

MAYOR
Michael L. Alvarez

MAYOR PRO TEM
David Cohn



TOWN COUNCIL
Gordon B. Daniels
David W. Drehs
Christopher M. King
Gary M. Savoie

Indian Trail Town Council Meeting
January 27, 2015
Civic Building
6:30 p.m.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. ADDITIONS AND DELETIONS

action

3. MOTION TO APPROVE AGENDA

4. PRESENTATIONS

- a. [Christmas Parade winners presentation](#)
 - Best Youth- Sun Valley Marching Band and Sun Valley NJROTC
 - Best Decorated- Indian Trail United Methodist Church
 - Most Festive- Belk Auction Stage Coach
- b. Economic Development Advisory Committee Update
- c. Don Moye, County Emergency Management Update
- d. Gary Sides Union County Board of Education Introduction-*requested by Mayor Alvarez*
- e. Town Services Update

5. PUBLIC COMMENTS

6. LAW ENFORCEMENT UPDATE

7. CONSENT AGENDA

action

- a. [Approval of January 10, 2015 draft minutes](#)
- b. [Approval of December 9, 2014 draft minutes](#)
- c. [Approval of revised October 14, 2014 minutes](#)
- d. [Approval of MSLO for Cranston Crossing Place and Rhode Island Court](#)
- e. [Approval of December 2014 Tax Report](#)
- f. [Approval of returned check fee](#)
- g. [Approval of Budget Amendments](#)

- h. [Approval of tax refunds over \\$500.00](#)
- i. [Approval of A-C4957B Supplemental Agreement](#)
- j. [Approval of modifications to Wayfinding Program](#)
- k. [Approval of Union County Emergency Operations Plan Update](#)
- l. [Approval of Cash Management Policy](#)

8. PUBLIC HEARINGS

action

– 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*

a. [ZT2014-004 Chapter 1710 of the Unified Development Ordinance](#)

A request to amend Chapter 1710 of the UDO to reflect improvements made to the Town’s street tree list as well as other minor changes.
Applicant: Town of Indian Trail

9. BUSINESS ITEMS

- a. [Council consideration of RFP for Concessions at Crooked Creek Park](#)
- b. [Council consideration of approval of PARTF Grant Application](#)
- c. [Council consideration of Construction Manager @ Risk Agreements](#)

10. DISCUSSION ITEMS

11. MANAGERS REPORT

12. COUNCIL COMMENTS

13. CLOSED SESSION

action

14. ADJOURN

action

To speak concerning an item on the Agenda, please print your name and address on the sign up sheet on the table prior to the meeting. Each speaker will be limited to 3 minutes.

AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS

The Town of Indian Trail is committed to providing all citizens with the opportunity to participate fully in the public meeting process. Any person with a disability who needs an auxiliary aid or service in order to participate in this meeting may contact the Town Clerk at least 48 hours prior to the meeting. The e-mail address is townclerk@admin.indiantrail.org; the phone number is 704-821-5401



TO: Mayor and Town Council
FROM: Susan Didier
DATE: January 27, 2015
SUBJECT: Christmas Parade Float Winners

The 2014 Christmas Parade float contest was sponsored and judged by the Indian Trail Arts and Historical Society. A few members of the organization will be presenting certificates and awards to the winners at the Jan 27th Council Meeting. The 2014 categories and winners were the following:

Best Youth- Sun Valley Marching Band and Sun Valley NJROTC
Best Decorated- Indian Trail United Methodist Church
Most Festive- Belk Auction Stage Coach

Thank you,
Susan Didier
Community Development Specialist



Town of Indian Trail
Minutes of Town Council
Special Meeting
January 10, 2015
Civic Building
8:30 A.M.

The following members of the governing body were present:

Mayor: Michael L. Alvarez

Council Members: David Cohn, Gordon B. Daniels, David Drehs, Christopher King, and Gary M. Savoie.

Staff Members: Town Manager Joe Fivas, Town Attorney Keith Merritt, Director of Community & Economic Development Kelly Barnhardt, Interim Planning Director Rox Burhans, Assistant Director of Parks & Recreation Jason Tryon and Administrative Assistant Trena Sims.

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem Cohn called the meeting to order and led in the Pledge of Allegiance.

PRESENTATION, DISCUSSION, AND COUNCIL CONSIDERATION OF ISSUES RELATED TO MUNICIPAL COMPLEX, TOWN HALL/COMMUNITY CENTER PROJECT

a. Presentation on Project

Mr. Fivas explained the history of many previous attempts to build a town hall concluding with the recent Council direction to pursue the location off of Chestnut Parkway, selection of Creech & Associates as the architect and their process resulting in Council decision on exterior and public spaces inside. Mr. Fivas explained the needs, cost and financing options.

Mayor Alvarez entered the meeting.

Mr. Fivas discussed potential funding options and potential rough cost estimates. He discussed the need to get firm cost estimates from Construction Manager @ Risk.

b. Council consideration and discussion of timeline for the project

Mr. Fivas explained that two developments can occur simultaneously, land development and schematic designs, providing the process for both. He explained the steps Council may consider at this time, topics included: timeline for the project; RFQ selection of Construction Manager @ Risk; direction to Architect and Construction Manager @ Risk to prepare schematic cost estimate; extension of Creech & Associates Agreement and beginning early site package and touring for reviewing of interiors of area Town/City Halls. Council had a lengthy discussion on these topics. **(A COPY OF THE POWERPOINT CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERKS OFFICE)**

Christopher King made a motion to approve the timeline as stated in the presentation.

Motion Passed 4 - 1 with David Cohn opposing.

c. Council consideration of RFQ selection of Construction Manager @ Risk

David Drehs made a motion to approve selecting Edifice as Construction Manager @ Risk and enter into negotiations with them.

Council voted unanimously in favor of the motion with David Cohn abstaining, resulting in a yes vote.

d. Council consideration of approval of giving direction to Creech and Associates and Construction Manager @ Risk to prepare a schematic cost estimate

Gordon B. Daniels made a motion to approve preparing a schematic cost estimate for this project.

Council voted unanimously in favor of the motion with David Cohn abstaining, resulting in a yes vote.

e. Council consideration of approval of extension of Creech and Associates Agreement and beginning of early site package

Mr. Fivas explained that this is essentially the same agreement that Council approved last time with the following exceptions:

1) a new contract date, 2) the amount is changed to \$600,000, 3) removal of items 12.3 and 12.7 because they are no longer relevant because they have already completed those tasks, 4) the removal of 13.2 which was the sunset clause.

Gary M. Savoie made a motion to approve the extension of Creech & Associates agreement and beginning of early site package.

Council voted unanimously in favor of the motion with David Cohn abstaining, resulting in a yes vote.

f. Council consideration of setting up tour and review of interiors of area Town/City Halls

Mr. Fivas inquired if Council was interested in having Creech & Associates setting up a tour, majority of Council said yes.

PARKS & RECREATION UPDATE

a. Chestnut Square Park phase completion

Mr. Fivas advised that the fields need attention as they did not come in as hoped; once the temperature gets above 60 degrees the final acrylic coat will be put on tennis courts; irrigation wells are being implemented; equipment and equipment storage facilities will be purchased in the near future; additional fence needs; lighting needs to be increase underneath the pavilions, motion detector lights have been discussed by staff.

Mr. Cohn inquired how tiers are determined and Mr. Fivas explained it's more a delivery need: in the next 6 months the first tier are things that have to be done; if it's 8, 10 or 12 months that's second tier and would need to be budgeted from monies from our operation costs within our

budget. Mr. Cohn inquired if additional funds will be required to accomplish the renderings presented when Council originally approved the parks? Mr. Fivas stated that Chestnut is about 100% completed and he is about to go over Crooked Creek next and will answer that question then. Mr. King inquired what color the tennis courts will be; Mr. Fivas replied burgundy and sand. **(A COPY OF THE POWERPOINT CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERKS OFFICE)**

b. Crooked Creek Park phase completion

Mr. Fivas explained those first tiers are needs required to open the doors, second tier which could wait a year or more for completion. However if Council has something that they want on the first tier now is the time to let us know. The dog park was in the budget so, as the newsletter stated, that will open. Mr. Fivas provided information on other first tier needs, and then continued on with second tier needs. Mr. King stated that bleachers and scoreboards are a first tier must, Council agreed. Mr. Fivas stated the disc golf course is a low cost amenity and feels we should try and put it in the first tier, Council agreed. Mr. Fivas asked Council if they were interested in getting a low level schematic for the Miracle Field done by July. He explained it would be helpful for fundraising and determining where we are headed next. Mr. Drehs stated it is the goal of the Miracle League to get the funds this year, build next year for opening in 2017. Council agreed, Mr. Fivas advised they will inform Council prior to having it done. Mr. Fivas answered Mr. Cohn's question from earlier, advising there is still \$2,500,000 left and it depends on what this and future Councils choose to spend it on, stating that it is quite a lot of money and all the hard/expensive parts, like infrastructure, are done. From a strategic standpoint, Mr. Fivas stated that he doesn't see any reason why we can't get to where Council wants to be. Council continued with the discussion, topics included: amount of land available, flood plains and what can we put in them, the difference between a flood plain and flood way and what can be done with them. Mr. Cohn inquired if it's fair to summarize that most of what is left can only be used for paths and bike trails as opposed to fields? Mr. Fivas replied, it's 100% up to what he Council wants to do, but if you wanted to build fields, you probably have enough land for up to about 7-8 fields. He stated that every survey ever done tells us that the residents want walkways and bikeways, which are cost effective and we can creatively use the floodplains in the park for them. Once we complete them we can discuss and budget the addition of more athletic fields. **(A COPY OF THE POWERPOINT CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERKS OFFICE)**

c. Grand Opening of Crooked Creek Park

Assistant Director of Parks & Recreation Jason Tryon informed Council of the festivities scheduled for this event which has been scheduled for Saturday, May 30th from 9am - 12pm and invited everyone to come and participate in the fun. Council briefly discussed this item. **(A COPY OF THE POWERPOINT CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERKS OFFICE)**

d. PARTF Grant Application

Mr. Tryon explained the background and timeline of PARTF Grants, an overview of qualifications required and the projects funded in 2014. Mr. Tryon provided the elements we are putting on our application and explained their popularity and benefits. Mr. Cohn inquired about the lake that was shown in the initial drawings and if it was still in the plans. Mr. Fivas advised that would be close to where the Miracle Field is to be located and can be added later. Mr. Cohn asked if that should be included as Tier 1 so people can go and relax or fish which is an important element in a park. Council had a lengthy discussion on this matter. Mr. King suggested that benches be incorporated into the greenways. By consensus Council agreed to both items. **(A COPY OF THE POWERPOINT CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERKS OFFICE)**

e. Carolina Courts Update - this item was requested by Mayor Alvarez

Mr. Fivas discussed the statistics of usage and age ranges of those using the facilities and how we inform the public.

Mayor Alvarez asked if there was a cost. Advising he has been told there is a \$5 fee. Mr. King advised it depends on when you go. Mayor Alvarez stated that their contract requires them to have a cost effective camps for disadvantaged youths and wanted to know if it has been done. Mr. Fivas replied he will review the language as he's uncertain that it's yearly, but staff will review and follow through on it and invited Mayor Alvarez to the meeting.

INFRASTRUCTURE UPDATE

a. Town Pavement Analysis update

Mr. Fivas informed Council that we have contracted to have a pavement analysis study done throughout the town, providing us with a ranking on worst and best roads so we can budget accordingly. Mr. King requested they be emailed a list or map of town owned streets. Mayor Alvarez inquired about the potholes he emailed Mr. Fivas about. Mr. Fivas stated staff will address both issues.

b. Draft 2015-25 Transportation Improvement Plan

Mr. Fivas advised that the draft TIP for next year has been delivered: the Super Street funding is being continued and construction will take place in the summer of 2015; Indian Trail Road will be shut down for several months while they widen the bridge section, South Fork Road will be utilized; they will start right of way acquisition in 2020 to bridge over the railroad tracks on Chestnut Parkway with construction to begin shortly thereafter; section B of Old Monroe Road is scheduled for 2020-2022, but they believe it might be moved up.

c. Town 5-Year Transportation and Infrastructure Plan

Mr. Fivas stated that staff would like to take the 5-Year Transportation Plan out to the community before the budget process, asking if Council has any thoughts. They thought it was a good idea. Mr. Fivas advised staff will coordinate with the Transportation Advisory Committee and make them the point on this project.

Mr. King asked Mr. Fivas to provide the audience with an update on the Law Enforcement Assessment project. Mr. Fivas advised it should have been here already but the vendor has run into drafting issues and it will probably be here within the next couple of weeks.

Mr. Daniels suggested moving the Consent Agenda items scheduled for this Tuesday, January 13th to the meeting scheduled for the 27th and cancel the meeting for the 13th, by consensus Council agreed.

ADJOURN

David Drehs made a motion to adjourn
Council voted unanimously in favor of the motion.

APPROVED:

Michael L. Alvarez, Mayor

Attest:

Peggy Piontek, Town Clerk

DRAFT



Town of Indian Trail
Minutes of Town Council
December 9, 2014
Civic Building
6:30 P.M.

The following members of the governing body were present:

Mayor: Michael L. Alvarez

Council Members: David Cohn, Gordon B. Daniels, David W. Drehs, Christopher King, and Gary M. Savoie.

Staff Members: Town Manager Joe Fivas, Town Attorney Keith Merritt, Town Clerk Peggy Piontek, Senior Planner Rox Burhans , Director of Community & Economic Development Kelly Barnhardt, Finance Director Marsha Sutton, Human Resources Director Carey Warner, Director of Engineering and Public Works Scott Kaufhold , Interim Planning Director Rox Burhans, Assistant Director of Parks & Recreation Jason Tryon, and Communications Coordinator Lindsey Edmonds.

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Alvarez called the meeting to order and led in the Pledge of Allegiance. He announced that ZT2014-004 is not on the agenda because of error on the part of Charlotte Observer, also the Economic Development Advisory Committee Update has been cancelled.

ADDITIONS AND DELETIONS

David W. Drehs made a motion to approve to move Closed Session from item 7 to item 3a
Council voted unanimously in favor of the motion.

Mayor Alvarez announced that all Council Members are present.

Gordon B. Daniels made a motion to approve deleting item 4 Presentation of the Economic Development Advisory Committee Update.
Council voted unanimously in favor of the motion.

Mr. Cohn inquired why are we going into closed session now, Council had a brief discussion about this.

David W. Drehs made a motion to approve having closed session in Cultural Arts Center.

MOTION TO APPROVE AGENDA

Christopher King made a motion to approve the agenda modified.
Motion Passed 4 - 1 with David Cohn opposing.

CLOSED SESSION

Christopher King made a motion to enter closed session:

NCGS 143-318.11(a)(3) Consult with attorney to protect attorney-client privilege

NCGS 143-318.11(a)(6) To consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. To hear or investigate a complaint, charge, or grievance by or against a public officer or employee.

Council voted unanimously in favor of the motion.

Gary M. Savoie made a motion to approve coming out of closed session.
Council voted unanimously in favor of the motion.

Mr. Drehs rescinded motion to go to Cultural Arts Center.

Gary M. Savoie made a motion to approve suspending the rules to the agenda to add a line item and have Mayor Alvarez read a letter.

Motion Passed 4 - 1 with David Cohn opposing.

Mayor Alvarez read the letter of confidence:

“At the November 25th Town Council Meeting a letter was read which portrayed some staff members in a negative light. The Town Council has reviewed and investigated the issues presented in the letter with the Town Manager. The Mayor and Town Council should have been more diligent in enforcing the current Town Council public comment rules. Regarding references to specific persons the Town Council apologizes to the Town Manager, Finance Director, Human Resource Director and the Community and Economic Development Director for the missteps. The Town Council will amend our Public Comment Policy and adequately train our Elected Officials to make sure similar events do not occur in the future. Moving forward we have confidence in the Town Manager, his leadership team and his other employees to continue to move Indian Trail forward into the future.”

