

MANAGER' REPORT

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 11/09/18
Subject: Manager's Report



BOARDS & COMMITTEES (Council & staff)

- ✚ **CRTPO/MPO/TCC:**
 - Councilmember Morse attended the last MPO meeting.
 - Councilmember McIntyre completed required training.
 - Engineering attended the CRTPO/TCC meeting.
- ✚ **Planning Board:** Meeting is scheduled for 11/20/2018 (2 cases: Lawyers Rd. & Park Meadows CZ.)
- ✚ **Storm-water Committee:** Met at 6:00 P.M. on 11/08/18 & Chaired by Councilmember Mrs. Howe.
- ✚ **Transportation:** No meeting. No Quorum.
- ✚ **Board of Adjustment:** No meeting. No Quorum.
- ✚ **ABC:** Town Council attended.
- ✚ **Parks & Rec:** Meeting was held at 6:00 P.M. on 11/07/18.
- ✚ **Public Safety Committee:** No meeting. No Quorum.

BONDS & CONTRACT (Todd Huntsinger)

- ✚ **Bonds:**
 - **Lidl Grocery Store:** All bond submittal forms have been signed off on.
 - **H & H Homes:** Received bond estimates & applications. Evaluation is in progress. Awaiting PW bonds & fees. Bond estimates approved.
 - **Bonterra Phase 4 (Map 2):** Received bond estimate. Awaiting application & fees.
 - **Preventech:** Letter was received from bonding co. extending the exist. BMP bond.
 - **Sheridan:** Got bids back for proposed work. Moving forward & presenting to bonding co. soon.
- ✚ **Contracts :**
 - **Town Hall Security:** Front desks safety glass is installed. Additional security devices are underway.
 - **Unionville IT Rd. W. Roundabout:** Right-of-way acquisition phase. CEI procurement phase.
 - **IT Complete St:** Agreement w/ NCDOT is executed.
 - **UDO/LDSM Updating:** Ongoing.
 - **Veterans Memorial Garden:** Shop dwgs. are **complete** & approved. Brick work is underway. A sample of the plaque will be presented before TC for approval.
 - **FY 17/18 Patching Contract:** To be completed by 11/15/18.
 - **FY 17/18 Resurfacing Contract:** Targeted to be completed by 11/15/2018.
 - **Internal Contract/Certificate of Insurance Audit:** **Complete.**
 - **Old Town Hall Add. Bathroom:** **Complete.**
 - **1st Ave. Stormwater Improv. Phase I:** Procurement phase. Land for Detention pond is purchased.

- **Indian Trail Park Drainage Study:** Finalized master agreement and Task Order #1.

COMMUNICATION/COMMUNITY ENGAGEMENT (Mike Parks)

✚ Newsletter/News Releases:

- Town newsletter draft is under review.
- Breast cancer awareness news release ran in both papers (The Weekly & Enquirer Journal).
- Boy scouts' visit to IT Town Hall (The Weekly & Enquirer Journal).

✚ Website: Updated website w/ alerts & new info.

✚ Community Engagement: SPCC, boy scouts & HOA's, & others.

✚ Events: Assisted Parks & Rec staff w/ upcoming event marketing.

✚ PIRs/Inquiries/emails: Staff continues to work on compiling info that will include the following:

- Name of requester.
- # of requests made/individual.
- Cost of generating the request to the Town & its citizens
- Cost of generating the request paid by the requester.
- Total time of staff spent on the request (staff, attorneys, council, IT vendor, prints, etc.) Staff will continue to provide info. per GS & & will continue to manage the PIR request in an efficient, effective, & a feasible manner that prevents **abuse** & **waste** of taxpayers' money.
- Currently working on the following PIRs:
 - One for 400 emails. **Complete**
 - One for agreements between NCDOT and development off of Monroe Rd. Underway
 - Three for Planning-related documents. **Complete**

✚ Wayfinding Signs: Designed signs for newly installed "Affinity Trail"

✚ Software: Procured & installed new software.

MAYOR & COUNCIL

✚ Meetings:

- Councilmember Mrs. Howe chaired the storm-water committee meeting.
- Councilmember Mr. Morse attended the CRTPO/MPO & the ABC board meeting.
- Councilmember Mr. Head attended the "Reliable Transportation Sys. for Smart Growth".

✚ Periodic Update:

- Periodic updates have been provided & shared w/ all TC including Mayor Alvarez, councilmember Cohn & councilmembers McIntyre.

ECONOMIC DEVELOPEMNT-Residential, Commercial, & Industrial (Rox Burhans & Todd Huntsinger)

✚ SVMP: Discussed alternates phasing w/ the Moser Group.

