

**MAYOR**  
Michael L Alvarez

**MAYOR PRO TEM**  
David L. Cohn

**TOWN MANAGER**  
Scott J. Kaufhold, P.E.



**TOWN COUNCIL**

Gordon B. Daniels

Gary M. Savoie

Amy R. Stanton

Mark A. Wireman

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

**AGENDA**

- 1. CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. AGENDA ADDITIONS & DELETIONS** **Action**
- 3. MOTION TO APPROVE AGENDA** **Action**
- 4. PRESENTATIONS/INTRODUCTIONS**
  - a) Presentation by Scott Cole of NC DOT regarding a noise barrier wall for the Monroe Bypass.  
Action by Council to consider approving Resolution #R160426-1; a Resolution in Support of a Noise Wall to be Constructed at Certain Locations Along the Monroe Bypass Project.
- 5. PUBLIC COMMENTS**
- 6. PUBLIC COMMENTS FOR FY 2016/2017 BUDGET DEVELOPMENT**
- 7. LAW ENFORCEMENT UPDATE**
- 8. DEPARTMENT UPDATES:**
  - a) Department Head Update: Planning & Neighborhood Services—Rox Burhans
  - b) Department Head Update: Community Development & Communications—Mike Parks
- 9. CONSENT AGENDA** **Action**
  - a) Approval Budget Amendments #547-#551 and #554
  - b) Approval of Classification Plan and Pay Scale
  - c) Approval of Crooked Creek Park Master Plan Concept 1B
  - d) Approval of a Resolution which allows employees and Council to participate in the NC Public Employee Deferred Compensation Plan under Internal Revenue Code 457(b)
- 10. 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*

**11. OLD BUSINESS ITEMS**

**Action**

- a) Council consideration to approve By-Laws for a new Economic Development Committee (staff was directed to draft new By-Laws by Council)
- b) Council consideration to approve an outline for holding Town Hall Meetings once per quarter (staff was directed by Council to provide a plan of action for this meeting forum)
- c) Council consideration to award bid for resurfacing contract
- d) Council consideration of Operational & Fiscal Review Phase II Fee Proposal ( I changed)

**12. NEW BUSINESS ITEMS**

- a) Council consideration of selecting outside Counsel for review of Operational & Fiscal Review Phase I
- b) Council consideration of to approve Capital Project Ordinance Closeout for Unionville Road Sidewalk
- c) Council consideration to approve Capital Project Ordinance Closeout for Chestnut Parkway Extension Phase I
- d) Council consideration to approve Capital Project Ordinance Closeout for Chestnut Square Park
- e) Council consideration of amendments to the Board & Committee Appointment Policy (Councilman Cohn)
- f) Council consideration to schedule and advertise a Public Hearing at the May 10<sup>th</sup> Council Meeting to get public input on decreasing our Indian Trail Tax Rate from 18.5 cents to 17.5 cents due to having a total of \$32 Million in cash in our Town Fund Balance on Dec 31<sup>st</sup> and residents and businesses deserve a tax decrease with these excessive amount of accumulated funds. (Councilman Daniels)
- g) Council consideration that a Town Hall Exterior Design with a cupola was approved by the Mayor and Town Council on November 25<sup>th</sup>, 2014. My understanding is that a cupola has now been removed from the Town Hall exterior design. Town staff indicated they would only make changes to the interior of the building. Please have the Town Manager distribute documentation to the Mayor and Town Council before the April 26<sup>th</sup> Council meeting that shows that Mayor and Town Council officially voted to remove this exterior feature from the previously Council approved exterior design and any communications with Creech giving them direction on removing the Cupola. (Councilman Daniels)

**13. DISCUSSION ITEMS**

**14. UPDATES**

- a) Manager's Update: Scott Kaufhold, Town Manager

**15. COUNCIL COMMENTS**

**16. CLOSED SESSION**

**Action**

**17. POSSIBLE ACTION FOLLOWING CLOSED SESSION**

**18. ADJOURN**

**Action**

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor  
**FROM:** Kelley Southward, Town Clerk  
**DATE:** April 26, 2016



**SUBJECT:** Action by Council to consider approving Resolution # R160426-1—A Resolution in Support of a Noise Wall to be Constructed at Certain Locations Along the Monroe Bypass Project.

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### General Information:

The Town Manager was directed to draft a “strong resolution” requesting that NC DOT construct a noise wall at certain areas along the Monroe Bypass during the April 12, 2016 Town Council Meeting. Mr. Kaufhold has drafted such resolution.

Mr. Scott Cole of NCDOT will make a presentation regarding this matter to Council who can then take action regarding the resolution as they see fit.

STATE OF NORTH CAROLINA

TOWN OF INDIAN TRAIL

RESOLUTION # R160426-1

**RESOLUTION IN SUPPORT OF A NOISE WALL TO BE CONSTRUCTED AT CERTAIN  
LOCATIONS ALONG THE MONROE BYPASS PROJECT**

**WHEREAS**, pursuant to requirements established by Federal law, U.S. Department of Transportation, North Carolina Department of Transportation Traffic Noise Abatement Policy and Noise Mitigation Measures;

**WHEREAS**, a noise wall analysis related to the construction of the Monroe Bypass (“the project”) identifies a benefit to certain properties along the corridor;

**WHEREAS**, the noise wall analysis excluded a number of residential subdivisions and lots that were just outside the policy criteria to justify the construction of a noise wall along the project;

**WHEREAS**, the quality of life and home values may be adversely affected by the project for residents who live along the corridor at locations without a noise barrier wall;

**WHEREAS**, local elected officials have received an outpouring of concerns and complaints from residents in locations directly impacted by the project but not recipients of a noise barrier wall;

**WHEREAS**, local elected officials have received a petition signed by over 500 residents who live along the project requesting a noise barrier wall be built to protect the quality of life and value of their homes;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN TRAIL THAT:**

The Indian Trail Town Council formally requests that the NCDOT build a noise barrier wall to secure the well being, quality of life, and home value for the residents of the Bonterra and Arbor Glen subdivisions.

Adopted this 26th day of April, 2016.

TOWN COUNCIL OF INDIAN TRAIL NORTH CAROLINA

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Michael L. Alvarez, Mayor

Attest:

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Kelley Southward, Town Clerk



STATE OF NORTH CAROLINA  
TOWN OF INDIAN TRAIL

RESOLUTION # R 160412-2

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO APPROPRIATE FUNDS FROM  
THE STORMWATER UTILITY FOR ADDITIONAL STORMWATER DESIGN AND  
CONSTRUCTION WORK**

**WHEREAS**, the Town must address the requirements of the National Pollutant Discharge Elimination System Phase II Municipal Separate Storm Sewer System permit; and

**WHEREAS**, the Town is required to implement a comprehensive Stormwater Management Program that addresses both water quantity and water quality; and

**WHEREAS**, a previous Town Council voted unanimously to approve the creation of a Stormwater Utility; and

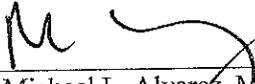
**WHEREAS**, significant effort has been expended on improving water quantity and water quality issues this budget season;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN TRAIL THAT:**

The Town Manager of the Town of Indian Trail is hereby authorized to appropriate \$100,000 in Stormwater Utility Fund surplus to be used for additional stormwater design and construction work.

Adopted this 12th day of April, 2016.

TOWN COUNCIL OF INDIAN TRAIL NORTH CAROLINA

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

Attest:

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

Batch Id: AGADDY      Posting Date: 04/14/16      Budget Year: 6      Fund: 60      Reason: Amended Budget  
\* Account Not on File in Budget Year: 6

Expenditure Account Revenue Account	Account Description Account Description	Change Description	Amend Budget	Chg to Budget	Seq
60-90-7500-359-000	Repairs & Maint-Const Projects	Ord#160412-2	100,000.00	100,000.00	23
60-90-3991-991-000	FUND BALANCE APPROPRIATED	Ord#160412-2	100,000.00	0.00	54
Total Amend Budget: 100,000.00		Total Change To Budget:	100,000.00		

Revenue Posting Summary			Amend Antic	Chg to Antic
60-90-3991-991-000	FUND BALANCE APPROPRIATED	Ord#160412-2	100,000.00	100,000.00
Total Amend Anticipated: 100,000.00		Total Change To Anticipated:	100,000.00	

G/L Posting Summary			
G/L Debit:			
60-99-9999-999-999	Budgetary Control	100,000.00	
G/L Credit:			
60-99-9999-999-999	Budgetary Control	100,000.00	
Total Debits: 100,000.00		Total Credits:	100,000.00

Entries: 2      Total Amend Budget: 100,000.00      Total Change To Budget: 100,000.00  
Total Amend Anticipated: 100,000.00      Total Change To Anticipated: 100,000.00

There are NO errors in this listing.