Mr. Cohn stated that he vehemently disagreed with the letter. In his opinion, at the last meeting there was nothing done that was illegal and was done in a professional manner. He apologized to Ms. Cook and the others that sent letters to the Council indicating they agreed with Ms. Cook on what her letter said. He stated this isn't right, he is tired of decisions being made before meetings. It's not right and will make the problem worse and if there are more employees let us know. Because it's a free country to say what you want to say and how you want to say it. If by going over the time limit was the only thing done wrong, he's sorry to the Town of Indian Trail, and hopes we get to the bottom of it and hopes those that do work for the town voice their opinion. He would like to see a nonpartisan come and speak to the staff to determine what's wrong or right, it's another sweeping under the rug, and is sorry it happened.

Mayor Alvarez agreed with Mr. Cohn stating he has worked with many people, it's unfortunate but when accusations came out whether real or fictitious in each and every case they were independently investigated to vindicate whichever side deserved it. Apologizing for going over the policy this Council put in place undermines the authority of this Council and how seriously you might be taken in the future. It is 38,000 people's town, not 5.

Mr. Daniels provided his professional background stating people have different manager styles that agree with some and disagree with others. People come and go for different reasons. He was offended with the timing and environment that the letter was read; there could have been another venue that the letter could have been read. We spent 2.5 hours in closed session it was voted to be read 4-1. We are an employment at will State and in his opinion the Council has a certain responsibility according to the charter to hire the Town Manager and Town Attorney. Employee issues are up to the Town Manager and in his opinion he has no problem with the content or purpose that the letter was meant for.

Mr. Cohn explained the content of letter stating he most regretted that they went into Closed Session and heard from only one side without any rebuttal from the person who wrote the letter. In his opinion it was not done fairly.

Gary M. Savoie made a motion to approve the Council accept the letter.
Motion Passed 4 - 1 with David Cohn opposing.

PRESENTATIONS - This matter was deleted as a result of a motion made under Additions and Deletions

a. Economic Development Advisory Committee Update

COMMITTEE APPOINTMENT

a. Economic Development Advisory Committee - Andy Morrison

David W. Drehs made a motion to appoint Andy Morrison for the Economic Development Advisory Committee.

Council voted unanimously in favor of the motion.

CONSTRUCTION MANAGEMENT AT RISK

a. Overview

Ms. Barnhardt introduced Mr. Greene from Creech Associates. Mr. Green explained the duties and methods in delivering a project with a Construction Manager @ Risk. Ms. Barnhardt introduced Choate Construction.

b. Interview #1

Choate

Mayor Alvarez excused himself for a couple of minutes and passed the gavel to Mayor Pro Tem Cohn.

Scott Harris Vice President of Choate Construction introduced his associates. They provided some company background, experience and photographs of past projects with client references. They reviewed site analysis, building information modeling advising their focus is on sustainability, quality control, and the advantages of and how they execute the plan in preconstruction and construction. **(A COPY OF THE PRESENTATION CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERK'S OFFICE).**

Mayor Alvarez returned to the meeting during the presentation.

Council asked several questions, topics included: results of going off task of budget, hiring of Veterans, 3 things that appeal to them for this building.

c. Interview #2

Gary Creed, Chief Operating Officer of Edifice introduced Mike Carlisto, Andy Aldridge, David Andrews, Chuck Jacobs as the Project Team, providing a corporate overview with necessary features and project experience in community rooms, offices, Council Chambers. The presentation included several local and nonlocal projects they worked on, a Construction Manager@ Risk required General Statues compliance requirements, preconstruction cost control, encouragement of local participation, HUB program, communications, community, post project requirements and why Council should choose Edifice. **(A COPY OF THE PRESENTATION CAN BE FOUND IN THE OFFICIAL PACKET IN THE CLERK'S OFFICE).**

Council asked several questions, topics included: do they have 3d models and if they hire Veterans.

d. Discussion and consideration of approval

David W. Drehs made a motion to table until the first meeting in January.
Council voted unanimously in favor of the motion.

PUBLIC COMMENTS

Samantha Townes, 104 Pinelake Dr., Indian Trail, NC stated tonight the Council displayed a behavior that some of you knew what was going on while others didn't, asking if we are having a council that is a sub council? Some of you are privy to certain information while others are not. Ms. Towns referenced Ms. Cook's letter stating that she had no recourse except to bring it public. Ms. Towns stated that certain citizens were retaliated against by certain Council Members after making public comments. She advised that Council is not listening to their citizens or staff, suggesting the Town conduct an independent audit. The citizens pay Council, Manager and staff to run the town and feels it would be only fair to have an independent to come in and investigate.

LAW ENFORCEMENT UPDATE

Lieutenant Coble advised that the driver in the school bus crash yesterday was a citizen of Indian Trail. On Thanksgiving Day they responded to a suicide at the Golf Course and the past month they have been wrapping up training on taser recertification, radar, and seminar on first responders. He provided the statistics for calls for the month of November.

CONSENT AGENDA

- a. Approval of November 25, 2014 draft minutes
- b. Approval of 2015 Council Meeting Schedule **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**
- c. Approval of Sanitary Sewer Extension Agreement **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**
- d. Approval of Citizen Academy Applications

Gary M. Savoie made a motion to approve the Consent Agenda.
Council voted unanimously in favor of the motion.

PUBLIC HEARINGS

None

BUSINESS ITEMS

None

DISCUSSION ITEMS

a. Street Maintenance Agreement

Mr. Merritt stated staff was directed to create a draft of an agreement to take over the Bonterra Streets, asking that Council review it and provide him with comments at the next meeting. Council had a brief discussion on it.

David Cohn made a motion to approve the Street Maintenance Agreement contingent upon Bonterra Homeowners Association reviewing and giving their acceptance and the acceptance of the Powell Bill Funding. **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

Council voted unanimously in favor of the motion.

MANAGERS REPORT

Mr. Fivas wanted to shout out to staff and deputies for pulling off a wonderful parade and tree lighting, it was well attended. Everyone needs to understand that on the personnel issues the Council doesn't have the ability to address these issues, everything is taken seriously and it is his hope that there are solutions and we find a place to address anything that comes out in the future. He thanked staff and guests for staying late. The 19 and 20th meeting might be rescheduled. There is no second meeting in December. He wished everyone a happy holiday

COUNCIL COMMENTS

Mr. Drehs thanked everyone for their support of the Miracle Field/League, staff and deputies on great job of parade he wished everyone a safe and happy holiday.

Mr. Cohn stated in connection with tonight he's sorry that we're not interested in determining if anyone had done anything, it would make him happy to discover that nothing stated in that letter was done. He noted that the Clerk was asked to leave the Closed Session he thought it was odd. He believes we need a bigger rug, perhaps a wall to wall carpet to sweep things under it because the list is getting longer. What are we going to do if we get more letters, that's why we need a bigger rug? We have people scared to say anything, he hopes if there are more that they come out and if not he hopes nothing else becomes of it. His experience with the Town Manager working with him in past and today I'm disappointed, Sheriff's contract he was disappointed on how that came out and how it was handled. We need to clear things up and have the Town start finding the answers instead of covering things up. Merry Christmas

Mayor Alvarez wished everyone happy holidays and apologized for the delay with a long Closed Session and is grateful to those who stayed. The staff and deputies did a great job with the parade. He appreciates the commitment of the deputy's working on the holidays. He asked everyone to remember those who won't be home with their families who are out defending us so we can have long winded Closed Session meetings. Go to the funding page for Mr. McManus to help him, I knew him, he was a nice man. He was an amazing, kind person; keep his family in your prayers as well. Mr. Cohn it was real concerning when you get a call from a

Council Member that says: you don't want to put anything on the agenda that says something is broken in the town. Can't fix it unless you know it's broken, there's nothing wrong with things being broken but you have got to meet the demons face head on and fix what's wrong. If it's broken, you're human; it's what you do after it that determines your ethics. Happy Holidays

Mr. Daniels looked at the calendar and tomorrow is December 10th, a year went by since Councilman Savoie and he were sworn in, and wow it went fast. I guess the next 3 will go just as fast and I hope we can accomplish some good things for this Town in the next 3 years. This is our last meeting for 2014 he thanked everyone for hanging out tonight, wished everyone happy holidays and happy new year.

Mr. Savoie thanked everyone for coming out tonight, especially as late as it is. He thanked staff leaders in Indian Trail, the Town Manager for all they have done; all the wonderful projects that we've seen. He thanked those who are responsible for having the right policies in place to protect the employees and hope the employees do use them and he looks forward to a good new year.

Mr. King said let's go home.

ADJOURN

Gordon B. Daniels made a motion to adjourn
Council voted unanimously in favor of the motion.

APPROVED:

Michael L. Alvarez, Mayor

Attest:

Peggy Piontek, Town Clerk



TO: Mayor and Town Council
FROM: Peggy Piontek
DATE: January 27, 2015
SUBJECT: Revised October 14, 2014 Regular Meeting Minutes

There is a name correction on Page 2, highlighted in red bold lettering. The approved minutes originally read Ms. Barbara Rushing.



Town of Indian Trail
Minutes of Town Council
October 14, 2014
Civic Building
6:30 P.M.

The following members of the governing body were present:

Mayor: Michael L. Alvarez

Council Members: David Cohn, Gordon B. Daniels, David W. Drehs, Christopher King, and Gary M. Savoie.

Absent Members: Director of Community & Economic Development Kelly Barnhardt, and Jason Tryon, Assistant Director of Parks & Recreation.

Staff Members: Town Manager Joe Fivas, Town Clerk Peggy Piontek, Town Attorney Keith Merritt, Director of Engineering and Public Works Scott Kaufhold , Finance Director Marsha Sutton, Interim Planning Director Rox Burhans, and Communications Coordinator Lindsey Edmonds .

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Alvarez called the meeting to order and led in the Pledge of Allegiance

ADDITIONS AND DELETIONS

Gordon B. Daniels made a motion to approve adding Transportation Improvement Fund as item 11c Council voted unanimously in favor of the motion.

MOTION TO APPROVE AGENDA

Christopher King made a motion to approve the agenda as modified. Council voted unanimously in favor of the motion.

PRESENTATIONS

a. Proclamation for Domestic Violence Awareness Month

Mayor Alvarez read the Proclamation **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

b. Proclamation for Breast Cancer Awareness Month

Mayor Alvarez read the Proclamation **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

c. Miracle Field Presentation

Mr. Drehs introduced the Mayor Dennis Raines of Mauldin, South Carolina.

Mayor Raines provided his history of being involved with the Miracle Field Organization and presented a Power Point giving some background on the members of the baseball team. Mayor Raines explained how the league has grown in the last 10 years. Mr. Drehs asked Mayor Raines several questions about the organization in his community and the response he has received from the residents and local businesses.

Mr. Drehs explained how and why he got involved with the Miracle Field Organization, providing a presentation showing the various fields and playgrounds. Mr. Drehs presented to the audience statistics on the number of fields and how many of them are located in North Carolina. Mr. Drehs explained that he is looking for a location to put this field, his preference being within the Crooked Creek Park, but will accept anywhere in Union County that can accommodate their needs. Mr. Drehs explained that they are looking to make land available, and requested Council authorize staff to work with them. He stated that when he originally brought this matter up in August, he misspoke when he said no tax dollars would be used. What he meant was they would get donations to build the fields and playground, but he is aware that tax dollars were spent on purchasing the land for Crooked Creek Park if provided and for staff salaries if they assist us.

COUNCIL CONSIDERATION OF APPROVAL OF SUPPORTING MIRACLE FIELD PROJECT

Mayor Alvarez read the Resolution to support the Miracle League of Indian Trail. Upon conclusion of the reading **Ms. Donna Rushing Hosaflook** stated that if Council approved the Resolution and if the Miracle Field is built in Indian Trail, her family would donate \$200,000 towards the building of the field.

David Cohn made a motion to approve the Resolution for Miracle League.
Council voted unanimously in favor of the motion. **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

PUBLIC COMMENTS

Mayor Alvarez recognized James Krum a WWII Veteran who was sitting in the audience.

Two Cadets from Sun Valley JROTC thanked Mayor Alvarez and Indian Trail for the support and donations to assist them in getting to Hawaii. They advised there is a spaghetti dinner fundraiser and invited everyone to attend to enjoy the food and support them, located at the VFW from 4 pm until the food is gone. They have been invited to Hawaii to attend the 70th Pearl Harbor Day Parade from December 4-9.

Carlton Aldridge, 2033 Fripp Lane, Indian Trail, NC expressed his concerns about the safety of the Old Monroe Road when it is widened that it will bottleneck in front of Sun Valley High School and suggested extending it 2/10 of a mile past the intersection.

Todd Elder & Gary Knighton, 2103 Hunters Terrace Drive, Indian Trail, NC representatives of Arbour Glen Homeowners Association expressed concerns about speeding throughout the community, requesting permission for them to place the rubber temporary traffic control devices in their neighborhood.

Scott McGillivray, 4001 Lady's Secret Dive, Indian Trail, NC is President of the Porter Ridge Athletic Association (PRAA), stated that he is proud to be living in Indian Trail now as a result of the additional parks and the attempt to have a Miracle Field. The PRAA is comprised of volunteers; they are landlocked as they play on school property. The fee structure for the parks is fantastic, the problem is it is put together when you are collecting at the front gate, creating a problem for when they are on the fields for practice. He requested that we take another look at the fee structure because they cannot afford to play there.

LAW ENFORCEMENT UPDATE

Lieutenant Coble presented some statistics for the month of September and some of the highlights of training and activities by the UCSO, an IRS scam that is currently being conducted in Union County, and response calls and arrests made by the Deputy's.

CONSENT AGENDA

- a. Approval of September 9, 2014 draft minutes
- b. Approval of September 16, 2014 draft minutes
- c. Approval of September 23, 2014 draft minutes
- d. Approval of Board/Committee Expense Policy **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**
- e. Approval of Budget Amendments **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

f. Approval of ROTC Funding Request

Christopher King made a motion to approve the Consent Agenda.
Council voted unanimously in favor of the motion.

PUBLIC HEARINGS

None

BUSINESS ITEMS

a. Consideration of approval of Creech & Associates Agreement for Architectural Services

Mr. Fivas explained that there are several public meetings scheduled for the Town Hall/Community Center; this agreement is for Creech & Associates to come up with a master plan and design of what it would look like. It's limited to \$195,000.00, with a sunset date of December 31, 2014; it also provides Council with the ability to terminate the agreement if you decide not to go forward.

Christopher King made a motion to approve Business item 10a approval of Creech & Associates Agreement for Architectural Services **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**
Council voted unanimously in favor of the motion.

Mr. Fivas informed Council that we will need a motion to approve the Budget Amendment for this agreement.

Gary M. Savoie made a motion to approve budget amendment.
Council voted unanimously in favor of the motion. **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

Mr. Fivas presented a design of two possible ideas for the Town Hall/Community Center stating that he is not looking for any comments, this is what is being presented to the public.

b. Consideration of approval of Resolution requesting NCDOT to make Wesley Chapel Stouts Road a full movement intersection

Mr. Savoie explained there was to be a business development across the Sun Valley High School, but because of the Michigan Left a major grocery store would pull out of the deal if not a full movement intersection resulting in the loss of jobs and tax revenue for the town. He met with NCDOT and they agreed to the full movement intersection, and are requesting Council's approval of this Resolution and to have staff create a letter to NCDOT stating same. There was discussion amongst Council pertaining to the future plans to move Sun Valley High School away from Old Monroe Road. Mr. Savoie read the Resolution.

Gary M. Savoie made a motion to approve the Resolution to support a full movement intersection of Wesley Chapel Stouts Road.

