

# Town of Indian Trail

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## Memo

**To:** Mayor & Town Council  
**From:** Patrick N. Sadek P.E., Interim Town Manager  
**Report Date:** 09-16-2017  
**Subject:** Manager's Report 08-12-17 to 09-15-17

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### Boards & Committees

- **CRTPO:** staff attended the TCC meeting on 09-07-17. The Mayor & Council Member Ms. Howe are planning on attending the upcoming MPO meeting on 09-20-17. The CRTPO staff meeting was canceled.
- **Storm-water:** meeting was held on 09-14-17.
- **Transportation:** meeting was held on 09-07-17.
- **Public Safety:** meeting was canceled. No Quorum.
- **BOA:** meeting was held on 08-24-17.
- **Planning:** meeting was held on 08-15-17.
- **The ABC Board:** reviewed the FY18 Budget. Planned to meet w/ the Chairman to discuss % of contribution.
- **Tree Board :** nothing to report.
- **Parks & Rec.:** no Quorum but an unofficial meeting was held 08-06-17.

### Bonds & Sureties / Contracts

- No update

### Com.-Community Engagement

- **Events:** coordinated 9/11 event at Crossing Paths Park.
- **Promotions & News Release:** Cultural Arts Festival, CATS Survey, Old Monroe Rd. & PARC meetings.
- **Storm Emerg. Mgmt. Plan :** coordinated activities w/ U.C. & first responders.
- **Social Media :** responded to various social media posts.

### Council / Clerk / Record Mgmt.

- **Council Quorum :** posted TC quorum notice for NCDOT 09-21-17 Forum.
- **Action Lists :** compiled actions items from meeting minutes dated 08-08-17 & 08-22-17.
- **Proclamations :** prepared "9/11" proclamation, "Constitution", and "Suicide Week" proclamations.
- **ABC:** researched process for ABC local government opinion form.
- **Meeting Minutes:** researched info. regarding using video as permanent record. completed 08-22-17 minutes.
- **Town Municipal Map :** researched annex. ordinances to update map.
- **Ordinances :** validated that ordinances 've been sent to the Board of Education & Secretary of State as req.

### ED

- **IT Industrial Park :** an appraisal has been provided for Town's review.
- **SVMP:** Town comments are generated and ready to be discussed w/ the Moser Group.

- **Downtown Revitalization** : Council Members Savoie & Evans, Town Manager, Mr./Mrs. Max & Amy Anthony, & Michael Newman met & discussed downtown revitalization and upcoming transportation projects.
- **Towne Center** : meeting weekly w/ the Ty Par Realty.

### Finance

- **Vendors**: all 've been paid timely and accurately.
- **Bank Accounts** : all are accurately reconciled.
- **Property & Liability Ins.**: reupped w/ our current carrier Trident for FY17/18 including cyber ins. protection.
- **Dashboard** : August update is complete and published.
- **UCSO Service Contract** : TC Unanimously approved. Contract has been executed.

### HR

- **Flu Shots**: Flu Shot Clinic for staff has been scheduled on 10-12-17 at 10:00 A.M.
- **Safety Training**: developing a training program for field staff (Park & Rec., PW, & Code Enforcement).
- **Recruiting**: Part time Maintenance Tech. position was posted on 09-07-17.

### Legal Activities with:

- **Council**: policies, documents review, & PIR requests.
- **Town Manager**: Code of Ethics, various legal issues, and outstanding matters.
- **New Town Hall**: continue to assist staff in resolving pavement issue. Mediation was scheduled on 09-15-17
- **Administration**: "Land Swap Process" and "Pool Vehicle Policy & Procedures".
- **Engineering**: Town Hall parking lot repair. Town Hall furniture. Austin Village vested rights.
- **Procurement**: procurement policy, procurement checklist, procurement manual.
- **Planning**: Elec. Gaming (zoning), reviewing 160A-388, Austin Creek appeal, Old Hickory master plan.
- **Parks**: parks fees for non-profit organization.
- **Human Resources**: former employee PIR request.
- **Tax Collector** : "Vendor Background Policy" is completed.
- **Town Clerk**: videotaping meeting minutes vs. typing meeting minutes.

