

Town of Indian Trail

Memo

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Interim Town Manager
Date Report: June 24, 2017
Subject: Manager's Report (05/19/17- 06/24/17)



Finance

- **FY17/18 Budget:** approved by Council. New copies (prints) will be distributed soon.
- **Vendor Invoices:** all been processed.
- **Monthly Financial Board:** posted on the website.
- **Vendors:** All paid on time.
- **Monthly Dashboard:** complete & posted for the month of May
- **FY16/17 CPA Audit:** in progress (auditors were here for week of June 12/2017)
- **Bank Accounts:** All reconciled on time.
- **Year-End-Budget:** All Dept. budgets reviewed. Depts. advised to purchase only essential before 06/30/2017.
- **Purchased Orders:** All Open POs reviewed & closed if not needed.

Policies / Ordinances

- **Non-Profit Org. Park Usage Fee Schedule:** will be submitted to TC for review & approval.
- **Grand Marshal:** for annual parades will be submitted for TC for review & approval.
- **UDO Upgrade:** Will outsource an upgrade task.
- **Land Development Manual Upgrade:** Will outsource an upgrade task.

Misc. Updates

- **CATS:** scheduled to meet w/ CATS on 06/29/17 to discuss light rail extension to Indian Trail.
- **Town of Mathews:** scheduled to meet w/ Matthews Town Manager to discuss Monroe Rd. / light rail transit.
- **Local Consultants:** American Eng. & Prof. Property Svcs., Inc. are now part of IT qualified consultant list.
- **Performance Reviews:** Annual reviews for Todd Huntsinger, Ryan Lipp, and Mead Bradshaw are complete.

Communication/Community Engagement

- **Town Hall Visit:** Rotary Club toured new Town Hall on 06/23/17. Received good feedback.
- **Public Information Requests:** None Outstanding.

Legal

- **Town Hall:** No pavement repair agreement has been reached yet.
- **Bringewall & Snover:** Continues to provide legal services.
- **Nicole Gardner Attorney at Law:** Is assisting staff in one employment related issues.

Human Resources (HR)

- **Planning Dept.:** all positions are filled.
- **HR Director:** ready to make an offer.
- **Susan Manning, HR Consultant:** continues to assist in developing performance measures, job descriptions, and hiring process.
- **Accountant / Finance Dept.:** An accountant position to replace the former Assist. Director of Finance one.
- **Receptionist / Finance Dept.:** New position is approved by TC. Will fill position after the move to new Town Hall.

Tax Collection

- **Tax Collection %:** The percentage continues to be above 96.0 %. Working w/ County for 2017 tax billing.
- **Employee Appreciation Day:** Planning Phase. Will advise TC soon.

Training

- **Council:** registration for the "Ethics for Local Elected Officials" webinar is available from June to October.
- **CPA Inauguration 2017:** complete. Finance Director Jim Wojtowicz.

Town Clerk:

- **Council Meetings:** prepared for, Set-up, and processed docs. for 05/22/17, 05/23/17, and 05/30/17 meetings.
- **Meeting Minutes:** completed 04/25/17, 04/28/17, and 05/09/17 meeting minutes.
- **Proclamation:** prepared one for the Mayor.

FY17/18 CIP Projects:

- **Chestnut Pkwy. Phase II (NCDOT):** Planning Phase
- **Resurfacing:** Procurement Phase.
- **IT Complete St.:** selected and approved by CRTPO. Planning Phase
- **Wesley Chapel Rd. Corridor Study:** 75% complete.
- **Chestnut Pkwy. Phase III:** Design Phase.
- **Crack Pouring Contract:** Planning Phase.
- **Pavement Marking Contract:** Planning Phase.
- **Pave. Patching Contract:** Planning Phase.
- **Raised Pave. Markers Contract:** Planning Phase.
- **Unionville IT Rd/Sardis Rd. Roundabout:** Design Phase.
- **Raised Reflectors:** Planning Phase.
- **Bridleside Dr.:** Complete.
- **Purple Heart Signs:** Awaiting right-of-way approval from NCDOT.
- **Parks Strategic Master Plan:** A consultant was selected to upgrade/develop the Park Master Plan.
- **US 74 Multi-Use-Path:** Planning Phase.
- **S Fork CC Greenway:** Planning Phase.
- **Stouts RR Siding Extension:** Planning Phase
- **Chestnut Square Park:** On-Street Parking
- **Chestnut Square Park Parking Strategic Plan:** Ongoing. Will be submitted to TC for review & approval.

