



**December 9, 2024**  
 Stallings Government Center  
 321 Stallings Road  
 Stallings, NC 28104  
 704-821-8557  
[www.stallingsnc.org](http://www.stallingsnc.org)

## Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	6:15 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	6:20 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	6:25 p.m.	<b>Consent Agenda</b> <b>A. Minutes from the following meetings:</b> (1) 11-12-2024 (2) 11-25-2025 – special (3) 11-25-2025 – closed – 1 of 2 (4) 11-25-2025 (5) 11-25-2024 – closed – 2 of 2 <b>B. ARPA Documents – FINAL</b> <b>C. Ponding Mitigation Project</b> <b>D. Vickie Lane and Greenbriar Drive Hydrologic Study</b>	Wyatt Dunn, Mayor	Approve Consent Agenda
2.	6:30 p.m.	<b>Reports</b> <b>A. Report from Mayor</b> <b>B. Report from Council Members/Town Committees</b> <b>C. Report from Town Manager/Town Departments</b>	Council and Staff	NA
3.	6:40 p.m.	<b>Agenda Approval</b>	Wyatt Dunn, Mayor	Approve agenda as written
4.	6:43 p.m.	<b>Bolton and Menk – Silver Line Integration Final Draft Presentation</b>	Max Hsiang, Planning Director	Presentation
5.	7:30 p.m.	<b>Audit Presentation</b>	Emily Mills, Potter and Co.	Presentation
6.	7:45 p.m.	<b>TX24.11.01 – Brewery and Similar Definitions</b> <b>A. Clarify and expand brewery and similar definitions</b> (1) Open Public Hearing (2) Information from Staff (3) Public Hearing (4) Close Public Hearing (5) Council Vote <b>B. Statement of Consistency and Reasonableness</b>	Max Hsiang, Planning Director	Approve/deny amendment

7.	8:00 p.m.	<b>TX24.11.02 Local Government Exemptions</b> <b>A. Local Government Exemptions</b> (1) Open Public Hearing (2) Information from Staff (3) Public Hearing (4) Close Public Hearing (5) Council Vote <b>B. Statement of Consistency and Reasonableness</b>	Max Hsiang, Planning Director	Approve/deny amendment
8.	8:15 p.m.	<b>Organizational Meeting Items</b> A. Appointment of Union County Public Schools Liaison B. Appointment of QUAD Alliance Liaison C. Charlotte Regional Transportation Planning Organization (CRTPO) alternate delegate D. Appointment of Centralina Regional Council (CRC) delegate and alternate E. Approval of 2025 Meeting Schedule F. Approval of 2025 Holiday Schedule	Mayor Dunn	Appointments/Approvals
9.	8:20 p.m.	<b>Fund Balance Policy</b>	Jessie Williams, Finance Officer	Approve/Deny policy
10.	8:50 p.m.	<b>Police Department Updated Incentive Program</b> <b>A. Fitness</b> <b>B. Drug Recognition Expert</b>	Dennis Franks, Police Chief	Approve/Deny policy
11.	9:00 p.m.	<b>Aqua Sewer Plant (Hall)</b>	Graham Hall, Council Member	Discussion
12.	9:10 p.m.	<b>Adjournment</b>	Wyatt Dunn, Mayor	Motion to adjourn

**MINUTES OF TOWN COUNCIL MEETING  
OF THE  
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for its regular meeting on November 12, 2024, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Graham Hall, Brad Richardson and Laurie Wojtowicz.

Those absent were: Council Member Taylor-Rae Drake.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Max Hsiang, Planning Director; Kevin Parker, Town Engineer; and Jessie Williams, Finance Officer and Nick Coffey, Sr. Maintenance Technician.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Wyatt Dunn welcomed everyone to the meeting and delivered the invocation. Mayor Dunn then led the Pledge of Allegiance and called the meeting to order.

Public Comments

No one was present to speak at public comments.

Special Presentation

*Joe Mitchell, Eagle Scout Candidate, Troop 144, Eagle Scout Project, Bat Boxes at Blair Mill Park*

Mr. Mitchell shared that he taught other boy scouts how to build the boxes on a project workday. The boxes could hold up to two hundred bats and help control the insect population. The boxes were placed in Blair Mill Park.

1. Consent Agenda

A. Minutes from the following meetings:

- (1) 10-15-2024
- (2) 10-15-2024 – closed
- (3) 10-28-2024
- (4) 10-28-2024 – closed

B. Amended Budget Ordinance 7 – Town Hall Roof Replacement

Council Member Richardson made the motion to approve the Consent Agenda as presented. The motion received Council's unanimous support after a second from Council Member Ayers. The *Amended*

*Budget Ordinance 7 – Town Hall Roof Replacement* is attached to these minutes and therefore incorporated herein.

## 2. Reports

### A. Report from Mayor

Mayor Dunn reported on the election day.

### B. Report from Council Members/Town Committees

Council Member Hall and Wojtowicz had no reports.

Council Member Ayers reported that Stallings would be hosting the WUMA meeting in November.

Council Member Scholl reported that he staffed a pole on election day. He was disappointed that the Occupancy Tax Referendum did not pass. He also noted that Rep. Dean Arp was at Stallings Elementary on Election Day and discussed larger project grants potential for Stallings. Mr. Scholl also attended the Union County Chamber luncheon the previous day to discuss the state of the State with the state-elected officials.

Council Member Richardson had no report.

### C. Report from Town Manager/Town Departments

Town Manager Sewell reported on the following items:

- The October Budget Line Items Transfer List was presented to the Council. It is attached to these minutes and therefore now incorporated herein.
- *Planning – TOD Overlay Update*  
Planning Director Max Hsiang reviewed the updated memo with the Council. This memo is attached to these minutes and therefore incorporated herein.
- Police Reports
  - Helene Outreach Efforts: Chief Franks reported on the Helene Outreach Efforts by the Stallings Officers. He thanked the community for their help as well. He recognized several officers for their participation in those efforts: Assist Chief James Perry, Lt. Heath Cranford, Sgt. Ben Davis, Sgt. Caleb Payne, Det. Josh Smith, Sgt. Nicholas Ivy-Brooks, Ofc. Justin Hults, and Det. Tai Webster.
  - Life Saving Award: Chief recognized Officer Brandon Johnson and presented him the Life Saving Award for preventing a man from taking his own life on 11-02-2024.

## 3. Agenda Approval

Council Member Richardson requested to remove Agenda Item 4.B., *Twin Pines, Settlement*

*Agreement and Payment* and Council Member Hall requested to remove Agenda Item 8, *Aqua Sewer*

*Plant (Hall)*. Council Member Scholl made the motion to approve the Agenda with the changes above. The motion was seconded by Council Hall and passed unanimously.

4. Twin Pines

A. Erosion control and clean-up work

Town Engineering Director Kevin Parker reminded Council that at its 09-23-2024 Council Meeting, it decided to pursue the USACE-recommended erosion control and stream clean-up work behind 1012 Twin Pines Drive instead of pursuing the full Stream Restoration Project estimated at \$250,000. Council requested that staff finalize the scope of work, obtain cost estimates for this erosion control and cleanup work, and address remaining tree replanting for two property owners, following the August 2022 Stream Bank Stabilization Project. The cost estimate for construction, construction administration, and final permitting with USACE totaled \$25,000.

Council Member Richardson made a motion to approve \$25,000 for erosion control and clean-up work behind Twin Pines Drive. The motion was seconded by Council Member Wojtowicz and passed unanimously by Council.

Monica Hunsucker, 1006 Twin Pines Drive, did not like the language in the potential settlement agreement regarding the Town taking ownership of the maintenance in the easement and wanted clarity on the location and maintenance of the easement. She felt the settlement was just status quo and wanted protection against any future water that would be initially or not initially fed into the stream due to future construction.

Chad Foster, 1012 Twin Pines Drive, did not think the documents with the settlement agreement told him a lot and wanted a fix of the flooding and stability of the creek to be lasting. He stated that the creek had to be able to handle a certain amount of water and wanted to know how the clean up would work in the future.

Lisa Larson, 1008 Twin Pines Drive, was concerned about Sections 4 and 8 that would subject a new homeowner to the agreement if she sold her property and did not want to sign the settlement agreement if that was the case.

The Homeowners stated they would not sign the settlement agreement as written.

B. Settlement Agreement and Payment

*This item was removed from the Agenda.*

5. Sanitary Sewer Update

Town Engineering Director Kevin Parker reminded Council that this project was approved by Council in September 2023 to evaluate and analyze options to bring sewer capacity into Stallings specifically the Town Center and Hwy 74 hospital area. Kimley Horn's Matt Shoemith and Chandler Allen were present to update the Council on the project since the February 7, 2024 meeting, highlighting recent developments and ongoing coordination efforts. Key updates included feasibility, challenges, and infrastructure requirements associated with each potential sewer capacity solution discussed with stakeholders. To date, approximately 70% of the project's \$100,000 budget had been utilized, covering key objectives including coordination with Charlotte Water and Union County on connection options and capacity planning for Stallings. The presentation by is attached to these minutes and therefore incorporated herein.