### Manager's Activities

- **Downtown Revitalization/IT Rd.**: working on a conceptual design.
- **Town Hall**: attended a parking lot pavement repair mediation session on 09-15-17.
- **Support**: provide support to IT residents, Town Council, and staff.
- **Regional Managers' Meeting**: scheduled to meet w/ regional Town Managers on 09-22-17 at 11:45 A.M.
- **Town Manager's Performance Review**: has been conducted and comments submitted to HR.
- **Miracle Field**: a meeting to be scheduled the week of Sep 18, 2017 to discuss scope, budget, and schedule.
- **UCSO Service Contract** : executed.
- **Committees** : attended Transportation, Parks & Rec, Storm-water, and Planning Committees meetings.
- **SageCroft Development**: working w/ the developer on the land swap issue.
- **NCDOT**: submitted a letter to NCDOT requesting ownership of IT Rd. from Gribble Rd. to Sahdy Bluff Rd.

## Parks & Rec

- **Carolina Panthers Grant:** applying for a \$150 K park facility improvement and /construction of turf field grant.
- **Events:** “Rogue One” movie was held on 08/18/17 at Chestnut Square Park. Sponsored by “Movement Fitness Martial Arts”. The night featured free Star Wars themed balloon art, free face painting, yard games, food truck and vendors. 3 demonstrations were given: “a forms demonstration”, “a women’s self-defense”, and “a board breaking”.
- **Master Plan:** Staff continues to work on the plan. This week staff brainstormed different naming options that will be used for the master plan website. Staff and the consultant are planning for a huge public outreach effort November 1 and 2.
- **Events:** Planning Phase:
  - **Upcoming movies :** “Halloween Spooktacular”.
  - **Christmas Parade new route:** (IT Rd., Matthews IT, Chestnut Pkwy. Matthews IT, back on IT Rd.)
  - **Christmas Decoration :** planning on decorating several town properties/buildings for the event.
  - **2018 events:** Identifying preliminary dates and preparing a surprise for next year’s “Fun Day.”
- **Crooked Creek Park:** the ADA Playground is scheduled to be presented before TC on 09/12/2017.
- **Borrow Boxes:** designed for Crooked Creek Park near the Medium Game Shelter along with the Disc Golf Course to store discs, ping pong balls, bean bags, etc. boxes can be accessed by the Park users.
- **Programs :**
  - **UC 4-H Cooperative Ext. Summer Robotics Camp:** M-F 8:30 A.M. to 5:00 P.M. 11 boys participated. 1<sup>st</sup>. summer camp that was completely full w/ a waiting list of 6 people.
  - **Cultural Arts Festival:** Planning Phase. Working w/ local pageant society on a show as part of our event, to include: salsa instructors, 50’s musicians, accordion artists, violinist, hip hop & swing dance.
  - **Senior field trip:** 1<sup>st</sup> was held on 08/25/2017. 6 had registered. Arts & historical presidents narrated a Tour of the Town of IT.
  - Exhibits: Planning Phase. Writers Exhibit, Hindenburg Exhibit, Meet-up groups & Pottery Show.
- **Patriots Day :** Planning for 2 tributes this year:
  - Morning memorial at Crossing Paths Park. 8:00 A.M. to 10:00 A.M. FREE to citizens of all ages, elected officials to speak, 1<sup>st</sup>. responders, public safety personnel invited, flag lowering - Color guard to assist, National Anthem to be sung by Michelle Reese, and
  - Rock activity-victim tribute: Evening Vigil, VFW Post 2423, 5:00 P.M. to 8:30 P.M., open to citizens of all ages, elected officials, 1<sup>st</sup>. responders, staff, public safety personnel, flag tributes, food trucks, patriotic DJ, Emcee, Tour VFW 9:00 to 11 Tower Monument
- **Other Stats :**
  - 26 athletic reservations were held at Crooked Creek & Chestnut Square Park in the last 2 wks.
  - \$5,658.00 was taken in through program registration, rentals and event registration.
  - One-day USSSA Softball/Baseball tournament - 20 teams (Aug 26-27)
  - Finalized the Fall Program guide that will go out to 16,00 homes w/in IT.