FY17/18 Storm-Water Maintenance & Improvement Contracts

- **Bridge & Culvert Maintenance:** Procurement Phase.
- **Floodplain Maintenance Contract:** Procurement Phase.
- **Storm Drainage Sys. Maintenance:** Procurement Phase.
- **Cottage Creek Improvements:** On Hold.
- **1st Ave. Storm Drainage Improvements:** Plan to construct the project in 3 phases. On Hold
- **Ashcroft Floodplain Study:** ongoing
- **Beacon Hill Study:** ongoing
- **Indian Trail Park Study:** forthcoming.
- **Water Reclamation Study:** On hold

Town Hall Professional Services / Construction Contracts

- **Schedule:** Bldg. completion date is 08/30/17. Parking lot completion date is 9/30/2017.
- **Architectural (Creech):** Ongoing.
- **CM at Risk (Edifice):** Ongoing.
- **Testing (PSI):** Ongoing.
- **Wesley Chapel Corridor Study (DRMP):** Ongoing

- **Security & Surveillance / Audio/Visual / IT:** Construction Phase. On Schedule. By staff
- **Internet/Phones:** Construction Phase. By staff
- **Moving Services:** Procurement phase. By staff.
- **Wayfinding:** Procurement Phase. By staff.
- **Dumpster Pad:** To be constructed w/ pavement repair activities.
- **Site Landscaping & Irrigation:** Planning Phase. By staff
- **Kitchen Equipment:** Procurement Phase. By staff
- **Parking Lot Pavement Repair:** Negotiation phase. Staff solicited one independent cost estimate.
- **Cleaning Service Contract:** Planning phase.
- **Copier Machine Contract:** Procurement phase.
- **Furniture:** Procurement Phase. Placed the order.
- **Code Enforcement On-Call:** Executed
- **Park Strategic Master Plan:** Procurement Phase

Park & Rec

- **CC Dog Park/Splash Pad:** UCPW has installed the meters, awaiting the back flows to be certified then lines will be activated. Once the taps have been completed DPW staff will install the smaller private water lines.
- **CC Park Walking Trails:** Targeted completion date 07/21/2017.
- **Budget FY17/18:** Continuing the year-end review of all budgets w/in the Division.
- **Contracts:**
 - a. Bridge & Culvert Maintenance Contract
 - b. Floodplain Maintenance Contract
 - c. Storm Drainage Sys. Maintenance Contract.
- **Chestnut Sq. Park On-street Parking:** Design is complete and approved by adjacent property owners (38 parking stalls). Work is schedule to be completed the week of 6/26/2017.
- **Family Fun Day:** was held. 49 total vendors, social media (23,000)
- **Public Outreach:**
 - a. Sing/Touch A Truck on June 16,
 - b. TYRIS Live on June 23rd
 - c. Tyrus Live on July 4th Parade
- **CC Park Medium Shelter:** Materials were purchased to build a cedar borrow box for the disc golf course and medium shelter where the public will be able to borrow supplies (discs, cornhole bags, etc.) to participate for free.
- **Coed Kickball League:** Continue marketing efforts for our Coed Kickball League, our 1st adult sport league. Received our 1st individual registrant for the league, which starts play in Sep. 3 bus. are interested in placing full teams in as well.
- **Kids Class:** Staff organized supplies and lesson plans for the Jr. Explorers Summer Camp taking place on June 19-23 at Crooked Creek Park.
- **Pop Up Program:** The 1st of a 3-month long "Pop up Program" took place on 06/13/2017 at CC Park. 60 Participants made Father's-day gifts, construct paper trucks and enjoy free ice cream.
- **Summer Camps & Programs:** Coordinate new programs and Disc Golf Day Camp, for next week. 6 campers participating in the first athletic camp of the summer.
- Other Stats for May 29 to June 11:
 - a. A total of 26 rentals were held at CC, Chestnut Sq., and Crossing Paths Park.
 - b. 4 new dog park applications were processed.
 - c. \$8,103.20 was taken in through program registration, rentals and event registration.
 - d. Schedule Ball fields for weeknight reservations. Over 20 user groups have used our athletic facilities over this past week alone.