Council voted unanimously in favor of the motion. **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

Gary M. Savoie made a motion to approve having staff send final letter directing NCDOT on the movements on Old Monroe Road.

Council voted unanimously in favor of the motion.

c. Consideration of 2014 Asphalt Patching Contract - Award Recommendation

Mr. Fivas explained that the contractor that was awarded the bid was not able to provide the bonding documents that were necessary. Mr. Kaufhold and legal counsel went to the next lowest bidder and they dropped their bid down to the previous price that was approved by Council. If awarded they will begin construction within the next few days.

David W. Drehs made a motion to approve the 2014 Asphalt Patching Contract

Council voted unanimously in favor of the motion. **(COPY ATTACHED HERETO AND MADE A PART OF THE RECORD)**

DISCUSSION ITEMS

a. Discussion on Chestnut Parkway & Blythe Extension options

Mr. Fivas provided a brief update on Phase I of Chestnut Parkway, pending weather it will be completed by the end of the month. Everything in the contract has gone well and free of any issues. This travel way will be opened and we anticipate having a ribbon cutting for it. We are looking at our options of restricting tractor trailer trucks on this road. Staff feels the Blythe Drive extension would assist in reducing traffic issues.

Future phases of Chestnut Parkway, we are looking at the alignment of Chestnut Parkway from Gribble Road to Old Monroe Road. Mr. Savoie has been diligently working with NCDOT on section C which is Gribble Road to Mathews Indian Trail Road overpass. Mr. Fivas explained this project was not ranking very high, but with Mr. Savoie and our staff working with NCDOT they put this project on their list of projects to work for. Since then, it has scored well in the competitive process and we are optimistic that the overpass could be funded sometime in the near future.

b. Discussion on establishing a Budget and Strategic Development Workshop

Mr. Fivas explained there are many issues going on in the town resulting in the need for discussion. He suggests doing this workshop earlier, in December, so that if we need another meeting in January we can have one. By consensus Council agreed to have one in December.

c. Transportation Improvement Fund- this item was added as a result of a motion made in Additions & Deletions

Mr. Daniels stated he spent some time with the Finance Director reviewing budget items and suggested to Council that they remove the two cents from the Transportation Fund and put it in the Capital Reserve Fund with a specific line item for Transportation. He also suggested that Council might consider putting one cent for transportation and one cent for law enforcement. Council had a lengthy discussion on this topic.

Mr. Fivas clarified that staff will put together a presentation and documents for Council so they have a clear understanding of the two funds.

MANAGERS REPORT

None

COUNCIL COMMENTS

Mr. Cohn had no comments.

Mr. Daniels commented on the EDAC meeting, he attended and urged others to attend. No member made any comments about Indian Trail revenue base. He thanked everyone for coming and get home safely.

Mr. King had no comments

Mr. Drehs thanked everyone for coming out and listening to the Miracle Field presentation.

Mayor Alvarez invited everyone to the spaghetti dinner for the SVJROTC; advised that SPCC and he has expanded on the Bully Project which will appear in tomorrow's paper, will kick off on October 29th and invited Council to join and assist; requested Council to consider the local athletic associations by making it accessible or less expensive for them to use the fields; he thanked Mr. Daniels for asking for the ROTC donation; he asked Councils approval to have staff put together a thank you to Mayor Raines for coming here tonight; he recommended that a social media ethics policy be considered by Council; he requested that Council not talk at each other and to treat each other with respect.

Mr. Savoie thanked everyone for coming out, he thanked David Drehs and volunteers for Miracle League, he thanked staff for doing a good job.

CLOSED SESSION

None

ADJOURN

Christopher King made a motion to adjourn
Council voted unanimously in favor of the motion.

APPROVED:

Michael L. Alvarez, Mayor

Attest: _____
Peggy Piontek, Town Clerk

DRAFT



Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works
COUNCIL DATE: January 27, 2015
SUBJECT: Municipal Speed Limit Ordinance for Cranston Crossing Subdivision

General Information:

In order for the State to install Speed Limit signs on their roads, they require an ordinance from the Town stating such. The State is requesting a speed limit of twenty-five miles per hour (25 mph) on Cranston Crossing subdivision roads.

Cranston Crossing Place (SR 3323)

Rhode Island Court (SR 3324)

Staff recommends approval of the agreement.

Required actions:

Council Approval

Attachment:

Municipal Speed Limit Ordinance
NCDOT Letter
Map of Roads

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1068732

Division: 10 County: UNION

Municipality: INDIAN TRAIL

Type: Municipal Speed Zones

Road: SR 3324

Car: 25 MPH

Truck: 25 MPH

Description: Subdivisionwide - between SR 3323 (Cranston Crossing Place) and 0.03 miles southwest of SR 3323 (Cranston Crossing Subdivision)

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance/Resolution Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: Adam Egan Title: PTE Date: 12/5/14

Region: Patricia Porter Title: PTE Date: 12/5/14

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1068731

Division: 10 **County:** UNION

Municipality: INDIAN TRAIL

Type: Municipal Speed Zones

Road: SR 3323

Car: 25 MPH

Truck: 25 MPH

Description: Subdivisionwide - Between SR 1373 (Plyler Road) and 0.27 miles southeast of SR 1373 (Cranston Crossing Subdivision).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance/Resolution Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: <u>Am Em</u>	Title: <u>DTB</u>	Date: <u>12/5/14</u>
Region: <u>Carroll</u>	Title: <u>RTU</u>	Date: <u>12/5/14</u>



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

DECEMBER 9, 2014

ANTHONY J. TATA
SECRETARY

Ms. Peggy Piontek
Town of Indian Trail
PO Box 2430
Indian Trail, NC 28079

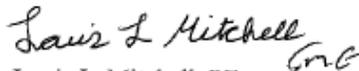
Dear Ms. Piontek:

Attached is a Municipal Speed Limit Ordinance enacting a speed zone on Cranston Crossing Place (SR 3323) between Plyler Road (SR 1373) and 0.27 miles southeast of Plyler Road in Indian Trail. Also attached is a Municipal Speed Limit Ordinance enacting a speed zone on Rhode Island Ct (SR 3324) between Cranston Crossing Place (SR 3323) and 0.03 miles southwest of Cranston Crossing Place in Indian Trail.

If you are in agreement please have the ordinances executed by the proper city officials and returned to this office for further handling. PLEASE DO NOT ALTER OR ADD TO THIS ORDINANCE.

If you have any questions or concerns, please contact Mohamed Elnagheeb at 704-983-4419.

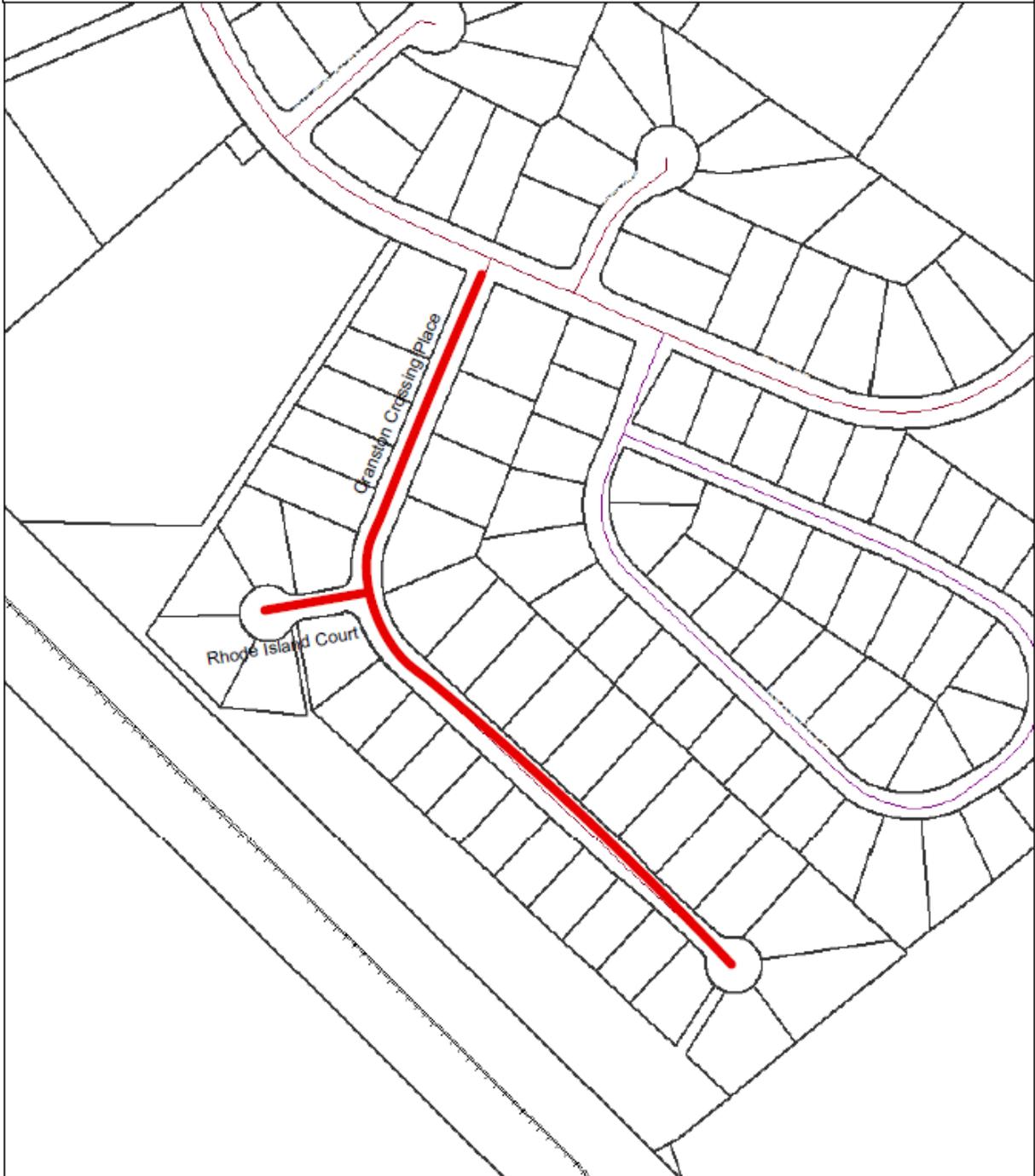
Sincerely,


Louis L. Mitchell, PE
Division Engineer

LLM/lhj
Cc: Sean Epperson, PE

Cranston Crossing

MSLO





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

DECEMBER 9, 2014

ANTHONY J. TATA
SECRETARY

Ms. Peggy Piontek
Town of Indian Trail
PO Box 2430
Indian Trail, NC 28079

Dear Ms. Piontek:

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If you are in agreement please have the ordinances executed by the proper city officials and returned to this office for further handling. PLEASE DO NOT ALTER OR ADD TO THIS ORDINANCE.

If you have any questions or concerns, please contact Mohamed Elnagheeb at 704-983-4419.

Sincerely,

Louis L. Mitchell

Louis L. Mitchell, PE
Division Engineer

LLM/lhj

Cc: Sean Epperson, PE

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1068732

Division: 10 County: UNION

Municipality: INDIAN TRAIL

Type: Municipal Speed Zones

Road: SR 3324

Car: 25 MPH

Truck: 25 MPH

Description: Subdivisionwide - between SR 3323 (Cranston Crossing Place) and 0.03 miles southwest of SR 3323 (Cranston Crossing Subdivision)

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance/Resolution Number: _____

In witness whereof, I have hereunto set my

hand and the municipal seal this _____ day

of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: Adam Egan

Title: DTE

Date: 12/5/14

Region: Patricia

Title: RE

Date: 12/5/14

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton, Alicia Massey
DATE: January 27, 2015
SUBJECT: Month End December 2014



According to GS 105-350(7) it is the duty of the tax 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 2014 collections. The tax 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.

Description	Count	Principal			Future	Penalty	Total
		Arrears/Other	Fiscal 2014	Fiscal 2015			
Billing	31390	0.00	7,291,017.74	0.00	0.00		7,291,017.74
Payments	25277	16,412.78-	0.00	6,241,877.13-	0.00	0.00	6,258,289.91-
Reversals	6	0.00	1,375.26	0.00	0.00	0.00	1,375.26
Adjustments	1555	0.00	1,908.51-	0.00	0.00	0.00	1,908.51-
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>58228</u>	<u>16,412.78-</u>	<u>7,290,484.49</u>	<u>6,241,877.13-</u>	<u>0.00</u>	<u>0.00</u>	<u>1,032,194.58</u>

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton, Alicia Massey
DATE: January 27, 2015
SUBJECT: Returned Check Fee Release



The tax office received a payment on a tax account for which the check was returned and the returned check fee was assessed. The taxpayer contacted the tax office and informed them immediately that a clerical error had been made on his part and a new check was presented and posted for payment.

I request, in accordance with GS 105-357(b)(2), that the returned check fee of \$103.12 be released and any associated accrued interest on the fee.



TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton
DATE: January 27, 2015
SUBJECT: Budget Amendments for January 13th Meeting

Please find attached budget amendments processed through January 8, 2015. Please feel free to call, email, come in or ask any questions you may have regarding these matters.



TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton, Alicia Massey
DATE: January 27, 2015
SUBJECT: Tax Refunds greater than \$500

Please find below a list of tax refunds greater than \$500.00

1. Mooney, Daniel - \$821.53 refunded to taxpayer attorney paid.
2. Svarishchuk, Natalya - \$532.67 refunded to taxpayer attorney paid.
3. Williams IV, George - \$545.74 refunded to taxpayer attorney paid.
4. Dormady, Steve - \$581.24 refunded to taxpayer Mortgage Company paid.
5. FS Development Inc. - \$2,213.58 refunded to taxpayer attorney paid.

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



Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works

COUNCIL DATE: January 27, 2015

SUBJECT: C-4957B Supplemental Agreement Revision

General Information:

The revised C-4957B Supplemental Agreement extends the project completion date to November 2015.

Due to recent legislative changes, NCDOT is no longer required to include e-verify provisions in their municipal agreements. Therefore, the agreement approved by Council, was revised to exclude the e-verify provisions and resent to the Municipality for signatures.

Staff recommends approval of the revised agreement.

Required actions:

Council Approval

Attachment:

Revised NCDOT Supplemental Agreement

NORTH CAROLINA
UNION COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 11/6/2014

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: C-4957 B

AND

WBS ELEMENTS: PE 44057.1.2

ROW _____

TOWN OF INDIAN TRAIL

CON 44057.3.2

OTHER FUNDING:

FEDERAL-AID #: CMS-1008(17)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$0

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Indian Trail, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 9/9/2009, entered into a certain Project Agreement for the original scope: To provide pedestrian linkage for residents of several subdivisions to Sardis Elementary School, this project includes approximately 8750 linear feet of sidewalk located on the south side of Unionville-Indian Trail Road and approximately 2250 linear feet of sidewalk located on the north side of Sardis Road, programmed under Project C-4957 B; and,

WHEREAS, the Department has agreed to allow additional time to complete the Project; and,

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

RESPONSIBILITIES

The Municipality shall complete the Project within three years of authorization of construction funds, or by November 14, 2015.

TITLE VI

The Municipality shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs and activities of any recipient of Federal assistance.

Except as hereinabove provided, the Agreement heretofore executed by the North Carolina Department of Transportation and Town of Indian Trail on 9/9/2009, is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the North Carolina Department of Transportation and the Town of Indian Trail by authority duly given.