- 1 sponsor (Charlotte International Tennis Academy) has been signed for the Spook Movie Night
- 14 shelter rentals over the past 2 wks.
- 6 new dog park passes.
- 11 local students are interested in performing Hamilton in our CPP. This will be part of the new Theater group the Town will be offering

### Public Information Requests

- **PIR #20:** Correspondence from council members Daniels & Savoie from 8/21-25/2017
- **PIR #21:** Public and Personal Info on a previous employee. Requested by an former employee

### Public Works - Maintenance

- **Contracts :**
  - Storm Drainage System Maintenance
  - Bridge and Culvert Maintenance
  - Floodplain Maintenance
- **On-street Parking at Chestnut Square Park:** project is on hold due to the road closer on Matthews IT Rd.
- **Splash Pad :** Plan review final phase. Awaiting approval from UC.
- **New Town Hall Irrigation & Landscaping :** Irrigation is installed. Landscaping materials have been selected.
- **Storm-water:** continues to rank qualifying storm-water project. Completed repair Brookhaven.
- **Streets:** DPW staff completed pothole repairs in Brandon Oaks.
- **Right-of-Way :** ongoing maintenance along several Town maintained roadways. Continues to transmit NCDOT maintenance inquiries to NCDOT: Rogers Rd, Unionville IT Rd, Sardis Rd and IT Rd.
- **Parks:** Routine maintenance at all park facilities (fields, irrigation, storm-water)
- **Dog Park:** new dog equipment was ordered. Equipment was donated by Union West Rotary.
- **Buildings & Grounds :** Routine maintenance at all Town facilities including hauling waste landfills.

### Solid Waste :

- **God Bless USA:** Continue to ensure highest level of service possible. During the past 2 weeks, there have been 37 service requests; 17 in week One, 20 in week two. Added 17 new customers in August.

### Policies / Ordinances

- **UDO/Land Development Manual:** received/reviewed 4 proposals from 4 different firms. Will award soon.
- **Vendor Background Check Policy:** Finance Dept. began working on a vendor background check policy
- Preliminary site plan of an Industrial building to be located at 4108 Matthews Indian-Trail Rd.

### Strategic Planning

- **Park Master Plan :** Planning phase.
- **Pocket Park Master Plan :** Planning Phase. Submitted a preliminary plan to TC.
- **Downtown Revitalization Master Plan:** Planning Phase. Working w/ the

- **Chestnut Pkwy. Parking Master Plan** : Preliminary Engineering
- **Storm Drainage Improvement Master Plan** : Preliminary Engineering
- **Ped & Bike Master Plan** : Planning Phase
- **Traffic Congestion Mitigation Plan** : Planning phase

#### Storm Drainage Maintenance & Improvement Contracts (FY17/18):

- **Bridge & Culvert** : Procurement Phase. Citywide.
- **1st Ave. Storm Drainage Improvements** : Procurement phase.
- **Ashcroft Floodplain Study** : completed.
- **Beacon Hill Study** : will be awarded on 09-18-17.
- **Indian Trail Park Study** : Awaiting a proposal from consultant. (IT Park Neighborhood)
- **Water Reclamation Study**: Ongoing
- **Storm Drainage Sys. Phase I/Floodplain Maintenance /Bridge Culverts**: Prebid Meeting on 09-14-17.
- **Cottage Creek**: construction will start on 10-02-17.

#### Tax

- **Hiring**: filled the Admin Assistant position to begin when we move to the new Town Hall
- **Collection** : collecting current year and delinquent taxes.

