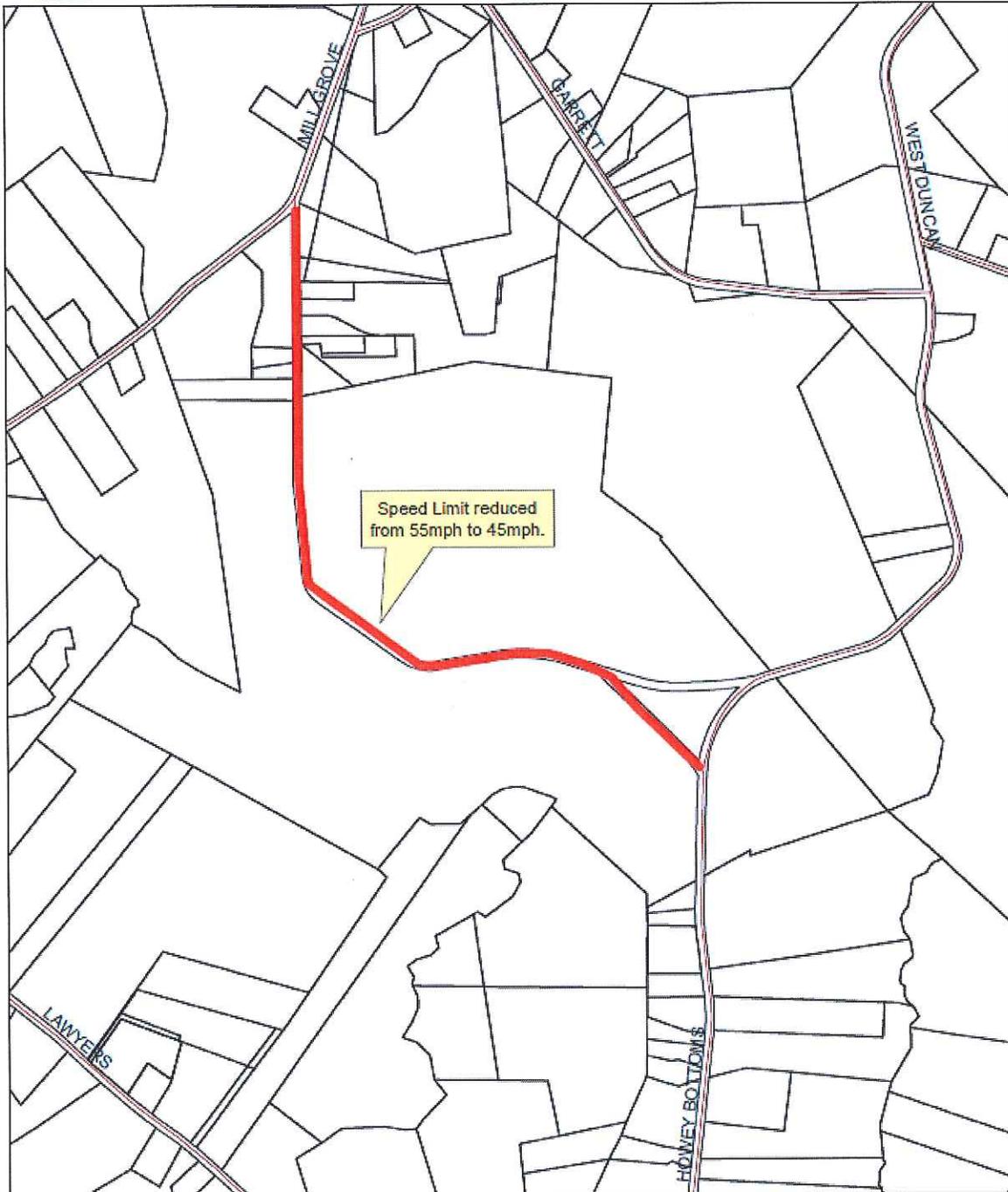
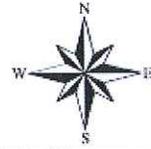
#### DECLARE THE FOLLOWING

County / Municipality	Ordinance Number	Effective Date	Route	Car Spd Lmt	Trk Spd Lmt	Description
UNION FAIRVIEW	1051613	4/19/2006	SR 1533	45	45	(Howie Bottoms Road) from SR 1525 (Mill Grove Road) eastward to SR 1534 (West Duncan Road).

lod



# MSLO for Howey Bottoms Road



9a

# 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: Jason Tryon Department: Park & Recreation

Contact Phone # 704-821-4207 Date Submitted 2/25/16

Date of Town Council Meeting to consider this item: 3/8/16

Please indicate how much time you expect this matter to take: 20 Mins  
Description (give short summary of topic, this is how item appears on the Agenda.)

