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**To:** Mayor & Town Council  
**From:** Mike McLaurin, Town Manager  
**Date:** October 21, 2022  
**Subject:** Manager's Report: Week Ending October 21, 2022

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The next report is scheduled for November 4.

### **Upcoming Events**

- Halloween Spooktacular: Friday, Oct. 21, from 6-9 p.m. at Chestnut Square Park
- Car Show & Toy Drive: Saturday, Nov. 5, from 10 a.m. to 1 p.m. at the Indian Trail Town Hall

### **Administration**

- Prepared the Oct. 25 Town Council meeting agenda packet.
- A Facebook Live with Mayor David Cohn, Town Manager Mike McLaurin and Captain Kevin James was held on Friday, Oct. 21, at 1 p.m.
- Christian Almeida (Code Enforcement), Nick Brauning (Events Coordinator), and Caleb Holder (Parks and Grounds Maintenance Tech) all started their employment during the past two weeks.
- An offer was accepted by a candidate for the Street Maintenance position on Oct. 19.
- The second round of interviews were conducted for the IT Administrator position.
- Interviews are in progress for the Planning Technician position.
- The flu/COVID vaccine clinic was held on Oct. 12.
- Staff completed the NCLM salary survey.

### **Finance and Tax**

- Finance Department staff and the Town Manager met with the department heads to review quarterly budget results.

### **Parks and Recreation**

- No significant updates at this time.

### **Planning**

- 5915 Stockbridge Drive: The annexation and zoning designation public hearing is scheduled for the Oct. 25 Town Council meeting.
- Received a zoning map amendment request for Gribble Road (previously requesting townhomes at a developer workshop). This is scheduled for the Nov. 15 Planning Board meeting.
- Sheffield Subdivision: Indian Trail Fairview Road submitted for the third round of site plan review.
- Tidal Wave Auto Spa on Unionville Indian Trail Road submitted for an initial site plan review.
- Moore Farm Phase 3 submitted for the fifth round of site plan review.
- A light industrial project on Technology Drive Lot 20 submitted for site plan review.
- Staff is continuing to work on UDO edits.
- Staff met with WithersRavenel to discuss recommendations to the Downtown Masterplan.
- Code Enforcement Officer Christian Almeida began work on Oct. 11. We are now staffed to a level that we can begin to be more proactive.
- Staff is beginning the condemnation process on 14321 E. Independence Blvd. These properties have had several development plans and then a foreclosure in 2021 that we were hopeful would solve the nuisance and substandard structures but did not.

**Planning Continued**

- Two Planning staff members are attending a semester long CZO certification through the UNC School of Government.
- A Planning staff member attended the Union County Board of County Commissioners meeting on Oct. 17 to sit in on the public hearing for the new wastewater treatment site rezoning off Ridge Road.

**Engineering**

- 1<sup>st</sup> Avenue Phase 2 (stormwater and roadway improvements) – Staff is still coordinating with Spectrum and Verizon on some utility conflicts. The contractor is still doing water service installation tie-ins.
- 2021 Resurfacing Contract – The contractor started sawcutting for curb and sidewalk replacement for internal roads in Brandon Oaks. Paving should begin on those roads next week. Colton Ridge roads will come afterward.
- Chestnut Parkway Phase 3 – Proposed right-of-way purchases will be presented to the Council on Oct. 25 with a new amended ordinance as well.
- Indian Trail Complete Street – We are still waiting on the underground utility coordination design to be completed.
- Indian Trail Complete Street Phase 2 – We are still waiting on the preliminary surveying to be completed.
- Watershed Management Plan – A public meeting was held on Oct. 19 from 6-8 p.m. The online survey that was advertised had more than 450 surveys completed.
- Chestnut Square Park Phase 2 Design – The consultant is revising the proposal, and the contract/CIP ordinance will be on the November agenda.
- Navajo Trail Extension Project – The surveying and soil report is complete. The consultant will begin the design soon.
- CSX Railroad Crossing Repair – CSX has notified the Town that all the repair material, except for the concrete pads, has been received. The concrete pads must be custom made, and it is expected that the pads will be made within the next three (3) weeks.

**Public Works**

- Solid Waste:
  - We added almost 350 new resident pick-up locations since January 2022.
  - Call volume is up tremendously.
  - Staff is working with the solid waste provider on long standing issues that keep arising.
- Parks:
  - Preparation has been underway to make Chestnut Square Park ready for the Halloween Spooktacular on Friday.
  - Two tractor trailer loads of mulch have been spread.
  - Field prep is ongoing for a large three-day tournament at Crooked Creek Park.
- Streets:
  - Trees that were overhanging the roadway were trimmed in the Beacon Hills area.
- Stormwater:
  - A flared end section (FES) was cleared in the Crismark neighborhood.
- Buildings/Grounds:
  - General maintenance is ongoing.
  - Several HVAC issues are being worked on throughout several of the buildings the Town maintains, including Town Hall.
  - A new janitorial contract was bid out. It will be out for bid for a few weeks with hopes to come to Council for approval in December.

**Public Works Continued**

- Fleet:
  - We are prepping this year's surplus of vehicles per the Town's policy.
- Other
  - Public works is still down 32% of its overall workforce. We have hired one team member this week with hopes of another. The low staffing level has, and will continue to, delay projects until we are able to staff back up. This becomes a greater issue when someone is out sick or on vacation.
  - We are working on long-term projects related to the Town Hall, a Public Works Facility and park upgrades.

**American Rescue Plan Act (ARPA)**

- The ARPA Committee continues to meet on an ongoing basis.
- Several meetings and conversations have been had with existing recipients or potential recipients of funds over the last several weeks.
- Surplus of items is underway and will continue for the next few months.
- More detailed ARPA information will be presented at the Oct. 25 Council meeting.