✚ Towne Center: Apartment construction plans are under review. Awaiting conceptual design for the commercial section.

✚ Town Property: A "offer to purchase" was submitted by the Moser Group.

✚ Lemmond's Property: Preliminary engineering phase.

✚ SageCroft Town Homes: Preliminary engineering phase.

✚ Wendy's: Preliminary engineering phase.

✚ Plyler Town Homes: Approved. Construction is on hold by developer.

- 🚧 Johnson Properties/Storage Facility: On hold.
- 🚧 Towne Center: Preliminary engineering phase.
- 🚧 Radiator Specialties: Conditional rezoning phase.
- 🚧 Sun Valley Station: Preliminary engineering phase.
- 🚧 The Haney Development: Conceptual engineering.
- 🚧 Poplin Village Mixed-Use Development: Preliminary engineering phase.

ECONOMIC DEVELOPMENT - Retail (Gary Evans)

- 🚧 Union Athletic Club: met w/ owner & discussed proposed improvements.
- 🚧 The Pickle Ball Experience: “Blue Zero” the developer are discussing the opportunity of including the Pickle Ball project as part of the proposed “Towne Center” project.
- 🚧 TyPar Commercial Realty:
 - Inquired about a Town Center update.
 - Discussed potential tenant for either Glen Oaks Retail Center or ITTC.
 - Discussed the opportunity of partnering w/ the Pickle Ball Developer
- 🚧 Pulte Group: Discussed mixed-use development in IT.
- 🚧 Coca Cola Bottling Co. Consolidated: Discussed the possibility of future operation in IT.
- 🚧 Speedway Motorsports, Inc. Concord, NC: No longer interested in MLS
- 🚧 Selwyn Properties: **Discussed lease space availability**
- 🚧 Carolina Panthers: discussed Panthers location in Indian Trail
- 🚧 Pinnacle Converting Equipment: Discussed relocation to IT.
- 🚧 Harris Teeter Corp. HQ: Discussed real estate acquisition & a gas station in the exist. Sun Valley Harris Teeter area.
- 🚧 Union Athletic Club: Discussed future collaboration.
- 🚧 Carolina Panthers: Discussed practice facility location in IT.
- 🚧 Top Golf Corp. HQ: Discussed a 2nd location in IT.
- 🚧 Pulte Group: Met w/ VP of Land Acquisition to discuss mixed-use development.
- 🚧 McKibbon Hospitality: Discussed the possibility of a hotel in IT.
- 🚧 Vision Ventures: Discussed mixed-use development in IT.
- 🚧 Under the Sea Aquarium Store & Maintenance: New business in IT.
- 🚧 ANTHm Salon: New business in IT.
- 🚧 Piedmont Land Development: Discussed several development opportunities in IT.
- 🚧 DarLynn Bridal Shop: discussed relocation to IT.
- 🚧 Metrolina Builders: Development opportunity in IT.
- 🚧 SVN Partners: Discussed commercial leasing opportunities in Austin Village.

FINANCE (Jim Wojtowicz)

- 🚧 Vendors: All have been paid timely & accurately.
- 🚧 NC Vendor Portal: Reactivated, thus, allowing for \$50K grant from the NC Dept. of Commerce. Grant application was completed on 10/05/18.
- 🚧 Bank Accounts: All have been reconciled accurately. (Total cash on 10/31/2018 = \$26M).
- 🚧 Interest Income: Continues to be analyzed & reviewed. Interest income for the month of October = \$39K
- 🚧 Dash Board: The October monthly dash board is in process & will be placed on our website

- ✚ **FY17/18 AFIR:** Filed our AFIR (Annual Financial Report) report w/ Raleigh on 10/27/18.
- ✚ **Budget Ordinances:** The following CIP budget ordinances have now been established:
 - IT Complete Street
 - CC Park Multi- Use Trail
- ✚ **Support:** Continue to provide financial support to all Depts.
- ✚ **Audit:** Our certified audit draft for FY17/18 has been delivered & our positive projections have held.
- ✚ **Budget Review:** Met w/ all Depart. Heads & reviewed their 1st Quarter results (actual vs. budget).
- ✚ **Storm-water:** Finance now attends all Storm-water committee meetings supporting Engineering staff & prepares an update of “actual vs. budget” results.
- ✚ **Receivables:** All are posted & current
- ✚ **Powell Bill:** In receipt of our 1st (1 of 2) annual installments = \$430,901.89 (1% increase over prior year).
- ✚ **Debt service:** For the 1st time IT has paid down debt early (old town hall loan) 4 years early thus saving our taxpayers interest expense that would have been due thru 2022.
- ✚ **ABC Board:** On 10/30/18 our town received our 1st quarterly installment from our town’s ABC board (\$40K).
- ✚ **Fire Tax/Fee:** Review UC’s funding options & planning to further discuss w/ TC.

