
To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: December 10, 2021
Subject: Manager's Report: Week Ending December 10, 2021



Please note that this report covers the period from November 19th – December 10th, 2021. Due to the holidays, we will issue our next report on December 31st.

Upcoming Events

- Upcoming Christmas offerings and programs.
- Letters From Santa. If anyone is interested in signing up, please have them complete a form at: <http://ow.ly/cp9r50GRmlh>.
- Breakfast with Santa, Saturday, December 11, at Town Hall.
- Zoom with Santa, Sunday, December 12, hosted virtually. Anyone interested in signing up, please register at: <https://secure.rec1.com/NC/city-of-indian-trail/catalog?filter=c2VhcmNoPTE3NDUwODk=>
- December 14, 2021 - The next Indian Trail Blood Drive is on Dec. 14, from 9 a.m. to 1 p.m. at Carolina Courts. You can register at <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=IndianTrail>. Please share this with your friends and family.
- December 16, 2021 – Employee Holiday Lunch – Town Council invited. Council Members should contact Carey Warner to RSVP.

Administration

- The December newsletter was distributed on Nov. 30, and a copy can be found on our website at <http://indiantrail.org/ArchiveCenter/ViewFile/Item/207>.
- Continued to work with our three new Board Members in preparation for their swearing in on December 14th.
- We are pleased to announce three new employees who have recently been hired. They are: Josue Pena- Planning Technician, Tyler Hayaski-Planner and Brian Rooney- Engineering Technician.
- Continuing to work with NCDOT on a property matter.
- Prepared and distributed the December 14th Agenda Package.
- Registered the new Board Members into the Essentials of Municipal Government training.
- Participated in a conference call with the Planning Director and representatives from Union County and the city of Monroe to discuss the current and future plans for the Express Bus System, which runs from Monroe to Charlotte with a stop in Indian Trail.

Finance

- Audit Services Contract – An RFQ for audit services went out on December 1st with a return date by January 22nd.
- FY2021 Audit Presentation – Is scheduled for the January 25th meeting.

Parks and Recreation

- Athletic reservation requests have opened for Crooked Creek Park. Applications will be received from December 1st to January 2nd. Permits will then be issued by mid-January.
- Preparation continues for upcoming programs and events for the remainder of the 2021 calendar year and the first six months of 2022.
- A very successful Christmas parade and tree lighting was held. Additional planned Christmas activities are located in the Upcoming Events section of this report.

Planning

- Planning Board unanimously denied Orr Road rezoning from SF-1 to Light Industrial. This agenda item has been postponed for public hearing before Town Council pending additional work by the applicant.
- Take 5 & Pet Suites (Highway 74) submitted for site plan review.
- Sheffield Subdivision submitted for site plan review.
- Met with representatives from Carvana's Development Team for location off Highway 74.

Engineering

- Indian Trail Park Stormwater and Water Main Improvements - Contractor is still trying to find pipe for Indian Trail Park water main improvements. This project has been delayed until January 2022.
- 1st Avenue Phase 1 (pond and pumpstation construction) – Walkthrough occurred and punch list was given to the contractor.
- 1st Avenue Phase 2 (stormwater and roadway improvements) – Pre-Bid Meeting occurred on 11/30/21. Bid Opening was Dec. 7th. No bids were submitted. Will readvertise in January 2022.
- FY20/21 Spring Resurfacing Contract – Wrapping up most of Sunnyside Circle. We will have to suspend the contract until concrete pipe material arrives in January 2022.
- Indian Trail Complete Street – Preliminary storm design and traffic control design has been reviewed. Met with Mrs. Rushing (last property owner) on Dec. 8th.
- Raised Pavement Markers and Striping Control – The owner has had some medical issues. We're hoping to start the project soon.
- RFQs - Working on Watershed Study and Chestnut Square Park Design.

Public Works

- Solid Waste - Contract negotiations are ongoing with Waste Connections and the new contract. Held meeting with vendor, staff, and manager this week.
- Parks:
 - Routine maintenance, including outparcels.
 - Completed weekly reports.
 - Installed Christmas lights at Chestnut Square Park.
 - Repaired playground equipment.
 - Installation of concrete tee boxes at the Crooked Creek Park disc golf course has begun.
 - The grease trap at Crooked Creek Park was emptied.
 - All staff helped prep for the Christmas parade.
- Stormwater: Completed catch basin repair in Field Stone Farm.
- Streets: Installed street sign.

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- Buildings and Grounds:
 - Working through HVAC system issues with the contractor at Town Hall.
 - Replaced the water filters at Town Hall.
- Fleet:
 - Several oil changes were conducted.
 - Tire repairs were made.
 - Two new vehicles are now in use by Town staff.
- Working on long-term projects related to Hwy 74, Town Hall, and park upgrades.
- The FY22 Stormwater Maintenance Contract is out for bid. Bids are due in mid-December.
- A draft RFQ has been completed for Facility upgrades.