Based on Council's direction, Kimley-Horn would prepare a task order outlining the next steps and associated scope. Consensus was held that the Mayor would contact Union County Commissioners, the Union County Manager, and the Union County Public Works Director to set up a meeting so that direction could be given to Staff on the item.

6. Community Committee Application Consideration

Council Member Richardson made the motion to appoint Sophia Cordova to the Community Committee with term ending March 31, 2026. The motion received Council's unanimous approval after a second from Council Member Ayers.

7. FY25-26 Priority and Budget Decision Making Process

Town Manager Sewell reviewed the FY25-26 Priority and Budget Decision Making Process with the Council and retaining Curt Walton as the facilitator of the process. Council held a consensus to approve the FY25-26 Priority and Budget Decision Making Process. The *FY25-26 Priority and Budget Decision Making Process* is attached to these minutes and therefore incorporated herein.

8. Aqua Sewer Plant (Hall)

*This item was removed from the Agenda.*

9. Adjournment

Council Member Wojtowicz moved to adjourn the meeting, seconded by Council Member Hall, and the motion received unanimous support. The meeting was adjourned at 8:33 p.m.

Approved on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Wyatt Dunn, Mayor

\_\_\_\_\_  
Erinn E. Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Cox Law Firm, PLLC

DRAFT

**MINUTES OF A SPECIAL TOWN COUNCIL MEETING  
OF THE  
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for a special meeting on November 25, 2024, at 6:45 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Taylor-Rae Drake, and Brad Richardson.

Those absent were: Council Members Graham Hall and Laurie Wojtowicz.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Kevin Parker, Engineering Director; Max Hsiang, Planning Director; Mac McCarley, Planning Attorney; and Melanie Cox, Town Attorney.

1. Call the Meeting to Order

Mayor Dunn called the meeting to order.

2. Closed Session Pursuant to NCGS 143-318.11(a)(3)

Council Member Ayers made a motion to go into closed session pursuant to NCGS 143-318.11(a)(3) and inviting Engineering Director Kevin Parker, Planning Director Max Hsiang and Planning Attorney Mac McCarley. The motion received Council unanimous support after a second from Council Member Scholl.

*Council recessed into closed session at 6:43 p.m. and reconvened in open session at 7:00 p.m.*

6. Adjournment

Council Member Richardson moved to adjourn the special meeting, seconded by Council Member Scholl and the motion received unanimous support. The meeting was adjourned at 7:00 p.m.

Approved on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Wyatt Dunn, Mayor

\_\_\_\_\_  
Erinn E. Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Cox Law Firm, PLLC



**MINUTES OF TOWN COUNCIL MEETING  
OF THE  
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for its regular meeting on November 25, 2024, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Taylor-Rae Drake, and Brad Richardson.

Those absent were: Council Members Graham Hall and Laurie Wojtowicz.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Max Hsiang, Planning Director; Kevin Parker, Engineering Director; Jessie Williams, Finance Officer; and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Wyatt Dunn welcomed everyone to the meeting and Council Member Richardson delivered the invocation. Mayor Dunn then led the Pledge of Allegiance and called the meeting to order.

Public Comments

No one was present to give public comment.

1. Consent Agenda

A. Employee Christmas Bonus

Council Member Richardson made a motion to approve the Consent Agenda as presented. The motion received Council's unanimous support after a second from Council Member Scholl.

2. Agenda Approval

Mayor Dunn requested to remove Agenda Item 4., *Aqua Sewer Plant (Hall)*, and place it on the 12-09-2024 Agenda. Council Member Richardson requested to add *Grant Opportunity for Joint Camera System Upgrade* as new Agenda Item 4. Council Member Richardson made the motion to approve the Agenda with the change above. The motion was seconded by Council Scholl and passed unanimously.

3. TX24.06.01 - Parking Amendments

*(Recessed from 10-28-2025)*

A. Parking Amendments

Mayor Dunn re-opened the public hearing. Planning Director Max Hsiang reminded the Council that this item was originally heard on 10-28-2024. At that time, the Council requested a few additional changes.

The amendment requested to revise parking requirements by:

- Updating minimum and maximum space requirements in Table 12.1.
- Simplifying and condensing the use categories.
- Reformatting the requirements for easier interpretation and measurement.

Staff recommended approval of TX24.06.01 - Parking Amendments. Mayor Dunn the closed the public hearing. Council Member Ayers made the motion to approve TX24.06.01 - Parking Amendments. The motion was unanimously approved after a second from Council Member Drake.

B. Statement of Consistency and Reasonableness

Council Member Richardson made a motion to approve *TX24.06.01 - Parking Amendments Statement of Consistency and Reasonableness* to which Council Member Drake seconded. The motion was passed unanimously by Council. *TX24.06.01 - Parking Amendments Statement of Consistency and Reasonableness* is attached to these minutes and there incorporated herein.

4. Aqua Sewer Plant (Hall)

*This item was removed from the Agenda.*

4. Grant Opportunity for Joint Camera System Upgrade

*This item was added during the Agenda Approval and replaced the original Agenda Item 4.*

Parks and Recreation Director Eunice Donnelly explained staff was seeking approval to apply for a grant for an upgraded camera system in the Stallings Municipal Park. The grant would pay for half of the camera system and allow police to pull footage from the cameras. The cost of the system would be \$12,000 for 10 years (one unit with four cameras, 360 degrees and infrared).

Council Member Ayers made the motion to approve of Staff applying for the 50/50 grant for the cameras in Stallings Municipal Park. Council Member Drake seconded the motion to which the Council approved unanimously.

5. Closed Session Pursuant to NCGS 143-318.11(a)(3)

Council Member Richardson made a motion to go into closed session pursuant to NCGS 143-318.11(a)(3) and inviting Engineering Director Kevin Parker. The motion received Council unanimous support after a second from Council Member Ayers.

*Council recessed into closed session at 7:16 p.m. and reconvened in open session at 7:24 p.m.*

Council Member Richardson made the motion to Suspend the Rules and add Twin Pines Settlement Agreement Information to the Agenda. The motion received Council’s unanimous support after a second from Council Member Ayers.

5.A. Twin Pines Settlement Agreement Information

Council Member Richardson made the motion for the Council to authorize Council Member Richarson as the District Six Council Member to communicate the content from the Town Attorney’s email to the Council dated November 15. The Council unanimously supported the motion after a second from Council Member Ayers.

6. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Richardson, and the motion received unanimous support. The meeting was adjourned at 7:25 p.m.

Approved on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Wyatt Dunn, Mayor

\_\_\_\_\_  
Erinn E. Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Cox Law Firm, PLLC



# MEMO

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To: Stallings Town Council  
Via: Alex Sewell, Town Manager  
From: Jessie Williams, Finance Officer  
Date: December 2, 2024  
RE: **MEMO - FY25 Q2 ARPA and Amended Project Ordinance**

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**Background:**

The Town of Stallings received a total allocation of \$5.1M in Coronavirus State and Local Fiscal Recovery (CSLFR) funds from the American Rescue Plan Act (ARPA) of 2021, a stimulus bill passed by the United States government to provide relief from the COVID-19 pandemic. Funds were received in two separate allocations, the first in August 2021 and the second in August 2022.

Per the project ordinance, the originally allocated funds, along with investment earnings, are being used as salary replacement for the Police Department, covering both salaries and fringe benefits. Total funding and expenditures are shown below.

Total ARPA allocation	\$5,145,370.23
Investment income	<u>\$308,441.47</u>
Total funding	\$5,453,811.70
FY 2022 - 2023 disbursements	\$2,084,952.33
FY 2023 - 2024 disbursements	\$2,640,647.90
FY 2024 - 2025 disbursement for Q1	<u>\$584,330.78</u>
Total	\$5,309,931.01
Available ARPA funding thru 11/30/2024	\$143,880.69

Eligible expenditures for the month of October 2024 total \$318,592.44, exceeding the funds available.

**Requested Action:**

Staff requests that a transfer for the full remaining balance of \$143,880.69 from the ARPA special revenue fund to the General Fund for the partial replacement of the Police Department's personnel costs in Quarter 2 be approved and to amend the current ARPA project ordinance accordingly.



**AMENDED Grant Project Ordinance for the Town of Stallings American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds – December 2024**

**BE IT ORDAINED** by the Town Council of the Town of Stallings, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Stallings (Town) received a total allocation is \$5,145,370.23. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriated for the project and authorized for expenditure:

<b>Internal Project Code</b>	<b>Project Description</b>	<b>Expenditure Category (EC)</b>	<b>Cost Object</b>	<b>Appropriation of ARP/CSLFRF Funds</b>
001	Law enforcement services for period of July 1, 2022 through December 31, 2024	6.1	Salaries and Benefits	\$5,453,812
	<b>TOTAL</b>			<b>\$5,453,812</b>

**Section 4:** The following revenues are anticipated to be available to complete the project:

<b>ARP/CSLFRF Funds:</b>	\$5,145,370
<b>Investment Income:</b>	<u>\$ 308,442</u>
<b>Total Revenues:</b>	\$5,453,812

**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

**Section 8:** This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 9<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Wyatt Dunn, Mayor

Attest:

\_\_\_\_\_  
Erinn Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Melanie Cox, Town Attorney



# MEMO

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To: **Mayor and Town Council**  
From: Kevin Parker, P.E., Town Engineer  
Date: December 09, 2024.  
RE: Approval Request for Ponding Mitigation Project

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## **Background:**

Staff has identified stormwater ponding in numerous locations within the Town of Stallings with potential for advanced infrastructure degradation and potential safety concerns. The proposed mitigation project, conducted by Precision Infrastructure Management (PIM) CS, LLC, will reduce ponding by 90–95% at these sites. This will significantly mitigate further deterioration of our roadways and improve safety without requiring demolition or replacement of existing infrastructure.