FIRE DEPARTMENT (Jonny Blythe)

- ✚ **Fire Tax/Fee:** Continue to working w/ local fire chiefs on funding options.

HUMAN RESOURCES (Carey Warner)

- ✚ **Recruiting:**
 - Advertisement & interviews are currently in process for the following:
 - Planning: 1 planner position
 - Public Works: 2 maintenance tech. positions.
 - Engineering: 1 civil engineer/contracts admin. position.
 - Parks & Rec: 1 parks & rec assistant position has been filled (Henry Samuels).
- ✚ **Career Fair:** HR Director & Eng. Director attended a career fair at UNCC (10/24/18) for students whose majors or career interests were in public service, law, justice, social services & gov. sectors.
- ✚ **Personnel:**
 - Health coaching sessions w/ Novant Health occurred on 11/06/18. Emp. who participated received a 30-minute 1-on-1 health coaching from a licensed RN.
 - An onsite Flu shot clinic was held on 10/22/18.
 - Emp. participated in a “breast cancer awareness campaign in October & raised funds for the Firefighter’s for the Cure.
 - On 10/02/18, a 401K retirement ed. coordinator educated new hires on program benefits.
- ✚ **Risk Management:** Continuing to update policies & procedures.
- ✚ **Performance Management:**
 - Ms. Carey Warner (**complete**)
 - Ms. Nancy Adcock (**complete**)
 - Ms. Alicia Massey (under review)
 - Ms. Alicia Gaddy (under review)
 - Ms. Mya Bailey (under review)

- ✚ **Training:**
 - [Customer service training](#): On 10/17/18 the Emp.'s Assoc. conducted a training session for 20 emp.
 - [Susan Didier](#) Attended the NCRPA Conference on 10/24/18 to 10/26/18.
 - [Katy Keller](#): Was a speaker at the NCRPA conference on 10/25/18.
 - [Jason Tryon](#): Attended a Parks & Rec. training session in Richmond Virginia.

LEGAL (Karen & Kevin)

- ✚ [Sagecroft Development](#): Purchase agreement.
- ✚ [Old town Hall](#): "Option to purchase" agreement.
- ✚ [Austin Village](#): Conditional rezoning modification request.
- ✚ [Plyler Apartments](#): Conditional zoning expiration letter.

MANAGER'S ADD. ACTIVITIES

- ✚ [New Businesses Grand Openings](#): Attended ribbon cutting for:
 - Hanfield Village Dental Care
- ✚ [ED Grant \(50K\)](#): Working w/ the state Department of Commerce.
- ✚ [Regional Managers Group Meeting](#): A meeting will be held to extend light rail to Monroe.
- ✚ [Town / NCDOT Projects](#): Continue to negotiate & share info. w/ Scott Cole & his staff.
- ✚ [Design, Project Mgmt., Plan & TIA Reviews.](#): Work closely w/ staff.
- ✚ [Strategic Plans](#): Currently reviewing: Small Area Plan, UDO, Land Develop. Manual, & Annexation plans.
- ✚ [ED Retail](#): Work closely w/ our ED Coordinator.
- ✚ [Meetings](#):
 - [Committee Meetings](#): Attended Storm Water Committee Meeting.
 - [Veterans Memorial](#): Reviewed Shop Drawings.
 - [Dept. Meeting](#): Continue to chair meeting w/ Directors & discuss Town related business.
 - [Old Town Hall Property](#): Worked w/ attorneys on "Offer to Purchase" agreement.
 - [Project Visits](#): Continue to visit Town projects.
 - [Town facilities](#): Continue to visit Town facilities (Parks).
 - [TC](#): Continue to meet w/ Councilmembers & provide info & support.
 - [Attorneys](#): Continue to meet w/ Town Attorneys & discuss Town related issues.
 - [Potential Land Developers](#): Continue to meet w/ potential land developers.
- ✚ [Town Events](#): Participated in the Halloween event
- ✚ [Recruitment/Interviews](#): Continue to be involved in the recruitment process.