Public Works

- **Storm-water Maintenance:** Ranking and qualifying storm-water project. Removed and replaced curb along Fenwick Drive in Brandon Oaks. Maintained the creek/ditch along Clearwater Dr.
- **Sidewalk Maintenance:** Repaired several locations within the Town.
- **Asphalt Maintenance:** Cut, removed, and patched several large potholes w/in Brandon Oaks subdivision.
- **Right-of-Way Maintenance:** performed ongoing maintenance. Removed several trees and tree limbs along Keowee Cr.
- **Park Maintenance:** Maintained parks facilities. Prepped fields for tournaments. Added fertilizer at CCP.
- **Bldgs. & Grounds Maintenance:** Routine maintenance was completed at all Town facilities.
- **Park Events:** DPW staff assisted in preparing the grounds for Sing Movie Night.
- **Chestnut Square Park:** DPW replaced fountain for the water quality pond.
- **Zip Line:** reinstalled.

Bonds/Sureties

- **Walden Austin Village:** IT Engineering Department is estimating the bond amount.
- **Bonterra Village Phase I & II:** Release 2 Curb & Gutter/streets performance bonds.
- **Crismark Subdivision:** Submitted 4 release requests. They still have repair work to do.
- **State Emp. Credit Union:** Bond accepted.
- **Walden Austin Village:** IT Engineering Department is estimating the bond amount.
- **Glen Oaks:** Water detention facility forever bond accepted.
- **Brook Haven Subdivision Phase IV:** submitted 2 release requests. Developer needs to repair streets.

Economic Development (ED)

- **IT Industrial Park:** Awaiting Owner/NCDOT land issue to be resolved.
- **Committee:** will operate under stake-holders format until a ED Committee is formed.

Committees

- **Storm-water:** scheduled on 07/13/2017.
- **Transportation:** TBD due to the 4th of July Holiday
- **Public Safety:** scheduled on 07/06/2017
- **Board of Adjustment:** was held on 06/22/2017. "Dogs as A Second Language" was approved
- **Planning:** held on 06/20/2017. Pressley Animal Hospital. Rezoning request was disapproved
- **Economic Development:** received an update from Chris Plate'.
- **Parks & Rec.:** No meeting in July
- **Tree Board:** was held on 06/20/2017 w/ Planning.
- **The ABC Board:** received 4 applications. Background check was conducted on all were approved.

Solid Waste

- **God Bless USA (GBUSA):** Staff held their bi-weekly meeting w/ GBUSA during the implementation phase. GBUSA attended the June 13 Council meeting.
- **Waste Pro:** staff continues to administer the contract. Service calls are on an upswing over the last few weeks. requests for service have not been addressed in a timely manner. Staff is working w/ vender in resolving these issues.