## **Key Project Details:**

- Scope of Work: Reduction of ponding at approximately ten areas involving alterations to curb and asphalt sections.
- Project Duration: Estimated 14–15 workdays, with two technicians on-site.

## **Cost and Bid Process:**

Staff informally solicited bids in accordance with North Carolina State Statutes; however, no additional bids were received. As a result, PIM CS, LLC, remains the sole proposer capable of completing this work within the required scope and budget for a cost of \$45,835.

## **Key Items:**

- Infrastructure Longevity: Mitigating ponding prevents water damage that accelerates roadway deterioration.
- Cost Efficiency: The proposed method provides an estimated savings of \$55,002 compared to traditional curb and gutter replacement.
- Sustainability: The environmentally friendly approach reduces waste and greenhouse gas emissions.
- Budget: The Stormwater Repair Budget will be utilized for this project, and sufficient funds are available.
- The Town has utilized PMI previously for similar, smaller-scale projects and the projects have been successful.

## **Action Requested:**

Staff requests Council to authorize the Town Manager to execute the contract with Precision Infrastructure Management CS, LLC for an amount of \$45,835 to complete the ponding mitigation project.

# TOWN OF STALLINGS

## PONDING MITIGATION FEASIBILITY ANALYSIS & ALTERATIONS PROPOSAL

Prepared for

**Mr. Kevin Parker, Town Engineer**

**Mr. Justin Russell, Associate Engineer**

**PRECISION  
INFRASTRUCTURE  
MANAGEMENT**

*Your Assets. Our Passion.*

**Casey Penland, Business Development Manager**

**c: (336) 870-5602**

**[c.penland@precisioninfrastructuremgmt.com](mailto:c.penland@precisioninfrastructuremgmt.com)**



**PIM** | PRECISION  
INFRASTRUCTURE  
MANAGEMENT



# TOWN OF STALLINGS

## PONDING MITIGATION FEASIBILITY ANALYSIS & ALTERATIONS PROPOSAL

Prepared for  
**Mr. Kevin Parker, Town Engineer**  
**Mr. Justin Russell, Associate Engineer**

### EXECUTIVE SUMMARY

Using the information provided by **Mr. Kevin Parker, Town Engineer, and Mr. Justin Russell, Associate Engineer**, PIM CS, LLC conducted topographical feasibility analyses of areas causing ponding that are creating accessibility and/or advanced infrastructure degradation. Our feasibility analyses, conducted using survey grade equipment along with in-house ponding methodology models, included ten sites for potential modification using PIM’s patented ponding mitigation processes. Ten sites have viable repair options, and their approximate scope is provided in **Table 1** below.

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
1	6000 Four Wood Dr	\$6,980	\$8,376	\$15,356	12	206
2	2600 Flagstick Dr	\$4,310	\$5,172	\$9,482	6	82
3	1404 Emerald Lake Dr	\$16,075	\$19,290	\$35,365	28	260
4	2411 Willowbrook Dr	\$9,890	\$11,868	\$21,758	17	107
5	876 Clonmel Dr	\$1,790	\$2,148	\$3,938	1	40
6	5084 Parkview Way	\$2,430	\$2,916	\$5,346	3	80
7	1003 Kerry Greens Dr	\$4,360	\$5,232	\$9,592	7	60
		<b>\$45,835</b>	<b>\$ 55,002</b>	<b>\$ 100,837</b>	<b>74</b>	<b>835</b>

**Note: Our company minimum to mobilize is \$6,000**

We observed that the infrastructure in the project area is in generally good structural condition and is an ideal application for our ponding alteration process. PIM proposes to reduce ponding at ten sites, altering sections of gutter pan and asphalt in the project areas, meeting the customer’s requirements, for **\$45,835 not including additional cost of traffic control.**

Should you request these sites be repaired all together, PIM can complete the work in between **14 to 15 workdays with 2 technicians.** While the ponding mitigation project is underway, we will:

- keep the streets and intersections in service;
- require no heavy equipment
- remove all debris and recycle the concrete and asphalt waste materials;
- leave the area clean and altered to the approximate new ponding to reduce ponding.

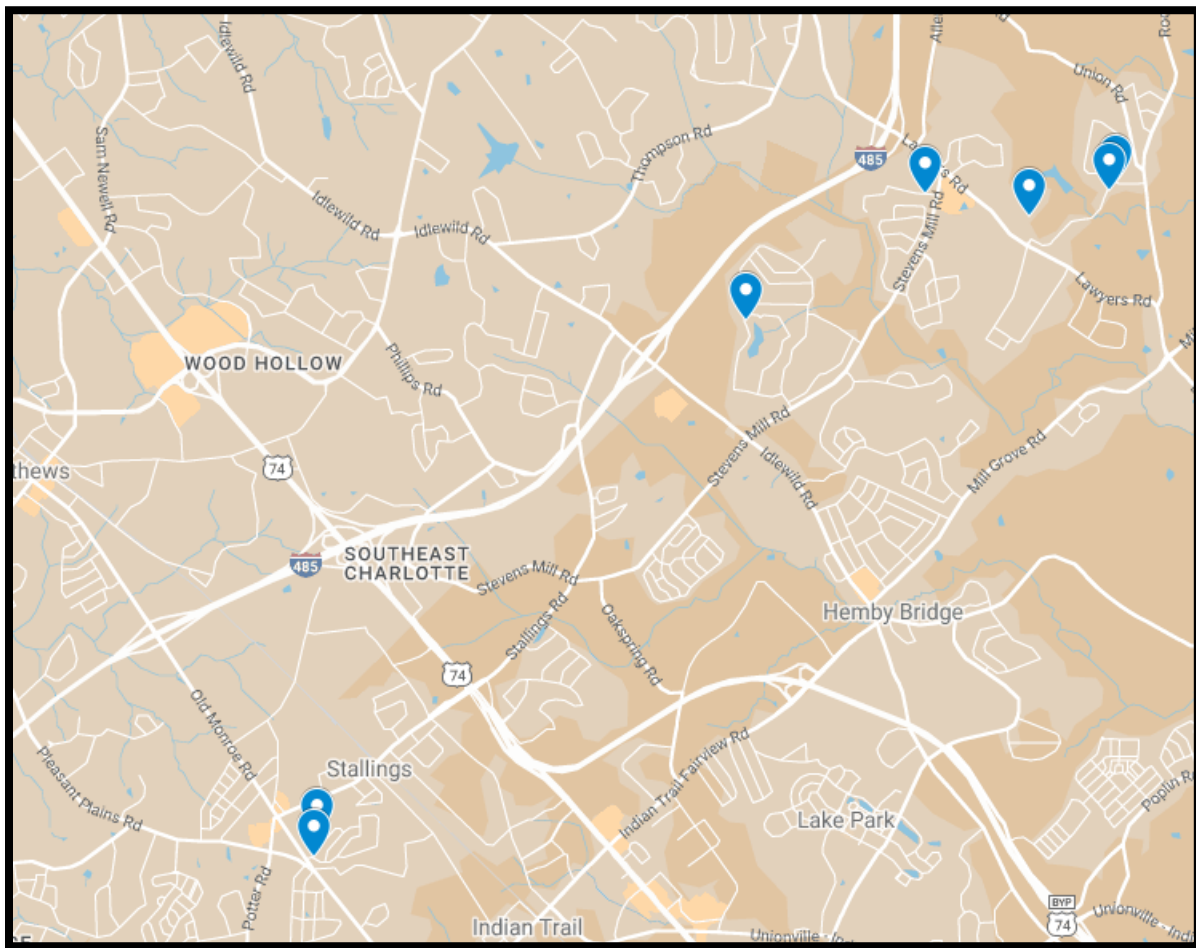
We would be happy to discuss any aspect of this proposal and look forward to working with the Town of Stallings to enhance its infrastructure improvement and asset management programs, reduce asset degradation, and liability for pedestrian and vehicular accessibility in the project areas. At the Town of Stallings’s request, PIM CS, LLC will evaluate additional or alternate sites where our ponding mitigation services can help stretch funds for infrastructure repairs in ponding areas.

