
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: February 4, 2022
Subject: Manager's Report: Week Ending February 4, 2022



The next report is scheduled for Feb. 18.

Special Notice

- The Town will continue to operate under our COVID Safety Response Plan until at least Feb. 11. Under this plan, a limited number of staff will be working in Town Hall, meetings will go to a Zoom format if at all possible, and Town Hall facility rentals have been suspended. We will continue to monitor the COVID situation and make adjustments accordingly.

Administration

- HR is continuing to recruit for a Recreation Program Coordinator, Code Enforcement Officer, and a Maintenance Technician/Parks & Grounds position(s).
- New employees who started in December completed diversity training, sexual harassment training, and general office safety training through the North Carolina League of Municipalities.
- The annual OSHA 300 log was posted as required.
- W2s and ACA 1095 forms were distributed to staff.
- The February Town Bulletin newsletter was released on Jan. 31. A copy can be found on the Town's website at <https://www.indiantrail.org/ArchiveCenter/ViewFile/Item/213>.
- Bandwidth was increased at Town Hall from 50 mpbs to 200 mpbs to increase operational efficiencies.
- Signed a contract with Windstream to bring internet to Crooked Creek Park and Chestnut Square Park. This project will allow us to provide free WiFi for the community, increase security at the parks, as well as a number of other benefits. We will continue to update you on this project as it moves forward.

Finance

- Overall tax collection is at 96.59% (tax revenue budget: 100.63% collected; stormwater budget: 95.81% collected)
- Our FY2023 budget process is underway. All departments met with the Town Manager with their requests on Jan. 26 and 27.

Parks and Recreation

- Crooked Creek Park field permits have been issued. All resident groups that expressed interest in receiving field time have been issued permits. One resident withdrew their permit request and one resident requested dates prior to the field being open for use.
- The Find IT Fun program guides have hit homes. This spurred registration in programs across the board.
- The Love Bug Dance originally scheduled for Friday, Feb. 11, at Carolina Courts has been transitioned to an at home kit. 150 kits will be prepared for families. When advertised, all kits were claimed in less than an hour's time.
- Sponsorship discussions continue with several local businesses. These will primarily be for events.
- Event dates have been released to vendors and sign ups are continuing to come in. We tend to see a bump in registration when first released and then sign ups typically pick up about a month out from the event.
- While continuing under the COVID Safety Response Plan, no programming or Town Hall rentals are occurring.
- Work continues on all park projects: vaulted bathroom, Story Walk, Land Design concepts, internet at the parks and security cameras at the parks.

- Resumes for the Recreation Coordinator position are being reviewed, and we will begin the next steps of the process soon.

Planning

- UDO Amendment to decriminalize violations was unanimously approved by Planning Board on Jan. 18.
- Aringill Lane – existing single-family annexation scheduled for Public Hearing on Feb. 8.
- Union Festival Shopping Center Rezoning (staff initiated) scheduled for the Feb. 15 Planning Board meeting.
- UDO Amendment to align regulations with NCDMV laws related to vehicle sales scheduled for the Feb. 15 Planning Board meeting.
- Bluerock Vehicular Repair Building submitted for site plan review.
- Technology Drive - Commercial Flex Space/Light Industrial submitted for second round of site plan review.
- Grey Fox Road - Light Industrial Building submitted for second round of site plan review.
- Liberty Lane Salons submitted for third round of site plan review.
- Code Enforcement worked with UCSO in a joint effort to address panhandling issues and on-street parking.
- Code Enforcement is working on filtering through cases on the south side of Town and addressing issues on major thoroughfares.

Engineering

- Indian Trail Park Water Main Improvements – Project is 95% completed. Water test results passed. Tie-ins are the only thing left to do.
- Indian Trail Park Stormwater Improvements – Reached out to the contractor to get us back on their schedule to complete work since the water main is close to being completed.
- 1st Avenue Phase 1 (Pond and Pumpstation) - The punch list is still being completed.
- Phase 2 (stormwater and roadway improvements) – This project will be readvertised next week.
- FY20/21 Spring Resurfacing Contract – The contractor should start work soon. The project is 90% complete.
- Indian Trail Complete Street – 65% plans anticipated to be completed in April 2022. Hydraulic design is close to being finished.
- Raised Pavement Markers and Striping Contract – Work began and paint marking work was completed (Town parking lot facilities).
- HW74/South Fork Greenway – Received comments from NCDOT on 65% design plans.
- RFQ - Watershed Study was advertised.

Public Works

- Solid Waste:
 - Contract negotiations are ongoing with Waste Connections on the new contract. We are awaiting comments from them on the second round of negotiations.
 - We are in the first week of bulk pick-up. It will wrap up next Friday, Feb. 11.
- Parks:
 - Routine maintenance including outparcels.
 - Completed weekly reports.
 - Staff has started winter projects.
- Stormwater:
 - Started stormwater project in Beacon Hills to include curb and gutter restoration and catch basin repairs.
- Streets:
 - Installed street signs at several locations around Town.
 - Repaired pothole in Brandon Oaks.
- Buildings/Grounds:
 - Working through HVAC system issues with the contractor at Town Hall.
 - Received RFP responses for facility improvements.
- We are working on long-term projects related to Hwy 74, Town Hall and park upgrades.

- We are actively trying to hire for three positions.