Annexation / Zoning / UDO

- **Pressley Animal Hospital:** a rezone request to establish a Conditional Zoning Bus. district for an animal hospital. Located on Chestnut Ln. 2.8 acres.
- **BOA "Dog as A Second Language":** A SUP is required to allow animal boarding/kennel facility within the Light Industrial (LI) zoning district.
- **Annexation Projects Under Review:** None.
- **UDO Text Amendment Application:** None

Site Plan / Plats Application:

- Gray Fox Automotive Repair
- SXCW Property
- Rodriguez Family Home
- Van Blarcom
- Tyson Realty Inc.
- Glenn Oaks Retail (Sketch)

Engineering / Planning / Plan Review / Inspection

- **SV H.S. Renovation:** Old Charlotte Hwy. 33,000 sq. ft. addition on a 30 ac. UCBE.
- **Azar Townhome Community** (sketch plan only): 5523 Orr Rd (abutting Alexis Pointe subdivision). 80 lot townhome community on 6.5-ac. previously approved under an older SUP approval. The BOA recently disapproved renewal of the permit and the applicant wishes to identify any issues w/ developing the project under current UDO requirements. Chris Azar.
- **The Shoppes at Hanfield Village Lot 2:** Old Charlotte Hwy. Construction of a 4,775 sq. ft. medical office bldg. 0.79 ac. Eagle Eng.
- **All Points Waste Srvc.:** Buren Av. Construction of a 16,292 sq. ft. bldg. on 5.28 ac. Design Resource Group.
- **Union Grove Amenity Area:** Located on Unionville It. Rd. Construction of a 1,420 sq. ft. pool house w/in the Union Grove Subdivision.
- **Union Grove Phase 1 Map 3:** Unionville-IT Rd. Creation of 47 lots w/in 12.47 acres.
- **SV Commons Med. Office Bldg. Outparcel #4:** Wesley Chapel Stouts Rd. Construction of a 6,507 sq. ft. on .97 acres. Eagle Eng.
- **FKC Interior/Exterior Upfit:** Idlewild Rd. Idlewild Commons Shopping Center. Chris Hope.
- **Lot 15 IT Bus. Park:** Bus. Park Dr. Subdivision of a .847 ac. parcel from the 3.11 ac. parcel. Eagle Eng
- **The Shoppes at Hanfield Village:** Located on Old Charlotte Hwy. Recombination of 6 parcels into 4 parcels. The created lots sizes are: 14.437 acres, 1.49 acres, 0.79 acres, and .10 acres. Eagle Eng.
- **Riverside Conc.:** on Tech. Dr. Site plan for a 8,500 sq. ft. flex bldg. on a 1.15 ac. Chris Hope.
- **Taco Bell SV:** Wesley Chapel Rd. Construction of a 2,100 sq. ft. restaurant on 1.29 ac. Jason Galloway.
- **H&H Homes Cottages:** Located on Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng.
- **Heritage Subdivision:** Wesley Chapel Rd. A 316-lot SF subdivision. Kolter Land Partners Grubbing and Grading is ongoing. Temporary Storm-water devices are being installed.
- **Southgate Phase 1:** at intersection of Poplin Rd and Rocky River Rd. Site Plan review for 67 ac site contemplating 124 SF lots and 52-Townhome lots. Eagle Eng.
- **Idlewild Commons Bus. Center:** The Moser Group. Proposed Office/Flex Bldg. (2) totaling 22,000 SF of space. Located on vacant land adjacent to Food Lion and Beacon Hills. Plan review approved.
- **Aqua Duck Offices:** 6,300 sq. ft. bldg. on Smith Farm Rd (Parcel 07105027 D80). Derek Hodge.
- **Plyler Rd Townhomes:** 35-lot alley-served townhome community on Plyler Rd next to former Genwove site. Grading only permit issued 5/26/17.
- **Church on S. Fork Rd:** Proposed 3,000 sq. ft. addition to an exist. church located at 316 S. Fork Road.
- **Lidl Grocery Store:** Aspen Asset Group, LLC Proposed Grocery Store w/ related parking lot and future IT public Rd. at the corner of Unionville IT Rd. and HWY 74.
- Minor subdivision plat for parcel at 2017 Chestnut Ln. Sergey Dryk..
- **Double Radius Office Warehouse Conversion:** Warehouse to office conversion requiring additional parking. No change to bldg. footprint. off Van Buren Ave. Peadon Finein Architecture, PLLC.
- **Jennie K Privette Minor Subdivision:** Single lot subdivided into 2 lots off Poplin Rd. Jeffery S. Gordon
- **Church of The Redeemer:** Site plan for new sanctuary. Located off Wesley Chapel Rd. Chris Hope.
- **Metrolina CA Track & Field:** Proposed track and field addition to the Metrolina CA complex. Mark Houle
- **Shops at SV Retail:** Site Plan for retail building approx. 4,161 square feet.
- **Sun Valley Lot 17:** Proposed 7,500 sq. ft. multi-tenant bldg. at SV Commons shop. center (theater site). Overcash-Demmitt Architects.

