
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: March 10, 2023
Subject: Manager's Report: Week Ending March 10, 2023



The next Manager's Report is scheduled for Friday, March 24, 2023.

Upcoming Events

- HITS After Six featuring The Hitmen: Thursday, March 16, from 6-9 p.m. at Chestnut Square Park.
- Hop to IT: Saturday, April 1, from 10 a.m. to 3 p.m. at Chestnut Square Park.

Administration

- Staff prepared the agenda package for the March 14 meeting.
- The Town hosted a Red Cross Blood Drive on March 7. The goal was to collect 26 units of blood. Thirty-three units were collected.
- The next Facebook Live with the Mayor and the Manager will be on Friday, March 17, with guest Christie Starnes, branch manager of the Union West Regional Library.
- Trena Sims was promoted to Town Clerk on Feb. 27.
- Staff is continuing to work with the consultant to gather information for the compensation study salary survey.
- Two job offers were made and accepted. Both are pending background screenings and investigations.
- Staff is accepting applications for a Parks & Recreation Specialist, Maintenance Technicians, and a Business Development Manager.

Finance and Tax

- Overall tax collection is 98.74% (tax revenue budget: 103.97% collected and stormwater revenue budget: 100.31% collected).
- Finance staff and the Town Manager held meetings with all department heads to review and revise their budgets as we prepare for the first budget workshop on March 23.

Parks and Recreation

- Parks are all open for diamond field rentals and shelter rentals.
- The Parks & Recreation Department is accepting applications for a Parks & Recreation Specialist, as well as part-time positions.
- Touch-A-Truck was hosted on Saturday, March 4, and has established itself as our signature spring event.
- Programs continue to grow, and staff continues planning for the fall season of programming.
- The Student Art Show kicked off on Thursday, March 9, and will run until Friday, March 10. All local elementary schools and home school students were invited to attend.

Planning

- A demolition ordinance is scheduled for consideration by the Town Council on March 14 for the property located at 14321 E. Independence Boulevard.
- Conditional Rezoning: Terra Nova (Old Monroe Road) Mixed Use Project – Community meetings were held on March 7, and the project is scheduled to go before the Planning Board on March 21.
- Conditional Rezoning: Chapman (Old Monroe Road) Commercial Project – Community meetings were held on March 1, and the project is scheduled to go before the Planning Board on March 21.

Planning Continued

- Staff has come to a resolution with the developer on the mitigation requirements where the buffer/tree save was graded into in the Heritage subdivision.
- Staff continues to spend a significant amount of time meeting with developers/property owners to discuss the sewer issue.
- An abandoned mobile home/house was demolished on Haywood Road at no cost to the Town. This is a case we've been working on since 2019.
- Auto Finance Center on Highway 74 has submitted for a sketch plan review for an expansion of the business.
- Safe Fire Detection (recent annexation) has submitted for a site plan approval of their proposed expansion.
- Indian Trail Town Center has submitted additional townhomes for site plan review.

Engineering

- 1st Avenue Phase 2 (stormwater and roadway improvements) – Staff will provide an update at the March 14 Town Council Meeting.
- 2021 Resurfacing Contract – The Matthews-Indian Trail Road/Indian Trail Road intersection pavement repair work is scheduled for Saturday, March 18. If the weather delays this, then the contractor will reschedule the work for March 25.
- Chestnut Parkway Phase 3 – The right-of-way has wrapped up. Staff is now finalizing NCDOT coordination.
- Indian Trail Complete Street – Other utility companies are working on their design and cost estimates for underground installation efforts. Staff should be receiving a cost estimate from our consultant on how much it will cost to construct the entire project, excluding Duke Energy/other utilities underground. The right-of-way estimate had to be revised due to a minor property line issue in the survey.
- Chestnut Square Park Phase 2 Design – The consultant is working on getting a cost estimate completed based on their updated design plans.
- Additional Items:
 - The updated Pedestrian Plan should start ramping up next month.
 - Sidewalk projects (multiple areas) – Staff is working on a plan to start moving forward on this in next year's budget.
 - Staff is working on RFQs.

Public Works

- Solid Waste:
 - Town crew members delivered several yard-waste bins while also collecting several missed pick-up locations.
- Parks:
 - The season has started, and the crew is hard at work daily preparing for the events each evening.
- Streets & Drainage:
 - Several potholes have been patched over the last two weeks.
 - Sidewalk repairs are taking place.
- Buildings/Grounds:
 - Grounds maintenance has started for the year at all town facilities.
- 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 March 14 Council meeting.