## SCOPE OF SERVICES

### PROPOSED PONDING MITIGATION SITES

Ponding areas that we have found elsewhere in Stallings:

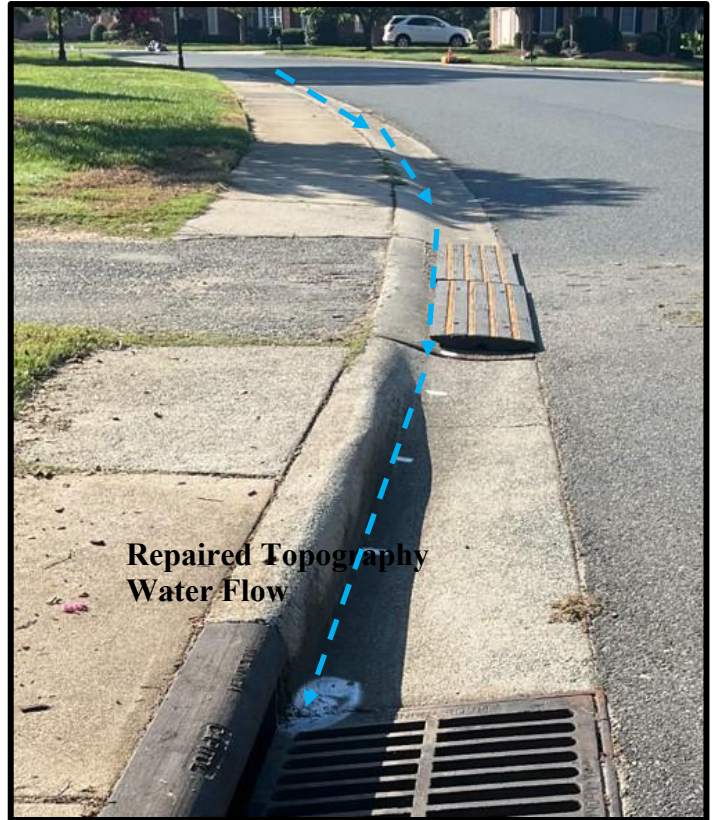
<https://psspims.maps.arcgis.com/apps/instant/attachmentviewer/index.html?appid=96fed63eb1db40ff95373ec12ef6f4ad>



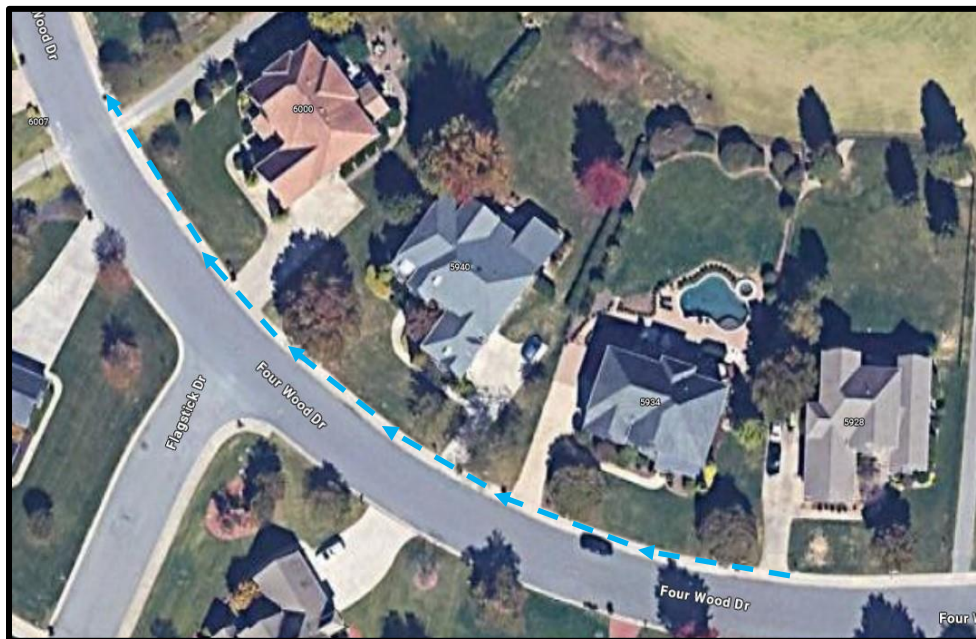
**METHODOLOGY – FEASIBILITY ANALYSIS & PREPARING THIS ESTIMATE:**

1. Site analysis using survey grade equipment was completed for this site; internal feasibility analysis was conducted using in-house modeling consisting of the following variables:
  - Ponding
  - Accessibility
  - Tolerances
  - Asset Materials
2. A topographical model was created.
3. An estimate of material removed for each proposed 3D alteration point was prepared based on our experience data base and site ponding feasibility.
4. A fixed bid was prepared giving the flexibility to choose to repair each site, a subset of sites, or all sites in the proposal.

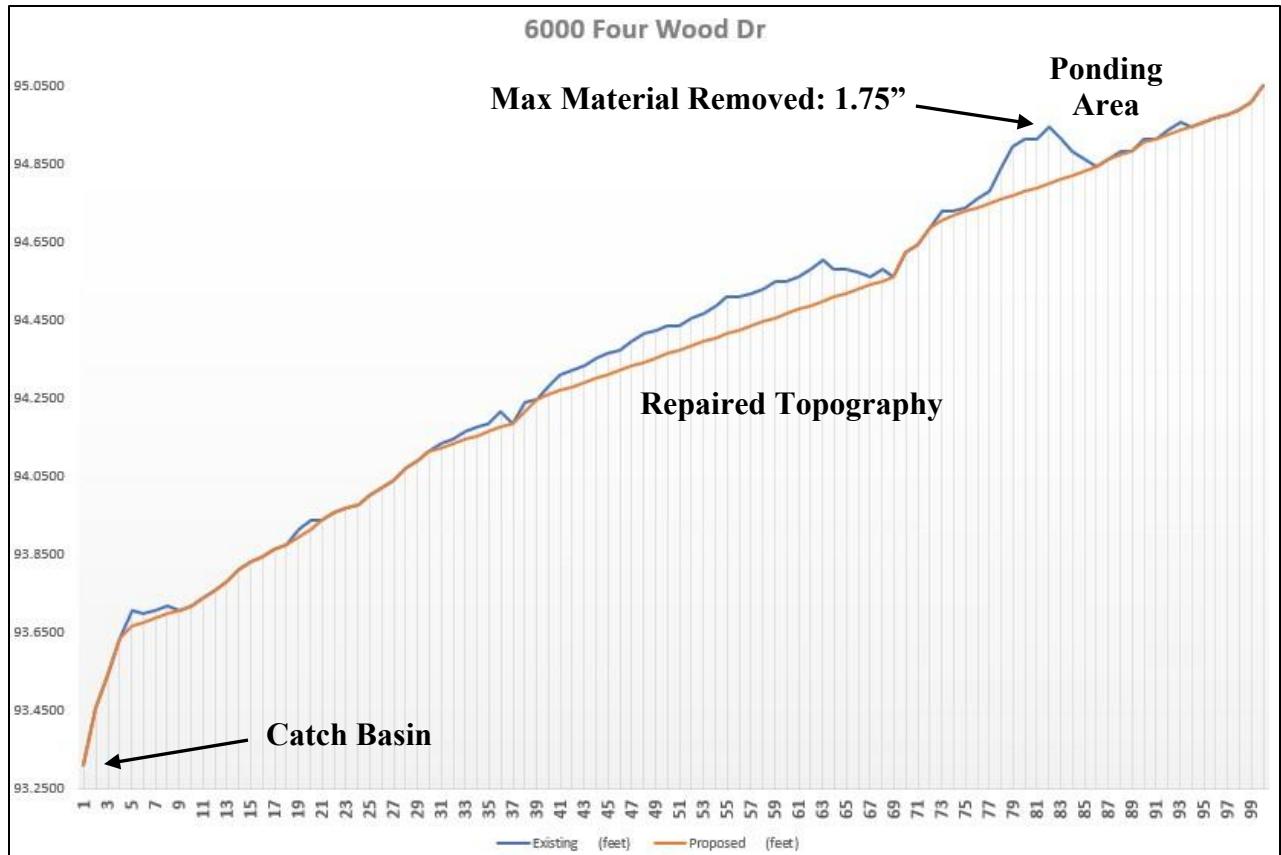
**SITE 1: 6000 Four Wood Dr**



**Aerial View:**



**GRAPH**

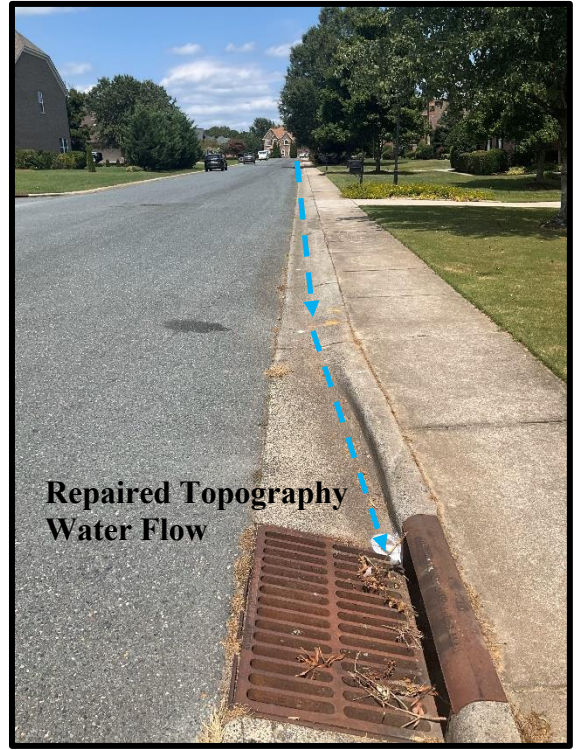


The blue topographical survey line in the graph above indicates the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 90 – 95% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 1.75 inches at station 82 on the graph above.**