April 14, 2016  
11:26 AM

TOWN OF INDIAN TRAIL  
Budget Amend Batch Update/Posting Report

Page No: 1

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Batch: AGADDY	Updated Entries:	2	Ref Num:	551	Reason:	Amended Budget
	Total Amend Budget:	100,000.00		Total Change To Budget:	100,000.00	
	Total Amend Anticipated:	100,000.00		Total Change To Anticipated:	100,000.00	
	Total Debits:	100,000.00		Total Credits:	100,000.00	

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## Branden Chopelas

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**From:** Alicia Massey  
**Sent:** Wednesday, April 06, 2016 11:21 AM  
**To:** Branden Chopelas  
**Subject:** RE: Tax Budget Amendments

Looks good to me.

I had originally budgeted for that last year, but I guess it didn't make the "cut". I have again budgeted the \$40 in that line for this year's budget.

Thank you!  
Alicia

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**From:** Branden Chopelas  
**Sent:** Wednesday, April 06, 2016 11:18 AM  
**To:** Alicia Massey  
**Subject:** Tax Budget Amendments

Alicia,

One of tax accounts is over encumbered.

Acct 10-00-4140-491-000 Dues and Subscriptions is over encumbered by 40.00

I am proposing a budget amendment of \$40.00

FROM: 10-00-4140-341-000 Printing	\$ 40.00
TO: 10-00-4140-491-000 Due and Subscriptions	\$ 40.00

Please let me know if this is acceptable. If so I will write up the amendment for you to approve and submit for the Consent agenda at the next Council Meeting.

Thank you!

*Branden Chopelas, CPA*  
Assistant Director of Finance  
Town of Indian Trail  
P.O. Box 2430  
Indian Trail, NC 28079  
[bchopelas@admin.indiantrail.org](mailto:bchopelas@admin.indiantrail.org)  
(p) 704.821.5401 ext. 221  
(f) 704.821.9045



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Batch Id: AGADDY    Batch Date: 04/07/16    Batch Type: Standard

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Account No. Account Description	Type	Entry Description	Amount	Seq
10-00-4140-341-000 PRINTING	Transfer Out	Transfer funds to cover NCTCA conference	40.00	1
10-00-4140-491-000 DUES & SUBSCRIPTIONS	Transfer In	Transfer funds to cover NCTCA conference	40.00	2

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
General Fund	10	0.00	0.00	40.00	40.00	0.00	0.00
Total of All Funds:		0.00	0.00	40.00	40.00	0.00	0.00

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	1	40.00
Transfer Out:	1	40.00
Cancel:	0	0.00
Encumbrance:	0	0.00
Total:	2	80.00

There are NO errors in this listing.

April 7, 2016  
12:59 PM

TOWN OF INDIAN TRAIL  
Expenditure Batch Update/Posting Report

Page No: 1

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	Updated Entries	Updated Amount		
Reimbursements:	0	0.00		
Expenditures:	0	0.00		
Transfer In:	1	40.00		
Transfer Out:	1	40.00		
Cancel:	0	0.00		
Encumbrances:	0	0.00		
Batch: AGADDY	Updated Entries: 2	Updated Amount: 80.00	Ref Num: 547	

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## Branden Chopelas

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**From:** Kelley Southward  
**Sent:** Wednesday, April 06, 2016 11:44 AM  
**To:** Branden Chopelas  
**Subject:** RE: Admin Budget Amendments

Hey Branden,  
I think that's fine so long as it's \$1,700 to telephone...I think below was just a typo.

Thanks much!

Kelley

*Kelley Southward, CMC*

Town Clerk  
Town of Indian Trail  
P.O. Box 2430  
Indian Trail, NC 28079  
[ksouthward@admin.indiantrail.org](mailto:ksouthward@admin.indiantrail.org)  
(p) 704.821.5401 ext. 230  
(f) 704.821.9045



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**From:** Branden Chopelas  
**Sent:** Wednesday, April 06, 2016 11:13 AM  
**To:** Kelley Southward  
**Cc:** Finance Director  
**Subject:** Admin Budget Amendments

Kelley,

One of admin accounts is over encumbered and based on my projections another will be over encumbered by the end of the year.

Acct 10-00-4120-511-000 Office Furniture and Equipment is over encumbered by 78.84  
Acct 10-00-4120-321-000 telephone has a balance of \$1314 but monthly expenditures are averaging \$1000 a month.  
March has not been included in this balance

I am proposing a budget amendment of \$1778.84

FROM: 10-00-4120-491-000 Dues and Subscriptions	\$1778.84
TO: 10-00-4120-511-000 Office F&E	\$ 78.84
TO: 10-00-4120-321-000 Telephone	\$1000.00

Please let me know if this is acceptable. If so I will write up the amendment for you to approve and submit for the Consent agenda at the next Council Meeting.

Thank you!

*Branden Chopelas, CPA*

Assistant Director of Finance

Town of Indian Trail

P.O. Box 2430

Indian Trail, NC 28079

[bchopelas@admin.indiantrail.org](mailto:bchopelas@admin.indiantrail.org)

(p) 704.821.5401 ext. 221

(f) 704.821.9045



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Batch Id: AGADDY    Batch Date: 04/07/16    Batch Type: Standard

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Account No. Account Description	Type	Entry Description	Amount	Seq
10-00-4120-491-000 DUES & SUBSCRIPTIONS	Transfer Out	office chair and telephone expenses	1,778.84	1
10-00-4120-511-000 Office Furniture & Equipment < \$5,000	Transfer In	office chair and telephone expenses	78.84	2
10-00-4120-321-000 Telephone	Transfer In	office chair and telephone expenses	1,700.00	3

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
General Fund	10	0.00	0.00	1,778.84	1,778.84	0.00	0.00
Total of All Funds:		0.00	0.00	1,778.84	1,778.84	0.00	0.00

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	2	1,778.84
Transfer Out:	1	1,778.84
Cancel:	0	0.00
Encumbrance:	0	0.00
Total:	3	3,557.68

There are NO errors in this listing.

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	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	0	0.00			
Transfer In:	2	1,778.84			
Transfer Out:	1	1,778.84			
Cancel:	0	0.00			
Encumbrances:	0	0.00			
Batch: AGADDY	Updated Entries:	3	Updated Amount:	3,557.68	Ref Num: 548

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AMERICAN OWNED - AMERICAN BUILT



SOLD TO  
MIKE WRIGHT

PROPOSAL   
ORDER

Date 13-Jan-16  
Quote # TCN000013  
Customer # NEW  
Customer PO #

SHIP TO  
MIKE WRIGHT

Terms CASH  
FOB OH  
Ship Full/Partial FULL  
Division  
Taxable  
Resale

SALESPERSON	SALESCODE	REQUESTED SHIP DATE	SHIP VIA	SERVICE LEVEL
Tom Norman	303	IN STOCK	BEST WAY	GROUND

QUANTITY	PRODUCT	DESCRIPTION	UNIT PRICE	EXTENDED
1	720259 PG-10	Mudbuddy PG-10 hydraulic powered grout pump, 5 cu ft material hopper, Single 5" material cylinder. Requires 8gpm at 2,500 psi	\$4,575.00	\$4,575.00
1	701292, HOSE 2" X 25 HD	Green Stripe Shotcrete Hose, coupted HD, 2" ID x 25 long	\$480.65	\$480.65
1	7501108 Clamp, 2" HD	Snap Clamp, 2" HD W/ Gasket	\$60.85	\$60.85
1	7501109 Clamp, 3" HD	Snap Clamp, 3" HD W/ Gasket	\$76.80	\$76.80
1	720781 Slab Nozzle 1-1/2 No Shield	Hose to Slab Injection Nozzle, 2" ID x 1 1/2" OD Hole Size - no splash shield	\$197.45	\$197.45
1	7404030 Reducer 3x2x28 HD	Reducer 3" X 2" X 28" HD	\$264.65	\$264.65
				\$0.00
				\$0.00
				\$0.00
			SUBTOTAL	\$5,655.40
			FREIGHT	\$300.00
			SALES TAX	
			TOTAL	\$5,955.40

<b>NOTES</b>	Monthly payments are for quoting purposes only and are subject to credit and documentation approval. Monthly payment shown is for 60 month agreement, other term options are available.	Or Monthly Payment as low as:
		\$123.34

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MESA INDUSTRIES INCORPORATED, proposes to furnish, sell and deliver to you F.O.B. carrier shipping point MONROVIA, CA, HOUSTON, TX OR CINCINNATI, OHIO, the equipment or services described below, in accordance with terms and conditions stated herein. This quotation is valid for 45 days from the above dated proposal. Your order will not become a binding and legal contract until accepted in writing by MESA Industries, Inc. at the office of the Operations listed set forth. Additional duties and charges may apply for shipments outside of the USA. ALL SERVICES AND EQUIPMENT TO BE SOLD UNDER A LIMITED WARRANTY. ADDITIONAL DUTIES AND FEES MAY APPLY FOR SHIPMENTS OUTSIDE OF THE USA.

