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**To:** Mayor & Town Council  
**From:** Mike McLaurin, Town Manager  
**Date:** January 14, 2022  
**Subject:** Manager's Report: Week Ending January 14, 2022

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Please note that this report covers the period from Dec. 31 – Jan. 14. The next report is scheduled for Jan. 28.

### **Special Notice**

- Beginning Jan. 17 through Jan. 28 we will be operating under our COVID Safety Response Plan. Under this plan, a limited number of staff will be working in Town Hall, meetings will go to a Zoom format if at all possible, and Town Hall facility rentals have been suspended. We will continue to monitor the COVID situation and make adjustments accordingly.

### **Upcoming Events**

- Town Hall will be closed for Martin Luther King Jr. Day on Jan. 17.

### **Administration**

- The Town Council meeting scheduled for Jan. 11 was cancelled and the next meeting is scheduled for Jan. 25.
- Continued to work with NCDOT on a property matter.
- Worked with the Leadership Team to review and implement the COVID Safety Response Plan.
- Briefed the Council on the latest information on the County's proposed interlocal sewer agreement.
- Working to set up a meeting with two property owners to discuss runoff in the Deerstyne neighborhood.
- Contracted with Spectrum to increase the bandwidth at Town Hall from 50mbps to 200mbps. The 50mbps was no longer sufficient to run the number of computers, programs and other IT infrastructure at Town Hall.
- Finalizing an agreement with Windstream to install broadband in Crook Creek and Chestnut Square Parks. The broadband will allow the Town to increase security in the parks.
- Attended the first Public Safety Workgroup meeting.
- Met with a local merchant to discuss the Indian Trail Road project.
- Joseph Castiglione was hired and started work on Jan. 3 in the Public Works Department.

### **Finance**

- Second Quarter Financial Review was conducted with the Department Heads. Finances are on-track at this point in the fiscal year.
- Work has begun on the FY23 budget. Staff is currently submitting budget requests to Finance. These requests will be reviewed with the Department Heads, Finance and the Town Manager. The Town Manager will submit a proposed FY23 Budget Calendar at the next Council meeting. As part of this budget process, the Council is expected to hold several budget workshops in which they will meet with the Department Heads to discuss their budget requests.

### **Parks and Recreation**

- Crooked Creek Park rentals are being reviewed. A total of 33 rental requests have been received. Permits will be sent out to applicants next week.
- The Program Guide has been distributed in the community. With the current COVID situation, we will amend programs, events and rentals as necessary.
- Park Projects continue to be worked on. These include the ADA bathroom, ADA shelter and internet at the parks.
- The Parks and Recreation Department is currently seeking part-time employees.

## **Planning**

- Planning Board will be held virtually on Jan. 18 with an agenda item to modify the UDO to match changes made in the Municipal Code related to Penalties.
- Mavis Tire Store @ Chestnut Lane submitted for Site Plan Approval.
- Reviewing several projects that have resubmitted for Site Plan Approval.
- Received feedback from Comprehensive Plan Advisory Committee on Scenarios.
- Beginning the process of updating all applications.
- Attended First Public Safety Work Group.

## **Engineering**

- Indian Trail Park Stormwater/Water Main Improvements – Contractor started work last week and 70% of the project is complete.
- 1<sup>st</sup> Avenue Phase 1 (Pond and Pumpstation) - The punch list is still being completed.
- Phase 2 (stormwater and roadway improvements) – This project will be readvertised within the next few weeks.
- FY20/21 Spring Resurfacing Contract – We are working with the contractor to coordinate a date when they can start back up.
- Indian Trail Complete Street – 65% plans anticipated to be completed in April 2022. Utility kickoff meeting occurred on 01/14/2022.
- Raised Pavement Markers and Striping Contract – We are working with the contractor to obtain a startup date.
- RFQ - Watershed Study (Advertisement next week)

## **Public Works**

- Solid Waste:
  - Contract negotiations are ongoing with Waste Connections on the new contract. We are awaiting comments from them on the second round of negotiations.
- Parks:
  - Routine maintenance including outparcels.
  - Completed weekly reports.
  - Removed Christmas lights at Chestnut Square Park.
  - Installation of the concrete tee boxes at the Crooked Creek Park disc golf course has been completed.
- Stormwater:
  - Completed repair on Grove More Place.
  - FY22 Stormwater Maintenance Contract is awaiting approval by the Council at their next meeting.
- Streets:
  - Installed street signs at several locations around Town.
- Buildings/Grounds:
  - Working through HVAC system issues with the contractor at Town Hall.
  - Inventories were conducted of all the supplies on hand.
  - Annual building inspections are taking place. Three out of five have been completed at this time.
- Fleet:
  - Several oil changes were conducted.
  - We are working on vehicle surplus information for the upcoming Council meeting.
- We have prepared all equipment and completed all tasks in preparation for the incoming winter storm. We will be working with other first responders as needed.
- We are working on long-term projects related to Hwy 74, Town Hall and park upgrades.
- A draft RFQ has been completed for facility upgrades.
- We are actively trying to hire for three positions.