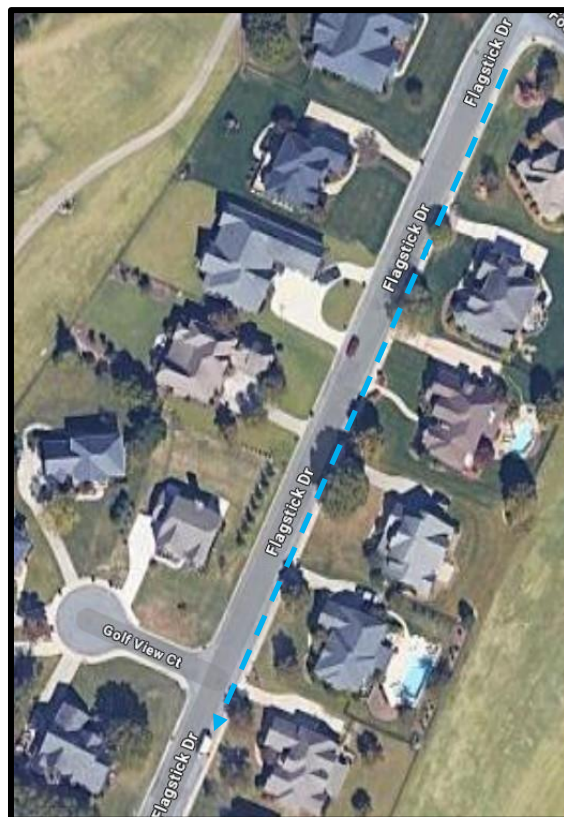
Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
1	6000 Four Wood Dr	\$6,980	\$8,376	\$15,356	12	206

Proposed ponding alterations to this site can be **completed in approximately 12 hours.**

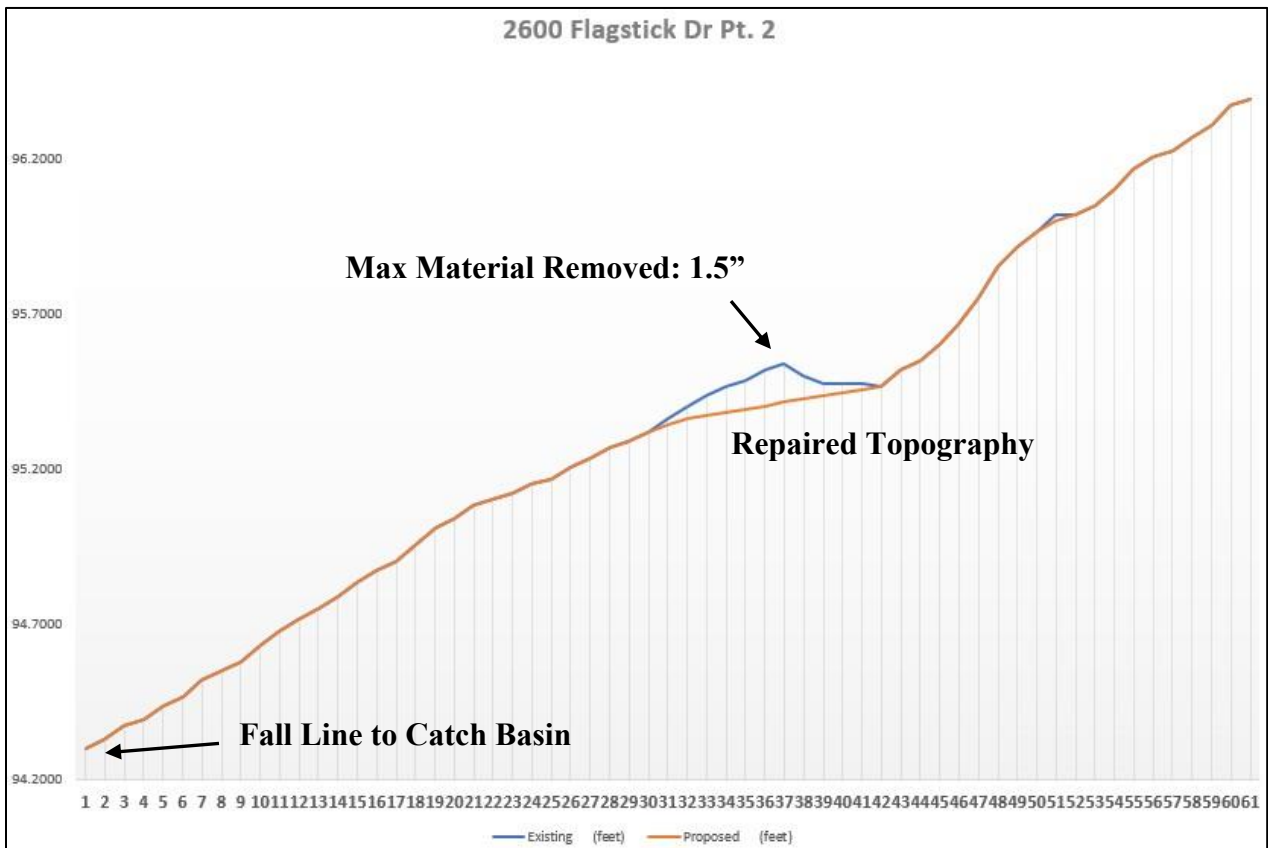
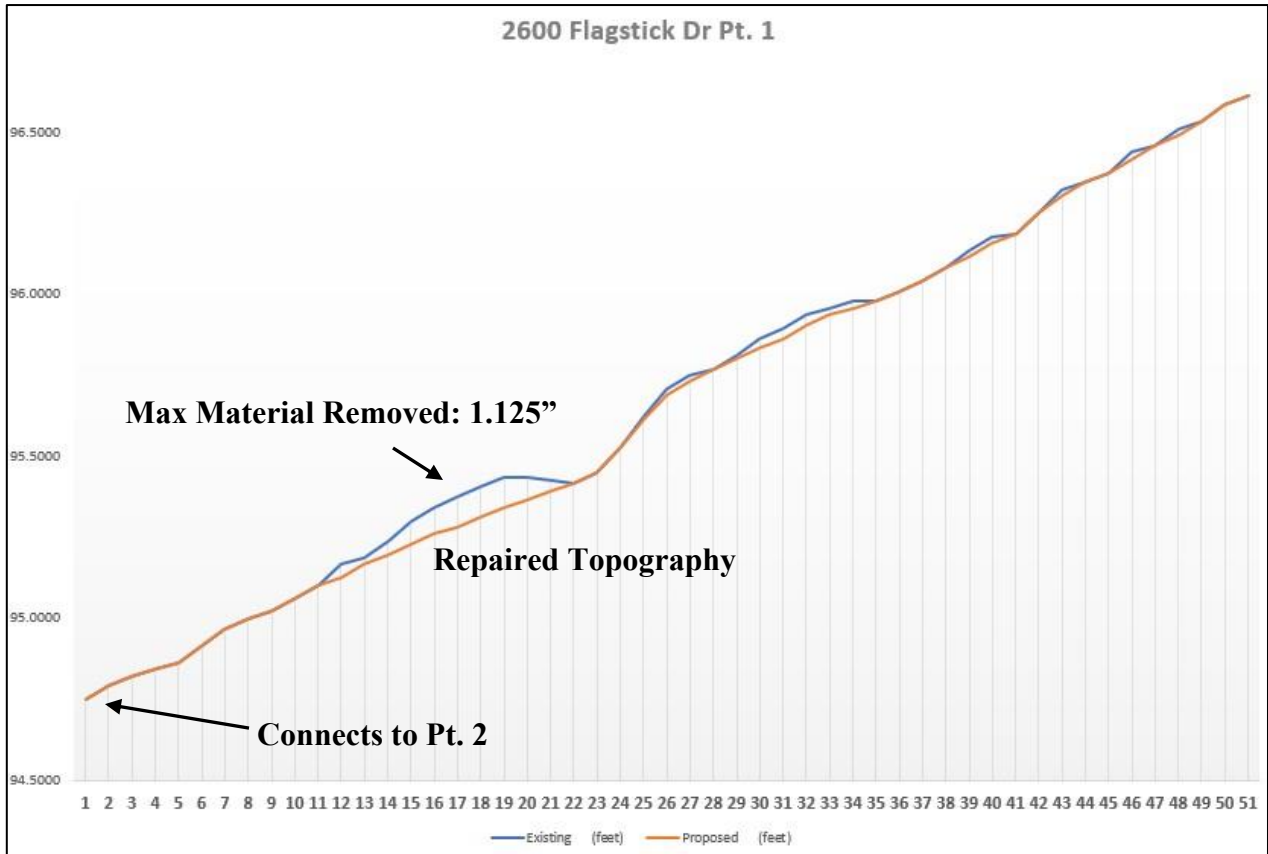
**SITE 2: 2600 Flagstick Dr**



