
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: February 24, 2023
Subject: Manager's Report: Week Ending February 24, 2023



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

Upcoming Events

- Touch-A-Truck: Saturday, March 4, from 10 a.m. to 2 p.m. at Chestnut Square Park
- Red Cross Blood Drive: Tuesday, March 7, from 9 a.m. to 1:30 p.m. at the Town Hall. Register at <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=IndianTrail>.
- HITS After Six featuring The Hitmen: Thursday, March 16, from 6-9 p.m. at Chestnut Square Park.

Administration

- Staff prepared the agenda package for the Feb. 28 meeting.
- Jonathon Gray started his position as a Maintenance Technician on Feb. 13.
- ACA 1095 forms were provided to staff.
- Samantha McLaughlin was promoted to Recreation Program Coordinator effective Feb. 11. Her previous position of Parks and Recreation Specialist has been posted internally and externally.
- Staff is continuing to accept applications and hold interviews for Street Maintenance, Buildings and Grounds Maintenance, Administrative Assistant – Planning, Parks and Recreation Specialist, and Business Development Manager.
- The Town Clerk position was posted internally and closed on Feb. 22.
- Audio/Visual enhancements were made to the Shirley Howe Community Room. With the addition of an overhead camera and microphones, those hosting meetings can use it as a Zoom Room, similar to what can be done in the Council Chambers. This project has been over a year in the making, as the A/V company ran into significant supply chain delays. We are excited to have it complete and offer another amenity to those who use our building.
- The Town hosted Facebook Live with the Mayor and the Manager on Feb. 17. Pat Kahle, president and CEO of the Union County Chamber, was the guest.
- The Communications Director attended a virtual three-day Fundamentals of Local Government training hosted by the School of Government.
- The Human Resources Director and Town Manager met with the Department Heads to review the upcoming compensation study.
- The Town Manager and Council Member Buchaluk attended the NC League of Municipalities City-State Dinner.

Finance and Tax

- Overall tax collection is 97.65% (tax revenue budget: 102.86% collected and stormwater revenue budget: 99.07% collected).
- Finance staff and the Town Manager met with all departments to review their FY2024 budget requests, which is another step toward our first budget retreat on March 23.

Parks and Recreation

- Shelter rentals and diamond field rentals open on March 1.
- The Love Bug Dance was held on Feb. 17 and sold out. The event has the potential to grow and was well received by the community.
- Our senior program continues to have 50+ people per week, and space is becoming an issue.

Planning

- Peddler's/Solicitation Ordinance Amendments are scheduled for a public hearing at the Feb. 28 Town Council meeting. The amendments are designed to make it easier for applicants and staff who are processing permit requests.
- Chapman (Old Monroe Road) commercial project conditional rezoning: Community meetings are scheduled for March 1.
- Terra Nova (Old Monroe Road) mixed-use project conditional rezoning: Community meetings are scheduled for March 7.
- Staff continues to work with the Heritage Subdivision developer on mitigation requirements where the buffer/tree save was graded into.
- Indian Trail Coffee on Highway 74 submitted for site plan review.
- Staff continues to spend a significant amount of time meeting with developers/property owners to discuss the sewer issue.
- The abandoned mobile home on Wesley Chapel Stouts Road was successfully removed by the property owner with no costs to the Town.

Engineering

- Chestnut Parkway Phase 3 – The last right-of-way acquisition is coming to the Council for approval at the Feb. 28 meeting. The staff is wrapping up the final permit.
- Indian Trail Complete Street – Staff submitted 75% road designs to NCDOT. Comments have already come back, and the consultant is reviewing those now. Right-of-way cost estimates have been finalized.
- Indian Trail Complete Street Phase 2 – Staff is still waiting on the preliminary surveying.
- Chestnut Square Park Phase 2 Design – The design should be wrapping up enough to get a more detailed cost estimate in early March.
- Navajo Trail Extension Project – The design continues and should wrap up in early April.

Public Works

- Solid Waste:
 - Town crew members delivered several yard-waste bins while also collecting several missed pick-up locations.
 - Bulk Pickup went well. The solid waste provider used extra trucks within the Town to stay on schedule throughout the two-week cycle.
- Parks:
 - Winter projects are underway.
 - The crew is hard at work prepping the fields for play starting in March.
- Streets & Drainage:
 - Several potholes have been patched over the last two weeks.
 - Right-of-way maintenance has started for the year.
 - Pond maintenance is underway near First Avenue.
- Buildings/Grounds:
 - Staff performed normal weekly maintenance tasks.
 - Grounds maintenance has started for the year.

Public Works Continued

- Other
 - Low staffing levels are hurting overall morale, as public works is still down 27% (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.
- There will be an ARPA update at the Feb. 28 Council meeting.