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

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The next report is scheduled for November 18.

### **Upcoming Events**

- Car Show & Toy Drive: Saturday, Nov. 5, from 10 a.m. to 1 p.m. at the Indian Trail Town Hall
- Veterans Day Ceremony: Friday, Nov. 11, at 6:30 p.m. in the Town Hall Council Chambers
- Shred Day: Saturday, Nov. 12, from 9 a.m. to 12 p.m. at Crossing Paths Park

### **Administration**

- Prepared and distributed the Nov. 8 Town Council meeting agenda packet.
- The November Town Hall Bulletin was sent electronically on Oct. 31. A copy can be found on our website at <http://indiantrail.org/ArchiveCenter/ViewFile/Item/237>.
- CPR First Aid training is scheduled for Nov. 30 for staff.
- An offer of employment for a Street Maintenance position was made on Oct. 28.
- Attended new business opening celebrations at the ABC Store, Dragonfly Thrift & Marketplace, and Elan at Indian Trail.
- Attended a reception at the School of Government to honor long serving Dean Mike Smith.

### **Finance and Tax**

- Overall tax collection is 17.18% (tax revenue budget: 17.16% collected and stormwater revenue budget: 22.72% collected).
- The Finance Department has received the first draft of the Town's FY2022 audit. We will receive the final version after the LGC does its review.

### **Parks and Recreation**

- Staff is finalizing the January-June "Find IT Fun" program guide. It will be sent out in December or early January.
- Chestnut Square Park field reservations are still being accepted. The deadline is mid-November.

### **Planning**

- ZM 2022-0109 – 401 Gribble Road SF-1 to Light Industrial is scheduled for the Nov. 15 Planning Board meeting.
- CZ 2021-0202 Terra Nova has resubmitted for conditional rezoning review.
- Patrick Place – Potter Road has submitted for the second round of site plan review.
- Costa Oil – Sardis Corners has submitted for initial site plan review.
- Solicitation/Peddler's Ordinance modifications are scheduled for the Dec. 13 Town Council meeting.
- Staff received a Notice of Appeal for 3825 Monticello Street (Case # 2022-0382). A Board of Adjustment meeting is tentatively scheduled for Dec. 15 at 6:30 p.m.

### **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 working on driveway pipe installs.
- 2021 Resurfacing Contract – The contractor is finishing up concrete work in Brandon Oaks and started milling and paving in Brandon Oaks this week.
- Chestnut Parkway Phase 3 – The right-of-way consultant is issuing paperwork for final acquisition to property owner. Still working with NCDOT on other property acquisition agreements.
- Indian Trail Complete Street – We are still waiting on the underground utility coordination design to be completed.
- Indian Trail Complete Street Phase 2 – Preliminary surveying is complete.
- Watershed Management Plan – Staff is working with the consultant on data inventory.
- Chestnut Square Park Phase 2 Design – The consultant is revising the proposal, and the contract/CIP ordinance will be on the Nov. 8 Town Council meeting agenda.
- Navajo Trail Extension Project – Design has begun.
- A five-year funding plan for existing projects has been updated and will be presented to the Council at its next workshop.

### **Public Works**

- Solid Waste:
  - We added almost 375 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.
  - Bulk pick-up begins on Monday, Nov. 7.
- Parks:
  - Ongoing maintenance.
- Streets:
  - Staff patched several potholes.
- Stormwater:
  - Staff made several blowout repairs.
- Buildings/Grounds:
  - Several 100 pine needle bales have been placed in the beds around the Town Hall.
  - Several HVAC issues are being worked on throughout the Town Hall.
  - A new janitorial contract was bid out. Thirteen potential vendors attended the pre-bid meeting on Nov. 1. This contract will come before the Council for approval in December.
- Fleet:
  - Staff scheduled a vehicle window replacement for next week.
  - Several vehicles have gone in for routine maintenance.
  - Staff is prepping this year's surplus of vehicles per the Town's policy.
- Other
  - Public works is still down 22% of its overall workforce. This includes two new hires who will start in the coming weeks. The low staffing level has, and will continue to, delay projects. 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.
- Staff has had several meetings and conversations 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 Nov. 8 Council meeting.