L.S. ATTEST:

TOWN OF INDIAN TRAIL

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ (Governing Board) of the Town of Indian Trail as attested to by the signature of _____, Clerk of the _____ (Governing Board) on _____ (Date)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Indian Trail

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)



TO: Mayor and Town Council

FROM: Kelly Barnhardt,
Director, Community & Economic Development

DATE: January 27, 2015

SUBJECT: Additions to Wayfinding Program

Rite Lite has began the installation of Town wayfinding signs according to the plan approved by the Town Council. Due to NCDOT eliminating some signs, the Town has additional funds remaining in the wayfinding contract. Without going over the already authorized contract amount, Town staff is requesting to add additional signs within the community. The priority will be to give residents and visitors clear directions to Crooked Creek Park

Staff Recommendation:

Town Council to approve staff utilizing already approved funds for wayfinding signs to add to the already approved wayfinding sign program. Town staff will not go over the already authorized amount within the contract.



TO: Mayor and Town Council

FROM: Joseph A. Fivas, Town Manager

DATE: January 27, 2015

SUBJECT: Approval of Union County Emergency Operations Plan

Don Moye, from Union County Emergency Management, will give a brief update on the recent modifications to the Union County Emergency Operations Plan. Union County is requesting that all the Town's approve this new plan. We've attached a general overview of the plan. However, if a Council member would like to review the plan it is available at the Town Administration Building.

Staff Recommendation:

Town Council to approve the updated Union County Emergency Operations Plan.

EMERGENCY OPERATIONS CENTER

UNION COUNTY EMERGENCY OPERATIONS PLAN

Updated: July 3, 2014

GENERAL	ACTIVATION	ORGANIZATIONAL GROUPS	ADMINISTRATION	ATTACHMENTS
A. Purpose	A. Warnings / Alerts	A. Command Staff	A. Registration	1. EMC Notification Process
B. Scope	B. Alerting	B. Operations	B. EOC staffing	2. EOC Organization Chart
C. Facility	C. Activation of EOC	C. Planning	C. Message Flow	3. EOC Forms
D. Responsibilities		D. Logistics	D. Personal Activation Kit	
		E. Finance	E. Food, Sleeping, etc.	
			F. Security	

I. PURPOSE

The purpose of this annex is to establish standard guidelines for the activation, staffing and operation of the Union County Emergency Operations Center (EOC).

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Scope

All personnel, equipment and supplies belonging to Union County may be redirected to assist in operational functions other than their usual areas. All County assets are considered essential during an emergency and will be assigned on an as needed basis to priority situations as determined by the EOC Incident Commander (IC).

These guidelines are applicable to all county and non-county personnel who have designated responsibilities during activation of the Union County EOC. The EOC will act as the direction and coordination facility

for Union County Government during major emergencies for the assignment of resources and the coordination and approval of all requests for assistance from other jurisdictions. These guidelines are in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS). These guidelines may be modified as needed to meet specific conditions and situations.

2. **Function**

The EOC provides facilities for the centralized direction and coordination of the following five ICS functions:

- Command
- Operations
- Planning / Intelligence
- Logistics
- Finance / Administration

ICS does not require that all of these functions be activated for every situation. Command is the only required function. The EOC IC, which is normally the Emergency Management Coordinator, will determine which functions are required to be activated for a given situation. Once a function is activated, the EOC IC will designate a function section chief. The section chief for each of these functional areas can decide to expand their respective sections as needed into additional organizational units.

Some of the tasks that may be conducted in the EOC are:

- Response operations
- Planning and recovery operations
- Communications and warnings to provide information and guidance to the public
- Requests for emergency assistance and resource support
- Collecting, evaluating and disseminating damage assessment and other essential information
- Hazardous Materials Analysis and Mitigation
- Actions to protect the health and safety of the public to include, but not necessarily limited to:
 - (1) Public information, instructions and directions
 - (2) Evacuation
 - (3) Sheltering
 - (4) Mass Care

3. Facility Location

The EOC is located in the Union County Government Center at 500 North Main Street, 3rd Floor, Monroe, North Carolina.

B. Assumptions

Responsibilities

The normal organization functions of state, county and local government, private sector agencies and organized volunteer agencies are the primary resources around which this procedure is organized. It is envisioned that these agencies will be capable of fulfilling their normal operational responsibilities in the event of EOC activation.

1. The EOC IC, or his or her designee, under the general direction of the County Manager and the Union County Board of Commissioners, shall have the authority to direct response activities and mobilize personnel, equipment and other public and private sector resources necessary to mitigate against, prepare for, respond to and recover from natural, technological, and intentional emergencies.
2. A major emergency requires a coordinated response involving all levels of government. The following sections identify the chain-of-command for Direction and Coordination activities.
 - Local Government:
The Mayor (or his / her designee) may decide to activate a local Municipal Command Post (CP) or municipal EOC to ensure communications with other local municipalities and Union County officials through the Union County EOC. He /she may declare a State of Emergency as identified in N.C. General Statute 166A. More frequently, a local incident commander will be appointed to lead the response/recovery efforts at the scene. Emergency response efforts of the local command post(s) may be coordinated through the Union County EOC.
 - County Government
The Emergency Management Coordinator, in consultation with the County Manager and the Chairperson of the Union County Board of Commissioners authorizes the activation of the County EOC. The EOC is the means that the Chairperson of the Union County Board of Commissioners communicates with the Governor's Office, through the State Emergency Operations Center. On scene incident command post(s) may be established and an Incident Commander identified to

lead localized response/recovery efforts. Whenever the EOC is activated, emergency efforts of the local incident command post(s) will be coordinated through the Union County EOC.

III. CONCEPT OF OPERATIONS

EOC activation levels & emergency phases

- A. The EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions.
- B. The EOC will be activated when an emergency situation has occurred or might occur that is of such a magnitude it will require a large commitment of resources from numerous sources over an extended period of time to control or mitigate. The following levels will serve as guidelines for such activation.

1. Staffing / Activation Levels

To facilitate the use of the EOC for a variety of emergencies, graded levels of response to varying levels of events have been identified. An event may escalate through the different staffing/activation levels sequentially.

- **Normal Staffing (Level 1)**

This level is the condition of the EOC during normal operations. This level is used to monitor any situation and to aid in non-time critical dissemination of information and when no critical decisions are required. During this staffing level, Emergency Management will disseminate information to identified Union County Personnel via facsimile, E-mail, alphanumeric and digital pagers and phones. Department of Emergency Management personnel will staff the EOC during normal working hours to monitor conditions.

- **24/7 Staffing (Level 2)**

This level may be implemented by the Emergency Management Coordinator or his / her designee. During this staffing level, Emergency Management will disseminate information to identified Union County Personnel via facsimile, E-mail, alphanumeric and digital pagers and phones. Emergency Management personnel will staff the EOC at all times to monitor conditions.

- **Full EOC Activation (Level 3)**

This level may be implemented for a major event. The EOC will be considered activated when the Emergency Management Coordinator, or in his / her absence, the next designated individual in accordance with Attachment 1, determines it is necessary to establish an EOC and

designates himself or herself as the EOC IC. The Union County EOC will be manned in accordance with standard ICS principles using representatives of county government, private organizations, and volunteers. All personnel notified to report to the EOC will report to the EOC to carry out assigned functions without delay and will be prepared to staff the EOC in shifts of twelve hours until otherwise notified.

2. **Emergency Phases shall include:**

- a. **Pre-Impact Response Phase** is the monitoring and preparedness phase before the emergency strikes. This phase may begin up to forty-eight (48) hours before an incident and continue until the emergency occurs. This phase includes hazard monitoring/tracking, incident notification, Emergency Operations Center activation at the appropriate level, public information and warning, evacuation, sheltering (in place and relocation), and communications and coordination activities.
- b. **Impact Response Phase** begins once the emergency occurs and may continue for up to a month. This phase includes communications, public information, hazard abatement, search and rescue (SAR), emergency medical service delivery, temporary shelter, impact / needs assessment, security, re-entry, traffic control, debris clearance, resource distribution and volunteer management.
- c. **Long Term Recovery Phase** normally begins within a week of the emergency impact and may continue for years. Long-term recovery activities include on-going human service delivery, rebuilding the economy, infrastructure and homes and implementation of hazards mitigation projects and fund recovery.

3. **Warning / Alert Notification**

- a. **Source and Means of Receipt:**

Warning and Alerts may be received from any source or means. All warnings and alert messages will be verified. Most probable sources are:

- On-the-scene public safety personnel
- National Weather Service
- State Warning Point
- Union County Sheriff's Office
- Union County Communications Center / Warning Point
- State Emergency Operations Center

- News media
- Corps of Engineers

b. Notification - Warning and alert messages will be relayed to:

- The Union County Communications Center / Warning Point
- The Union County Emergency Management Coordinator or his / her designee in accordance with Attachment 1.

c. Alerting Procedures

Upon receipt of a valid warning message, the Emergency Management Coordinator will, as applicable:

- Consult with the County Manager and make recommendations relative to the possible activation of the EOC
- Initiate appropriate alerting / notification procedures
- Activate and staff the EOC at the appropriate level
- Will issue a directive for the Emergency Management staff to initiate the EOC Activation Protocol. Identified personnel will be contacted for notification only or asked to report to the EOC. The Union County Emergency Notification Directory (END) contains the names and contact numbers of likely personnel who would be notified and / or asked to report to the EOC.

d. Activities following activation of the EOC:

- The Union County Emergency Communications Center / Warning Point, any established on-scene incident commanders, and the state EOC will be immediately notified following the EOC's activation. Depending on how far the incident has been developed will determine the exact role and function of the EOC. For example:
 - If there has been no on-scene incident post(s) established, then once the County EOC is activated the EOC will direct further responses to the emergency situation until an on-scene incident command post(s) is established. Establishing on-scene incident command post(s) is almost always a preferable method of commanding and controlling the response to an emergency, but there may be times when the EOC is the better place to command and control the response.
 - If there has been one or more on-scene incident command posts established, then once activated, the County EOC will

coordinate further support to the on-scene incident command post(s) and facilitate communication with county, regional and state levels of support.

- All persons reporting for duty in the EOC will register with the Resources Unit of the Planning / Intelligence Section if one has been established. If the Resources Unit has not been established, all persons reporting for duty in the EOC will register with the Planning / Intelligence Section Chief. If the Planning / Intelligence Section has not been established, all persons reporting for duty will register with the EOC IC.
- e. An initial briefing will be provided by the EOC IC or other appropriate person following the EOC's activation. Subsequent briefings will be provided, as necessary. ICS Form 201 will be used for briefings.
- f. EOC deactivation will be the responsibility of the EOC IC or his / her designee. It will be the responsibility of the Emergency Management Coordinator to ensure all documentation is collected and appropriately filed within 30 days of deactivation.

4. EOC staffing & functional organization

- a. EOC staffing and organization will be in accordance with and based on NIMS and ICS. The ICS organization has five major functions, as shown in Attachment 2. These are: command, operations, planning / intelligence, logistics, and finance / administration.
 - (1) Command
Command comprises the EOC IC and Command Staff. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officers (LNOs), in addition to various others, as required and assigned by the IC.
 - (2) General Staff
The General Staff comprises incident management personnel who represent major functional elements of the ICS including the Operations Section Chief, Planning / Intelligence Section Chief, Logistics Section Chief, and Finance / Administration Section Chief. (More detailed information regarding these functional elements is contained in Tabs 1 through 5 of NIMS

and the ICS Training Modules.) Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC IC. Additional information on the specific functions and makeup of the individual units within each of these sections is provided in Tabs 1 through 5 of NIMS and the ICS Training Modules.

b. The Command Staff

Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the command function.

(1) The Command Function

The command function may be conducted in two general ways:

(a) Single Command EOC IC

When an incident occurs within the county and there is no jurisdictional or functional agency overlap, a single EOC IC should be designated with overall incident management responsibility by the county. (In some cases in which incident management crosses jurisdictional and / or functional agency boundaries, a single EOC IC may be designated if all parties agree to such an option). The Emergency Management Coordinator will normally be designated as the EOC IC.

The designated EOC IC will develop the incident objectives on which subsequent incident action planning will be based. ICS Form 202 will be used to document the incident objectives. The EOC IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering or releasing of incident resources. The IAP is normally made up of ICS Forms 202, 203, 204 and any supporting material the EOC IC deems necessary for the situation.

(b) Unified Command (UC)

UC is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at

different levels of government, operate without a common system or organizational framework. All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources. The exact composition of the UC structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single EOC IC may be considered to promote greater unity of effort and efficiency.

(i) The designated agency officials participating in the UC represent different legal authorities and functional areas of responsibility and use a collaborative process to establish incident objectives and designate priorities that accommodate those objectives. Agencies heavily involved in the incident that lack jurisdictional responsibility are defined as supporting agencies. They are represented in the command structure and effect coordination on behalf of their parent agency through the Liaison Officer. Jurisdictional responsibilities of multiple incident management officials are consolidated into a single planning process, including:

- responsibilities for incident management;
- incident objectives;
- resource availability and capabilities;
- limitations; and
- areas of agreement and disagreement between agency officials.

(ii) Incidents are managed under a single, collaborative approach, including the following:

- common organizational structure;
- single EOC
- unified planning process; and

- unified resource management.
- (iii) Under UC, the IAP is developed by the Planning / Intelligence Section Chief and is approved by the UC. A single individual, the Operations Section Chief, directs the tactical implementation of the IAP. The Operations Section Chief will normally come from the agency with the greatest jurisdictional involvement. UC participants will agree on the designation of the Operations Section Chief.
- (iv) UC works best when the participating members of the UC collocate at the EOC and observe the following practices:
- Select an Operations Section Chief for each operational period;
 - Keep each other informed of specific requirements;
 - Establish consolidated incident objectives, priorities, and strategies;
 - Coordinate to establish a single system for ordering resources;
 - Develop a consolidated IAP, written or oral, evaluated and updated at regular intervals; and
 - Establish procedures for joint decision-making and documentation.
- (v) The primary differences between the single command structure and the UC structure are that:
- In a single command structure, the EOC IC is solely responsible (within the confines of his or her authority) for establishing incident management objectives and strategies. The EOC IC is directly responsible for ensuring that all functional area activities are directed toward accomplishment of the strategy.
 - In a UC structure, the individuals designated by their jurisdictional authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, plans, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.

(2) Command Staff Responsibilities

In an incident command organization, the Command Staff consists of the Incident Command and various special staff positions. The special staff positions are specifically designated, report directly to the EOC IC, and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. Three special staff positions are typically identified in ICS: Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LO). Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the EOC IC.

(a) Public Information Officer

The PIO is responsible for interfacing with the public and media and / or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The EOC IC must approve the release of all incident-related information.

(b) Safety Officer

The SO monitors incident operations and advises the EOC IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the EOC IC or UC, the on-scenes IC(s), and supervisors at all levels of incident management. The SO is, in turn, responsible to the EOC IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and / or prevent unsafe acts during incident operations. In a UC structure, a single SO should be designated, in spite of the fact that multiple jurisdictions and / or functional agencies

may be involved. Assistants may be required and may be assigned from other agencies or departments constituting the UC. The SO, Operations Section Chief, and Planning / Intelligence Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues. The SO must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each entity contributes to the overall effort to protect all responder personnel involved in incident operations. When necessary, the Safety Officer is responsible for writing the Site Safety and Control Plan using ICS Form 208.

(c) Liaison Officers

The LO is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and / or private entities. In either a single or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LO. Agency and / or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and / or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LO to facilitate coordination.

(d) Assistants

In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

(e) Additional Command Staff

Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and / or specific requirements established by the EOC IC. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the EOC IC on legal matters,

such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the EOC IC in the context on incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and / or mass prophylaxis considerations, particularly in the response to a bioterrorism event.

c. **The General Staff**

The General Staff represents and is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning / Intelligence, Logistics, and Finance / Administration Sections, which are discussed below:

(1) **Operations Section**

This section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Figure 1 depicts the primary organizational structure template for an Operations Section. Further expansions of this basic structure will vary according to numerous considerations and operational factors. In some cases, the organizational structure will be determined by jurisdictional boundaries. In other cases, a stricter approach will be used. In still others, a mix of functional and geographical considerations may be appropriate. The ICS offers flexibility in determining the right structural approach for the specific circumstances of the incident at hand.