**Aerial View:**



**GRAPHS**



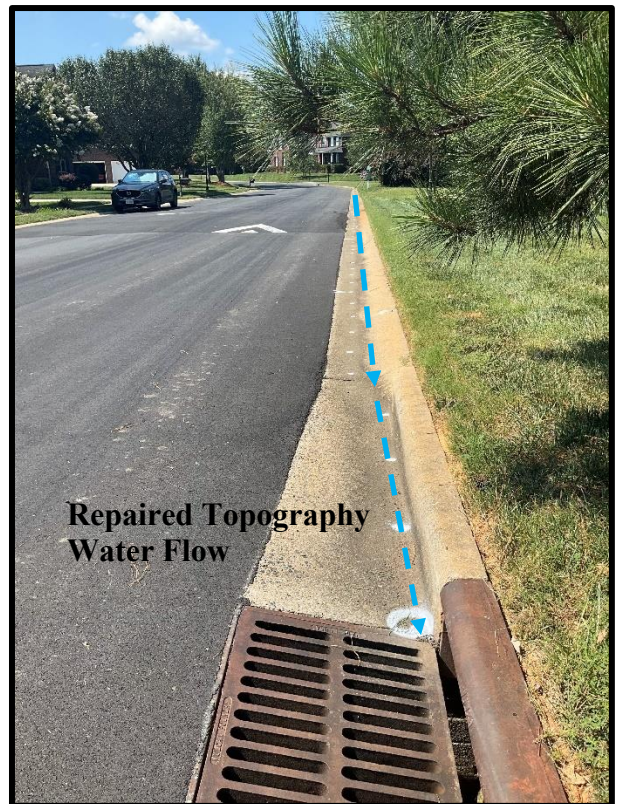
The blue topographical survey line in the graphs above indicate the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 90 – 95% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 1.5 inches at station 37 on the second graph above.**

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
2	2600 Flagstick Dr	\$4,310	\$5,172	\$9,482	6	82

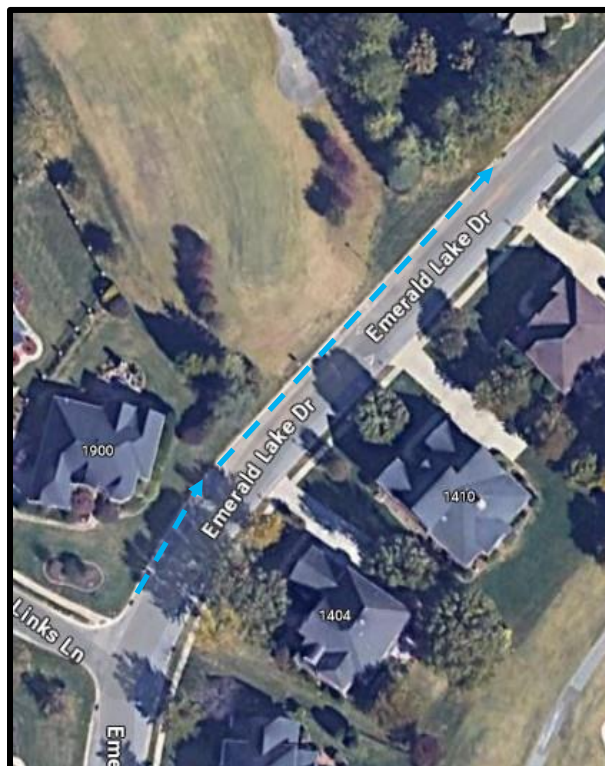
Proposed ponding alterations to this site can be **completed in approximately 6 hours.**



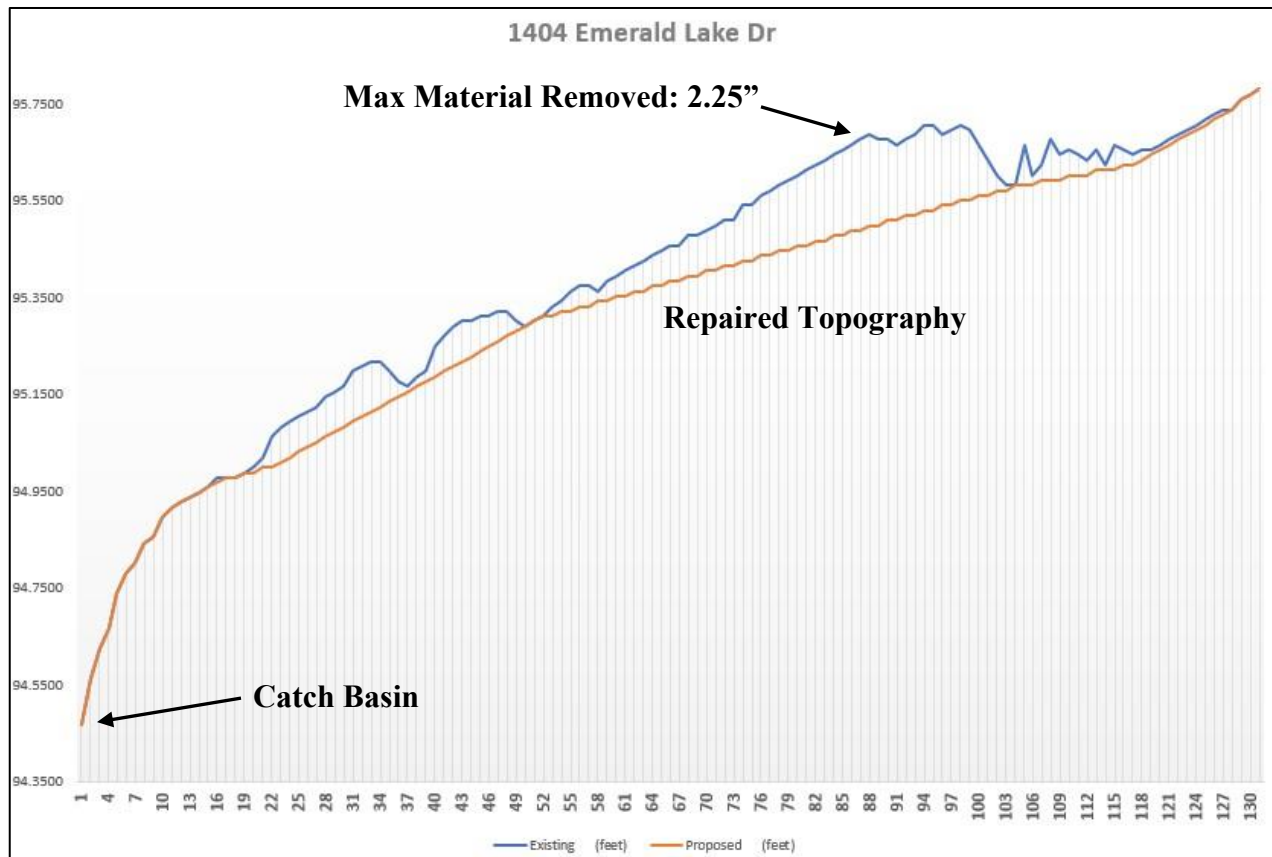
**SITE 3: 1404 Emerald Lake Dr**



**Aerial View:**



**GRAPH**

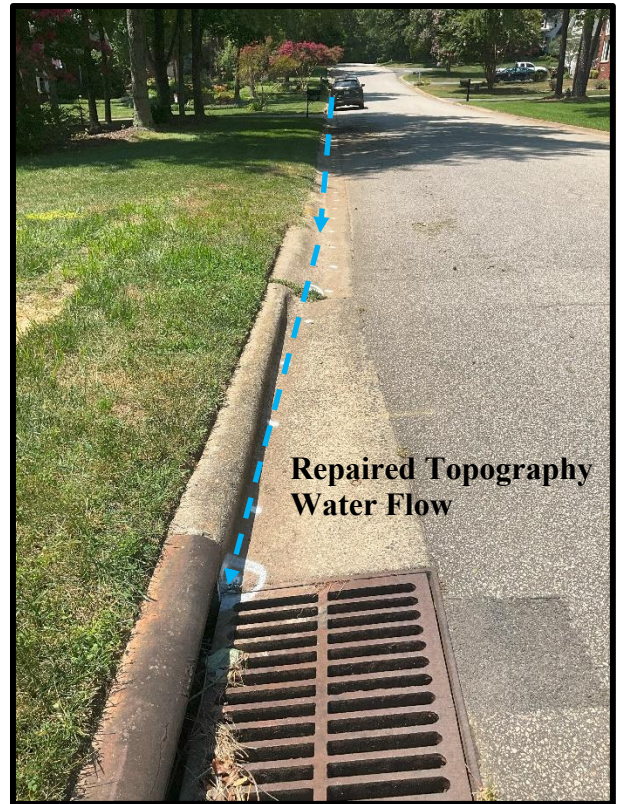


The blue topographical survey line in the graph above indicates the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 90 – 95% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 2.25 inches at stations 87 & 88 on the graph above.**