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Batch Id: AGADDY    Batch Date: 04/08/16    Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
10-40-4260-397-000 Contract SERVICES	Transfer Out	To purchase Grout pump & assessories	3,000.00	1
10-40-4260-551-000 Tools And Equipment < \$5,000	Transfer In	To purchase Grout pump & assessories	3,000.00	2

TOWN OF INDIAN TRAIL  
Expenditure Entry Verification Listing

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
General Fund	10	0.00	0.00	3,000.00	3,000.00	0.00	0.00
Total of All Funds:		0.00	0.00	3,000.00	3,000.00	0.00	0.00

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	1	3,000.00
Transfer Out:	1	3,000.00
Cancel:	0	0.00
Encumbrance:	0	0.00
Total:	2	6,000.00

There are NO errors in this listing.

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	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	0	0.00			
Transfer In:	1	3,000.00			
Transfer Out:	1	3,000.00			
Cancel:	0	0.00			
Encumbrances:	0	0.00			
Batch: AGADDY	Updated Entries:	2	Updated Amount:	6,000.00	Ref Num: 549

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## Branden Chopelas

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**From:** Scott Kaufhold  
**Sent:** Friday, April 08, 2016 1:04 PM  
**To:** Vicky Watts  
**Cc:** Finance Director; Branden Chopelas  
**Subject:** RE: Engineering & Public Works Budget Transfer Request

Please proceed

*Scott J. Kaufhold, PE*  
Town Manager  
Indian Trail, NC  
704-821-1314

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**From:** Vicky Watts  
**Sent:** Friday, April 08, 2016 11:46 AM  
**To:** Scott Kaufhold  
**Cc:** Finance Director; Branden Chopelas  
**Subject:** Engineering & Public Works Budget Transfer Request

For your approval:

Date: 4/8/2016 FY 2015-2016 Budget

BUDGET	AMOUNT	FROM ACCOUNT NO.	DESCRIPTION	TO ACCOUNT NO.	
Engineering	2,500.00	10-20-4510-550-000	Equipment > \$5,000	10-20-4510-189-000	Fr
Engineering	1,100.00	10-20-4510-551-000	Equipment < \$5,000	10-20-4510-189-000	Fr

Date: 4/8/2016 FY 2015-2016 Budget

BUDGET	AMOUNT	FROM ACCOUNT NO.	DESCRIPTION	TO ACCOUNT NO.	
Public Works	3,000.00	10-40-4260-397-000	Contract Services	10-40-4260-551-000	Tools &

Thank you,

*Vicky Watts*  
Engineering Contract Analyst



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

Office: (704) 821-1314  
Fax: (704) 821-1381

Batch Id: AGADDY    Batch Date: 04/08/16    Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
10-20-4510-550-000 EQUIPMENT > \$5,000	Transfer Out	Cell and car allowance	2,500.00	1
10-20-4510-551-000 Equipment < \$5,000	Transfer Out	Cell and car allowance	1,000.00	2
10-20-4510-189-000 Other Fringe Benefits	Transfer In	Cell and car allowance	3,500.00	3

TOWN OF INDIAN TRAIL  
Expenditure Entry Verification Listing

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
General Fund	10	0.00	0.00	3,500.00	3,500.00	0.00	0.00
Total of All Funds:		0.00	0.00	3,500.00	3,500.00	0.00	0.00

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	1	3,500.00
Transfer Out:	2	3,500.00
Cancel:	0	0.00
Encumbrance:	0	0.00
Total:	3	7,000.00

There are NO errors in this listing.

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	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	0	0.00			
Transfer In:	1	3,500.00			
Transfer Out:	2	3,500.00			
Cancel:	0	0.00			
Encumbrances:	0	0.00			
Batch: AGADY	Updated Entries:	3	Updated Amount:	7,000.00	Ref Num: 550

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

DATE: 4/11/2016  
DEPARTMENT: Finance

<i>Account Number</i>	<i>Account Description</i>	<i>(Transfer In/Out)</i>	<i>Amount</i>
10-00-4130-121-000	Salaries	OUT	16,000.00
10-00-4130-292-000	Software < \$5000	IN	500.00
10-00-4130-260-000	Supplies	IN	150.00
10-00-4130-397-002	Maintenance Contracts	IN	3,300.00
10-00-4130-397-004	DPS Service Fee	IN	2,200.00
10-00-4130-397-003	IT Support Services	IN	4,600.00
10-00-4130-494-000	BB&T	IN	5,250.00

**EXPLANATION:**  
to adjust accounts for expenditures projected through the end of the year  
10-00-4130-292-000 - Microsoft Office Software  
10-00-4130-260-000 - projected amount needed through FY 16  
10-00-4130-397-002 - projected amount needed for Granicus through FY 16  
10-00-4130-397-004 - projected amount needed through FY 16  
10-00-4130-397-003 - projected amount needed through FY 16  
10-00-4130-494-000 - projected amount needed through FY 16

**REQUESTED BY:** *Brandon Reynolds* 4/10/16  
**FINANCE:** *[Signature]* 4/11/16  
**TOWN MANAGER:** *[Signature]* 4/28/16

For Finance Dept Only:	
EFFECTIVE DATE:	JOURNAL NO. ASSIGNED: <u>554</u>
FISCAL YEAR:	ENTERED:
PERIOD:	DATE:

April 20, 2016  
10:54 AM

TOWN OF INDIAN TRAIL  
Expenditure Batch Update/Posting Report

Page No: 1

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	Updated Entries	Updated Amount		
Reimbursements:	0	0.00		
Expenditures:	0	0.00		
Transfer In:	6	16,000.00		
Transfer Out:	1	16,000.00		
Cancel:	0	0.00		
Encumbrances:	0	0.00		
Batch: JMW	Updated Entries:	7	Updated Amount:	32,000.00
			Ref Num:	554

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# Town of Indian Trail

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## Memo

**TO:** Mayor and Town Council

**FROM:** Kelley Southward, Town Clerk

**DATE:** April 26, 2016

**SUBJECT:** Council consideration to approve Classification Plan/Pay Scale

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### General Information:

During the two Budget Retreat/Workshops held by Council in March and April Mrs. Susan Manning, HR Consultant, presented her findings to Council of the market study she had been contracted to do for the Town in order to prepare a new/updated/market-competitive Classification Plan/Pay Scale. During the budget meetings Council reviewed and discussed the Classification Plan/Pay Scale at length and it should be officially adopted. Mr. Kaufhold, Town Manager, has full authority in implementing any employee salary adjustments that he believes are necessary based upon the updates.

### Required Actions:

Approve the 2016-2017 Classification Plan/Pay Scale

**Indian Trail Pay Plan 2016-2017**

<b>Classification</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>	<b>FLSA</b>
Maintenance Technician	22,400	28,000	36,400	Nonexempt
	23,520	29,400	38,220	
Customer Service Representative	24,696	30,870	40,131	Nonexempt
Senior Customer Service Rep	25,931	32,414	42,138	Nonexempt
Equipment Operator	27,227	34,034	44,244	Nonexempt
Administrative Assistant	28,589	35,736	46,457	Nonexempt
Recreation Specialist				Nonexempt
Accounting Technician	30,018	37,523	48,780	Nonexempt
Revenue Technician				Nonexempt
Code Enforcement Officer				Nonexempt
Crew Leader				Nonexempt
Parks & Grounds Supervisor	31,519	39,399	51,219	Nonexempt
Planning Technician	33,095	41,369	53,780	Nonexempt
Engineering Technician				Nonexempt
Recreation Program Coordinator	36,487	45,609	59,292	
Accountant	38,311	47,889	62,256	Nonexempt
Planner				Nonexempt
Revenue Collector	40,227	50,284	65,369	Exempt
Town Clerk	42,238	52,798	68,637	Nonexempt
Communications Coordinator				Exempt
Public Works Superintendant	44,350	55,438	72,069	Exempt
Contract Administrator				Exempt
Engineering Project Manager	46,568	58,210	75,673	Exempt
Senior Planner				Exempt
	48,897	61,121	79,457	
Assistant Finance Director	51,341	64,176	83,429	Exempt
	53,908	67,385	87,600	Exempt
	56,603	70,754	91,980	Exempt
Parks & Recreation Director	59,434	74,292	96,580	Exempt
HR Director	62,406	78,007	101,409	Exempt
	65,526	81,907	106,479	
	68,802	86,002	111,803	
Planning Director	72,242	90,302	117,393	Exempt
Engineering & PW Director	75,854	94,817	123,262	Exempt
Finance Director	75,854	94,817	123,262	Exempt
Assistant Town Manager	79,646	99,558	129,425	Exempt

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor  
**FROM:** Kelley Southward, Town Clerk  
**DATE:** April 26, 2016



**SUBJECT:** Council to approve Resolution#160426-2 A Resolution to join deferred compensation plan under Internal Revenue Code 457(b) for Public Employees of North Carolina

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### General Information:

As presented by the HR Director during the April 16, 2016 Budget Retreat this resolution is necessary for participation in the state's deferred compensation plan 457(b), which Council members, in addition to staff, are also eligible to contribute.