- **Austin Village Office Bldgs.:** Proposed office bldgs. totaling approximately 4200 square feet on parcel 07132010F. Applicant is Chris Hope
- **SXCW Property:** Lot recombination. Lots 1 and 2 in Indian Trail Business Park. Applicant: Russell Whitehurst
- **Rodriguez Family Home:** Lot recombination. Picketts Circle lot 32 and 33. Applicant: Jeff Gordon, Frontier Surveying.
- **Van Blarcom:** Minor subdivision off Gray Fox Road. Applicant: Will Lawrence.
- **Tyson Realty Inc:** Minor subdivision off Gray fox Drive. Applicant: Will Lawrence.
- **Glen Oaks Retail:** Sketch plan for retail shops in front of the Glen Oaks Apartments. Applicant: Marcus Arroyo, Tyson Group/Bo-TY LLC.
- **Gray Fox Road Automotive Repair:** Located on Gray Fox Road. Construction of new 2,400 square foot automotive repair business on 1.58 acres. Applicant: HOJCO, LLC.

PROJECTS UNDER DEVELOPMENT:

No new pre-construction meeting Conducted

- **Bonterra Phase 4:** Adjacent to Bonterra Town Center Area. Plan review of 85-ac. site contemplating 161 SF residential lots. Eagle Eng. Erosion control installed w/ ongoing grubbing & grading.
- **Industrial Alloys:** Site Plan for a new storage bldg. approx. 20,000 sq. ft. Scheduled for TRC 11.16.16. Chris Hope Pre-Con held. Awaiting Erosion control installation.
- **Cahill Bus. Park:** Development of 4 office/flex space bldg. totaling approx. 65,000 sq. ft. of bldg. space on approx. 5-acres at 3508 Mathews-IT Rd.
- **Union Grove:** 207-lot subdivision (approx. 68-ac.) located on Unionville-IT Rd across from the Ashe Croft neighborhood. Phase I streets are constructed. NCDOT roadway improvements are complete. Home bldgs. is ongoing. Phase II mass grading is ongoing w/ curb & base course of asphalt installed on roadways.
- **1st Baptist Church of IT parking Lot Expansion:** Parking Lot expansion at the corner of Peace Dr. and IT-Fairview Rd. adding 49 parking spaces and reconfiguring the lot. Received CO.
- **Berkshire Partners #4 Old Hickory Bus. Park:** Applicant: Berkshire Partners #4, LLC New Office/Warehouse to be constructed on an exist. vacant wooded lot in Old Hickory Bus. Park. The bldg. will be 17,000 sq. ft. located on the corner of Eaton Ave. and Stinson Hartis Rd, Lot 10. In the CO process.
- **Tsai Office:** Proposed conversion of exist. house/residential structure into an office/retail use. A new parking lot will be established along w/ necessary landscaping. 307 S IT Rd (parcel 07108001A).
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 buildings totaling 88,616 SF of commercial space. Applicant: Arista Development Publix Building Structure is erected with grading and infrastructure activities ongoing.
- **Walden at Austin Village:** Proposed 51 single family detached homes on approximately 16 acres. Located on the north side of Chestnut Lane, west of Potter Road. Applicant is CoxShepp Construction. Model home obtained CO. Ongoing construction in Phase 1.
- **Waste Pro:** Proposed 17,000 sq. ft. Waste Pro environmental services operations facility on a 8.6-acre site located on Valley Parkway (Parcel #09366022). Applicant: Eagle Engineering. Completing necessary items to receive CO.
- **State Employee Credit Union:** Proposed 7,800 sq. ft. credit union facility located on Wesley Chapel Road across from the UC transfer station. This new facility will replace the existing site on US 74. Interim CO issued on 5/26 to allow bank to open. Receive TCO. Punchlist items are completed to receive full CO.
- **Harris Teeter Dist. Ctr. Parking Lot Expansion:** Trailer parking area expansion for distribution center. Grading and storm-water pipe installation ongoing.
- **Glenn Oaks Apartments:** Site Plan submittal for proposed 204-unit apartment community and related improvements located off Old Monroe Road behind the Family Dollar retail establishment (under construction). Project Files Ongoing CO approvals for buildings on site.
- **Wal-Mart Online Pick-up:** 2101 Younts Rd. Site plan for a proposed parking & storage area for online pick up orders.

