
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: January 20, 2023
Subject: Manager's Report: Week Ending January 20, 2023



The next Manager's Report is scheduled for Friday, Feb. 10, 2023.

Upcoming Events

- Parks and Recreation Program Open House: Saturday, Jan. 28, from 11 a.m. to 2 p.m. at the Town Hall.
- Harlem Wizards Game in partnership with the Union West Rotary: Friday, Feb. 3, from 6-9 p.m. at Sun Valley High School. Tickets are required and can be purchased at <https://tinyurl.com/2jnc5kz9>.
- Love Bug Dance: Friday, Feb. 17, from 6-9 p.m. at Carolina Courts.

Administration

- Staff prepared the agenda package for the Jan. 24 meeting.
- An offer was made to a candidate for the Administrative Assistant position in the Planning Department.
- Staff is working with Dominion Payroll to implement an online open enrollment process for employees.
- Staff continues to recruit for the Business Development Manager and Street Maintenance Technician positions.
- Scheduled the next Coffee with the Mayor for Thursday, Feb. 9, from 9-10 a.m. We'll be hosting this Coffee with the Mayor at Rockhounds Coffee, which is located inside the Extreme Ice Center.
- The Wi-Fi at Chestnut Square Park was turned on, on Jan. 17. Additional prep work needs to be completed at Crooked Creek Park before the Wi-Fi can be turned on there.
- Staff and Council Members provided support and assistance to the Union County Crime Stoppers at their recent BBQ fundraising event.
- Town Clerk Kathy Queen has resigned and will be going to work for the Village of Wesley Chapel, serving in the capacities of Finance Officer, Human Resources, and Town Clerk. Ms. Trena Sims has been appointed as the Intern Town Clerk.
- Working with the Indian Trail ABC and Public Works Department to address traffic cut through.
- Staff met with UNCC MPA students to discuss the Capstone Project with the Town.

Finance and Tax

- Overall tax collection is 95.38% (tax revenue budget: 100.56% collected and stormwater revenue budget: 96.37% collected).
- Staff continues to train and process our new budget software through ClearGov.
- Finance staff and Town Manager McLaurin are meeting with staff to review mid-year finance performance.

Parks and Recreation

- Crooked Creek Park reservations have closed, and staff will review and issue permits by the end of January.
- All programs, camps, and facilities are taking registrations. Information can be found in the Parks and Recreation Program Guide at <https://bit.ly/3HmfR8w>.
- The Murder Mystery Dinner Theatre has sold out for all the shows. This is the first time hosting the event, and it has proven successful.

Planning

- Staff is excited to finally be able to announce Duke Energy's relocation to Indian Trail. Duke Energy closed last week on a property in Valley Business Park off Old Monroe Road and plans a \$20 million investment with 75 jobs for Indian Trail.
- NFM has submitted for annexation and conditional rezoning for a parcel off Old Monroe Road, which has been reviewed by staff. Community meetings are scheduled for Jan. 23.
- Chick-fil-A on Highway 74 has submitted for a variance request, which is scheduled to be heard by the Board of Adjustment on Jan. 26.
- Two lots off Kennedy Drive (Rosemary Park) have submitted for a variance request for new residential construction and are scheduled to be heard by the Board of Adjustment on Jan. 26.
- Chestnut Lane Zoning Map Amendment request from SF-1 to GBD was approved by the Planning Board on Jan. 17 and is scheduled for a Public Hearing before the Town Council on Feb. 14.
- Lowe's Conditional Rezoning for Expansion for Tool Rental and Outdoor Storage was approved by the Planning Board on Jan. 17 and is scheduled for a Public Hearing before the Town Council on Feb. 14.
- 4123 Old Monroe Road has submitted a request for a Conditional Rezoning from SF-1 to CZ-NBD.
- Shoppes at Hanfield Village Phase II has submitted for site plan review for new commercial development.
- Staff received the second round of site plan review from a Light Industrial project off Old Charlotte Highway.
- Fines are being assessed for the hemp farm off Monticello as this property owner continues to operate a large-scale business in a residential subdivision.
- Together with the Engineering Department, the Planning staff held a kick-off meeting for the Pedestrian Plan grant that we received from NCDOT. Staff is working on delivering data to the consultants as requested.

Engineering

- 1st Avenue Phase 2 (stormwater and roadway improvements) – Two of the four utility companies have completed their relocation efforts. We estimate it will be mid to late February before the contractor will be back on site.
- 2021 Resurfacing Contract – The contractor has completed all work except for the downtown intersection repair. Staff is meeting with them early next week to discuss the project.
- Chestnut Parkway Phase 3 – Staff is still waiting on NCDOT to complete the right-of-way acquisition on the three parcels along Old Monroe Road that both projects touch. We are drafting a construction contract next week and plan to advertise the project in February.
- Indian Trail Complete Street – Duke Energy's design is complete. The utility consultant is coordinating with the other utilities to use underground infrastructure.
- Indian Trail Complete Street Phase 2 – The monthly coordination meeting is scheduled for this week. We should have a more detailed update for the next report.
- Chestnut Square Park Phase 2 Design – The monthly coordination meeting is scheduled for Friday, Jan. 20. Underground stormwater is almost finalized and will be discussed at that meeting.
- Navajo Trail Extension Project – Staff is conducting a final meeting with STEPS Academy on Friday, Jan. 20, to discuss their concerns with the final design layout.
- Additional items:
 - The additional survey is in progress for the Watershed Management Plan. The streambank assessment is nearly complete.
 - Union Grove Street Acceptance will be coming to the Council for approval at the Jan. 24 meeting.
 - The Pipe Culverts Hydraulic Analysis proposal will be coming to the Council for approval at the Jan. 24 meeting.
 - Engineering and Planning staff members held a kick-off meeting with the NCDOT-IMD group on Jan. 13.
 - CSX will be closing the railroad crossing on Jan. 24 for a three-day duration.

Public Works

- Solid Waste:
 - Town crew members delivered several yard-waste bins while also collecting several missed pick-up locations.
- Parks:
 - Winter projects are underway.
 - Staff performed normal weekly maintenance tasks.
- Streets & Drainage:
 - Staff is performing street sweeping. This will take several weeks.
- Buildings/Grounds:
 - Staff received bids for the new janitorial contract. An internal committee reviewed the requests for proposal and will make a recommendation to the Council at the Jan. 24 meeting.
 - Staff performed normal weekly maintenance tasks.
- Other
 - Low staffing levels are hurting overall morale, as public works is still down 30% (five positions) of its overall workforce.
 - Staff is working on long-term projects related to the Town Hall, a Public Works Facility, park upgrades, and town-wide signage.

American Rescue Plan Act (ARPA)

- Staff is working hard to purchase all requested items from the approved surplus-funded recipients.
- All surplus items for this fiscal year have been accounted for.
- A public meeting has been scheduled with Union County on Jan. 31 to discuss the waterline project off Lawyers Road.
- There will be an ARPA update at the Jan. 24 Council meeting.