NCDOT (Resurfacing)

Hayes Rd.	1.14	1.5" S9.5C	\$257,000
Scott Long Rd.	0.52	FDR, 1"	\$250,000
Ashland Dr.	0.14	Mill 1.25" & Pave 1.25" S9.5C	\$28,000
Clear Springs Ct.	0.09	Mill 1.25" & Pave 1.25" S9.5C	\$20,000
Glenridge Ct.	0.07	Mill 1.25" & Pave 1.25" S9.5C	\$15,000
Indian Trail Rd.	0.14	Mill 1.25" & Pave 1.25" S9.5C	\$28,000

Total	2.1	\$598,000
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PARKS & RECREATION

✚ Programs

- [Sr. Coffee & Cards](#): Every Wed. in October: Seniors participated in social gathering & games.
- [Medicare & Caregiver Workshop](#): Co-host 101 Course w/ Council on Aging. Programs provided info. & education to 42 senior citizens.
- [Open Mic Night](#): Took place on 11/20/18.
- [Paint & Create](#): Marshmallow art Fun, biweekly program for ages 5+ Oct. 7 preregistered & 2 drop ins.
- [After School Program](#): Conducted the 1st program at IT Elem. Served 80 students (outdoor games.)
- [Mini Chefs](#): Halloween theme. Kids made popcorn witches hands, spider sandwiches, & brownie graveyard - 11 children registered out of 12 slots, booked for Nov.
- [Crafty Kids- Theme](#) (Nat. Pirate Day): Kids made crafts. 10 registered. Booked for Nov.
- [Sr. Field Trip](#) (Zootastic): Thursday, October 18. Original trip cancelled due to hurricane.
- [School Day Out](#): On 10/08/18 partnered w/ CC & hosted the event, 17 children registered, add. programs are scheduled to take place at CC Courts in the coming months.
- [LEARN IT](#): Provided free painting class for 55+. 20 participants.
- [Monday Mahjong](#): 55+ took place every Monday in Sep. w/ between 8-12 players.

✚ Staff Reports

- [UC Public Library](#): Met w/ Community Outreach Coordinator & discuss events partnership opportunities to collaborate on children, adults, seniors & families programs.
- [Local Bus.](#): Met w/ Kate's Skate & discussed partnering future potential opportunities.
- [Facebook](#): Gained 160 new likes, 162 followers, & reached a total of 50,089 people in Oct.
- [Instagram](#): Has had 4,194 impressions, 64 profile visits, & has gained 14 followers in the last 2 wks.
- [Shelter Rental](#): 33 rentals took place.
- [Recruitment](#): Interviewed candidates for part time a park assist. position.
- [Fall Program Guide](#): Distributed the guide to all elem. schools & several local bus.
- [Monroe Parks & Rec](#): Met w/ Monroe Parks & Rec to enhance our involvement w/ the NC sr. games.
- [Safe Kids Meeting](#) (Monroe): Shared 5K Race info, encouraged participation of halloween event, provided info. on other programs events, discussed grandparent/caregiver-car seat check event, & volunteered to assist w/ National Walk to School safety event.
- [Fall Y'all festival](#): **Solicited** bus. Owners; provided info. on sponsorships; spoke w/ fair attendees about town programs, activities, amenities, & facilities.
- [Community Rooms](#): Continue to be used by a variety of org.

✚ Special Events


- **Fall Festival:** Held on 10/06/18 at CS Park. 1st annual cultural arts festival & pottery sale. Approx. 3,500 people attended. Featuring 65 vendors, kids’ activities, live music, local performances, a home run derby, pie eating contest & multiple food vendors. D-BAT sponsored the event. Attendees were able to participate in a Home Run Derby tying their specific market & use of field space. Lidl also supported the event w/ the donation of pies for a pie eating contest.
- **The Firefighter for the Cure:** A 5K was held on 10/13/18 start & Finish at CS Park. 1st time IT Parks & Rec. engagement. The Group’s mission is to unite & support local communities in the fight against cancer. Staff & volunteers assisted w/ registration, setup, safety checkpoints, printing of t-shirts, awards, marketing, logistics, road closures, & park use. Attracted 71 runners, spectators, vendors, news media, & supporters. Raised funds paid for 37 mammograms & additional follow up testing, raffles, and merchandise.
- **The Halloween Spooktacular:** Held 10/19/18 at CS Park. Featured 65 registered bus. & orgs. Sponsored by Pleasant Plains Dental who has been a great partner & supportive of IT. Event included pumpkin (800) patch, crafts, DJ, games, contests, food, & storytelling. UCSO was a key supporter. Surveys showed 100% satisfaction, excellent rating, & benefit to their business. Vendors enjoyed the lg. crowd, the early communication & the organization. Vendors’ suggestions included: assigned parking & more food options; 100% of the vendors indicated interest in attending future event.
- **Upcoming Events:** 12/02/18 - “IT’s A Wonderful Life Christmas ” Parade

 **Athletics**

Top Gun Baseball

dates	age divisions / teams
10/06/18 to 10/07/18	Under 8 = 3 teams, under 11=7 teams, under 13=4 teams
10/13/18 to 10/14/18	Under 8=10 teams, under 9=5 teams, under 10=4 teams
10/20/18 to 10/21/18	Under 8=4 teams, under 9=3 teams, under 10=4 teams, under 11=5 teams

- 12 total users made weeknight reservations for practices at Crooked Creek Park.
 - **CC Park Weeknight reservations:** 12 total users made reservations for practices.
 - **Athletic Revenue:** (08/20/18 to 09/30/18):
 - Chestnut Square Park: Revenue = \$1,871.25
 - Crooked Creek Park: Revenue = \$3,576.25
 - Tournament: Revenue = \$5,800.00
 - **IT 2v2 COED Sand Volleyball Tournament:** 10/20/18. Teams played in a double elimination & the winning team received a Dicks sporting goods gift card.