MCA Classroom & Family Life Center Addition: Metrolina Christian Academy. Replacing modular classrooms with a new freestanding building. Also expanding the Family Life Center where the exist. 'tot lot' is located. Classroom Bldg. is 6,656 sq. ft. and Family Life Center Bldg. is 15,400 sq. ft.

- **Sun Valley Commons Bldg. 18:** 11,463 sq. ft. multi-tenant bldg. at SV Commons shopping center (theater site). Bldg. 22 construction is ongoing. Bldg. 95% complete as a whole.
- **Sun Valley Commons Bldg. 22:** 11,463 sq. ft. multi-tenant bldg. SV Shopping center (theater site). _Ongoing construction of building
- **SP2016-023 Providence Hills Pool House Addition:** Site plan for a storage building approximately 196 square feet.
- **McDonald's Remodel/ADA Improvements:** Minor site plan modification to McDonald's parking lot and adjacent sidewalks. Corner of US 74 & Unionville-IT Rd. Brit, Peters & Associates, Inc. Ongoing construction
- **Atlantic Pin-striping:** 8,000 sq. ft. vehicle pin-striping & customization facility for semis and other large vehicles. 4108 Matthews-IT Rd. Pre-Con has been held. Awaiting installation of erosion control.
- **IT Elem. School:** Install ADA compliant sidewalks & ramps. Pave exist. gravel parking lot. 200 Education Dr. Eagle Eng. Pre-construction meeting held. Work to start 6/19/17.

Number of New Businesses (4):

- **Alcolock NC, INC-** Vehicle service bus. 315-C Unionville IT Rd, The Pointe Bus. Park.
- **Price Motors of NC LLC-** Wholesale auto. office.115 Unionville IT Rd, Downtown.
- **IASO Sport Center-** Sporting goods store. 5520 Cannon Drive, the 74 Industrial Park.
- **Floyd's Veteran Conc., Inc.-** Construction sales & services. 14700 E. Independence Blvd.

<u>Permits</u>	<u>No.</u>	<u>Code Enforcement</u>	<u>No.</u>
Alarm	44	Sign/Banner Violations	3
False Alarm	69	New Nuisance Violation (i.e. Tall Grass, Junk, etc.)	14
Compliances	8	Residential Zoning Compliance - New Construction	8
Zoning	17	Re-inspections – Ordinance Compliance	15
Sign Banner	2	Citizen – Ordinance Education	10
New Project Reviews	10	Min. Housing Inspections/Hearings	5
Misc. Invoice	6	Property Lien Actions	0
		Auto Violations (i.e. junk vehicles)	6