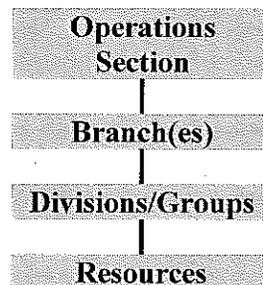


Figure 1 – Major Organizational Elements of Operations Section

(a) **Operations Section Chief**

The Operations Section Chief is responsible to the EOC IC

or UC for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives. The Operations Section Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multijurisdictional incidents. An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the IAP for the corresponding period of responsibility.

(b) Branches

Branches may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations).

(c) Divisions and Groups

Divisions and Groups are established when the number of resources exceeds the manageable span of control of the EOC IC and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, the EOC IC may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.

(d) Resources

Resources refer to the combination of personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident:

(i) Single Resources

These are individual personnel and equipment items and the operators associated with them.

(ii) Task Forces

A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

(iii) Strike Teams

Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike Teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

(2) Planning / Intelligence Section

The Planning / Intelligence Section collects, evaluates, and disseminates incident situation information and intelligence to the EOC IC or UC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the IAP based on guidance from the EOC IC or UC.

As shown in figure 2, the Planning / Intelligence Section comprises four primary units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources.

The Planning / Intelligence Section is normally responsible for gathering and disseminating information and intelligence critical to the incident, unless the EOC IC places this function elsewhere.

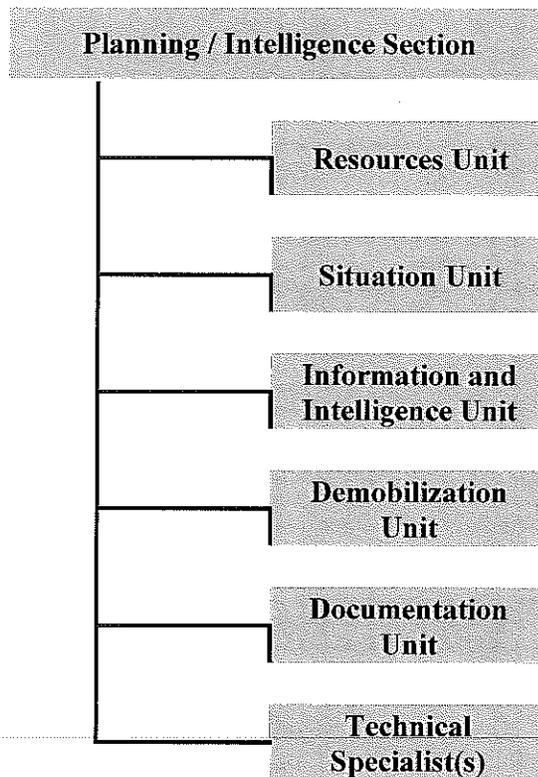


Figure 2 – Planning / Intelligence Section Organization

The Planning / Intelligence Section is also responsible for developing and documenting the IAP. The IAP includes the overall incident objectives and strategies established by the EOC IC or UC. In cases of UC, the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies, and private organizations. The IAP also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours. The IAP also contains provisions for continuous incorporation of “lessons learned” as incident management activities progress. An IAP is especially important when:

- (a) Resources from multiple agencies and / or jurisdictions are involved;
- (b) Multiple jurisdictions are involved;
- (c) The incident will effectively span several operational periods;

- (d) Changes in shifts of personnel and / or equipment are required; or
- (e) There is a need to document actions and / or decisions.

The IAP will typically contain a number of components, as shown in Figure 3.

Components	Normally Prepared By
Common Components	
Incident Objectives	Incident Commander
Organization List or Chart	Resources Unit
Assignment List	Resources Unit
Communications Plan	Communications Unit
Logistics Plan	Logistics Unit
Responder Medical Plan	Medical Unit
Incident Map	Situation Unit
Health and Safety Plan	Safety Officer
Other Potential Components (Scenario dependent)	
Air Operations Summary	Air Operations
Traffic Plan	Ground Support Unit
Decontamination Plan	Technical Specialist
Waste Management or Disposal Plan	Technical Specialist
Demobilization Plan	Demobilization Unit
Operational Medical Plan	Technical Specialist
Evacuation Plan	Technical Specialist
Site Security Plan	Law Enforcement Specialist
Investigative Plan	Law Enforcement Specialist
Evidence Recovery Plan	Law Enforcement Specialist
Other	As Required

Figure 3 – Sample IAP Outline

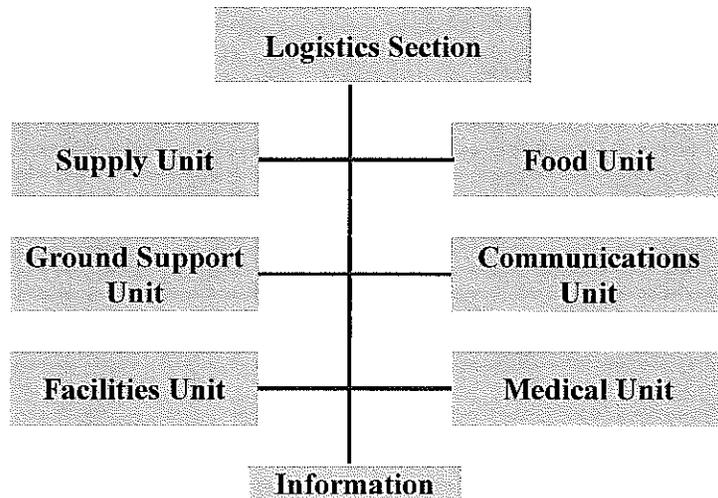
Information and Intelligence

The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and

utilities and public works data that may come from a variety of different sources. Information and Intelligence Unit is located in the Planning / Intelligence Section. Information and intelligence must be appropriately analyzed and shared with personnel, designated by the EOC IC, who have proper clearance and a “need-to-know” to ensure that they support decision making. The Information and Intelligence Unit is also responsible for developing, conducting, and managing information-related security plans and operations as directed by the EOC IC. These can include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, sensitive law enforcement information, proprietary and personal information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it so that they can effectively and safely conduct their missions. The Information and Intelligence Unit also has the responsibility for coordinating information – and operational – security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may affect information or operations security.

(3) **Logistics Section**

The Logistics Section (Figure 4) is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.



**Technology
Support Unit**

Figure 4 – Logistics Section Organization

- (4) **Finance / Administration Section**
A Finance / Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services. Not all incidents will require a separate Finance / Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning / Intelligence Section. The basic organizational structure for a Finance / Administration Section is shown in Figure 5. When such a section is established, the depicted units may be created, as required.

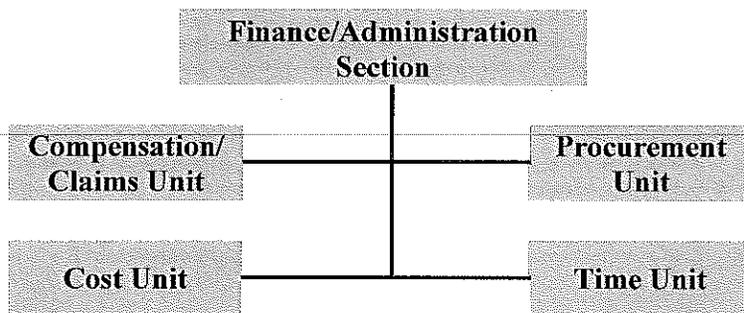


Figure 5 – Finance and Administration Section Organization

- (5) **Staffing Requirements**
- (a) In the event of an EOC activation, staff may be called from various county departments and private agencies to carry out pre-identified responsibilities in the EOC. EOC Position Descriptions have been developed to assist county departments and private agencies to better understand their responsibilities in the event of EOC activation.

Each Union County Department Head and private agency must ensure they have adequate representation in the EOC necessary to carry out their assigned responsibilities. A line of succession shall be established and kept up to date as necessary to activate and staff the EOC.

All personnel should be given time to secure their homes and family prior to reporting to the EOC for duty. These activities will better ensure personnel will be available to report for duty upon request.

Each department / agency will determine its own staffing requirements in conjunction with EOC management. However, each agency representative must have the authority to commit his or her agency resources.

(b) Shift Scheduling

Each department / agency has been assigned a position within their respective Section. Each department / agency must determine how many persons are necessary to perform the functions assigned. For an extended incident, the EOC may be operational 24 hours per day for several weeks. EOC teams must make arrangements to provide 24-hour coverage. Shift schedules will be developed and distributed by each Section Chief.

Twelve-hour shifts will be the norm for extended operations in the EOC with shift changes at 0700 hrs. and 1900 hrs. (7 p.m.). Arriving 30 minutes prior to shift changes will facilitate information exchange and enhance operations. This schedule will be incident dependent and may be changed as necessary by the EOC IC.

During activation, access to the EOC will be limited. Each department / agency must provide to the EOC IC a list of persons authorized to access the EOC. A master access list will be available at the check in desk. Those persons not on the access list will be held back at the desk until their entry is authorized.

To facilitate faster entry into the EOC, picture identification badges may be issued to authorized individuals. Requests for EOC badges should be made to Union County Emergency Management Department.

All EOC participants must log in and out at the check-in station and, if an access badge has not been issued, be assigned an access badge to wear at all times. The EOC badge must be worn in addition to any agency identification badge.

(c) Position Assignments

Departments / agencies have been assigned positions in the EOC based on their need for coordination with other agencies.

Participating department / agency heads are responsible for the timely and adequate staffing of their respective positions.

(d) EOC Administrative Support Staff

The EOC Administrative Support Staff has been developed through the use of personnel from county departments. The Administrative Support Staff will staff the Citizen Services Phone Bank and other identified EOC telephone lines, provide message couriers, keep message boards updated and perform other administrative support tasks as assigned. The EOC Administrative Support Staff reports to the EOC Administrative Support Supervisor. County Department Heads may be requested to provide administrative support as required to carry out their assigned responsibilities.

(6) Message Flow - Documentation

Managing information as part of a major emergency response is critical for decision making, deciding priorities and allocating key resources. For this reason, a variety of information recording and retrieval sources are offered to all personnel responding to the EOC. Proper documentation allows for quicker processing of State and Federal disaster reimbursement claims, and may protect the County from future legal challenges. **Documentation is extremely important!**

(a) Information Flow

There will be many events, situations, and communications links occurring simultaneously during an EOC activation. As a general guide, any communication, event, or action of decision that may impact life safety or incur an expense should be documented. Routine information received may be routed directly to the recipient agency without going through the Message Control Center. Request for resources, goods, or services must be routed through Message Control for documentation.

All written documentation should be retained for the duration of the incident(s) and turned over to the Message

Control Center for review and disposal. In order to ensure that information is shared between all members of the EOC team, the following guidelines are established:

(i) External Messages

All messages requiring action are promptly hand delivered to EOC Message Control. In addition to entering the date and time of receipt, Message Control will indicate on all copies of the message form an assigned control number and make any appropriate data entry. External messages will be sent to Message Control for date and time stamp and then forwarded to the EOC IC for appropriate action. ICS Form 213 will be used for general written messages.

(ii) Internal Messages

All messages generated within the EOC requiring action are to be delivered to Message Control for date and time stamp and appropriate data entry. Yellow and white copies of the message will be delivered to the EOC IC who will forward them to the appropriate Section for action. The pink copy will be returned to the originating agency.

The Section takes appropriate action and returns the message to the EOC IC who in turn forwards it to Message Control for data entry.

Message Control retains the white copy and returns the yellow copy to the Originating Agency.

Informal coordination efforts between two or more agencies should be summarized on an EOC Message Form (ICS Form 213) and directed to Message Control for inclusion in the Master Log.

If an agency formally requests assistance from another agency, the request should be written up on an EOC Message Form (ICS Form 213) directed to the agency (if known). If the appropriate agency is not known, the top portion of the form should be left blank and forwarded to the EOC IC.

(iii) Activity Logs

Agency specific actions should be recorded on the EOC Activity Logs (ICS Form 214) provided on each

table in the EOC. These logs should be used to brief relief shifts, as well as to maintain a record for the Master Log. Once the EOC is deactivated, all logs must be turned into Message Control.

(b) Interim Briefings

If an agency has information that needs to be distributed to the entire EOC **immediately**, an agency member should stand up and request attention. The agency member should then verbally describe the situation. All information disseminated during an interim briefing must also be documented on an EOC Message Form by the agency providing the information for inclusion in the Master Log.

(c) Situation Reports

Regularly scheduled briefings will be held during an EOC activation. The purpose of the briefing is for all members of the EOC Team to be updated on the current situation. The EOC IC or designee will begin the briefings and then each agency will provide an update of their activities. A member of the EOC Administrative Support Staff will take notes during the briefing and coordinate preparation of a daily Situation Report (SITREP). The SITREP will be typed and then initialed by the EOC IC. An electronic version will be sent to the State EOC via the Western Branch Office using Web EOC. The SITREP will then be disseminated to all agencies, the Citizen Services Phone Bank and the State and Federal liaisons. Upon approval of the EOC IC, the Public Information Officer may use the SITREP as a basis for briefing the media.

(d) Public Information and News Releases

Any agency that needs to issue a press release directing resident action or describing agency actions, must work through the Public Information Officer. The agency may either script the message internally or work with the Public Information Officer to write the message. Formal briefings for the media will normally be held at 11 a.m., 5 p.m. and 9:30 p.m., if needed and more often as necessary. **Before any release, the EOC IC and the Public Information Officer must approve all news releases.**

(e) EOC Operations Journal

Within ninety (90) days following an event, an Operations Log will be approved by the Emergency Management Coordinator. The Operations Log will be a compilation of

all journals, message forms, and electronic messages placed in chronological order if possible. The Operations Log for each incident will be maintained on file with Emergency Management Department for a period of not less than seven years.

(7) Communications

EOC Communications Center

The EOC Communications Center will provide support to all members of the EOC in maintaining or acquiring necessary communications capabilities. The following communications systems may be used during an EOC activation.

(a) Agency Radio

Each agency will communicate with their personnel through their normal radio systems. The Emergency Communications Director may provide a telecommunicator in very unusual situations where the special training of a telecommunicator is required in the EOC.

(b) Amateur Radio (ARES / RACES)

The ARES / RACES provides amateur radio communications between the EOC, public shelters and other key locations as needed for coordination of response, sheltering, resource and relief efforts. Agencies using ARES / RACES operators must print the EOC Message Form (ICS Form 213) using clear language with no abbreviations or acronyms. The message must include the name and telephone number of the contact for follow up.

(c) EOC Administrative Support Staff

The EOC Administrative Support Staff will provide support to all members of the EOC in maintaining or acquiring necessary communications capabilities. The following communications systems may be used during an EOC activation.

- Telephone

All agencies have been assigned an extension number for receiving outside calls. Use of telephones is restricted to official business.

- Facsimile / E-mail

The EOC will have facsimile (FAX) capabilities during emergency operations. The fax machines are

located in the EOC Communications Center. It can be used in the receiving and sending mode.

In addition, the EOC will have additional communication capabilities such as email and computer programs. The EOC IC will ensure agencies bring a laptop computer with internet connectivity capability..

- Alphanumeric Paging / Digital Paging
The alphanumeric paging system will be used for those agencies and individuals with this capability. Weather statements, specific activities / incidents and general updates will be disseminated through the alpha group system.
- Emergency Alert System
The N.C. Division of Emergency Management (DEM) and the N.C. Association of Broadcasters (FAB) have coordinated to provide a Statewide Emergency Alert System by placing encoders in key TV and radio stations. Contacting the State Emergency Operations Center (SEOC) or State Warning Point (SWP) activates the EAS.
- Citizen Services Phone Bank (CSPB)
A Citizen Services Phone Bank will be established in the EOC Communications Center when the call volume exceeds the capabilities of the Information and Emergency Services staff. The EOC IC will direct the activation of the CSPB. The CSPB is Union County's link to the residents for receiving questions and dispelling rumors. The CSPB will be activated up to 24 hours per day as long as a significant number of calls are being received from County residents.