 **Master Plan:** comments have been generated by staff (TM, Eng., Planning, Finance, PW, & P&R). Comments have been submitted to the consultant. Staff will present Executive Summary to TC.

PUBLIC WORKS

 **Town Hall :**

- **Bldg. Maintenance:** Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items before the warranty period expires.
- **Grounds:** Were cut & trimmed.

- **Safety glass:** Was installed in the front lobby over the two counter tops (**complete**). Remaining security upgrades are underway.
 - **Generator:** In the process of researching a generator for town hall.
 - **Windows:**
 - Met w/ 3 vendors & received quotes for tinting front lobby windows.
 - Met w/ 3 vendors & received quotes for exterior windows cleaning.
 - **HVAC:** Has been serviced.
- 🚧 **Veterans Garden:** Prefabricated Conc. Shop Dwgs. were approved. Selecting granite size & color for plaques. Proposed perimeter under-drain is scheduled to be installed.
 - 🚧 **Old Town Hall:** Final design is complete. Procurement phase. Proposed overflow parking.
 - 🚧 **Affinity Trail:** Construction is **complete**. Lighting is underway. Ribbon cutting (11/13/18 at 6:00 P.M.)
 - 🚧 **Park Maintenance:** Routine maintenance at all park facilities. Preparing for Christmas lights at CSP.
 - 🚧 **Bldgs. & Grounds Maintenance:** Routine maintenance at all Town properties and facilities. The HVAC system was serviced at Town Hall.
 - 🚧 **FY18/19 Storm-water Maintenance:** Procurement Phase. Finalizing contract documents. Completed repairs in Crismark, Colton Ridge and Brookhaven.
 - 🚧 **Right-of-Way Maintenance:** Completed repairs in Brandon Oaks, Colton Ridge, & Brookhaven.
 - 🚧 **Street Sweeping:** Procurement Phase.
 - 🚧 **Sign Inventory:** Ongoing.
 - 🚧 **Fleet Maintenance:** Working on all fleet vehicles inspections. Received two used trucks (surplus) from UCSO.
 - 🚧 **Grease Trap at CCP:** Working on installing a grease trap at CC Park's kitchen to comply w/ UCPW's req., redesigned the trap to saved few thousands of dollars.
 - 🚧 **Splash Pad:** The splash pad was winterized in late October. Working on a few changes for next year.
 - 🚧 **Staff:** Several staff's performance reviews have been completed.

SOLID WASTE

- 🚧 **God Bless USA (GBUSA):**
 - 201 add. requests/complaints w/in tracEZ over the last 4 wks.
 - 2 add. complements w/in tracEZ over the last 4 wks.
 - Quarterly bulk pick runs 11/05/18 to 11/16/18.
 - Met w/ vendors and discussed current service & improvements.

STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES

(Huntsinger & Mclamb)

- 🚧 **1ST Ave.:** Detention pond properties are purchased.
- 🚧 **Beacon Hill Study:** Continue to monitor the channel performance.
- 🚧 **Storm-water Maintenance:** Planning the FY18/19 Contract.
- 🚧 **Indian Trail Park:** Procurement phase

STRATEGIC PLANNING

- 🚧 **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- 🚧 **Park Master Plan:** Comments have been generated by staff (TM, Eng., Planning,

Finance, PW, & P&R), comments have been submitted to the consultant. Staff will present Executive Summary to TC.