#### Town Hall Professional Services / Construction Contracts

- **Schedule**: building is 97% complete; parking lot completion date is delayed pending repair negotiation.
- **Furniture** : stored in Charlotte and will be delivered w/in the next 24 days. Under budget.
- **Architectural (Crech)** : construction mgmt. & design during construction; ongoing; under budget.
- **CM at Risk (Edifice)** : construction mgmt. is ongoing; over budget; additional scope is disputed.
- **Matthews IT Rd.**: targeted completion date 09-18-17.
- **Testing (PSI)** : terminated contract; under budget.
- **Audio Visual**: Installation wrapping up; Managed by staff. Under budget.
- **IT (Network Cabling)** : Installation completed; managed by staff. Under budget.
- **Security** : Installation is wrapping up. Will be activated by staff. Under budget.
- **Internet/Phones** : completed; under budget; managed by Town Staff.
- **Moving Services** : procurement phase; move is pending reconstruction of pavement; managed by Town staff.
- **Wayfinding** : on hold; awaiting furniture delivery.
- **Dumpster Pad** : to be built by Town's construction crew.
- **Site Landscaping /Irrigation** : planning phase; outsourced to an irrigation contractor.
- **Kitchen Equipment** : delivered. Will be installed on 09-18-17. Managed by staff.
- **Parking Lot Pavement Repair** : negotiation phase; Still not resolved; over budget.
- **Cleaning Svc. Contract**: Planning Phase; under review; managed by Town staff.
- **Copier Machine Contract**: procured; managed by Town staff.
- **Floor Mat Contract**: procurement phase.

#### Staff Training

- **Council**: registered Council member Ms. Shirley Howe to take the "Ethics for Local Elected Officials" training.
- **Parks**: Nat. Parks/Rec Conference: Jason Tryon & Kate Keller scheduled to attend the national conference.

- **Parks:** NC Park & Rec Conference: Jason Tryon & William Carroll scheduled to attend the state conference.
- **Parks:** Nat. Recreation & Park Assoc. “Supervisory Mgmt.” Katy Keller is scheduled to attend this course.
- **Parks:** Nat. Recreation & Park Assoc. “Special Event Mgmt.” Hayden Kramer will attend this class.
- **Parks:** “Nat. Alliance for Youth Sports” certification. William Carroll is scheduled to attend this training course.
- **Parks:** NC Recreation & Park Assoc. State Conference. Susan Didier will attend this conference.
- **Finance:** Jim Wojtiwicz the CPA Conference. **Complete**
- **Finance:** Alicia Gaddy is planning on taking the CPA examination. CPA training course. **Complete**
- **Engineering:** Todd Huntsinger is planning on taking the “Engineering-In-Training” exam.
- **Engineering:** Adrian Moritz will attend the Storm Water BMP Inspection & Maintenance Certification course.
- **Engineering:** Marhonda Smith will attend two-part Procurement Certification training session.
- **Engineering:** Dalton Pierce is planning on attending a “Storm Drainage Inspection” training course.
- **Engineering:** Trena Sims has completed “MS Power Point” training course.
- **Public Works/Solid Waste:** Pam has completed 3 HR classes and planning on completing 2 more.
- **Public Works:** Adam McLamb, “Supervisory & Management Skills” training class. **Complete**
- **Public Works:** APWA Conference: Adam Mclamb and Mike Wright planning to attend the APWA conference.
- **Public Works:** Field staff are scheduled to take “Flagging”, “Safety”, and “Pesticide” training
- **Planning:** awaiting “Training Programs” schedules from Planning.
- **Administration:** TM will attend a “Develop. Finance Toolbox” session, “NC Assoc. of Floodplain Managers Conf.”, and a session on how to compete/prepare for a “BCA” for a “Tiger Discretionary Grant”.

#### Transportation Projects (FY17/18):

- **Monroe Expressway Rd Naming Project:** planning staff from IT & UC hosted a community meeting on 9/14 to discuss road names associated w/ the expressway. Most of the road name discussion related to the new “frontage” road parallel to Secret Shortcut relative to whether it should have an equestrian themed name or one of local significance using a family name. Road name suggestions may be submitted thru the end of Sep.
- **Chestnut Pkwy. Phase II (NCDOT) :** Matthews IT Rd. to Gribble Rd.; Planning Phase.
- **Chestnut Pkwy. Phase III (Town):** received an updated construction cost estimate from consultant (\$3.2M) Gribble Rd. to Monroe Rd.; Environmental Phase-endanger species.
- **Resurfacing :** procurement phase. Reviewing core data and visual street inspections.
- **IT “Complete St.”/Downtown Revitalization :** awaiting inclusion of the project in the State Transportation Improvement Program (STIP); Town staff began conceptual design.
- **Crack Pouring Contract :** planning Phase; street selection process.
- **Pavement Marking Contract :** planning phase; street selection process.
- **Pavement Patching Contract :** planning phase; street selection process.
- **Raised Pave. Markers Contract :** planning phase; street selection process.
- **Unionville IT Rd/Sardis Rd. Roundabout :** 25% plans submitted to the State.