### Required Actions:

Council Approval

STATE OF NORTH CAROLINA  
TOWN OF INDIAN TRAIL

RESOLUTION #R160426-2



**RESOLUTION TO JOIN DEFERRED COMPENSATION PLAN UNDER INTERNAL REVENUE CODE 457(b) FOR PUBLIC EMPLOYEES OF NORTH CAROLINA**

**WHEREAS**, the Governing Body of the Town of Indian Trail, North Carolina wishes to provide a qualified defined contribution plan to the employees of the Town of Indian Trail; and

**WHEREAS**, the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code §457(b) for public employees of North Carolina which includes members of the Governing Body.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Town of Indian Trail Town Council has adopted the North Carolina Public Employee Deferred Compensation Plan also known as “NC Deferred Comp” under the terms of the Plan Document and the Third-Party Administrator Agreement. All employees shall become eligible to defer compensation immediately.

Adopted this 26 day of April, 2016.

TOWN COUNCIL OF INDIAN TRAIL NORTH CAROLINA

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**Michael Alvarez, Mayor**

Attest:

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Kelley Southward Town Clerk

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor

**FROM:** Kelley Southward, Town Clerk

**DATE:** April 26, 2016

**SUBJECT:** Council consideration to approve By-Laws for a new Economic Development Committee.

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### General Information:

Council previously directed staff to draft By-Laws for a new Economic Development Committee. A draft has been created for Council's consideration.

### Required Actions:

After discussion and making any necessary changes Council may approve or direct staff to make changes and bring back to Council for the May 10<sup>th</sup> meeting. Or, Council may elect to not approve any By-Laws at this time.



## ECONOMIC DEVELOPMENT COMMITTEE

### BY-LAWS

#### I. ESTABLISHMENT

Let it be declared that upon adoption of these By-Laws contained herein the Indian Trail Town Council on the \_\_\_\_ day \_\_\_\_\_ 2016 established an Economic Development Committee (EDC) that shall be an advisory committee to the Town Council in the areas of economic development in the Town of Indian Trail, NC. The EDC shall take direction from Town Council, provide information to Town Council, make recommendations to Town Council, and operate/function in accordance with the provisions contained herein these By-Laws. The EDC is a public body and shall therefore function in full accordance with the North Carolina Open Meetings Law which can be found in Chapter 143, Article 33C of the NC General Statutes.

#### II. PURPOSE

##### Section 1. Mission Statement:

The role of the Indian Trail Economic Development Committee (EDC) is to develop an opportunity-specific and action-oriented plan that fosters business growth and retention in Indian Trail while assisting to repair and expand the Town's infrastructure.

##### Section 2. Broad-Base Goals:

- a) Support all sizes of enterprise in Indian Trail from the small retail & service establishments to large industries;
- b) Ensure that the local investment climate is functional for local businesses;
- c) Encourage the formation of new enterprises and new types of enterprises;
- d) Attract external investment (regionally/nationally/internationally);
- e) Find innovative ways to encourage or require investments in infrastructure systems;
- f) Support business retention and growth;
- g) Identify/target areas in Town for business regeneration and/or growth through the establishment of an area based initiatives plan;
- h) Discover ways to support newly emerging/informal/non-traditional businesses; and
- i) Improve Indian Trail's economic competitiveness to retain jobs and improve incomes.

#### III. APPOINTMENT & TERMS

##### Section 1. Voting Members:

All members shall be appointed by Town Council in accordance with the current adopted Indian Trail Board & Committee Appointment Policy. The EDC shall consist of at least five (5) but no more than seven (7) voting members. One member must be a resident of Indian

Trail and ideally another member should be an Indian Trail resident that also owns and operates an Indian Trail Business. The remaining three (3) to five (5) members should all be Indian Trail business owners (no managers unless the manager is also the business owner).

Section 2. Terms of Voting Members:

Terms shall be three (3) year staggered terms that begin July 1<sup>st</sup> and expire June 30<sup>th</sup>. In order to reach the staggered terms the initial terms shall be as follows:

- Seat #1 initial term 3-years ending June 30, 2019 (2<sup>nd</sup> term 3-years ending 2022)
- Seat #2 initial term 2-years ending June 30, 2018 (2<sup>nd</sup> term 3-years ending 2021)
- Seat #3 initial term 1-year ending June 30, 2017 (2<sup>nd</sup> term 3-years ending 2020)
- Seat #4 initial term 3-years ending June 30, 2019 (2<sup>nd</sup> term 3-years ending 2022)
- Seat #5 initial term 2-years ending June 30, 2018 (2<sup>nd</sup> term 3-years ending 2021)
- Seat #6 initial term 1-year ending June 30, 2017 (2<sup>nd</sup> term 3-years ending 2020)
- Seat #7 initial term 3-years ending June 30, 2019 (2<sup>nd</sup> term 3-years ending 2022)

Section 3. Ex-officio Members:

Ex-officio members will not vote and their attendance shall not be considered in determining a quorum. Ex-officio members are encouraged to participate in discussion at meetings and assist with other aspects of the EDC. There shall be three (3) ex-officio (non-voting) members of the EDC. The Town Manager (or the Assistant Town Manager may be designated to serve in the his/her place) shall be an ex-officio member of the EDC and may engage staff support as he/she deems necessary. The Director of the Monroe-Union County Economic Development Director or his/her designee shall be an Ex-officio member. Town Council shall appoint one of their own members to be the third Ex-officio member who shall also be a liaison between Town Council and the EDC. The Town Council Ex-officio appointment shall be for one (1) year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>; Council may reappoint or make a new appointment during their first meeting in July each year upon nomination and vote.

Section 4. Vacancies:

Vacancies occurring in the middle of an unexpired term shall be filled in accordance with the current/adopted Board & Committee Appointment Policy of the Town for such vacancies.

**IV. OFFICERS**

Section 1. Officers Required:

The officers of the EDC shall consist of a Chairperson, a Vice Chairperson and a Secretary. All officers shall be voting members.

Section 2. Chairperson

The Chairperson shall be elected by a majority vote of the membership of the EDC from among its members. The term of the Chairperson shall be for one (1) year and until a successor is elected, beginning with the first regular meeting in January of each calendar year. The Chairperson shall be eligible for reelection without limitation.

The Chairperson shall have the right to vote on all matters before the EDC unless excused in accordance with NC General Statutes with regard to conflicts of interest (as is the case with any voting member see Part VI of this document). Unless absent or excused, the Chairperson shall chair each meeting of the EDC. The Chairperson shall decide upon all points of order and procedure unless otherwise directed by a majority of the EDC in session at the time.

### Section 3. Vice Chairperson

A Vice Chairperson shall be elected from among the members in the same manner and for the same term as the Chairperson. The Vice Chairperson shall serve as Acting Chairperson in the absence of the Chairperson and in such capacity, shall have the same powers and duties as the Chairperson. Should both the Chairperson and Vice Chairperson not be in attendance at a meeting but a quorum of voting members present those voting members should call the meeting to order and as the first order of business elect one of their own to Chair that meeting.

### Section 4. Secretary

A Secretary shall be elected from among the members in the same manner and for the same term as Chairperson and Vice Chairman. The Secretary should be responsible for drafting and keeping the minutes of all EDC meetings (with the exception of Closed Session proceedings see Part V, Section 2 below). At a minimum the minutes shall include the date, time, location, those present and action taken (i.e. recommendations made to Town Council) for all EDC meetings. The Secretary may elect to use an audio recording device to record meetings and then assist in the drafting of the minutes.