- ✚ **Pocket Park Master Plan:** Discussion continues w/ a variety of developers interested in this concept.
- ✚ **Downtown Revitalization Master Plan:**
 - Coordinating w/ UCPW on water line upgrade on IT Rd.
 - In the process of scheduling a stakeholders meeting (w/in the next 5 wks.)
 - Received roadway survey, preliminary engineering phase.
- ✚ **Parking Master Plan (Down Town):**

<u>Location</u>	<u>Added/Comple</u> <u>e</u>	<u>Proposed</u>	<u>Existing</u>	<u>Total</u>
Old Town Hall	32	65	58	155
CS Pkwy.	-	-	123	123
Town Hall	27		76	103
CS Park	-	43	334	377
Lemmond's Dr.		80	-	80
Matthews IT	15	-	-	15
				853

- ✚ **Storm Drainage Improv. Master plan:** Floodplain & storm drainage structures cleaning is ongoing.
- ✚ **Ped & Bike Master Plan:** See trail master Plan.
- ✚ **Trail Master Plan.** Many trails throughout the Town are built and/or proposed by developers.
 - CC Greenway: Preliminary engineering
 - Hwy 74 Multiuse Trail: Preliminary engineering
 - IT Complete Street: Preliminary engineering
 - Affinity Trail: Complete
- ✚ **Traffic Congestion Mitigation Plan:**
 - Hwy. 74 Superstreet: to be completed by 04/30/19
 - Monroe Rd. widening: to be completed by 12/31/23
 - Chest Parkway. Ext.: to be completed by 12/31/21
 - Sardis Roundabout: to be completed by 09/31/19
 - Wesley Chapel Widening: unknow completion date
 - IT Rd./Gribble Roundabout: to be completed by 12/31/20
 - Chestnut Pkwy./Gribble Roundabout: to be completed by 12/31/21
 - IT Rd. Matthews IT Rd.: under analysis
 - Matthews IT Rd. chestnut Pkwy. Intersection: to be completed by 12/31/21
- ✚ **Secret Shortcut Small Area Plan:** complete.
- ✚ **Town Annexation Initiative:** draft is complete, to be presented before TC for adoption.
- ✚ **UDO:** awaiting draft from the consultant, to be reviewed by Legal then presented before TC for adoption.

TOWN CLERK

- ✚ **Attended and prepared all pre and post work for meetings to include document processing:**
 - 10-09-18 Town Council Regular, Develop. & Closed Session Meetings

- 10-23-18 Prepared Cancellation Notices, posted Notice on Web, & informed Sunshine List
- 10/04/18 & 10/16/18 Director's Admin. Staff Meeting Minutes.

✚ Ordinances, Resolutions, Proclamations Certificates & Policies:

- Prepared Eagle Scout Certificate - Johnson Krajewski (Mayor)
- Prepared Letter, 2 Proclamations (Anti-Bullying/Mayor for the Day) for Mayor re: Ms. Nguyen
- Prepared Citizen of the Quarter Plaque - Mr. Wood
- Prepared letter of recommendation - A. Nguyen

✚ Communications:

- Received ABC Audited FS for FY17-18
- 10/25/18 - ABC Board - Posted Changed Meeting Notice
- Affirmed Membership w/ Mischelle Reese via E-Mail
- Processed Cancellation Notices for 10-23-18 Council Meeting
- Communicated w/ Tim Woods to attend the meeting 10-23/18 then 11-13/18 Meeting.
- Reached out to New Businesses (6)
- Received ABC Board agenda for October 2018 Meeting-Posted to web

✚ Other:

- Processed Service Amendment Contract - Gary Evans
- Researched Minutes for 1960 Council Member/family for citizen
- Researched Meck. Pool presentation for Engineering
- Recorded w/ ROD - Annex Ord #151
- Researched Fire Protection Documents/Contracts for TM
- Provided list of new bus. recognized & w/ upcoming recognitions to ED.
- Provided ABC Member Term Dates to Shelly; Provided Minutes for appointment meetings
- Researched Bond Extension Board Acceptance Date for Finance
- Responded to ABC Finance regarding term dates for members
- Researched ABC Chair Appointment date for TM

TOWN HALL PROFESSIONAL SERVICES (Todd Huntsinger & Adam Mclamb)

- ✚ **Schedule:** bldg.is 100% **Complete**. working on minor punch-list items. Civil site punch list inspection was performed & report was submitted. Most items are completed.
- ✚ **Architectural (Creech):** Awaiting approval on O&M manuals & warranty language for certain items.
- ✚ **CM at Risk (Edifice):** Awaiting BMP to be put into permanent phase.
- ✚ **Security:** Installed 2 add. cameras.

TRANSPORTATION PROJECTS (Todd Huntsinger)

- ✚ **Chestnut Pkwy. Phase II:** (Matthews IT Rd. to Gribble): design phase. NCDOT project.
- ✚ **Chestnut Pkwy. Phase III:** (Gribble to Monroe Rd.): on hold until receive clarification from NCDOT.
- ✚ **FY17/18 Resurfacing:** Scheduled to be completed on 11/15/18.
- ✚ **IT "Complete St.":** Preliminary eng. Phase.
- ✚ **Crack Pouring:** Red Clay Industries pursuing bonds for project.
- ✚ **US 74 Multi-Use Trail:** Preliminary eng. Phase.
- ✚ **S Fork CC Greenway Trail:** Preliminary eng. Survey is **complete**.