- **US 74 Multi-Use Trail:** planning phase; ongoing; generating a project schedule.
- **S Fork CC Greenway Trail:** planning phase; developing the alignment; generating a project schedule.
- **Stouts RR Siding Extension :** planning phase (CSX).
- **Chestnut Sq. Park Pave. Marking:** awaiting completion of storm drainage project at new Town Hall entrance.

## ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION

### Projects under review:

### Projects under review:

- **Annexation Projects :**
  - a. No new submittals
- **Rezoning Projects:**
  - 1. Residential:
    - a. No new submittals
  - 2. Non-residential:
    - a. No new submittals
  - 3. Conditional Zoning Projects:
    - a. Bonterra Phases 5-8: Request for administrative amendment to Bonterra Phases 5-8 concept plan.
- **New UDO Text Amendment Applications :**
  - a. Food Trucks: Amendment to UDO to permit food trucks in designated areas of the Town.
- **Board of Adjustment Submittals:**
  - a. Special Use Permit - SUP 2017-0025 Pressly Animal Hospital
- **Site Plan/Plat Application:**
  - 1. Residential:
    - a. None
  - 2. Non-Residential:
    - a. Berkshires/Old Hickory Lot 11

### Site Plan / Subdivision / Plat Projects

- **Berkshires/Old Hickory Lot # 11:** Eaton Avenue. Construction of a 20, 253 square foot office/warehouse on 3.37 acres. Chris Hope
- **Goins Family Company Addition:** A 6,500 square foot addition to an existing building. 1.36 acres. 2121 Unionville Indian Trail Road. Crescent Metal Structures.
- **All Points Waste Svcs.:** Van Buren Av. Construction of a 16,292 sq. ft. bldg. on 5.2 acDesign Resource Group.
- **Riverside Conc.:** Located on Tech. Dr. 8,500 sq. ft.site plan flex bldg. located on 1.15 acres. 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:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng.Clearing, grubbing Phase.
- **Heritage Subdivision:** Located on Wesley Chapel Stouts Road. A 316-lot single-family subdivision. Applicant: Kolter Land Partners Ongoing Mass grading.
- **Southgate Phase 1:** Intersection of Poplin Rd & Rocky River Rd. Site Plan review for 67-acre site contemplating 124-SF lots and 52-Townhome lots. Eagle Engineering.
- **Idlewild Commons Bus. Ctr.:** The Moser Group. Proposed Office/Flex Bldg. (2) totaling 22,000 SF of space. Adjacent to Food Lion and Beacon Hills.

- **Aqua Duck Offices:** Proposed 6,300 sq. ft. foot bldg. Smith Farm Rd (Parcel 07105027 D80). Derek Hodge.
- **Plyler Road Townhomes:** 35-lot alley-served townhomes. Plyler Rd. next to former Genwove site. Grading only permit issued 5/26/17.
- **Church on S. Fork Road:** Proposed 3,000 sq. ft. addition to an exist. 316 South Fork Rd.
- **Church of The Redeemer:** Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. Under review (2<sup>nd</sup> submittal)
- **Metrolina CA Track & Field:** Proposed track and field addition to the Metrolina CA complex. Mark Houle
- **SV Lot 17:** 7,500 sq. ft. multi-tenant bldg. at SVC shopping center (theater site). Overcash-Demmitt Architects.
- **Austin Village Office Bldg.** Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope.
- **Tyson Realty Inc:** Minor subdivision off Gray fox Dr. Applicant: Will Lawrence.
- **Glenn Oaks Retail:** Sketch plan for retail shops in front of the Glen Oaks Apartments. Applicant: Marcus Arroyo, Tyson Group/Bo-TY LLC.
- **Automotive Repair:** Gray Fox Road. Construction of new 2,400 sq. ft. automotive repair bus. on 1.58 ac. Applicant: HOJCO, LLC.