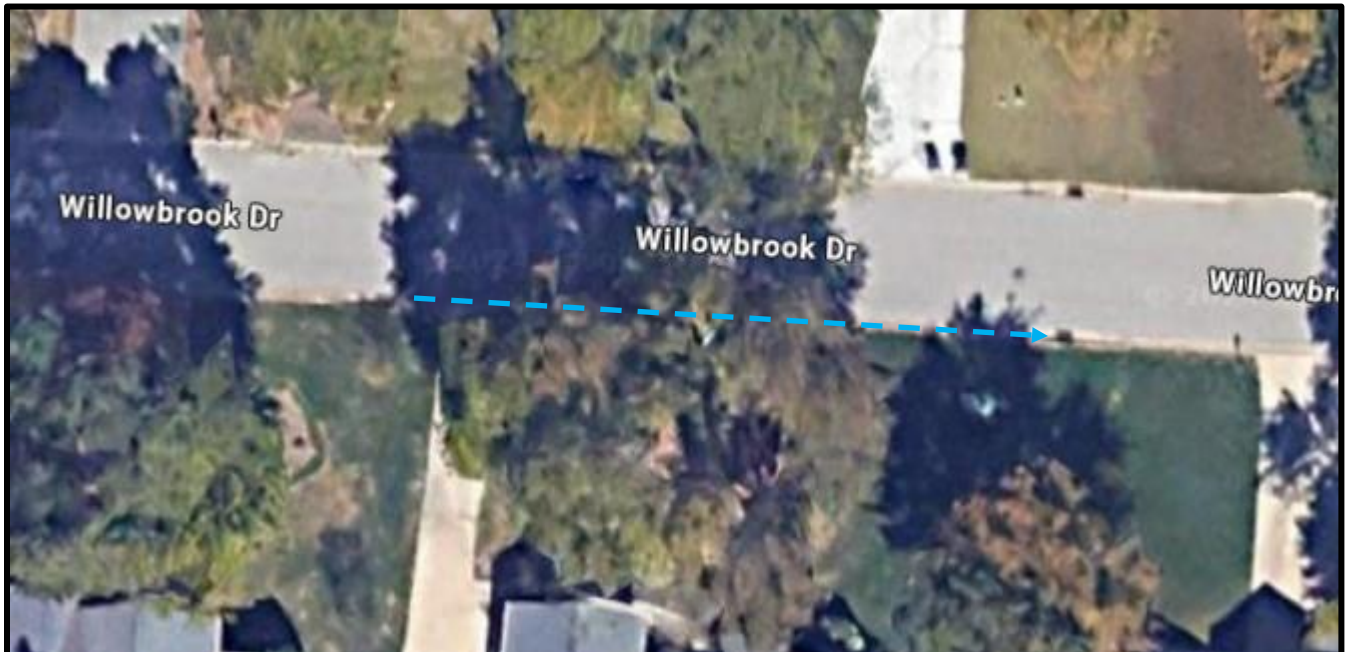
Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
3	1404 Emerald Lake Dr	\$16,075	\$19,290	\$35,365	28	260

Proposed ponding alterations to this site can be **completed in approximately 28 hours.**

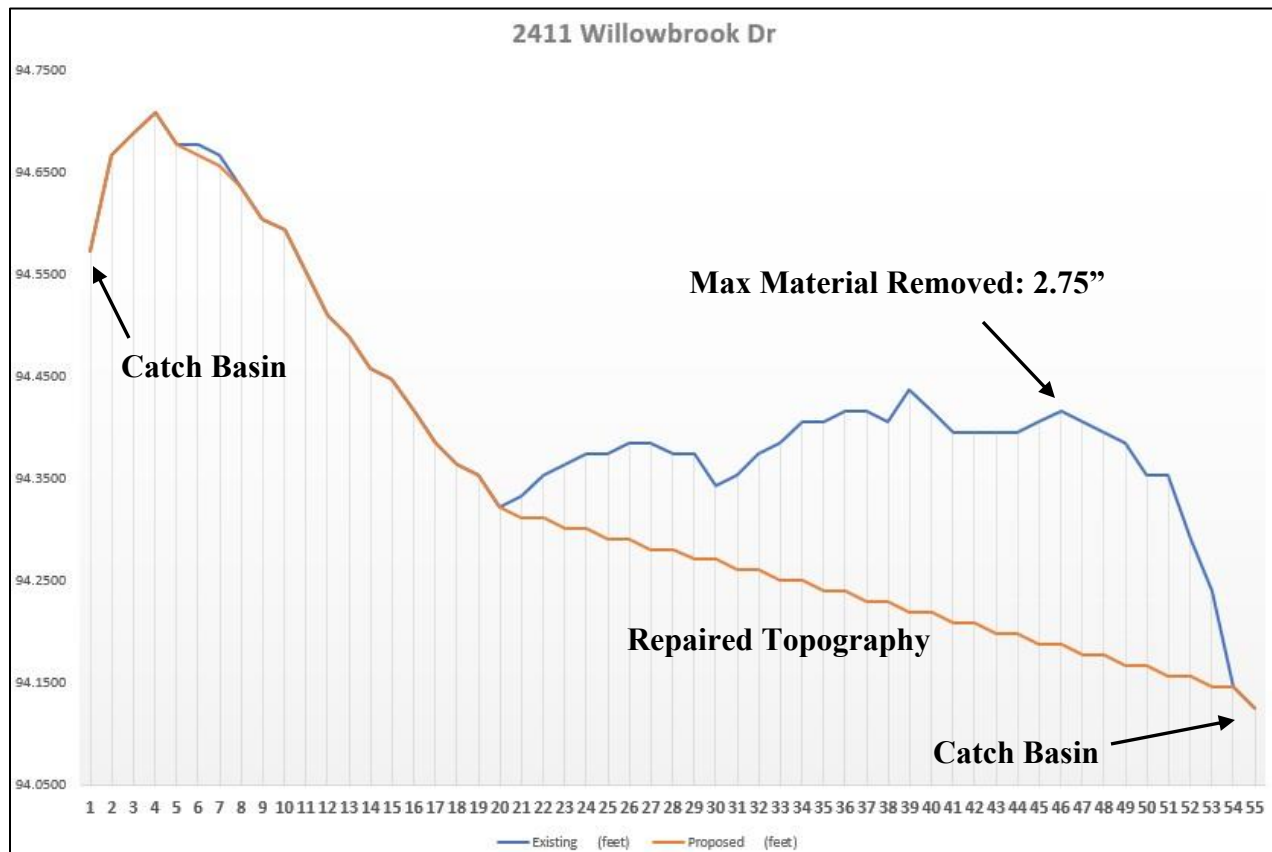
**SITE 4: 2411 Willowbrook Dr**



**Aerial View:**



**GRAPH**

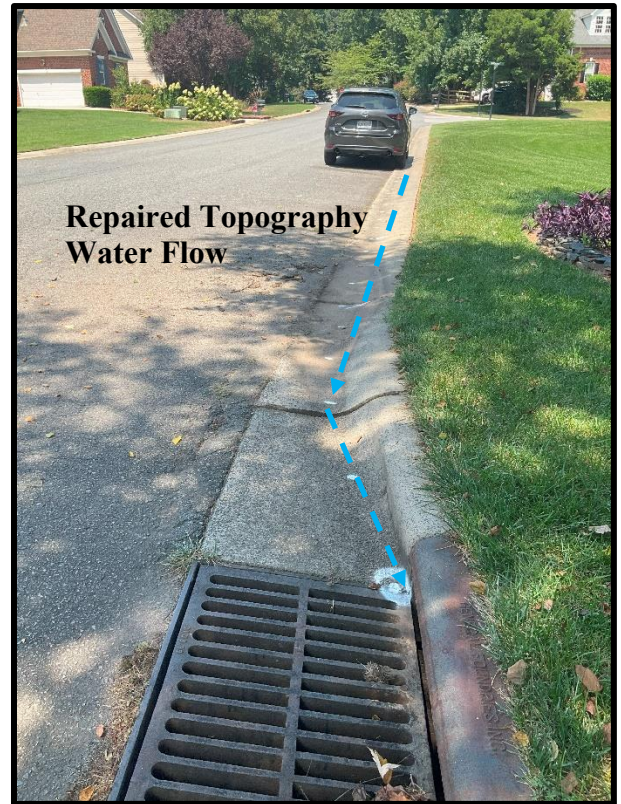


The blue topographical survey line in the graph above indicates the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 90 – 95% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 2.75 inches at stations 46 & 47 on the graph above.**