- ✚ Unionville/Sardis Rd. Roundabout: Real estate Acquisition Phase.
- ✚ FY18/19 Resurfacing: Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ FY18/19 Pavement Marking: Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ FY18/19 Raised Pavement Markers: Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ FY18/19 Crack Pouring: Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ FY18/19 Patching: Preparing a list of streets. Construction will begin Spring of 2019.

ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION (Engineering & Planning Staff)

Projects under review:

- ✚ **Annexation Projects:**
 - 4814 Rogers Rd.: Residential submittal to receive Town solid waste svrc.
- ✚ **Zoning Map Amendment Projects:**
 - Residential: Deleted Rogers Rd.
 - Non-Residential
- ✚ **Conditional Zoning Projects:**
- ✚ CZ 2018-0064 1706 Lawyers Rd: Request to rezone 5.57 ac. from SF-1 to L-I in order to use rear portion of property into storage facility for equip.
- ✚ CZ 2018-0080 Park Meadows: Request to rezone 2.44 acres from SF-1 to MFR for 14-15 townhomes.
- ✚ CZ 2018-0092 Poplin Mixed-Use: Request to rezone 50 acres from SF-1 to PUD for commercial and residential development.
- ✚ CZ 2015-0113 Austin Village Harris Teeter Fuel Station: Request to amend conditional rezoning to permit fuel station in association with Harris Teeter.
- ✚ **Special Use Permit:**
 - Charlotte Kennels - Sardis Drive. Construction of a 2,000 square foot accessory structure to the existing Charlotte Kennels facility.
- ✚ **UDO Text Amendment Applications**
- ✚ **Site Plan/Plat Application:**
 - Residential:
 - Non-Residential:
- ✚ **Site Plan/ Subdivision/ Plat Projects**
 - **Sun Valley Commons Lot 13:** Construction of a 4,000 sq. ft. multi-tenant retail bldg. Eagle Eng.
 - **Pure Power:** Gray Fox Road. 18,125 sq. ft. office/warehouse. Paul Woody Architect.
 - **Ride Now Motors:** US Highway 74. 20,160 sq. ft. light industrial bldg. on 5.5 ac. Eagle Eng.
 - **All Points:** Construction of a 23,830 sq. ft. waste services facility on 11.7 ac. Cummings Construction.
 - **Bonterra: Phase IV Map 3:** Recordation of 104 lots. Eagle Eng.
 - **Independence Point:** US Hwy. 74. 9,800 sq. ft. retail bldg. on 1.84 ac. Eagle Eng.
 - **Heritage Phase 3 Plat:** Recordation of 22 lots. Kolter Land Partners
 - **Heritage Phase 2 Plat:** Recordation of 14 lots. Kolter Land Partners

- [Heritage Phases 9 & 10 Site Plan](#): Wesley Chapel. Proposed 79 lots on 9.5 ac. Kolter Land Partners
- [Plyler Townhomes](#): Rd. Subdivision of 41 townhome lots & 2 open space lots on 6.4 ac. Eagle Eng.
- [Pressly Animal Hospital](#): Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Foxx Construction.
- [Braeburn](#): Faith Church Rd. 365 SF lots on 171.59 ac. ESP Associates.
- [RT Storage](#): Cannon Dr. An RV/Boat storage area on .876 ac. Rick Turner
- [Heritage Funeral](#): Matthews IT Rd. Parking lot expansion. Chris Hope
- [Strikers Soccer Complex](#): Stinson-Hartis Rd. A soccer complex on 6 ac. Woodbine Design, P.C.
- [Autobell Car Wash](#): Old Monroe Rd. 23,724 sq. ft. veh. surface expansion. Blue Ridge Eng.
- [Figueroa Auto Repair](#): Hwy 74. Construction of a 5,000 sq. ft. repair shop on 1.03 ac. Am. Architecture.
- [Riverside Conc.](#): Tech. Dr. 8,500 sq. ft. site plan flex bldg. located on 1.15 ac. Chris Hope
- [Taco Bell SV](#): Wesley Chapel. Construction of a 2,100-sq. ft. restaurant on 1.29 ac. Jason Galloway.
- [Southgate Phase 1](#): Intersection of Poplin Rd & Rocky River Rd. Site plan review for a 67-ac. site contemplating 124-SF lots and 52-Townhome lots. Met w/ potential future buyer of town home & SF home sections to discuss architecture. This would be a new builder in our community.
- [Church of The Redeemer](#): Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. 2nd review.
- [Metrolina CA Track/Field](#): Proposed track and field addition to the Metrolina CA complex. Mark Houle.
- [Austin Village Office Bldg](#). Proposed office bldg. 4200 sq. ft. on parcel 07132010F. Chris Hope.
- [Automotive Repair](#): Gray Fox Rd. Construction of 2,400 sq. ft. auto repair bus. on 1.58 ac.