#### Projects Under Development :

- **Shops at SV Retail:** Site Plan for retail bldg. approx. 4,161 sq. ft. Building is being erected.
- **Lidl Grocery Store:** Aspen Asset Group, LLC. Grocery Store w/ parking lot and future IT public roadway. At the corner of Unionville IT Rd and Hwy. 74. Developer has started work on his Grading Only permit. FEMA floodplain docs. under review for culvert redesign.
- **Bonterra Phase 4:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots Applicant: Eagle Engineering. Ongoing mass grading of phase IV and installing underground infrastructure.
- **Industrial Alloys:** Site Plan for a new storage bldg. approx. 20,000 sq. ft. Approved to construct but developer hasn't moved forward.
- **Cahill Bus. Park:** Proposed 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:** Proposed 207-lot subdivision (approx. 68-ac. site) located on Unionville-IT Rd. across from the Ashe Croft neighborhood. Phase 1 wrapping up, Phase 2 ongoing.
- **Tsai Office:** Conversion of exist. house/residential structure into an office/retail use. Almost completed. Located at 307 S IT Rd. (parcel 07108001A).
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 SF of commercial space. Applicant: Arista Development. Building is vertical and internals are being constructed.
- **Walden at Austin Village:** 51 SF detached homes on approx. 16 ac. On the north side of Chestnut Ln., west of Potter Rd. Applicant: Cox-Shepp Construction. Ongoing homebuilding.
- **Harris Teeter Dist. Ctr. Parking:** trailer parking expansion for distribution center. 50% of the project is complete. Project wrapping up.
- **Glenn Oaks Apts.:** 204-unit apartment community and related improvements located off Old Monroe Rd behind the Family Dollar retail establishment. Final inspection performed this week. Approved
- **MCA Classroom & Family Life Ctr. Addition:** Metrolina Christian Academy. Replacing modular classrooms w/ a new free-standing bldg. Also expanding the Family Life Ctr.



where the exist. 'tot lot' is located. Classroom **bdg.** is 6,656 Sq. Ft. and Family Life Ctr. Bldg. is 15,400 Sq Ft.

- o **SV Commons Bldg. 18:** 11,463 sq. ft. multi-tenant bldg. at SV Commons shopping ctr. (theater site). Project wrapping up.
- o **SV Commons Bldg. 22:** 11,463 sq. ft. multi-tenant bldg. at SV shopping center (theater site). Building is vertical w/ roof installed.
- o **Atlantic Pin striping:** 8,000 sq. ft. vehicle pinstriping and customization facility for semis and other large vehicles. 4108 Matthews IT Rd Site is graded and cleared, erosion control installed. Foundation poured.
- o **IT Elem. School:** 200 Education Dr. Eagle Eng. Project wrapping up.
- o **Double Radius Office Warehouse Conversion:** Conversion required additional parking. No change to bldg. footprint. Off Van Buren Ave. **Applicant:** Peadon Finein Architecture, PLLC.

**Number of New Businesses (0):**

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**Weekly Report 08-24-17 to 09-16-17 (Permits)**

Alarm	67
False Alarm	18
Compliances	4
Zoning	15
Signs/Banners	0
New Project Reviews	2
Misc. Invoices	2

**Weekly Report 08-24-17 to 09/16-17 (Code Enforcement)**

Sign Banners Violations	26
New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	35
<b>Residential Zoning Compliance Inspections-New Construction</b>	5
<b>Violation Re-Inspections - Ordinance Compliance</b>	41
Citizen Ordinance Education	59
Minimum Housing Inspections/Hearings	2
Property Lien Actions	4
Auto Violations (i.e. junk vehicles, etc.)	11
On Street Parking Violations	15
<b>Notice of Violation or Written Warning</b>	22
ZONES	1, 3, 6-8