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**To:** Mayor & Town Council  
**From:** Mike McLaurin, Town Manager  
**Date:** November 19, 2021  
**Subject:** Manager's Report: Week Ending November 19, 2021

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Please note that this report covers the period from November 6<sup>th</sup> – November 19<sup>th</sup>, 2021. Due to the holidays, we will issue our next report on December 10<sup>th</sup>.

### **Upcoming Events**

- December 5, 2021 – Christmas Parade 4:00 p.m. – 7:00 p.m. Parade begins in downtown and ends at Chestnut Square Park
- Upcoming Christmas offerings and programs
  - Letters From Santa. If anyone is interested in signing up, please have them complete a form at: <http://ow.ly/cp9r50GRmlh>
  - Breakfast with Santa, Saturday, December 11 at Town Hall. 150 participants have registered.
  - Zoom with Santa, Sunday, December 12 hosted virtually. Anyone interested in signing up, please register at: <https://secure.rec1.com/NC/city-of-indian-trail/catalog?filter=c2VhcmNoPTE3NDUwODk=>
- December 14, 2021 - The next Indian Trail Blood Drive is on Dec. 14, from 9 a.m. to 1 p.m. at Carolina Courts. You can register at <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=IndianTrail>. Please share this with your friends and family.

### **Administration**

- Attended the quarterly meeting with the other Union County communication professionals on Nov. 17
- Continued to work on new Board Member orientation
- Continuing to work with NC DOT on a property matter
- Active Shooter Training for all staff was held on 10/27/2021
- HR, Town Manager and Finance Director met with members of the NCLM to review the Town's current property and liability benefits.
- Interviews were held for several positions over the past three weeks: Planning Technician, Planner, Engineering Technician, and Public Works maintenance. Offers were extended to candidates for the Planning Tech, Engineering Tech and Planner positions. Pending background screenings etc. new candidates will start the first week in December.
- HR Director attended a webinar from Atrium titled: Workplace Safety & Vaccine Mandates in the New Age of COVID 19.
- HR Directed attended a webinar on ARFP through the school of government on 11/10/2021
- Employee Thanksgiving lunch is scheduled for Tuesday, November 23<sup>rd</sup>.
- Continuing to have staff Wednesday Walkabout's to encourage physical activity.

**Manager's Report**  
**November 19, 2021**  
**Page 2**

**Finance**

- Taxes - Overall Collection is 60.93% (tax revenue budget: 64.91% collected and stormwater revenue budget: 51.58% collected)
- Audit Services Contract – An RFQ for audit services will be going out on December 1<sup>st</sup> with a return date by January 22<sup>nd</sup>.
- FY2021 Audit Presentation – Is presently scheduled for the January 25<sup>th</sup> meeting.
- Congratulations – To Alicia Massey and Alicia Gaddy for completing the NC Government Finance Officer Certification training and successfully passing the required multiple exams. They are now eligible to be a considered as a Certified Finance Officer.

**Parks and Recreation**

- All Chestnut Square Park permits have been issued for January 1-June 30. A total of 1,400 hours of rentals, programs and events are currently scheduled for the athletic amenities in the first 6 months of the year.
- Crooked Creek Park dates will open on December 1<sup>st</sup> and close on January 1<sup>st</sup>. Staff will then issue permits by January 15<sup>th</sup>.
- Pow Wow date has been confirmed for Saturday, August 27, 2022. The date has been reserved at Carolina Courts.
- Crooked Creek Park Project Update
  - Lightning Detection- installed
  - Vault Bathroom- permit submitted
  - ADA Shelter- Ordering 11/19/21
  - Disc Golf Upfit- on track for finalization by the end of the year
  - Story Walk- on track for finalization by the end of the year
  - Security Cameras- lengthy project with multiple variables

**Planning**

- Orr Road Rezoning (SF-1 to Light Industrial) was denied by Planning Board on Tuesday, November 16<sup>th</sup>, 2021.
- Orr Road Rezoning is scheduled for a January 11, 2022, Public Hearing provided applicant chooses to move forward (TBD).
- Garmon Road Light Industrial project has submitted for site plan review.
- Sanctuary @ Southgate has submitted for 4<sup>th</sup> round of site plan review.
- All election signs on the North side of Town were removed on November 10<sup>th</sup>. Staff has been instructed to remove all elections signs on the South side of Town by 11/19/2021.
- Dilapidated structure at 217 N. Indian Trail Road was removed and the lot is clear as of 11/15/2021.
- Comprehensive Plan Scenarios have been drafted and other planning staff are currently reviewing this week. The next step will be input from Comp Plan Advisory Committee and Town Council.

**Engineering**

Indian Trail Park Stormwater and Water Main Improvements - Contractor is still trying to find pipe for Indian Trail Park water main improvements. This project has been delayed until January 2022.

- 1<sup>st</sup> Avenue Phase 1 (pond and pumpstation construction) – Will be doing a final punch list walkthrough by the end of November.
- 1<sup>st</sup> Avenue Phase 2 (stormwater and roadway improvements) – This project was advertised on November 18, 2021.

**Manager's Report**  
**November 19, 2021**  
**Page 3**

- FY20/21 Spring Resurfacing Contract – Finishing up Brandon Oaks streets on November 19<sup>th</sup> with no further work until January 2022.
- Indian Trail Complete Street – Met with representatives from the churches and a private property owner. There are two remaining property owners in which staff needs to meet. Hydraulic and traffic control designs submittals are being sent to the Town for review.
- NC DOT Street Acceptance – Currently working with NC DOT on a street acceptance into the Town's system.
- Engineering Technician position – An offer to hire has been accepted and the new employee will start in December.
- Raised Pavement Markers and Striping Control – Contractor could begin work before the end of November.

**Public Works**

- Solid Waste - The new contract had been delivered to the Manager, Town Attorney, and WC management for review and comments.
  - Town Shred-it event on Nov. 13, there was a very good turnout.
- Crews:
  - Retain maintenance including outparcels.
  - Installing Christmas lights at Chestnut Square Park and from entrance to Town Hall
  - Repaired asphalt trail at Crooked Creek Park
  - Parks: Conducted routine maintenance including cemetery maintenance. Continued to work through park vandalism issues.
  - Stormwater: Completed catch basin repair
  - Streets: Removed illegally install No Left Turn sign at Crismark and Idlewild Roads, installed new street sign