Projects Under Development:

- [Independence Point](#): US Hwy. 74. 9,800 sq. ft. retail bldg. on 1.84 ac. Eagle Eng. Erosion control & temp. storm-water features have been installed.
- [All Points Waste](#): Construction of a 23,830 sq. ft. waste services facility on 11.7 ac. Cummings Construction. Grading is still ongoing; all erosion control measures are in place.
- [Pressly Animal Hospital](#): Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Foxx Construction. Bldg. slab is being constructed. Site work is ongoing.
- [Church of The Redeemer](#): Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. 2nd review. Bldg. erection is ongoing.
- [Braeburn Subdivision](#): Faith Church Rd. 365 SF lots on 171.59 ac. ESP Assoc. Site is clear & erosion control is in place. Clearing on initial phase has begun. A blasting operation for sewer is ongoing & continues to construct bridge crossing between Braeburn & Bonterra Phase IV.
- [Austin Village Office Bldg](#). Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope. Plans have been approved, No construction activities yet.
- [Plyler Townhomes](#): Plyler Rd. Subdivision of 41 townhome lots & 2 open space lots

- on 6.4 ac. Eagle Eng. Installing erosion control devices.
- **Pure Power:** Gray Fox Road. 18,125 square foot office/warehouse. Paul Woody Architect. Developer has installed building pad and working on building erection.
- **Sun Valley Commons Lot 13:** Construction of a 4,000 sq. ft. multi-tenant retail bldg. Eagle Eng. All Site has been graded & erosion control devices have been installed. Bldg. construction is ongoing.
- **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multi-tenant commercial bldg. Ty-Parr Realty. Bldg. structure is in final stages. Civil site has started. Curb is installed.
- **PNG Southfork Enhancement:** Plyler Rd. Construction of nat. gas substation 2-ac. PNG, Work is still in progress.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects. Bldg. construction is on-going.
- **The Cottages at IT:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Awaiting home construction, developer has been told to fix erosion control.
- **Lidl Grocery Store:** Aspen Asset Group, LLC. Grocery Store w/ parking lot & future IT public roadway. At the corner of Unionville IT Rd & Hwy. 74. TCO was granted and developer has implemented necessary bonding for the rest of outstanding items. Awaiting completion of Hwy. 74 Superstreet construction.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots. Applicant: Eagle Eng. Home bldg. & roadway is ongoing.
- **Goins Family Co. Add.:** A 6,500 sq. ft. addition to an exist. Bldg. 1.36 ac. 2121 Unionville IT Rd. **Completed** & C/O was issued.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the AsheCroft neighborhood. Ongoing home bldg. in Phase II.
- **Walden at Austin Village:** 51 SF detached homes on approx. 16 ac. on the N. side of Chestnut Ln., W. of Potter Rd. Cox-Shepp Construction. Home bldg. is ongoing. BMP on W. side was remediated due to hurricane.
- **Atlantic Pin Striping:** 8,000 sq. ft. pin striping & customization facility for semis & other lg. 4108 Matthews IT Rd. Water line relocation is ongoing.
- **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Resurfacing of roadways has been completed but staff has gone out and did a final inspection of the site. Developer is still working on BMPs.
- **Sheridan Subdivision:** Town is requesting from surety company the developer's bonds
- **6529 Potter Rd:** Minor subdivision of parcel from 1 to 2 lots. Phoenix Land Surveying, INC. Project is currently not active.
- **Arbors at Blanchard Farms:** Roadway improvements are complete, other punch list items are on-going.
- **Heritage Subdivision:** Roadway work in Phase I & II is **completed**. Contractor is working on Phase III roads. Town continues monitoring dust control. Home bldg. is ongoing.
- **Fisher Textiles:** Matthews IT Rd. A 50,750 sq. ft. add. to an exist. warehouse. Expansion of exist. Bldg. is ongoing. Erosion control devices are installed.
- **Hojco Automotive:** Gray Fox Rd. A 2400 sq. ft. bldg. Project is on hold. Permit was issued 6 Mos. ago.

Number of New Businesses:

- **Charanda Mexican Grill & Cantina:** Mexican restaurant, Sun Valley Commons

 **Miscellaneous**

- [Zoning Map Amendment Community Meetings:](#)
 - 11/26/18: CZ 2018-0092 Poplin Mixed Use
- [Secret Short Cut Small Area Plan.](#)