## **V. MEETINGS**

### Section 1. Open Meetings Law

As previously stated, the Indian Trail Economic Development Committee is a public body that is subject to the North Carolina Open Meetings Law meaning that all meetings are open to the public and should be duly notified and minutes of proceedings should be kept (see Chapter 143, Article 33C of the NC General Statutes for details of the Open Meetings Law).

### Section 2. Closed Sessions

There may be times when the EDC may need to discuss specific economic development projects and therefore shall need to meet in Closed Session, which is an exception of the Open Meetings Law; provisions for meeting in Closed Session can be found in NC General Statutes 143-318.11. The Town Manager, in consultation with the Town's legal counsel, shall recommend when the EDC meets in Closed Session and shall be responsible for adherence to all laws regarding Closed Session. The Town Manager shall be responsible for creating and keeping the minutes of Closed Sessions. A Closed Session will always begin in open Session of a meeting; the EDC must vote to enter Closed Session pursuant to the applicable sub-section of N.C.G.S 143-318.11

### Section 3. Meeting Types

- a) **Regular Meetings** of the EDC shall be held monthly. Upon initial appointment of members the Town Manager should organize the first meeting and supply the date,

time and location of that first meeting to the Town Clerk within 48 hours of that meeting (excluding weekends and holidays) so that the Town Clerk can provide proper notice of the initial meeting. The first order of business on the initial meeting agenda should be to elect officers and the second order of business shall be for the EDC to select a normal monthly meeting day/time/location (for example the 3<sup>rd</sup> Tuesday of the month at 7pm). The Town Manager should notify the Town Clerk of the normal meeting day/time/location selected by the EDC so that proper notice of EDC regular meetings can be disseminated. Should the EDC ever wish to change the date/time/location of Regular Meetings after establishment Regular Meetings such should appear as an item on an EDC Regular Meeting agenda for vote and action by the EDC. The Town Clerk should be notified of any changes in the Regular Meeting day/time/location.

- b) **Special Meetings** of the EDC shall either be voted upon in Open Session of a properly noticed meeting (normally a Regular Meeting) or may be called by the Chairperson (or Vice Chairperson if the Chairperson is unavailable or incapacitated) by signing a Special Meeting Call Notice within 48 hours of the Special Meeting (excluding weekends and holidays). The Chairperson shall notify all EDC members of any Special/Called Meeting. Only those items for which the special meeting was scheduled may be discussed. The Town Clerk shall be notified of any Special Meeting that is called by the Chairperson within 48 hours of the Special Meeting in order to give proper public notification.

#### Section 4. Quorum

A Quorum of the EDC shall be required to open any meeting and to conduct business. A quorum shall be a majority of seated voting members (i.e. if there are only 5 voting member seats fill a quorum shall consist of 3 members present; if there are 6 or 7 voting member seats filled then a quorum shall consist of 4 members).

#### Section 5. Meeting Attendance

Attendance is essential for a successful EDC. Excluding extenuating circumstances any member who fails to attend at least 75% of Regular and Special EDC meetings in any one-year period shall be subject to be removed from the EDC by Town Council. The Chairperson is responsible to report any member who fails to attend 75% of meetings to Town Council.

#### Section 6. Agenda/Order of Business

All meetings shall be open to the public. The order of business at meetings shall generally be as follows:

- a) Call to Order/Declare a Quorum/Roll Call
- b) Pledge
- c) Approval/Adjustment of Minutes
- d) Old Business
- e) New Business
- f) Adjournment

The Chairperson shall set the agenda for meetings and may amend the order of business at the time of setting the agenda or during Open Session of the meeting. Agendas and any supporting documentation shall be distributed to members as soon as reasonably possible prior to a meeting. However, it should be noted that agendas are not statutorily required but strongly encouraged to be used on a regular basis. The absence of a prepared agenda or not disbursing timely in no way constitutes the canceling of a meeting.

#### Section 7. Motions and Voting

All motion shall be clearly stated by the member making the motion. All motions shall require a second in order to be put to a vote. Any motion that does not receive a second shall die due to lack of a second. Voting, at the discretion of the Chairperson, shall be by voice or show of hands; the majority shall rule in the passing/failing of a vote. It is the duty of all EDC members present at a meeting to vote on all issues coming before the EDC unless a member has been excused by a vote of the EDC to abstain from voting because the member being excused as a conflict of interest prescribed by those specific instances noted in NC General Statutes. Any non-excused member who abstains from voting shall be counted as having cast an affirmative vote (i.e. a “yes” or “aye” or the like). After a vote, the Chairperson shall be responsible for clearly stating if the motion passed or failed and by what ratio.

### VI. RULES OF CONDUCT FOR MEMBERS/CONFLICTS OF INTEREST

#### Section 1. Influence/Intimidation

No member of the EDC shall seek to influence any decision of any other member through means of intimidation of any kind.

#### Section 2. Conflicts of Interest

No member of the EDC shall participate in any action or cast a vote involving any matter that is before the EDC which may result in a private benefit to themselves, their immediate relatives or their business interest. A member may be excused from voting (by a vote of the EDC) on a particular issue under the following circumstances:

- a) If the member has a direct financial interest in the outcome of the matter at hand;
- b) If the matter at hand involves a business entity in which the member is an officer or director; or
- c) If the matter at hand involves the member’s own official conduct.

If an EDC member determines that he/she may have a conflict of interest on a particular issue, he/she shall disclose the nature of such conflict and request to be excused from deliberating and voting on the issue related to the conflict. The remaining EDC members, by a majority vote, shall determine if such conflict exists or not. If a member is excused from voting, he/she shall leave the meeting table and not participate in any further discussion on the matter. In no instance may a member be excused from voting merely due to an unwillingness to vote on the issue at hand and where no conflict of interest is found to exist. A challenge to the existence of a conflict of interest or challenge of an undisclosed conflict of interest may be filed by any member of the EDC.

Any Challenge made to the EDC shall be supported by competent evidence and shall be submitted at a properly convene meeting of the EDC. The EDC shall hear all evidence. In order to find that a member does have a conflict of interest, a majority vote of the remaining members shall be required.

VII. ADOPTION AND AMENDMENTS

These rules shall at all times be consistent with all other ordinances of the Town of Indian Trail and the State of North Carolina. These By-Laws, within the limits allowed by law, may be emended by Town Council at their discretion with our without a recommendation by the EDC.

Adopted this the \_\_\_\_ day of \_\_\_\_\_ 2016.

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

Attest:

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



# Memo

**To:** Mayor and Town Council  
**From:** Staff  
**Date:** April 19, 2016  
**RE:** Council Consideration to approve an outline for holding Town Hall Meetings once per quarter

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**History:** Upon being sworn-in to office on December 8<sup>th</sup>, 2015 Councilman Mark Wireman proposed to hold "Town Hall Meetings" where residents could be made informed about what is happening in Indian Trail, ask questions and be provided responses.

**Proposal:** Upon further discussion with Councilman Wireman staff has deduced that these meetings should differ from Town Council meetings in that:

- (1) Town Hall Meetings would not be official meetings as there would be no quorum of Town Council present but rather only one or two Council Members present (ideally 2) along with the Town Manager and some department heads or other key staff and/or law enforcement representatives;
- (2) These meetings would be held only once per quarter;
- (3) Meetings would be held on Thursday evenings (7pm to 8pm) or Saturday mornings (10am to 11am);
- (4) An effort would be made to hold the meetings at different venues around town to make them more easily accessible to a wider variety of residents; and
- (5) The Meetings should be held to about an hour and begin with a 15-20 minute update from Town Officials about what is going on in Town. Then, the floor would be opened to residents so that there could be open back-and-forth discussion between Town Officials and the residents of Indian Trail. If officials did not have the information to answer questions, residents names and contact information would be sought so that the matter could be researched and an answer provided to the resident as soon as possible.

**Initial Meeting:** Staff proposes to Town Council that the first Town Hall Meeting forum be held on Thursday, May 26, 2016 at the Town's Civic Building (to gauge how large a venue should be sought in other areas of Town) from 7:00 PM to 8:00 PM.

**Remaining 2016 Meetings:** In keeping with that quarterly trend (above) the remaining 2016 meetings could be held on a Saturday morning in August and a Thursday evening in November. Staff would make efforts to secure other venues at different locations in town for the 3<sup>rd</sup> and 4<sup>th</sup> quarter meetings.

**Participation:** The thought is for Council members to volunteer to be the elected official representatives at each meeting (no more than 2 at each meeting)

**Required Action:** Council should make adjustments as they see necessary and approve so that staff can move forward in scheduling the meetings and notifying the public.