Woolpert will be giving an update to Council on the masterplan including 3 design options. These options will include a variety of amenities and locations to choose from.

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

Jason Tryon- Parks & Recreation Director

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 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	

\*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  (Attach recommendation.)

What action is requested of the Council? Recommendation on design option and requested amenity and location.

What action is requested of the Manager? Recommendation for staff to continue pursuing next master plan steps.

Are Town funds required? No \$ \_\_\_\_\_ Funding Source \_\_\_\_\_

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

9b



## Town of Indian Trail

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### Memo

**TO:** Mayor and Town Council  
**FROM:** Scott J. Kaufhold, P.E., Interim Town Manager  
**COUNCIL DATE:** March 10, 2016  
**SUBJECT:** Budget Transfer Request

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#### **General Information:**

After staff review, a detailed request will be provided to Council.

#### **Required actions:**

Council Approval

9c



## Town of Indian Trail

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### Memo

**TO:** Mayor and Town Council  
**FROM:** Scott J. Kaufhold, P.E., Interim Town Manager  
**COUNCIL DATE:** March 10, 2016  
**SUBJECT:** Park Equipment Purchase

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#### **General Information:**

Staff recommends purchase of the attached mower for maintenance of the Town's parks.

#### **Required actions:**

Council Approval

#### **Attachment:**

Mower Quote

9c

# SMITH TURF & IRRIGATION

DISTRIBUTORS

Quoted To:  
Town of Indian Trail  
Mr. Kenneth Baucom



Quoted From:  
Charlotte Office  
4355 Golf Acres Drive  
Charlotte, NC 28208

Date:  
3/1/2016

Territory Manager: Tyler Herman  
704-512-9731

Qty	Model	Description	Unit Price	Extended Price
1	08703	Sand Pro 3040	\$16,228.85	\$16,228.85
1	08714	Manual Blade (40")		
1	08756	Drag Mat Carrier System		
1	08757	Steel Drag Mat		
				
1	TSGL650T7-C	RAHN Groomer with Heavy Duty & Spring Tine	\$2,800.00	\$2,800.00
				
1	30849	Groundsmaster 3505-D	\$28,254.90	\$28,254.90
3	30836	Leaf Mulching Kit (order 1 per deck)		
3	107-0235-03	Atomic Mulching Blades		
1	CTFC	Cool Top Canopy		
				
3	107-0235	Atomic Blade Service Pack	\$26.98	\$80.94
<p>24 Month True Lease (FMV): \$932.53 per month plus sales tax.                  24 Month CSC \$1.00 Buyout: \$1,337.01 per month plus sales tax.</p> <p>36 Month True Lease (FMV): \$693.07 per month plus sales tax.                  36 Month CSC \$1.00 Buyout: \$906.61 per month plus sales tax.</p>				
1	44552	NEW Pro Force Debris Blower	\$7,006.72	\$7,006.72
				

**North Carolina State Contract Pricing**

Payment Terms:	Net 10th Prox (Upon Credit Approval)	Sub Total
Prices And Terms Shown Will Be Valid For 30 Days From Date Quoted. After This Period, We Reserve The Right To Make Any Necessary Adjustments To Prices And/Or Payment Terms.		*Sales Tax
		Total
Quote Prepared By:	Tyler Herman	Date: 3/1/2016
Quote Accepted By:	_____	Date: _____

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9d

# 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: *GORDON B. DANIELS* Department: *Council Member*

Contact Phone # *704 907 1688* Date Submitted *3/2/2016*

Date of Town Council Meeting to consider this item: *3/8 - 3/10/16*  
(Meetings are generally 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month starting at 6:30 pm)

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

Description (give short summary of topic, this is how item appears on the Agenda.)  
*change the VDO Text Amendments to allow for flexibility in dumpster enclosure(s) in shopping centers.*  
*materials*

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 Items
<input type="checkbox"/> Presentation/Recognition	<input type="checkbox"/> Closed Session	<input type="checkbox"/> Work session
<input checked="" type="checkbox"/> Business Item	<input type="checkbox"/> Continued Item	

\*Board, commission, or group requesting joint meeting:

Who will attend Council meeting able to respond to questions? Give name & title:  
*GORDON B. DANIELS, COUNCIL MEMBER*

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

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

What action is requested of the Council? *Direct Manager & Staff to the change the VDO Text Amendment to allow flexibility in dumpster*  
What action is requested of the Manager? *enclosures in shopping centers.*

Are Town funds required? Yes  No  \$ Funding Source

**PLEASE PROVIDE:** Ten (10) copies of all attachments for Council's Agenda to the Clerk no later than 5:00 pm the Tuesday before for above referenced meeting.

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