
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: December 9, 2022
Subject: Manager's Report: Week Ending December 9, 2022



Due to the holiday, the next Manager's Report is scheduled for Thursday, Dec. 22.

Upcoming Events

- Blood Drive: Tuesday, Dec. 13, from 9 a.m. to 1:30 p.m. To register, visit <http://bit.ly/3E9elhh>.

Administration

- The December newsletter was distributed digitally on Dec. 1. A copy can be found on our website at <http://indiantrail.org/ArchiveCenter/ViewFile/Item/240>.
- The December Coffee with the Mayor was held on Thursday, Dec. 8. Ten people attended.
- The next Facebook Live will be on Friday, Dec. 16, at 1 p.m. County Commissioner Richard Helms will join Mayor Cohn and Town Manager McLaurin.
- The Friendsgiving luncheon was held for staff on Nov. 22.
- Staff is continuing to recruit for an Administrative Assistant for the Planning Department and a Public Works Maintenance Technician.
- Steven Hinson began his employment on Nov. 28 with the Public Works Streets and Drainage crew.
- CPR/First Aid training was held for staff on Nov. 30.
- Generational Diversity training was held for staff on Dec. 8.
- Signed an agreement with Keep Evolving Consulting for Diversity, Equity and Inclusion coaching and training for staff.

Finance and Tax

- The Fiscal Year 2022 audit has been received and is in the process of being distributed to the Mayor and Council, the library, and Town staff.
- Audit Manager Deneal Bennett will be at the Jan. 24 Town Council meeting to present the results of the audit.

Parks and Recreation

- The Winter Fest & Tree Lighting and Christmas Parade were hosted recently with a great community response from both events.
- Breakfast with Santa, Letters from Santa, and other programs will wrap up the year for programming.
- Staff has issued all permits for Chestnut Square Park. We will accept permit requests for Crooked Creek Park until mid-January.
- January-June programs and events have been finalized and will start to be advertised within the next two weeks, including the Find IT Fun program guide that will be sent to all Indian Trail residents.

Planning

- ZM 2022-0109 – 401 Gribble Road is scheduled for a public hearing before the Town Council on Dec. 13.
- A public hearing is scheduled for a Municipal Code Amendment for Title 130 Firearms on Dec. 13.
- Community meetings were held on Dec. 6 for Lowe's Conditional Rezoning for Tool Rental Expansion.
- Staff is working on final edits to the Unified Development Ordinance.
- Planning and Engineering staff met with the consultant on the Downtown Master Plan Roadway Connections proposal.

Planning Continued

- Staff is reviewing the Valley Commons Business Park plat for a potential light industrial project.
- Williams Pond Subdivision submitted for site plan review.
- Several light industrial and commercial projects have pulled their projects due to Union County's action on the wastewater treatment site on Dec. 5.
- Staff is working on an appeal of the staff decision for 3825 Monticello Street and coordinating with the Town Attorney.

Engineering

- 1st Avenue Phase 2 (stormwater and roadway improvements) – Spectrum is wrapping up underground, and Verizon is getting on the schedule for early next year. The contractor has demobilized from the project.
- 2021 Resurfacing Contract – The contractor will begin milling and paving in Colton Ridge soon.
- 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. The design team is working on water and sewer utility design.
- Indian Trail Complete Street Phase 2 – Staff is waiting on the final CAD file. We have been told it will be submitted to the design consultant in December.
- Chestnut Square Park Phase 2 Design – Staff had a field meeting with the consultant. The design is moving forward.
- Navajo Trail Extension Project – Design has begun. Staff met with STEPS Academy to discuss road design along the property.
- Additional items:
 - Street Takeover – Heritage Phase 8 and Plyler Place are on the Dec. 13 Council meeting agenda.
 - Pedestrian Plan Grant – The agreement has been finalized, and the Town will execute it soon.

Public Works

- Solid Waste:
 - We added more than 400 new resident pick-up locations since January 2022.
 - Call volume is still up.
 - Staff is working with Waste Connections on turnover issues at their company.
- Parks:
 - All crews helped install the Christmas lights at Chestnut Square Park over the last several weeks. This has taken them away from other projects.
- Buildings/Grounds:
 - Several HVAC issues are being worked on throughout the Town Hall.
 - Staff received bids for the new janitorial contract and will review them over the next few weeks, with a recommendation coming before the Council on Dec. 13.
- Fleet:
 - Several vehicles have gone in for routine maintenance.
- Other
 - Public works is still down 30% of its overall workforce. One new hire started last week. 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)

- Staff is working hard to purchase all requested items from the approved surplus-funded recipients.
- Surplus of items is underway and will continue for the next few months.
- There will be no ARPA update at the Dec. 13 Council meeting.