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor  
**FROM:** Scott J. Kaufhold, P.E., Town Manager  
**DATE:** April 26, 2016  
**SUBJECT:** 2016 Resurfacing Contract – Bid Results

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### Background Information:

Staff will hold a formal bid opening for the 2016 Resurfacing Contract, 505-2016-001, on Thursday, April 22, 2016. The bid tab information will be provided to Council following review by staff.

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor  
**FROM:** Scott J. Kaufhold, P.E., Town Manager  
**DATE:** April 26, 2016  
**SUBJECT:** Operational and Fiscal Review Phases II Fee Proposal

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### **General Information:**

Phase I of the Operational and Fiscal Review is complete. The recommended approach, approved by Council, was divided into three phases. Staff recommends proceeding with Phase II.

### **Required Actions:**

Council Approval

### **Attachment:**

Barker and Jones Fee Proposal

## Proposed Scope of Work Engagement Phase II and Phase III

4/4/2016

The following is the initial proposed task outline. Barker Jones is now proposing to move forward by combining Phases II and III, because sufficient information has been collected to begin detailed review of the issues identified in Phase I.

### Task Category

<b>Phase I:</b>	<b>Time Estimate</b>
<b>Project Initiation Meeting, Issue Identification, Initial Council and Staff Interviews:</b>	<b>40 Hours</b>
<b>Initial Risk Assessment Report Preparation and Presentation to Council and Phase II Planning.</b>	<b>10 Hours</b>
<hr/>	
<b>Total Phase I:</b>	<b>\$12,000</b>
<b>Phase II:</b>	
<b>Document review with City appointed Staff based on Risk Assessment and Council/Staff Direction:</b>	<b>120 Hours</b>
<b>Report Preparation and Presentation and Phase III Task Determination</b>	<b>20 Hours</b>
<b>Travel Time and Expense Estimate</b>	<b>\$ 4,000</b>
<hr/>	
<b>Total Phase II Not to Exceed</b>	<b>\$32,000</b>

### **Projects and Contracts to be evaluated:**

Based on discussions held with both Council Members and staff, the following projects and activities will be evaluated in Phase II to collect and determine capital ordinances adopted, amount and source of funds allocated to date, funds expended to date, procurement activity evaluated, obligations and or plans that have been made and not yet funded:

- Chestnut Square Park infrastructure and equipment
- Chestnut Parkway Extension
- Crooked Creek Park infrastructure and equipment
- Municipal Complex
- Carolina Courts
- Waste Pro Contract

### **Fund Balance**

- Examination of restrictions of each fund by resolution or ordinance
- Obligations of fund balances projected
- Options

### **Debt and debt service evaluation**

### **Capital Reserve Fund evaluation**

### **Personnel matters to be examined**

- Employee Handbook
- Evaluation Policy and evaluations conducted
- Employee pay and raises over the past 3 years
- Employee turnover rate to be determined to provide a mark against which to measure future progress in maintaining a stable workforce

### **Policies and procedures inventory**

Certain policies exist that require updating and other policies and procedures should be developed both to assure that the town staff understand what the rules of procedure are and so that activities can be monitored against the rules and regulations. An evaluation of this matter will be outlined.

### **Government structure**

The government organizational and operational structure should be evaluated to give the Council and lead management staff the opportunity to examine structure options. The staff management team has expressed an interest in having more interaction with

the Council in workshops or meetings. Any changes to operations that the Council wishes to make should be evaluated and determined.

**Government culture and tone at the top**

Determine the environment that the Council and Interim Manager want to create within the organization and develop a plan to obtain the culture that reflects the values identified.

**Data collection and review**

Obtain Financial Statements of similar size governments and operations to compare staffing counts and annual expenditures.

Additional communication information.

Agreement to proceed as outlined:

*Barker Jones & Co.*

\_\_\_\_\_ 4/8/2016

Barker Jones & Co. Date

\_\_\_\_\_

Town of Indian Trail Date

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor

**FROM:** Scott J. Kaufhold, P.E., Town Manager

**DATE:** April 26, 2016

**SUBJECT:** Council Consideration of Selecting Outside Counsel for Review of Operational & Fiscal Review Phase I

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### General Information:

Staff recommends obtaining outside counsel to provide legal opinion.

### Required Actions:

Council Approval

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor  
**FROM:** Finance Director Wojtowicz  
**DATE:** April 26, 2016

*WJW*



**SUBJECT:** Completion of Capital Project- Unionville/IT Road Sidewalk

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**General Information:** Please be advised that the above named project has been successfully completed. The project was budgeted for \$1,237,615 and expenses came in at \$893,771 (leaving a surplus to budget of \$347,854).

**Required Actions:** Council approval

**Attachment:** Project spreadsheet reflecting project costs & associated budget

STATE OF NORTH CAROLINA  
TOWN OF INDIAN TRAIL

ORDINANCE #O150512-212

**AN ORDINANCE AMENDING THE CAPITAL PROJECT ORDINANCE FOR C-4957 B UNIONVILLE INDIAN TRAIL ROAD SIDEWALK IMPROVMENTS**

**WHEREAS**, the Town of Indian Trail desires to promote pedestrian activity in the Town and to provide for more connections to facilities throughout the Town; and

**WHEREAS**, certain grant funding to accomplish this goal is available and has been approved for the Town of Indian Trail,

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

**SECTION 1.** The project authorized is the construction of a sidewalk, providing for pedestrian activities, financed by a Federal Grant and Powell Bill Funds, to be commonly known as the C-4957 B Unionville Indian Trail Road Sidewalk Improvements.

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

**SECTION 3.** The following amounts are appropriated for this project:

	Current Budget	Revised Budget
Construction	\$1,025,942.23	\$1,025,942.23
Construction Engineering Inspection Services	\$201,672.80	\$211,672.80
Total Appropriations	<u>\$1,227,615.03</u>	<u>\$1,237,615.03</u> 10,000

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

	Current Budget	Revised Budget
Federal Grant	\$509,776.00	\$509,776.00
20% Matching Funds (Powell Bill)	\$127,444.00	\$127,444.00
Powell Bill Fund	\$590,395.03	\$600,395.03
Total Estimated Revenues	<u>\$1,227,615.03</u>	<u>\$1,237,615.03</u> 10,000

**SECTION 5.** The Finance Director is hereby directed to maintain within the capital project fund sufficient detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Capital Project: Unionville-Indian Trail Sidewalk

Vendor	PO#	Description	Check #	Check Date	Check Amount	Budgeted Balance
Boggs Paving	3-001067	Pay App #1	2536	9/11/2013	\$ (115,926.23)	\$ 1,121,688.80
Boggs Paving	3-001067	Pay App #2	2547	9/24/2013	\$ (99,670.68)	\$ 1,022,018.12
Boggs Paving	3-001067	Pay App #3	2557	10/23/2013	\$ (102,175.06)	\$ 919,843.06
Boggs Paving	3-001067	Pay App #4	2567	12/3/2013	\$ (153,104.04)	\$ 766,739.02
Boggs Paving	3-001067	Pay App #5	2579	1/30/2014	\$ (85,981.89)	\$ 680,757.13
Boggs Paving	3-001067	Pay App #6,7,8	2625	8/11/2014	\$ (13,240.48)	\$ 667,516.65
Boggs Paving	3-001067	Final Payment	2799	12/17/2015	\$ (112,000.00)	\$ 555,516.65
Alley, Williams, Carmen, & King	3-001068	Inv#3614	2491	6/5/2013	\$ (6,131.56)	\$ 549,385.09
Alley, Williams, Carmen, & King	3-001068	Inv#3631	2514	8/6/2013	\$ (1,067.28)	\$ 548,317.81
Alley, Williams, Carmen, & King	3-001068	Inv#3639	2521	8/14/2013	\$ (16,416.00)	\$ 531,901.81
Alley, Williams, Carmen, & King	3-001068	Inv#3649	2531	9/11/2013	\$ (23,064.31)	\$ 508,837.50
Alley, Williams, Carmen, & King	3-001068	Inv#3659	2550	10/9/2013	\$ (24,400.46)	\$ 484,437.04
Alley, Williams, Carmen, & King	3-001068	Inv#3660	2554	11/20/2013	\$ (35,355.90)	\$ 449,081.14
Alley, Williams, Carmen, & King	3-001068	Inv#3670	2571	12/18/2013	\$ (30,645.07)	\$ 418,436.07
Alley, Williams, Carmen, & King	3-001068	Inv#3676	2577	1/14/2014	\$ (8,981.40)	\$ 409,454.67
Alley, Williams, Carmen, & King	3-001068	Inv#3677	2583	2/19/2014	\$ (4,238.54)	\$ 405,216.13
Alley, Williams, Carmen, & King	3-001068	Inv#3688	5039	3/19/2014	\$ (4,233.65)	\$ 400,982.48
Alley, Williams, Carmen, & King	3-001068	Inv#3694	5103	4/8/2014	\$ (16,329.09)	\$ 384,653.39
Alley, Williams, Carmen, & King	3-001068	Inv#3708	2602	5/22/2014	\$ (12,176.92)	\$ 372,476.47
Alley, Williams, Carmen, & King	3-001068	Inv#3720	2608	6/11/2014	\$ (7,288.29)	\$ 365,188.18
Alley, Williams, Carmen, & King	3-001068	Inv#3729	2616	7/6/2014	\$ (2,129.46)	\$ 363,058.72
Alley, Williams, Carmen, & King	3-001068	Inv#3738	2626	8/13/2014	\$ (165.11)	\$ 362,893.61
Alley, Williams, Carmen, & King	3-001068	Inv#3757	2647	10/14/2014	\$ (1,042.98)	\$ 361,850.63
Alley, Williams, Carmen, & King	3-001068	Inv#3769	2657	11/20/2014	\$ (1,042.98)	\$ 360,807.65
Alley, Williams, Carmen, & King	3-001068	Inv#3775	2665	12/3/2014	\$ (369.61)	\$ 360,438.04
Alley, Williams, Carmen, & King	3-001068	Inv#3791	2676	1/14/2015	\$ (422.41)	\$ 360,015.63
Alley, Williams, Carmen, & King	3-001068	Inv#3886	2803	12/30/2015	\$ (2,359.50)	\$ 357,656.13
Alley, Williams, Carmen, & King	5-001134	Inv#3849	2766	8/20/2015	\$ (6,396.00)	\$ 351,260.13
Alley, Williams, Carmen, & King	5-001134	Inv#3865	2772	9/23/2015	\$ (2,548.00)	\$ 348,712.13
Alley, Williams, Carmen, & King	5-001134	Inv#3889	2776	10/7/2015	\$ (858.00)	\$ 347,854.13
					\$ (889,760.90)	

