
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: December 22, 2022
Subject: Manager's Report: Week Ending December 22, 2022



The next Manager's Report is scheduled for Friday, Jan. 6, 2023.

Upcoming Events

- The Indian Trail Town Hall will be closed on Dec. 23, 26, and 27 for the Christmas holiday and on Jan. 2 for the New Year's holiday.

Administration

- The Blood Drive held on Dec. 13 resulted in 23 units of blood being collected. The next Blood Drive is scheduled for Tuesday, March 7.
- The next Facebook Live will be on Friday, Jan. 13, at 1 p.m. Sheriff Eddie Cathey will join Mayor Cohn and Town Manager McLaurin.
- Robert Morren has accepted the position of IT Administrator. His first day will be on Tuesday, Jan. 3. Mr. Morren was the former IT Administrator for the town of Fort Mill.

Finance and Tax

- Overall tax collection is 73.82% (tax revenue budget: 78.55% collected and stormwater revenue budget: 70.30% collected). The overall collection is approximately 12% ahead of where we typically are this time of year.

Parks and Recreation

- The Find IT Fun Program Guide has been sent out and is being marketed heavily. The Program Guide is for all programs and events from January through June. The staff has begun working on the Fall Program Guide.
- All three performances of the Murder Mystery Dinner Theatre have sold out. We are working with Matthews Playhouse to see if additional dates may be scheduled.
- Approximately 40 people have already signed up for breakfast with the Easter Bunny on March 25. Attendance is limited.
- Planning continues for contracts, supply lists, etc., for upcoming programs.
- Crooked Creek Park permits are being accepted.
- Permits for shelters and community rooms are now being accepted for 2023.

Planning

- The Circle K at Independence and Faith Church Road (in front of the Harris Teeter Distribution Center) submitted for site plan review.
- Harisumiran Charlotte: A proposed church on Chestnut Lane submitted for sketch plan review.
- Morningstar Storage, located at Indian Trail Fairview Road and Peace Drive, submitted for sketch plan review.
- Providence City Church, located on Hayes Road, submitted for site plan review.
- NFM Townhomes submitted for annexation and conditional rezoning.
- Chick-fil-A on Independence will go before the Board of Adjustment on Jan. 26 with a variance request.
- Planning staff have fielded numerous phone calls and held various meetings for commercial and light industrial projects.
- Staff is continuing to work to fill the vacant Administrative Assistant position.
- The Planning Director received a CNU-A Certification through the University of Miami's School of Architecture.

Engineering

- 1st Avenue Phase 2 (stormwater and roadway improvements) – The contractor has demobilized the project. The utility companies should be on site in January to finish relocations.
- 2021 Resurfacing Contract – The contractor finished Colton Ridge and has completed 90% of the work. They will not be back in Indian Trail until January.
- Chestnut Parkway Phase 3 – Waiting on NCDOT to complete right-of-way acquisition on the three parcels along Old Monroe Road that both projects touch.
- Indian Trail Complete Street – Duke Energy's design is almost complete. The consultant has already sent it to the other utilities for underground coordination. The design team continues working on water and sewer utility design.
- Indian Trail Complete Street Phase 2 – No update since the last report.
- Chestnut Square Park Phase 2 Design – Staff held the monthly meeting with the design team. All items shown in Concept 1 can be constructed as located without making adjustments. Design continues moving forward.
- Navajo Trail Extension Project – Design continues. The STEPS Academy meeting went well. Staff is scheduling a meeting with Union County Public Schools about bus drop-offs at the Academy.
- Additional items:
 - In January, staff will start the preliminary project scope of the next resurfacing contract.
 - Watershed Management Plan: The additional survey was approved by the Council. The consultant is working on scheduling the survey and will begin the streambank restoration assessment soon.

Public Works

- Solid Waste:
 - We added more than 400 new resident pick-up locations since January 2022.
 - Staff is working with Waste Connections on turnover issues at their company.
 - Town crew members delivered several yard-waste bins over the last few weeks.
- Parks:
 - Winter projects and clean-ups are underway.
 - Staff performed normal weekly maintenance tasks.
- Streets & Drainage:
 - Sidewalks were removed and reinstalled in several locations.
 - Staff performed shop and yard maintenance.
- Buildings/Grounds:
 - Staff received bids for the new janitorial contract and will review them over the next few weeks, with a recommendation coming before the Council in January.
 - Several vehicles went in for routine maintenance.
 - Staff performed normal weekly maintenance tasks.
- Other
 - Public works is still down 30% (5 positions) of its overall workforce. The low staffing level has, and will continue to, delay projects. This becomes a greater issue when someone is out sick or on vacation. It is also starting to hurt morale.
 - We are working on long-term projects related to the Town Hall, a Public Works Facility, park upgrades, town-wide signage, and employee benchmarking.

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.
- All surplus items for this fiscal year have been accounted for.
- There will be an ARPA update at the Jan. 10 Council meeting.