
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: November 18, 2022
Subject: Manager's Report: Week Ending November 18, 2022



Due to the holidays, the next two Manager's Reports will be sent on Friday, Dec. 9, and Thursday, Dec. 22.

Upcoming Events

- The Indian Trail Town Hall will be closed on Nov. 24 and 25 for the Thanksgiving holiday.
- Winter Fest & Tree Lighting: Friday, Dec. 2, from 6-9 p.m. at Chestnut Square Park
- Christmas Parade: Sunday, Dec. 4, at 4 p.m. along Indian Trail Road
- Coffee with the Mayor: Thursday, Dec. 8, from 6-7 p.m. at the Town Hall
- Blood Drive: Tuesday, Dec. 13, from 9 a.m. to 1:30 p.m. To register, visit <http://bit.ly/3E9elhh>.

Administration

- A Facebook Live with Mayor David Cohn, Town Manager Mike McLaurin, and Council Member Dennis Gay was held on Friday, Nov. 18, at 1 p.m.
- Held Generational Diversity training for staff on Nov. 16.
- CPR training for staff is scheduled for Nov. 30.
- Hayley Vaughn, the previous Administrative Assistant, was promoted to Planning Technician effective Nov. 11.
- Staff is receiving and reviewing applications for an Administrative Assistant for the Planning Department.
- Along with Mayor Cohn, staff attended the monthly Crime Stoppers meeting on Nov. 17.
- The Town Manager has again contacted CSX to request an update on the crossing repair on Indian Trail Road. CSX has stated they know the need and are trying internally to expedite the repair.

Finance and Tax

- Overall tax collection is 25.23% (tax revenue budget: 25.90% collected and stormwater revenue budget: 29.46% collected).
- Alicia Massey and Alicia Gaddy attended the North Carolina Government Finance Officers Association conference in Asheville.
- Staff continues to work with the new budget software with upcoming training scheduled.

Parks and Recreation

- Recruiting for part-time staff has begun for the upcoming year.
- Staff has received the reservation requests for Chestnut Square Park's athletic facilities. We will issue permits soon after Thanksgiving. In total, we received 533 requested dates totaling 1,727 hours of time.
- Staff is in the process of finalizing the Find IT Fun Program Guide. The Program Guide will be sent in December and cover all the events and programs for the first six months of 2023.

Planning

- ZM 2022-0109 – 401 Gribble Road SF-1 to Light Industrial was unanimously approved by the Planning Board on Nov. 15. A public hearing before the Town Council is scheduled for the Dec. 13 meeting. Planning staff spoke with representatives from the school system about this request on Nov. 16.
- Staff is drafting a Municipal Code Amendment for Title 130 Firearms. It was discovered that hunting with firearms is permitted, and the location was highly inappropriate.
- Staff met with the buyers of Sun Valley Marketplace.

Planning Continued

- Planning staff coordinated with Union County staff on a denied Sewer Interceptor project and the impacts to the Town.
- Issued an Order to Repair and Close the vacant and abandoned commercial buildings at 14321 E. Independence.
- Costa Oil – Sardis Corners submitted for site plan approval.
- Chestnut Lane Single Family Subdivision submitted for site plan approval.
- Staff is processing a variance for Chick-fil-A to expand to two lanes around the building.
- Working on an appeal of the staff's decision for 3825 Monticello Street.

Engineering

- 1st Avenue Phase 2 (stormwater and roadway improvements) – Spectrum is working on getting underground moved, and Verizon is supposed to get a schedule to us soon. The contractor has demobilized the project.
- 2021 Resurfacing Contract – The contractor is finishing up milling and paving in Brandon Oaks this week and will finish concrete work in Colton Ridge this week. The contractor will not be working the week of Thanksgiving.
- Chestnut Parkway Phase 3 – Staff will be requesting right-of-way acquisition approval from the Council on Dec. 13 for properties NCDOT is taking care of because they touch both projects.
- Indian Trail Complete Street – Staff is waiting on Duke Energy's PUE areas to be implemented on their design.
- Indian Trail Complete Street Phase 2 – Preliminary surveying is complete. Staff is waiting on the final CAD file. We have been told it will be submitted to the design consultant in December.
- Watershed Management Plan – Staff is working with the consultant on data inventory.
- Chestnut Square Park Phase 2 Design – The Council approved the CIP on Nov. 8. The consultant is moving forward with the design.
- Navajo Trail Extension Project – Design has begun. Staff is working with the consultant on alignment and drainage alternatives.
- Additional items:
 - Street Takeover – Staff is working on a couple of developments and trying to get them finalized.
 - Pedestrian Plan Grant – Staff is working on finalizing an agreement with NCDOT.
 - Ordinances: Staff is working on making some amendments to our stormwater ordinances.

Public Works

- Solid Waste:
 - We added more than 400 new resident pick-up locations since January 2022.
 - Call volume is still up.
 - Bulk pick-up for this quarter will finish on Nov. 18.
 - The Shred Day went well on Nov. 12.
 - Staff is working with Waste Connections on turnover issues at their company.
- Parks:
 - Ongoing maintenance and starting winter projects.
- Streets:
 - Right-of-way mowing took place.
- Stormwater:
 - Staff made several blowout repairs.

Public Works Continued

- Buildings/Grounds:
 - Several HVAC issues are being worked on throughout the Town Hall.
 - Staff received bids for the new janitorial contract and will be reviewing them over the next few weeks, with a recommendation coming before the Council on Dec. 13.
 - The lights outside of the Town Hall continue to be out of order. The Town Manager has contacted Duke Energy requesting an expedited repair. Duke has replied that additional underground cabling is needed, and the repair is expected to take at least another 20 days.
- Fleet:
 - Several vehicles have gone in for routine maintenance.
- Other
 - Public works is still down 30% of its overall workforce. This includes one new hire 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 Dec. 13 Council meeting.