Budgeted \$ 1,237,615.03

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor

**FROM:** Finance Director Wojtowicz

**DATE:** April 26, 2016

**SUBJECT:** Completion of Capital Project- Chestnut Parkway Extention - Phase 1

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*WJ*

**General Information:** Please be advised that the above named project has been successfully completed. The project was budgeted for \$1,861,890 and expenses came in at \$1,833,618 (leaving a surplus to budget of \$28,272).

**Required Actions:** Council approval

**Attachment:** Project spreadsheet reflecting project costs & associated budget

**CHESTNUT PARKWAY EXTENSION RECAP**

**CPO A/O DEC 14**

**Uses**

Construction	Devere	\$	1,415,528
Construction	JD Goodrum	\$	47,785
Fee for Performance Bond	BB&T	\$	2,200
Mitigation Fee	NCDENR	\$	51,377
Engineering Services	Barnard Eng	\$	45,000
Right-of-Way	Land Owners	\$	300,000
		\$	<u>1,861,890</u>

**Sources**

Street Bonds	\$	1,272,290
Transportation Imp Fund	\$	587,400
Powell Bill	\$	2,200
	\$	<u>1,861,890</u>

	Budget	Chestnut Extension PTD Expenses	Remaining
DeVere	828,128.00	536,468.65	291,659.35
Goodrum	47,785.00	46,104.71	1,680.29
NCDENR	51,377.00	51,376.50	0.50
Right of Way	300,000.00	300,000.00	-
Barnard	45,000.00	42,691.69	2,308.31
	\$ <u>1,272,290</u>	\$ <u>976,642</u>	\$ <u>295,648</u>

Chestnut Parkway Exention- Phase 1- Completion

\$

Construction:

Payments to DeVere Construction & JD Goodrum Corp 1,490,926

Design:

Payments to Barnard Engineering 42,692

Right of way

Payment to Jann L Snyder RVOC Living Trust 150,000

Payment to Allison & Scott Garner 150,000

Total Expenditures 1,833,618

# Town of Indian Trail

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## Memo

**TO:** Town Council and Mayor  
**FROM:** Finance Director Wojtowicz  
**DATE:** April 26, 2016  
**SUBJECT:** Completion of Capital Project- Chestnut Square Park



WJ

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**General Information:** Please be advised that the above named project has been successfully completed. The project was budgeted for \$5,283,913 and expenses came in at \$4,978,202 (leaving a surplus to budget of \$305,711).

**Required Actions:** Council approval

**Attachment:** Project spreadsheet reflecting project costs & associated budget

**CHESTNUT SQUARE PARK RECAP**

**CPO A/O DEC 14**

**Uses**

Construction	Blythe	\$ 2,860,000
Construction	J D Goodrum	\$ 2,274,413
Design	Site Solutions	\$ 124,500
Donation	Preventech	\$ 25,000
		<u>\$ 5,283,913</u>

**Sources**

Street Bonds	\$ 700,000
Powell Bill	\$ 710,000
Stormwater Fund	\$ 596,500
General Fund	\$ 881,413
Capital Reserve Fund	\$ 611,000
Park Bonds	\$ 1,500,000
Transportation Imp Fund	\$ 60,000
Private Donation	\$ 25,000
Park Fund	\$ 200,000
	<u>\$ 5,283,913</u>

	Chestnut Square Budget	PTD Expenses	Remaining
Blythe	↓ 700,000.00	679,696.58	20,303.42
	<u>\$ 700,000</u>	<u>\$ 679,697</u>	<u>\$ 20,303</u>

Chestnut Square Park- Completion

\$

Construction:

Payments to JD Goodrum Corp

2,211,532

Payments to Blythe Contracting

2,693,265

Design:

Payments to Site Solutions

74,694

Total Expenditures

4,978,202

# TOWN OF INDIAN TRAIL AGENDA ITEM REQUEST FORM

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

Submitted By: Mayor Pro Tem David Cohn Department: Council

Contact Phone # (\_\_\_\_) \_\_\_\_\_ Date Submitted 4/18/2016

Date of Town Council Meeting to consider this item: 4/26/2016

Please indicate how much time you expect this matter to take: 5 min

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

Amend Board/Committee Appointment Policy, Section II (A) so that only residents are eligible to serve and Section II (H) to un-mandate Council from advancing Alternate members to Regular Member seats.

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

David Cohn

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

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

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

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

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

What action is requested of the Council? approve amended policy

What action is requested of the Manager? none

Are Town funds required? Yes-/ No \$ \_\_\_\_\_ Funding Source \_\_\_\_\_

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



## **APPOINTMENT POLICY**

### **SECTION I: SCOPE:**

This Policy serves to provide procedures for the acceptance of names, interview process, selection, and appointment of citizens interested in serving on Boards and Committees which are appointed by the Town Council. This Policy is in place to assist the Town Council in making informed choices for Boards/Committees.

### **SECTION II: GENERAL:**

- A. RESIDENCY: No person shall be eligible to apply for board/committee seats unless he/she is a ~~property owner or~~ resident of the Town, with the exception of the ~~Business Owner's Advisory~~ **Economic Development** Committee (**see By-Laws for details**) and the ABC Board (**per NC General Statutes**). Ex-officio members are exempt from the residency requirement.
- B. PUBLIC NOTICE OF OPENINGS: There will be a public notice of board/committee seats which are being appointed posted in at least two (2) public places, and inserted in the local newspaper before April 1st (Boards & Committees) of each year. This notice will include both vacant and expiring positions.
- C. SUBMISSION OF CANDIDACY IN WRITING: Interested citizens must submit their candidacy by filing a Committee Appointment Application with the Town Clerk no later than May 1st (Boards & Committees) in order to be considered. The application is available at the Town Clerk's Office or at [www.indiantrail.org](http://www.indiantrail.org). Current members seeking reappointment and Alternates who desire to be appointed as regular members must also apply in writing.
- D. DATE OF APPOINTMENT: Appointments will be made at a Council meeting before July 1st for Boards & Committees.
- E. RE-ADVERTISING: If all positions are not filled at that time, the Town Clerk may re-advertise for citizens to fill the empty positions.
- F. EMPTY POSITIONS: If empty positions still remain, these positions

may be filled by the Town Council at any time during the year, following the procedures as outlined in A - C above. The time frames shall allow for a minimum of two weeks posting for filing.