(8) Support Facilities

(a) Personal Activation Kit (PAK)

Each EOC member should bring a PAK with them for their shift. In addition to emergency work materials the PAK should include:

- Change(s) of clothing
- Personal hygiene supplies (toothbrush, soap, shampoo,

towel, deodorant, etc.)

- Prescription medications (in prescription bottles)
- Food for special diets
- Snacks
- Sleeping bag / blanket
- Other necessary personal supplies

(b) Food Service

Once the EOC is activated for longer than eight (8) hours, meals will be provided. For an extended operation, three meals will be provided per day plus snacks. EOC members will be required to sign the meal log for reimbursement documentation. The Logistics Section will be responsible for the identification and securing of meals and snacks.

(c) Sleeping Facilities

The Union County Government Center has limited overnight sleeping facilities. The Logistics Section will be responsible for the identification and securing of off-site overnight sleeping accommodations as necessary.

(d) Smoking Areas

The Union County Government Center is a smoke free area. Smoking areas are identified outside of the County Government Center..

(e) 12 Hour Shifts

Unless otherwise scheduled, all assigned EOC personnel will work on 12-hour shift rotations. Relief personnel will be directed to arrive 30 minutes prior to the set time for the shift change. This will allow for a smooth shift transition and prevent miscommunications of vital information.

(f) Activity Logs

All activity logs will be maintained. These documents will facilitate agency / department / event record keeping and coordination of agency / department's activities with the EOC. This will aid in elimination of duplication of efforts and provide available assistance to agencies / departments.

(g) Checkpoint

All EOC personnel will check in and out of the EOC at the designated checkpoint when entering/leaving the EOC. The Resource Unit will man the check in station using ICS Form 211.

- (h) Electronic devices and cell phones
Place all personal electronic devices and cell phones in the vibrate/quiet mode in order not to create additional noise in the EOC during operations.

(9) EOC Security

(a) Security

Provided by the Union County Sheriff's Office. Entrances will be restricted to personnel who have a Union County EOC Identification Badge or have been authorized to enter by the EOC IC.

- Security will limit access to the EOC to authorized personnel, agencies and staff.
- Staff member without pre-assigned badges will be issued a visitor's badge, and the time will be recorded on the log.
- Upon shift change and / or deactivation of the EOC, staff members are required to return their badge and holder upon check-out (no exceptions), and the check-out time will be recorded on the log.
- All new badge requests must be forwarded to the EOC IC for authorization. Authorization will be given as soon as practical.
 - access to the EOC may not be allowed prior to issuance of the badge.
 - once a badge is issued it must be logged on the EOC / ID Log.
- Should a question arise regarding issuance of a blank visitor's badge to any individual, communication with the EOC IC should be made. It is the responsibility of the Security check-in position to ensure that:
 - access to the EOC is authorized and adheres to the guidelines.
 - all visitors' badges are returned.
 - all personnel are checked in and out properly before and after their shifts and upon deactivation of the EOC.

(b) Registration

A Duty Register will be maintained at or in close proximity to the EOC entrance. All personnel will record each time they report to or depart from the EOC.

(c) Office Supplies

An initial supply of essential items will be maintained in the EOC by the Administrative Support Staff Supervisor. Subsequent supplies will be made available from county stocks.

(d) Transportation

Transportation to and from the EOC is the responsibility of the individual, unless conditions preclude vehicle movement. The EOC Transportation Coordinator should be requested for assistance in such an eventuality.

ATTACHMENTS

- Attachment 1: Emergency Management Coordinator Notification Process
- Attachment 2: EOC Organization Chart
- Attachment 3: EOC Forms

Attachment 1

EMERGENCY MANAGEMENT COORDINATOR NOTIFICATION PROCESS

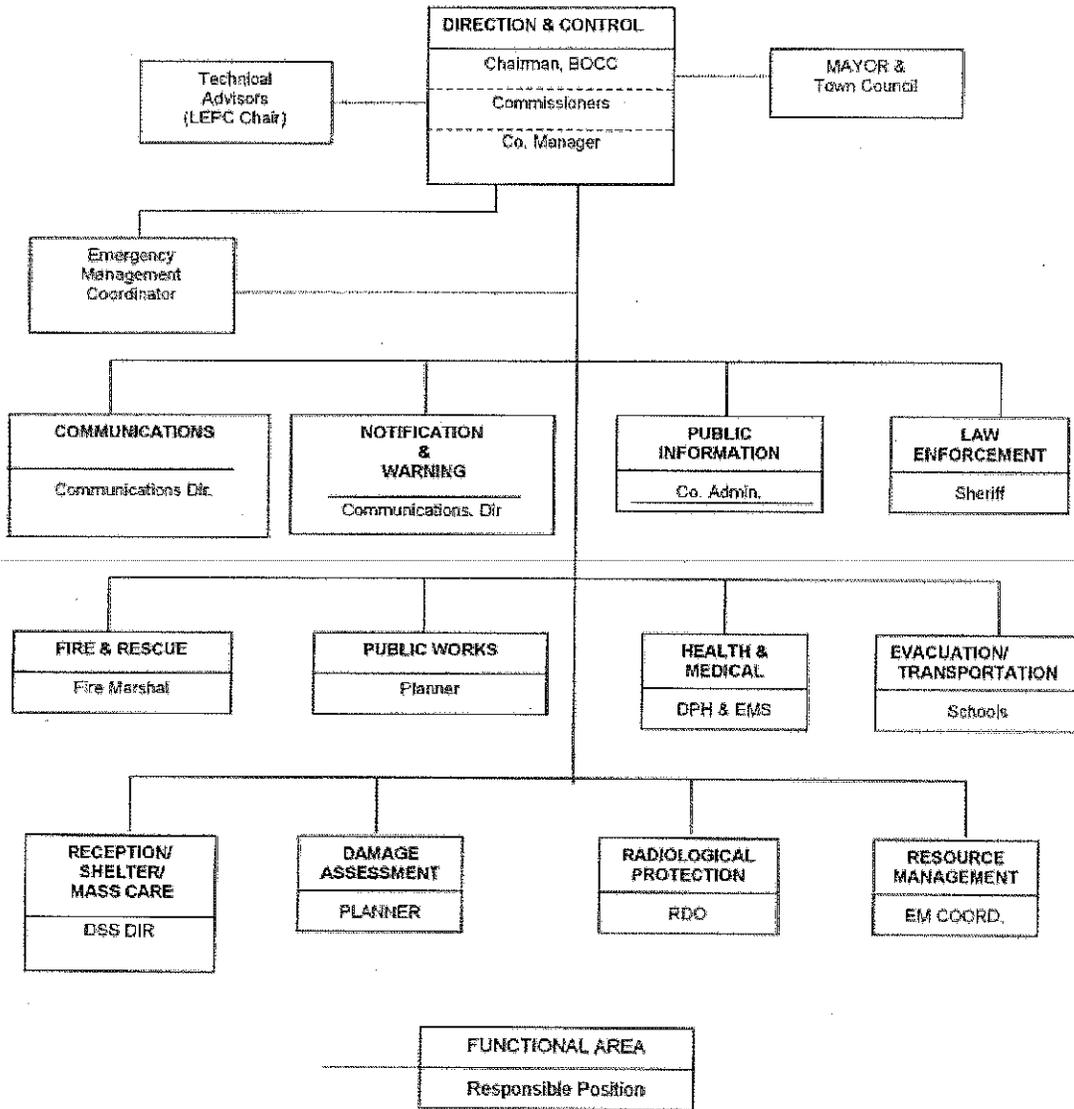
Notification should be directed to one of the following individuals in order shown should Emergency Communications (911) not be able to reach the Emergency Management Coordinator. Contact names and information is contained in the Union County Emergency Notification Directory.

1. Emergency Services Executive Director
2. Emergency Management / Fire Marshal Primary On-Call person
3. Fire Marshal / Assistant Emergency Management Coordinator
4. Deputy Fire Marshal
5. Executive Director of Human Resources
6. Assistant County Manager
7. County Manager

Attachment 2

EOC ORGANIZATION CHART

ORGANIZATIONAL STRUCTURE



Attachment 3

EOC FORMS

The following ICS forms will be used in the EOC as required by the situation:

- ICS 201 Incident Briefing
- ICS 202 Incident Objectives
- ICS 203 Organization Assignment List
- ICS 204 Assignment List
- ICS 205 Incident Radio Communications Plan
- ICS 206 Medical Plan
- ICS 207 Organizational Chart
- ICS 208 Site Safety and Control Plan
- ICS 209 Incident Status Summary
- ICS 210 Resource Status Change
- ICS 211 Check-In List
- ICS 213 General Message
- ICS 214 Unit Log
- ICS 215 Operational Planning Worksheet
- ICS 216 Radio Requirements Worksheet
- ICS 217 Radio Frequency Assignment Worksheet
- ICS 218 Support Vehicle Inventory
- ICS 220 Air Operations
- ICS 221 Demobilization



TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton
DATE: January 27, 2015
SUBJECT: Cash Management Policy

Please find attached a copy of the town's Cash Management Policy. This is being provided for informational purposes and review only, no changes have been made. Periodically, the policy will be submitted to Council.

TOWN OF INDIAN TRAIL
CASH MANAGEMENT POLICY

This Cash Management Policy is being established in order to develop a cash management plan for the Town of Indian Trail. Objectives of this plan are to:

1. Link long-term financial planning with short-term daily operations and decision making.
2. Increase the amount of idle moneys invested.
3. Generate non-tax revenues through increased investment earnings.
4. Ensure safety and liquidity of the Town's moneys.
5. To comply with the North Carolina Budget and Fiscal Control Act and the policies of the North Carolina Local Government Commission (the "LGC").

This plan will address five areas: cash receipts, cash disbursements, banking relations, investments, and monitoring and reporting on the plan.

In addition to establishing this Cash Management Plan, the Finance Director will implement internal controls designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, or imprudent actions by employees and officers of the Town. The Finance Director will ensure, whenever possible, separation of duties for handling public funds and assets.

Plan Administration

The Finance Director, with the advice and assistance of the Town Manager, Town Auditors and Town Council is charged with developing and implementing a uniform Town plan to carry out the cash management policy for the entire Town. This Town policy outlines the policies, duties, responsibilities and requirements for cash management within the Town on a broad basis.

The Town's Independent Auditors, as part of the annual financial audit, will determine if the Town is in compliance with the Cash Management Plan approved by Council.

Cash Management Over Receipts:

The objectives of cash management over receipts are to use diligence in collecting funds owed to the Town, to provide internal control over cash and cash equivalents and to expedite the movement of moneys collected into interest bearing accounts. The official depositories/banks shall be approved by the Council of the Town of Indian Trail. To accomplish these objectives, all plans adopted will include these rules:

1. Except as otherwise provided by law, all funds belonging to the Town and received by an employee of the Town in the normal course of their employment shall be deposited as follows:
 - a. Deposits are to be made daily into an official depository pursuant to G.S. 159-32.
 - b. Maintain sufficient records of trust/escrow requirements for moneys received for specific beneficiaries/developments for which the Town has a duty to deposit to an official depository/bank.
2. Checks received and deposited which are returned for insufficient funds will receive prompt action in collection of good funds.
3. Adjustments or corrections for overpayment will be made after the moneys are deposited. It is seldom necessary to return a check written incorrectly. Employees will not delay in depositing moneys of this type. Refunds necessary from errors shall be made by Town check through cash disbursements.
4. No official or employee shall have the authority to cash a check payable to the Town. This does not include replenishment of Petty Cash or the Cash fund with limits of \$250 and \$350, respectively.
5. No official or employee shall have the authority to open a bank account in the name of the Town or any of its departments using public funds without prior approval of the Town Council or Town Manager and Finance Director.
6. All public funds shall follow the daily deposit guidelines.
7. The Finance Director, or the Director's appropriate designee, shall conduct at least two random or risk based internal audits of cash receipting location per fiscal year.

Billing

Applications and reports to the state or federal government for reimbursement or claims are to be filed promptly. All department heads who administer programs that receive money from other governments are to meet with the Finance Director to establish a cash flow/Town reimbursement schedule for these moneys.

For tax billing, the objective shall be to reduce the processing time so payments will be received at the earliest date possible. A late payment charge will be assessed to all delinquent accounts as follows:

January – Due to the increased activity of this month and allowing for sufficient time and receipt of properly postmarked mail, the Town Tax Collector will decide on which date to apply interest as taxes must be postmarked by January 5th. Otherwise, delinquent interest will be charged as of the 1st day of each month.

The Town Council directs the Tax Collector to advertise delinquent taxes on real property for failure to pay during March of each year.

Analysis of Receipting Function

The Finance Director will meet with each department head that is responsible for a revenue source of the Town to review the billing, collecting, depositing and reporting procedures.

Collateralization for deposits shall be in accordance with title 20, Chapter 7 of North Carolina Administrative Code. All deposits for the Town shall be fully protected through deposit insurance and eligible collateralization securities. For all deposits held in financial institutions which utilize the Pooling Method for collateralization, the Finance Director shall maintain all necessary documentation to show that the responsibility of monitoring collateral levels in now with the State Treasurer.

All deposits of the Town are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the Federal depository insurance coverage level are collateralized with securities held by the Town's agents in the Town's name. Under the Pooling Method, which is a collateral pool, all deposits in excess of FDIC Insurance Coverage are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town, these deposits are considered to be held by the Town's agents in its name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering these deposits. The State Treasurer does not confirm this information with the Town or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Town under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

The Finance Director shall be responsible for obtaining custody and providing safekeeping of securities and deposit certificates according to G. S. 159-30(d).

Certificates of deposit purchased by the Town shall be delivered to the Finance Director. The Finance Director and Town Manager shall ensure proper diversification of the investment portfolio in order to minimize risks brought on by economic and market changes. The Finance Director and Town Manager shall constantly monitor the investment portfolio and make adjustments as necessary by comparing market and book value of securities held by the Town. The Finance Director and Town Manager will examine opportunities to sell securities to realize gain or to liquidate securities to avoid loss.

The Finance Director shall review the cash position of the Town and decide, along with the Town Manager, what moneys can be invested for certain periods of time. If investments are to be made, the Finance Director will start a process whether through bidding or collection of necessary information for the Town as follows:

1. Approved financial institutions shall be contacted requesting bids/information on time deposits. All information shall be with interest rates quoted on 360/365 day basis. All information shall be delivered to the Finance Director along with the certificate.

2. For other eligible investment vehicles, the Finance Director and/or Town Manager shall solicit offers from banks, savings and loans or primary security dealers. Any investments purchased shall be from firms located with offices in North Carolina. The Finance Director and Town Manager shall review the various offers and determine which investment vehicles are appropriate, considering rate, maturity and safety of the investment. For securities purchased by the Town, The Finance Director and/or Town Manager shall instruct the seller that securities purchased by the Town are to be delivered to the Town.

Forecasting Cash Flows

The Finance Director for the Town, or the Director's appropriate designee, shall monitor cash requirements. The objective shall be to ensure that sufficient funds will be available to meet the Town's commitments and that the timing and amount of excess funds are known so as to properly identify the amount of money available for investment.

Cash Disbursements

The objective of this section of the Town's Cash Management Plan is to retain moneys for investment until the agreed upon contractual date of payment unless early payment provides a benefit to the Town.

The Finance Director shall appropriate and expend the Town's moneys pursuant to G.S. 159-28(b) to create the maximum amount of funds available for investments. The Finance Director shall pay the obligations of the Town when due. The Town's purchase order system will be used for payments. All payments to one vendor will be consolidated when paid from a single fund.

