
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: November 5, 2021
Subject: Manager's Report: Week Ending November 5, 2021



Please note that this report covers the period from October 23rd – November 5th, 2021.

Upcoming Events

- November 11, 2021 – Town Hall Closed
- November 11, 2021 – Veterans Day Ceremony – 7:00 p.m. Veterans Memorial Gardens in front of Town Hall, 315 Matthews-Indian Trail Road.
- November 13, 2021 – Shred Event – 10:00 a.m. – 1:00 p.m. – Indian Trail Town Hall, 315 Matthews-Indian Trail Road.
- December 5, 2021 – Christmas Parade 4:00 p.m. – 7:00 p.m. Parade begins in downtown and ends at Chestnut Square Park

Administration

- The November newsletter was released on Friday. A copy can be found on our website at <http://indiantrail.org/ArchiveCenter/ViewFile/Item/205>.
- The next 5 Minutes in Indian Trail video will be released next week, featuring Captain James which the subject being officer and motorist safety.
- Prepared for and attended the Board's October 26th meeting.
- Worked with staff to continue to refine the Town's proposed CIP proposal for consideration by the Board.
- Worked with the Town Clerk on New Board Member orientation material
- Participated in three internal training seminars
- Continued working on updating the Town Municipal Code.

Finance

- Taxes: Overall Collection is 18.23% (tax revenue budget: 18.42% collected and stormwater revenue budget: 20.99% collected)

Parks and Recreation

- Athletic Amenity reservations for Chestnut Square Park closed on November 1st. In total, 24 reservations were received. These reservations represent a request of 533 dates and roughly 2,200 hours of time. Staff will review the requests, based on the recently updated Athletic Reservation Procedure and issue permits no later than November 15th. Crooked Creek Park dates will open on December 1st and close on January 1st. Staff will then issue permits by January 15th.
- The Pow Wow continues to be planned and developed. We are currently working to solidify a date for the 2022 event.

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- Several holiday program offerings will take place between now and the new year. Thanksgiving Turkey Fun, Letters From Santa will be sent to a maximum of 1,000 young children, Zoom with Santa will be hosted to allow families to virtually visit with Santa, Breakfast With Santa will be hosted for 150 families and a Winter Wonderland program will be geared towards pre-k participants.
- Work continues the Program Guide that will be sent out in early 2022 for programs from January-June of 2022.
- Park Projects are being focused on. These include the new bathroom, shelter, disc golf upfit, security cameras and Story Walk. An RFP is being developed for the park planning at Chestnut Square Park and a price for paving the gravel lots at Crooked Creek Park is being established.

Planning

- Single Parcel Annexation Request on Aringhill Lane scheduled for January 11, 2022. Investigate/sufficiency is on consent for November 9th, 2021.
- Orr Road Rezoning from Single Family to Light Industrial is scheduled for November 16th, 2021 Planning Board meeting.
- Creative Care has submitted a Masterplan for site plan review (Private School & Daycare located on Old Monroe Road).
- Minor Subdivision Review on Frontier Circle
- Evoke Recombination Plat in process.
- Slim Chicken Restaurant (adjacent to Culver's) has submitted for Site Plan Approval.
- Hemby Bridge Volunteer Fire Department (corner of Unionville Indian Trail & Faith Church Road) has submitted for Site Plan Approval.
- Planning participated in interviews with Master's Candidate at Appalachian State University in order for student to complete course requirement.

Engineering

- Stormwater – Met with Town Council Member Barber, Town Manager McLaurin and Public Works Director McAdam to discuss various stormwater projects. The Stormwater Committee and approved: 1) MS4 Compliance Service Contract, 2) SW Maintenance Contract, 3) Poplar Glen (Rendering); Discussed and had no objections to moving forward with a stormwater study.
- Indian Trail Park Stormwater Improvements - Contractor is still trying to find pipe for Indian Trail Park water main improvements. This is a problem for all County water projects right now from what I've been told.
- 1st Avenue Phase 2 (stormwater and roadway improvements) – Plans are almost complete, and we expect to advertise before the holidays.
- FY20/21 Spring Resurfacing Contract - Contractor has completed half of the work. They have ran into an issue of finding Class IV RCP which will hold up the completion of Sunnyside Circle.
- Indian Trail Complete Street - Finishing up Stakeholder meetings as soon as we can. The following have been meet with: IT Chiropractor, Utility Coordination Consultants, Lilly's Auction House, BB&T, Hardware store (both land and building owners), Moser Group, Pharmacy, and daycare. Meeting with church properties during the week of November 8th.
- Raised Pavement Markers and Striping Contract - This has been awarded and working with Contractor (Striping Concepts) on start date.
- Engineering Technician position - Interviewed four candidates, following up with 2nd interviews this week.

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Public Works

- Solid Waste - Working on putting together the new contract and will be meeting with the vendor to review the contract. There will be bulk pickup this week and next week.
- Crews:
 - Retain maintenance including outparcels.
 - Spread mulch at CSP before even.
 - Completed weekly reports.
 - Repaired fence at CSP.
- Parks: Conducted routine maintenance including cemetery maintenance. Continued to work through park vandalism issues.
- Stormwater: Completed catch basin repair, investigate three stormwater structures in three subdivisions
- Streets: Installed several stop signs, no parking signs and stencils and continued to fill potholes.
- Building and Grounds – Continued to maintained Town Hall grounds by installing pine straw and preparing the grounds for the Veterans Day celebration.
- Building Maintenance – Worked through some HVAC issues with an HVAC contractor.