- G. UNEXPIRED TERMS: If the Board/Committee intends to make appointments to fill unexpired terms, created by vacancies, as expeditiously as possible. The Board/Committee recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board/Committee shall make every effort to make appointments during the month for which they are due. In an effort to expedite the filling of an early vacated seat, the Town Council may consider any applications currently on-file at the Clerk's Office for appointment without following procedure A - C above only after announcing the vacancies at a Council meeting and advertising said vacancies on the Town Website not less than a two week period.
- H. PROMOTION OF ALTERNATE MEMBERS: Alternate members are appointed to Boards/Committees to serve if a regular member is unable to take his/her seat. Alternate positions are an excellent method of allowing a citizen to become familiar with the requirements of the Board/Committee, and to gauge his/her ability to assume regular membership. It also gives the Town Council an opportunity to assess the citizen's qualifications to serve as a regular member. Whenever feasible, **if an Alternate has been seated for at least twelve (12) months, and if the Board/Committee Chair recommends that an Alternate be promoted to a full position, the Council shall may make this appointment. (revised 6-24-2014)**
- I. LIMITATION: **It is Council's goal to engage as many citizens as possible. If any one person could serve on every Board/Committee it would limit the opportunity for other citizens to serve. Therefore, no one person shall be appointed to serve on more than two (2) Boards and/or Committees at the same time (i.e. a citizen may only serve on one Board and one Committee at one time; or on two Boards at one time; or on two Committees at one time). The only exception to this is that because the Planning Board's membership also sites as the Tree Advisory Board (per ordinance) these members may be appointed to one additional Board or Committee if properly applied for and appointed by Council as prescribed herein. (revised 12-08-2015/1-12-2016)**

### **SECTION III: APPOINTMENT PROCEDURE:**

- A. BOARD MEMBER APPOINTMENT (Planning Board, Board of Adjustment and ABC Board):
1. All applicants interested in serving on a Board will need to have the recommendation or non-recommendation from the Board Chair upon their review of applicant's information. It is also recommended that

they attend at least one Committee meeting before being considered by the Town Council.

2. New Board applicants shall be interviewed by the Town Council. Reapplying members will only be interviewed upon request of Town Council.

B. COMMITTEE MEMBER APPOINTMENT:

3. Any citizen interested in serving on a Committee must be interviewed by the Committee Chair and/or the Staff Liaison the first time he/she applies for the Committee. It is also recommended that they attend at least one Committee meeting before being considered by the Town Council. **(revised 6-24-2014)**
4. The application will be submitted to the Town Council for review. The Town Council will be provided contact information for the applicant. The Town Council members may contact the applicant if they have any questions for the applicant. The applicant's application will be placed on the agenda for appointment.
5. Once placed on the agenda, the applicant will need to be nominated by a member of Town Council for consideration and a recorded vote will be taken for each nomination.

C. FACTORS FOR CONSIDERATION:

1. **CURRENT MEMBERS** - It is expected that regular members who are performing satisfactorily be reappointed. In determining performance, the Chair and Staff Liaison may consider the following, both for regular members seeking reappointment and alternates seeking regular appointment:
  - a. Attendance: It is expected that the members understand the commitment required and attend meetings. Members which have more than three (3) unexcused absences should not be considered for reappointment. Members which have more than 20% or six (6) excused absences (whichever is less) should not be considered for reappointment as regular members. Extenuating circumstances may be considered.
  - b. Effort: Members who have not become knowledgeable about their duties, or who have failed to comply with State law or Town ordinances should not be considered for reappointment.
  - c. Attitude: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the

Committee, or with other Town officials should not be considered for reappointment.

2. NEW MEMBERS - Criteria Considered

- a. Service on other Board/Committee: Candidates who have served on other Committees and performed well.
  - b. Background: Education, experience, business, professional, or occupation which qualifies him/her for serving on the Committee.
  - c. Commitment: Effort should be taken to verify that the candidate is aware of the time commitment and any other factors in the appointment.
  - d. Potential Conflict of Interest: Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.
- D. NOTIFICATION OF ACCEPTED MEMBERS: Candidates who have been appointed should be notified by the Town Clerk within two business days.
- E. NOTIFICATION OF REJECTED MEMBERS/CITIZENS: Candidates who have been rejected should be notified in writing within two business days by the Town Clerk.
- F. SWEARING IN: Candidates who have been appointed must be sworn in by a Notary Public at the next scheduled Board/Committee meeting.

**SECTION IV: AMENDMENT PROCEDURE:**

This Policy may, from time to time, be amended by a majority vote of the Town Council at a regularly scheduled Council meeting.

**SECTION V: EFFECTIVE DATE:**

This Policy shall take effect immediately following a majority vote of the Town Council at a regularly scheduled Council meeting.

**REVISION ADOPTED JANUARY 12, 2016**

(SEAL)

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

Attest:

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

# TOWN OF INDIAN TRAIL AGENDA ITEM REQUEST FORM

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

Submitted By: GORDON B. DANIELS Department: \_\_\_\_\_

Contact Phone # (704) 907-1688 Date Submitted 4-20-16

Date of Town Council Meeting to consider this item: 4-26-16

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

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

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

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

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

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

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

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

What action is requested of the Council? Advertisement of Public Hearing

What action is requested of the Manager? \_\_\_\_\_

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

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

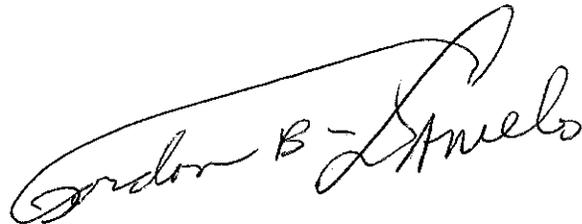
**Council to Scheduled and Advertise a Public Hearing at the May 10th Council Meeting to Get Public Input on Decreasing our Indian Trail Tax Rate from 18.5 cents to 17.5 cents due to having a total of \$32 Million in cash in our Town Fund Balance on Dec 31st and residents and businesses deserve a tax decrease with these excessive amount of accumulated funds.**

On December 31st, 2015, the Town submitted a report to the state that we have approximately \$32 million total funds. These are taxpayer funds and this excess amount of accumulated funds should be given back to the taxpayers in Indian Trail in the form of a tax decrease of 1cent. This would drop our tax burden on residents and businesses from 18.5 cents to 17.5 cents.

In discussing this topic and state statutes with the NC School of Government they confirmed that this is the appropriate time to consider decreasing of tax rate.

If this impacts our budget in a negative fashion then we need to tighten our fiscal belts and right size our spending. The Town's taxpayers deserve to get a tax decrease and receive some of this \$32 Million in accumulated funds back.

On May 10th, 2016, I believe Town residents should be able to have direct input into the decision whether to decrease our taxes and the Mayor and Council should be transparent about this discussion.

A handwritten signature in black ink, reading "Gordon B. Daniels". The signature is written in a cursive style with a large, sweeping initial "G" and "D".

# TOWN OF INDIAN TRAIL AGENDA ITEM REQUEST FORM

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Submitted By: GORDON B. DANIELS Department: \_\_\_\_\_

Contact Phone # (704) 907-1688 Date Submitted 4-20-16

Date of Town Council Meeting to consider this item: 4-26-16

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

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

SEE ATTACHED

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

GORDON B. DANIELS, COUNCIL MEMBER

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

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

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

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

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

What action is requested of the Council? See tribute requested document

What action is requested of the Manager? \_\_\_\_\_

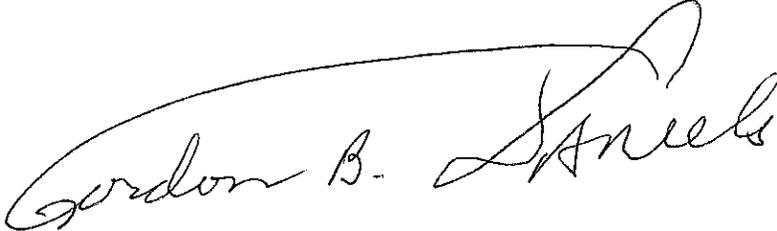
Are Town funds required? Yes / No \$ \_\_\_\_\_ Funding Source \_\_\_\_\_

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

## **BUSINESS ITEM**

**Council consideration that a Town Hall Exterior Design with a Cupola was Approved by the Mayor and Town Council on November 25th, 2014. My understanding is that a Cupola has now been removed from the Town Hall Exterior Design. Town staff indicated they would only make changes to the interior of the building. Please have the Town Manager distribute documentation to the Mayor and Town Council before the April 26th Council meeting that shows that Mayor and Town Council officially voted to remove this exterior feature from the previously Council approved exterior design and any communications with Creech giving them direction on removing the Cupola.**

On November 25, 2014, the Town Council heard a presentation from Creech & Associates on the exterior design of the Town Hall Building. The exterior design included a Cupola that sits on the top of the Town Hall building. These aesthetic features are found on just about every Town Hall or City Hall building. The Town Council voted to approve the exterior design that included a Cupola.



Gordon B. Snick