Dual signatures are required for all Town checks. Currently electronic and facsimile signatures are not approved by the Town.

The Finance Director, or the Director's appropriate designee, shall make payroll deposits monthly to all employees. Payroll deposits shall be authorized by time sheets kept by employee and signed by supervisor. No payroll deposit will be issued without proper documentation in the Human Resources and Payroll departments and approved budgetary authority. The Finance Director, or the Director's appropriate designee, shall submit all payroll deductions and reports to the proper agencies in a timely manner.

Banking Relations

The objective of this section of the plan is designed to help the Finance Director develop and implement procedures to create mutually beneficial banking relations with local financial institutions.

Analysis

The Finance Director and Town Manager shall determine which financial institutions qualify to be the Town's depository based upon published reports and other procedures deemed appropriate.

Request For Proposal For Banking Services

Those financial institutions which are deemed to qualify to be the Town's depository shall receive an RFP. The RFP shall require information on what services can be provided to the Town and the cost associated with the services. RFP's shall be compared and selection of the official depository recommended to the Town Council. The Town will maintain bank accounts necessary and prudent to conduct Town business. The Town Council will designate the Town's official depository. The Finance Director and Town Manager shall sign for the Town a three to five year contract with the selected depository establishing the banking services, costs, and conditions which might necessitate termination of the contract.

Investments

Town policy is to invest public funds in a manner which will provide the highest investment return with maximum security while meeting daily cash flow requirements of the Town and conforming to all State statutes governing the investment of idle funds.

This investment policy applies to all financial assets of the Town except authorized petty cash, trust/escrow funds and debt proceeds.

The standard of prudence to be used by authorized staff shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under then prevailing circumstances, which person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Authorized staff acting in accordance with procedures in this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Staff is relieved of responsibility only if they report any deviations from expectations in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

G.S. 159-25(a)(6) delegates management responsibility for the investment program to the Finance Director. This investment policy requires the Finance Director consult with the Town Manger or Town Auditors for investments under \$750,000. Investment over this amount should be approved by Town Council prior to investing.

The Finance Director will establish and maintain procedures for the operation of the investment program which are consistent with this policy. Such procedures will include delegation of authority to persons responsible for investment transactions except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish and maintain a system of controls to regulate the activities of subordinates.

In the absence of the Finance Director and those to which he or she has delegated investment authority, the Town Manager is authorized to execute investment activities.

The Town's objectives in managing the investment portfolio, in order of priority, are safety, liquidity, and yield.

Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To best

mitigate against credit risk (the risk of loss due to failure of the security issuer) diversification is required. To best mitigate against interest rate risk (the risk that changes in interest rates will adversely affect the market value of a security and that the security will have to be liquidated and the loss realized) the second objective, adequate liquidity, must be met.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating and debt service cash requirements that may be reasonably anticipated. The portfolio will be structured so that securities mature concurrent with cash needs (static liquidity), with securities with an active secondary market (dynamic liquidity), and with deposits and investments in highly liquid money market and mutual fund accounts.

Yield – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary, economic and interest rate cycles, taking into account investment risk constraints and liquidity needs.

Ethics and Conflicts of Interest – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Town Manager any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individuals with whom business is conducted on behalf of the Town.

The Town is empowered by N. C. G. S. 159-30(c) to invest in certain types of investments. The Council approves the use of the following investment types:

1. Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.
2. Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, Fannie Mae, the Government National Mortgage Association, the Federal Housing Administration, the Farmers Home Administration, the United States Postal Services.
3. Obligations of the State of North Carolina.
4. Bonds and notes of any North Carolina local government or public authority that is rated "AA" or better by at least two of the nationally recognized ratings services or that carries any "AAA" insured rating.
5. Fully collateralized deposits at interest or certificates of deposit with any bank, savings and loan association or trust company that utilizes the Pooling Method of collateralization.
6. Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service, which rates the particular obligation.
7. Bankers' acceptance of a commercial bank or its holding company provided that the bank or its holding company is either (i) incorporated in the State of North Carolina or (ii) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not

bearing a rating below the highest by any nationally recognized rating service which rates the particular obligations.

8. Participating shares in a mutual fund for local government investment, provided that the investment of the fund is limited to those qualifying for investment under G. S. 150-30(c) and that said fund is certified by the LGC. (The only such certified fund is the North Carolina Capital Management Trust.)
9. Evidence of ownership of, or fractional undivided interest in, future interest and principal payments on either direct obligations of the United States government or obligations the principal of and the interest on which are guaranteed by the United States, which obligations are held by a bank or trust company organized and existing under the laws of the United States or any state in the capacity of custodian (STRIPS or zero coupon securities).
10. Guaranteed investment contracts utilizing repurchase agreements but only for the investment of debt proceeds which are to be collateralized at 105% and marked to market on a daily basis.

Prohibited Forms of Authorized Investments

Any investment not specifically noted in the policy above is prohibited until such investment is approved by the Town Council in a regular or special town council meeting.

Diversification

1. Every effort will be made to diversify Investments by security type and by institution.
2. The total investment in certificates of deposit shall not exceed \$1,500,000 with a single financial institution.
3. With the exception of United States treasury securities and the North Carolina Capital Management Trust, no more than 30% of the Town's total investment portfolio will be invested in a single security type or with a single financial institution.
4. The Finance Director is responsible for monitoring compliance with the above restrictions. If a violation occurs, the Finance Director shall report such to the Town Manager and to the Council along with a plan to address the violation.

Selection of Securities

The Finance Director and Town Manager together will determine which investments shall be purchased and sold and the desired maturity date(s) that are in the best interest of the Town. The selection of an investment will involve the evaluation of, but not limited to, the following factors: cash flow projections and requirements; current market conditions; and overall portfolio balance and makeup.

Policy Considerations

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided in this policy.

Monitoring and Reporting

The objective of this section is to devise a systematic reporting schedule to the Town Manager and Council and to provide a schedule for the systematic review of the plan itself to make necessary amendments and changes.

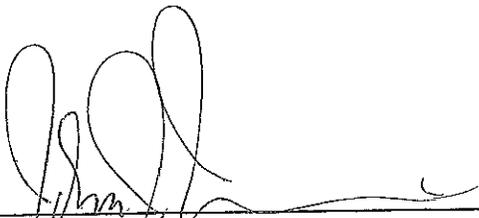
The Finance Director for the Town of Indian Trail shall maintain records of the status of investments. These records will be available to the Town Manager and Council at all times.

The Finance Director, or the Director's appropriate designee, shall submit the LGC-203, Report of Cash Balance, to the Secretary of the Local Government Commission pursuant to G.S. 159-33 and 33.1 on a semi-annual basis. This information shall also be reported to the Town Manager and Council at the next scheduled meeting after each report has been submitted to the LGC.

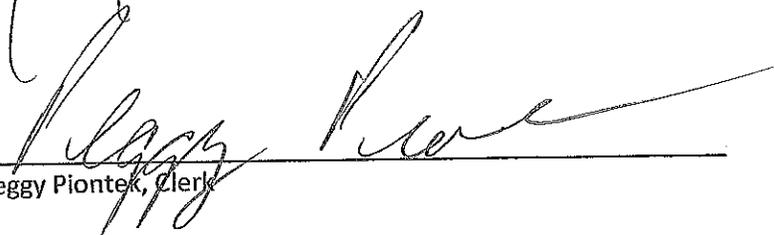
The Finance Director shall report to the Town Manger and Council any changes in bank services. The Finance Director shall report the issuance of the Request For Proposals for banking services (RFP) and recommendations for selections of an official depository.

Every three years the plan shall be reviewed by the Finance Director. The Finance Director shall report to the Town Manager and Council any amendments necessary to the plan, any procedural changes made and any recommendations to enhance the Cash Management Plan.

ADOPTED THIS 8TH DAY OF FEBRUARY 2011.



JOHN J QUINN, MAYOR



Peggy Piontek, Clerk



P.O. Box 2430

Indian Trail, North Carolina 28079

Telephone (704) 821-5401

Fax (704) 821-9045

PLANNING AND NEIGHBORHOOD SERVICES

Planning Board Transmittal for the January 27, 2015 Town Council Public Hearing

Case: ZT2014-004 Amendment to UDO Chapter 1710 Related to Trees and Shrubs			
Reference Name	Chapter 1710 of the Unified Development Ordinance		
Planning Board Meeting Date	November 18, 2014		
Members Present	Chair Cowan <input checked="" type="checkbox"/>	Jan Brown <input checked="" type="checkbox"/>	Vice Chair Larry Miller <input checked="" type="checkbox"/>
	Cathi Higgins <input checked="" type="checkbox"/>	Kelly D' Onofrio <input type="checkbox"/>	Steven Long <input checked="" type="checkbox"/>
	Alan Rosenberg <input type="checkbox"/>	Jorge Aponte <input checked="" type="checkbox"/> Alternate 1 Present not voting	Dr Shamir Ally <input checked="" type="checkbox"/> Alternate 2
	Sidney Sandy <input checked="" type="checkbox"/> Alternate 3		
Case Found Complete	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Motion	Recommend approval		
Member Making the Motion	Board Member Steven Long		
Second the Motion	Board Member Dr. Shamir Ally		
Vote	7-0		

Purpose of the Amendment: A request to amend Chapter 1710 of the Unified Development Ordinance (UDO) to update the street tree list as well as to establish minimum planting bed standards for developments, to assist mature tree growth and ensure protection of public infrastructure. The amendment also includes minor housekeeping modifications to ensure consistency within the document.

Town Council Action: *Receive the transmittal report and public testimony and:*

1. *Concur with the findings and transmittal of the Planning Board to*
2. *Concur with the findings and approve as modified by Council; or*
3. *Do not make the findings and disapprove the amendment.*

Analysis

The impetus for this request is to establish a standard for planting bed sizes of street trees, respective to their mature height and canopy spread. The proposed modifications also incorporated additional native tree species within the approved tree list and removed inappropriate street trees. The amendment is proposed to Chapter 1710 of the UDO: Trees and Shrubs.

The proposed amendment includes: 1) An update of the existing street tree list 2) A series of proposed planting bed standards to encourage mature tree growth and 3) General housekeeping changes.

Planning Board

The Planning Board heard this item at its November 18, 2014 public meeting. Questions were asked of the document, including information about specific trees, as well as the presence of native plant species. The Planning Board voted unanimously to transmit a recommendation to approve to the Town Council. The following consistency statements were found:

1. The proposed UDO amendment is consistent with the following goals of the Comprehensive Plan:
Natural Environment Goal 4: This Amendment provides for more variety in the tree selection process and encourages trees to grow to mature height and spread.
Infrastructure Goal 2: This Amendment helps minimize infrastructure damage to town roads through the use of planting bed spaces to support mature growth.
- 2) This UDO amendment is in the best interest of the public because it allows more variety of tree and shrub species and ensures an appropriately sized planting bed space is provided based on the anticipated mature growth of the planted street tree.

Town Council Action: Receive Planning Board Recommendation and public comments and:

1. *Concur with the findings and transmittal of the Planning Board to*
2. *Concur with the findings and approve as modified by Council; or*
3. *Do not make the findings and disapprove the amendment.*

Staff Contact

Lindze Flowers

LFlowers@planning.indiantrial.org

Attachment 1- Planning Board Report

Attachment 2- Draft Ordinance

TC ATTACHMENT 1- PLANNING BOARD REPORT



P.O. Box 2430
 Indian Trail, North Carolina 28079
 Telephone (704) 821-5401

PLANNING AND NEIGHBORHOOD SERVICES

Zoning Staff Report

Case: ZT 2014-004 Amendment to UDO Chapter 1710 Related to Trees and Shrubs		
Referenced Name	Chapter 1710 of the Unified Development Ordinance	
Applicant	Town of Indian Trail	
Submittal Date	November 18, 2014	
Location	Town-wide	
Tax Map Number	N/A	
Plan Consistency	Town of Indian Trail Comprehensive Plan	Consistent with Goals of the Adopted Comprehensive Plan
Recommendations & Comments	Planning Staff	Recommends Approval of Proposed Text Amendment

Project Summary

This is a request to amend Unified Development Ordinance (UDO) Chapter 1710 (Appendix 1) to reflect improvements to the Town approved street tree list. The proposed amendments ensure an appropriately sized planting bed space is provided based on the anticipated mature growth of the planted street tree. This amendment was requested by the Indian Trail Tree Board October 21, 2014.

Staff Recommendation - Town Staff recommends that the text amendment be supported through recommending its approval to the Town Council.

Overview/Analysis

Proposed text amendment ZT2014-004 was initiated at the request of the Indian Trail Tree Board to help refine the Town approved street tree list. Street trees are trees that are planted parallel to public roads, typically within the public right-of-way and that provide shade to public sidewalks while giving other added public benefits. The primary purpose of the proposed amendments is to ensure the width of the street tree planting bed is taken into account by land developers when selecting specific tree species to plant. More simply put, the proposed amendments ensure smaller trees will be planted in narrower planting beds and larger trees will be planted in wider planting beds. Presently, large street tree species like Oaks and Chestnut trees may be planted in any size planting bed.

Taking into account the planting bed width when selecting street trees to plant will minimize damage to public infrastructure like sidewalks and roads, while ensuring a suitable planting space for trees to thrive. Other housekeeping changes were also incorporated into the updated street tree list. The Indian Trail Tree Board unanimously supported the proposed amendments. The following points below outline the specific changes proposed:

- Addition of tree spread information
- Correction of tree height information, where applicable
- Removal of invasive or threat species from the list
- Addition of invasive and/or threat species to the invasive and threat lists
- Addition of more native species so as to add more native tree variety for developers
- The categorization of small, medium and large trees based upon mature height and spread
- The creation of a minimum planting bed standards based on the tree size categories above
- Removal of trees that are not easily obtained in this area

Required Consistency Findings

The Town Planning Board has a requirement of two consistency findings, regarding both the benefit to the public and the consistency with respect to adopted plans. The proposed UDO amendment is consistent with the Comprehensive Plan.

Staff is of the opinion that the following consistency findings may be made:

- 1) The proposed UDO amendment is consistent with the goals of the Comprehensive Plan outlined below:
 - ***Natural Environment Goal 4***: This Amendment provides for more variety in the tree selection process and encourages trees to grow to mature height and spread.
 - ***Infrastructure Goal 2***: This Amendment helps minimize infrastructure damage to town roads through the use of planting bed spaces to support mature growth.
- 2) This UDO amendment is in the best interest of the public because it allows more variety of tree and shrub species and ensures an appropriately sized planting bed space is provided based on the anticipated mature growth of the planted street tree.

Staff recommends that the Planning Board make the required consistency findings and recommend adoption of this UDO Text Amendment ZT2014-004 as presented.

Staff Contact

Lindze Flowers

Planner/GIS Technician

LFlowers@planning.indiantrail.org

Attachment 1: Proposed Text Amendment

Attachment 2: Draft Ordinance

Attest: TOWN OF INDIAN TRAIL COUNCIL

Peggy Piontek, Town Clerk

Michael Alvarez, Mayor

APPROVED AS TO FROM:

TOWN ATTORNEY

EXHIBIT A

Chapter 1710. Appendix 1: Trees and Shrubs (DRAFT)

****This is not an inclusive list. Other species that can grow in cold hardiness zone 7b and/or are otherwise not listed on NCDOT's or the USDA'S invasive species list are permitted upon review and approval of Staff.**

Recommended Trees and Shrubs and List of Invasive Species

Common Name	Latin Name	Mature Height And Spread (feet)
LARGE MATURING DECIDUOUS TREES		
Ash, Green ¹	Fraxinus* pennsylvanica	50-60; 25-30
Baldcypress	Taxodium distichum	50-70; 20-30
Birch, River	Betula nigra	40-70; 40-60
Hackberry, Common	Celtis occidentalis	40-60; 40-60
Hackberry, Sugar	Celtis laevigata	60-80; 60-80
Ginkgo	Ginkgo biloba	50-80; 50-80
Maple, Red	Acer rubrum	40-60; 25-40
Maple, Sugar	Acer saccharum	60-75; 40-50
Oak, Laurel	Quercus hemisphaerica (laurifolia)	50-75; 40
Oak, Northern Red	Quercus rubra	60-70; 45-60
Oak, Pin	Quercus palustris	50-70; 40
Oak, Sawtooth ²	Quercus acutissima	40-60; 40-60
Oak, Shumard	Quercus shumardii	50-75; 40
Oak, Southern Red	Quercus falcata	70-80; 50-60
Oak, Water	Quercus nigra	50-80; 50-80
Oak, White	Quercus alba	50-80; 50-80
Oak, Willow	Quercus phellos	40-80; 40
Pagoda Tree, Japanese	Sophora japonica	50-60; 40-60
Poplar, Tulip	Liriodendron tulipifera	70-90; 30-50
Sycamore, American	Platanus occidentalis	75-100; 75-100
Willow, White	Salix alba	75-90; 50-70
Zelkova, Japanese ²	Zelkova serrata	50-80; 50-75
MEDIUM MATURING DECIDUOUS TREES		
Black Gum/Tupelo	Nyssa sylvatica	30-50; 20-30
Carolina Silverbell	Halesia tetraptera	30-40; 20-35
Dogwood, Flowering	Cornus florida	15-35; 20-35
Dogwood, Kousa	Cornus kousa	20-35; 15-25
Redbud, Eastern	Cercis canadensis	20-30; 15-30
Hornbeam, European/Common	Carpinus betulus 'fastigiata'	40; 25-35
Katsura Tree	Cercidiphyllum japonicum	40-60; 25-30
Magnolia, Saucer	Magnolia soulangiana	20-30; 20-25

¹ Species with many varieties.

² Species may become invasive and should be planted with care.

Common Name	Latin Name	Mature Height And Spread (feet)
SMALL MATURING DECIDUOUS TREES		
Chaste Tree	Vitex negundo	15-20; 15
Cherry, Japanese	Prunus serrulata	15-25; 15-25
Cherry, Yoshino	Prunus x yedoensis	30-45; 25-40
Cherry-Laurel, Carolina	Prunus caroliniana	20-40; 15-25
Crabapple, Flowering	Malus spp.	7-25; 15
Higan Cherry, Japanese Weeping	Prunus subhirtella	20-30; 15-25
Crape Myrtle	Lagerstoemia indica	15-25; 15
Hawthorn	Crataegus sp.	15-30; 25
Magnolia, Sweetbay	Magnolia virginiana	10-20, some var.
Common Name	Latin Name	Mature Height And Spread (feet)
Magnolia, Star	Magnolia stellata	15-20; 10-15
Maple, Amur	Acer ginnala	15-20; 20
Maple, Hedge	Acer campestre	20-30; 20-30
Maple, Japanese	Acer palmatum	15-25; 20
Serviceberry	Amelanchier sp.	10-20; 8-15
Smoketree	Cotinus coggyria	10-15; 10-15
LARGE MATURING DECIDUOUS SHRUBS		
Althea	Hibiscus syriacus	8-12; 6-10
Burkwood Viburnum	Viburnum X burkwoodii	8-10; 6-8
Common Fig Tree	Ficus Carica	10-20; 10-20
Common/Fragrant Lilac	Syringa vulgaris	10-12; 6-8
Common Witch-hazel	Hamamelis virginiana	15-30; 15-20
Doublefile Viburnum	Viburnum plicatum	8-10; 10
Fringetree	Chinonanthus virginicus	12-20; 8-12
Possumhaw	Ilex decidua	10-15; 3-10
Silverberry	Eleagnus commutata	10-12; 10
EVERGREENS		
Cherry-Laurel, Carolina	Prunus caroliniana	40; 15-25
Eastern Red Cedar	Juniperus virginiana	40-50; 8-20
Holly, American	Ilex opaca	30-50; 15-25
Holly, Chinese (Tree Form)	Ilex cornuta	15-25; 15-25
Holly, Foster	Ilex X attenuata 'fosteri'	20-30; 8-12
Holly, Hume	Ilex opaca 'Hume #2'	30-50; 15-20
Holly, Nellie R. Stevens	Ilex X 'Nellie R Stevens'	15-25; 10-15
Holly, Savannah	Ilex X attenuate 'Savannah'	25-35; 6-10
Holly, Yaupon	Ilex vomitoria	15-20; 15-20
Loquat	Eriobotrya japonica	10-30; 15
Magnolia, Southern	Magnolia grandiflora	60-80; 30-40
Myrtle, Wax	Myrica cerifera	15-25; 15-25
Pine, Loblolly	Pinus taeda	60-90; 25-35
Pine, Shortleaf	Pinus echinata	80-100; 30-50
Spruce, Norway	Picea abies	40-60; 25-30

1. This is a species with many varieties.
2. Species may become invasive and should be planted with care.

RECOMMENDED TREES FOR PARKING LOTS AND PAVED AREAS

Common Name	Latin Name	Mature Height and Spread(feet)
Maple, Hedge	<i>Acer campestre</i>	20-30; 20-30
Maple, Amur ¹	<i>Acer ginnala</i>	15-20; 20
European Hornbeam	<i>Carpinus betulus 'fastigiata'</i>	40-60; 15-30
Katsuratree	<i>Cercidiphyllum japonicum</i>	40-60; 30
Cornelian Cherry	<i>Cornus mas</i>	20-25; 15-20
Cockspur Hawthorne ¹	<i>Crataegus crusgalli</i>	25; 25
Cypress, Arizona	<i>Cupressus glabra</i>	40-50; 25-30
Ash, Green ²	<i>Fraxinus pennsylvanica</i>	50-60; 25
Ginkgo	<i>Ginkgo biloba</i>	50-80; 25-40
Honeylocust	<i>Gleditsia triacanthos</i>	40-80; 30-40
Foster's Holly, Foster	<i>Ilex X attenuate 'fosteri'</i>	20-30; 8-12
Savannah Holly, Savannah	<i>Ilex X attenuate</i>	30-45; 6-10
Juniper, Chinese	<i>Juniperus chinensis</i>	Many varieties, variable heights and spreads
Juniper, Rocky Mountain	<i>Juniperus scopulorum</i>	30-40; 10-15
Eastern Red Cedar	<i>Juniperus virginiana</i>	40-50; 8-20
Goldenraintree	<i>Koelreuteria paniculata</i>	30-40; 30-40
Japanese Crape Myrtle	<i>Lagerstroemia fauriei</i>	30; 30
Magnolia, Southern	<i>Magnolia grandiflora</i>	60-80; 30-40
Magnolia, Sweetbay	<i>Magnolia virginiana</i>	10-20; 10-20
Crabapple, Siberian	<i>Malus baccata</i>	25-35; 15-25
Crabapple, Japanese Flowering	<i>Malus floribunda</i>	18-25; 15-25
Hophornbeam, American	<i>Ostrya virginiana</i>	25-40; 20-30
Persian, Parrotia	<i>Parrotia persica</i>	25-40; 15-30
Pistache, Chinese	<i>Pistacia chinensis</i>	25-40; 25-35
Oak, Sawtooth	<i>Quercus acutissima</i>	40-60; 40-60
Oak, Scarlet	<i>Quercus coccinea</i>	60-80; 40-60
Oak, Overcup	<i>Quercus lyrata</i>	45-70; 30-50
Oak, Swamp Chestnut	<i>Quercus michauxii</i>	60-80; 45
Oak, Chinese Evergreen	<i>Quercus myrsinifolia</i>	20-40; 30-40
Oak, English	<i>Quercus robur</i>	50-70; 40-60
Oak, Pin	<i>Quercus palustris</i>	50-70; 40

¹ Species may become invasive and should be planted with care.

² Native species.

<u>Common Name</u>	<u>Latin Name</u>	<u>Mature Height And Spread (feet)</u>
Japanese Pagodatree	<i>Sophora japonica</i>	50; 40-60
Pondcypress	<i>Taxodium ascendens</i>	50-60; 10-15
Arborvitae, Eastern	<i>Thuja-orientalis</i>	40-60; 10-20
Arborvitae/Red Cedar, Western	<i>Thuja plicata</i>	50-60; 15-20
Elm, Lacebark	<i>Ulmus parvifolia</i>	25-40; 40-50
Chaste Tree	<i>Vitex agnu-castus</i>	20; 20
Japanese Zelkova ¹	<i>Zelkova serrata</i>	50-80; 50-75

1. Species may become invasive and should be planted with care.

2. Indicates native species.

Redbud, Chinese	<i>Cercis chinensis</i>	10-30; 10-30
Redbud, Eastern ¹		20-30; 15-30
Serviceberry ¹	<i>Amelanchier</i> spp.	10-20; 8-15

1. Indicates native species.

2. Species may become invasive and should be planted with care.

3. Additional tree species may be proposed for consideration by Town staff with a recommendation by a licensed arborist, landscape architect, or other qualified tree expert documenting why the species is appropriate within the planted space.

Street tree planting spaces of less than 4-ft in width may generally be appropriate for use as a grass strip, shrub area, and/or the planting of appropriate small understory/flowering trees.

INVASIVE OR EXOTIC SPECIES IN NORTH CAROLINA: SEVERE THREAT (SHOULD NOT BE PLANTED)

COMMON NAME	LATIN NAME
Tree of Heaven	<i>Ailanthus altissima</i>
Mimosa, Silk tree	<i>Albizia julibrissin</i>
Oriental Bittersweet	<i>Celastrus orbiculatus</i>
Pampas Grass	<i>Cortaderia selloana</i>
Russian Olive	<i>Eleagnus angustifolia</i>
Autumn Olive	<i>Eleagnus umbellata</i>
Sericea, bushclover	<i>Lespedeza cuneata</i>
Chinese Privet	<i>Ligustrum sinense</i>
Japanese Honeysuckle	<i>Lonicera japonica</i>
Leatherleaf Mahonia	<i>Mahonia bealei</i>
Chinese Silvergrass	<i>Miscanthus sinensis</i>
Japanese Stillgrass	<i>Microstegium</i>
Sacred bamboo	<i>Nandina domestica</i>
Princess Tree	<i>Paulownia tomentosa</i>
Multiflora rose	<i>Rosa multiflora</i>
Japanese Spiraea	<i>Spiraea japonica</i>
Periwinkle, Vinca	<i>Vinca</i> spp.



TO: Mayor and Town Council

FROM: Jason Tryon, Assistant Parks & Recreation Director

DATE: January 15th, 2015

SUBJECT: Concession RFP for Crooked Creek Park

With the development of Crooked Creek Park the Town staff created an RFP to seek out a concessionaire to run the concession stand. Town staff believes it is important to contract out the concessions to ensure the highest quality services are available and to be able to provide these services at all of the necessary times.

The RFP was sent to several different organizations on December 9th, including local businesses and minority business owners. Applications were due back to the Town on January 2nd. We received two applications back that both were very competitive. Both companies had experience managing concession stands for local parks and recreation departments. Staff checked the references of both companies and each was very positive. Staff recommends an agreement with Homerun Concessions. Homerun Concessions currently operates concessions for 3 other park and recreation departments and was offering the town a higher percentage of sales. If approved staff will execute the concession agreement with Homerun Concessions.

Jason Tryon
Assistant Director of Parks & Recreation
Jtryon@Admin.Indiantrail.org
704-821-4207



TO: Mayor and Town Council

FROM: Jason Tryon, Assistant Parks & Recreation Director

DATE: January 22nd, 2015

SUBJECT: PARTF Grant

On Saturday January 10th staff presented the project elements of the 2015 PARTF Grant application. Attached you will see the project description and the justification. Staff will prepare the final application and send in on Wednesday January 28th.

Assistant Director of Parks & Recreation
Jtryon@Admin.Indiantrail.org
704-821-4207

Description and Justification for Crooked Creek Park
Town of Indian Trail, NC

Project Description

Crooked Creek Park is a new regional park currently under construction, with its first phase being slated to finish in March 2015. The first phase, which includes four first-class baseball fields and a dual-concession stand and scorer's tower, will be the catalyst for future phases of the park. As of current plans, the park will eventually offer a destination playground, soccer complex and nature center. The first phase of Crooked Creek Park was funded by a resident-approved bond and is a direct result of Indian Trail's rapidly growing population. The Town of Indian Trail continues to establish itself as an expanding community with an increasing number of young families moving in the Town. As of December 2013, Indian Trail is the largest city in Union County and the 23rd largest city in the state of North Carolina. Creating public amenities, such as parks, is a fantastic way to bring and bond the growing communities throughout Indian Trail. The current baseball and softball facility is slated to host nearly 30 youth and adult athletic tournaments in 2015.

To maximize and attract a wide array of park goers, the Town, supported by its residents, plans to construct the following facilities in the next phase of development:

- Sensory Water Attraction / Splash Pad
- Carolina Thread Trail Extension with Connector Trails (+/- 1,800')
- 9-Hole Disc Golf Course
- Outdoor Fitness Park

The project area is located in the Piedmont physiographic province, near Sardis Elementary School and Oakwood Lane.

Project Justification

By spring 2015, the Town of Indian Trail will have opened three parks to meet residents' desire for outdoor amenities, and Crooked Creek Park will be a premier location for an assortment of outdoor activities. The Town is seeking PARTF assistance with this project to help it connect Crooked Creek Park to the Carolina Thread Trail, as well as provide residents with a sensory water attraction, a disc golf course and a fitness park. Crooked Creek Park will be a great addition to the many destinations along the Carolina Thread Trail, and the economic impact of having the Thread Trail connect to Crooked Creek Park is substantial for both residents and the Town. The ability to advertise that Crooked Creek Park is a destination along the Carolina Thread Trail will put Indian Trail and the park on the map as a green, healthy community.

The other attractions requested for PARTF assistance are equally important on a local level. The additional connector trails will help establish the more than 3 miles of walking and running trails Crooked Creek will offer, enabling the park to be completely walkable. The 9-hole disc golf course will eventually become 18 holes and will be a great location for one of Charlotte's fastest growing sports. The water sensory attraction will be part of the park's destination playground, which will have several one-of-a-kind elements that will make it a premier playground throughout Union County. The outdoor fitness park will include at least nine different elements, half of which will be fully accessible, and an area for yoga and stretching. Union County is the ninth largest county in North Carolina.

Crooked Creek Park will be a landmark park in Union County with several one-of-a-kind elements, including the destination playground, the sensory water attraction/splash bad, and outdoor fitness park. The latter two elements will be the first of their kind in Union County. The elements that would be added with approved funding are free to the public, will attract all demographics to this facility and be a destination area for all ages.

The Town's Parks & Recreation Department believes that parks benefit its community in countless economic, health, environmental and social ways. The department's mission is to promote opportunities for a healthy lifestyle, and Crooked Creek Park will closely adhere to this principle. In 2014, the Town of Indian Trail received a Blue Cross and Blue Shield of North Carolina Foundation grant for \$4,500 to create healthy food options in Crooked Creek Park, the Town's largest park. All of the amenities that a PARTF grant would fund will continue to further this mission and help Indian Trail on its path to creating a healthy environment in which children and adults alike can enjoy the outdoors.



TO: Mayor and Town Council

FROM: Joseph A. Fivas, Town Manager

DATE: January 27, 2015

SUBJECT: Construction Manager @ Risk Agreement

As requested by the Town Council, the Town staff and Town Attorney is negotiating an agreement with Edifice for Construction Manager @ Risk Services. The Agreement is not complete at this time, and will be sent to the Town Council when it is completed.