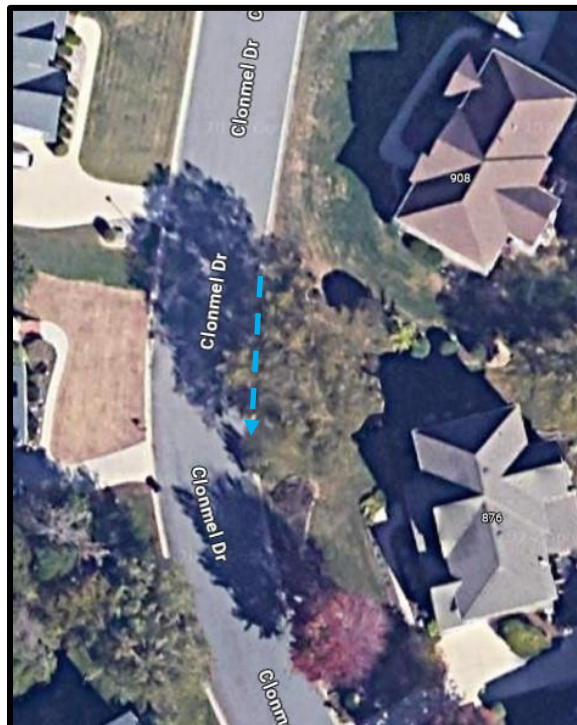
Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
4	2411 Willowbrook Dr	\$9,890	\$11,868	\$21,758	17	107

Proposed ponding alterations to this site can be **completed in approximately 17 hours.**

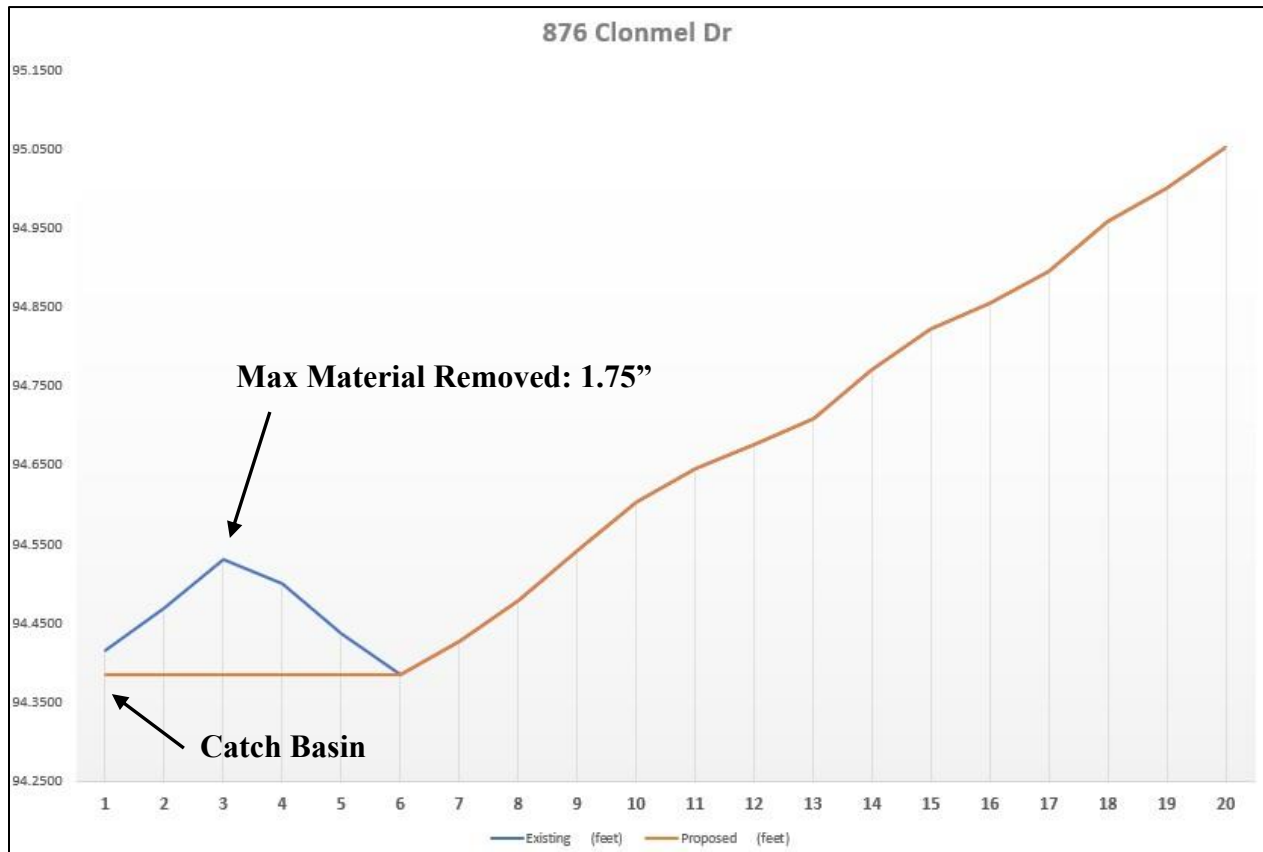
**SITE 6: 876 Clomnel Dr**



**Aerial View:**



**GRAPH**



The blue topographical survey line in the graph above indicates the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 85 – 90% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 1.75 inches at station 3 on the graph above, and we must remove 0.375 inches from the top of the metal catch basin.**

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
6	876 Clonmel Dr	\$1,790	\$2,148	\$3,938	1	40

Proposed ponding alterations to this site can be **completed in approximately 1 hour.**

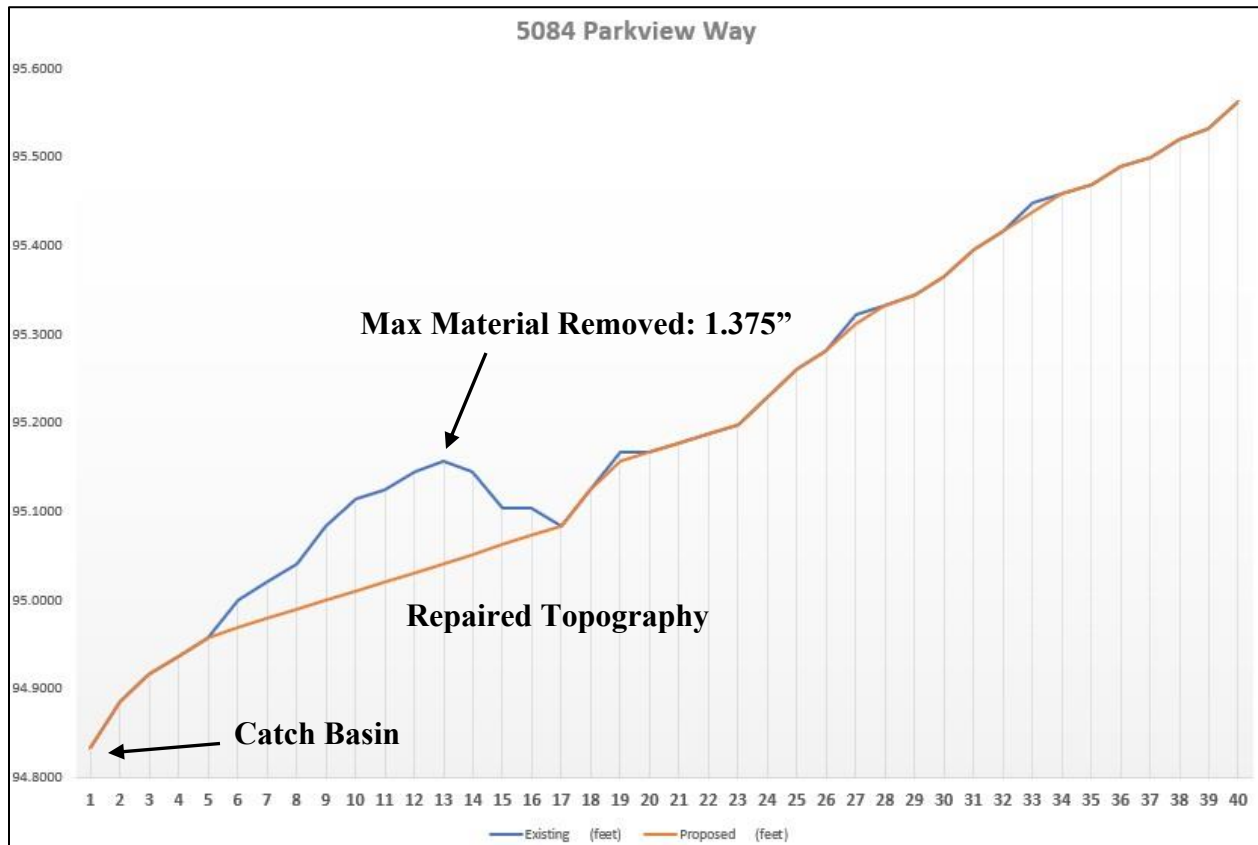
**SITE 9: 5084 Parkview Way**



**Aerial View:**



**GRAPH**



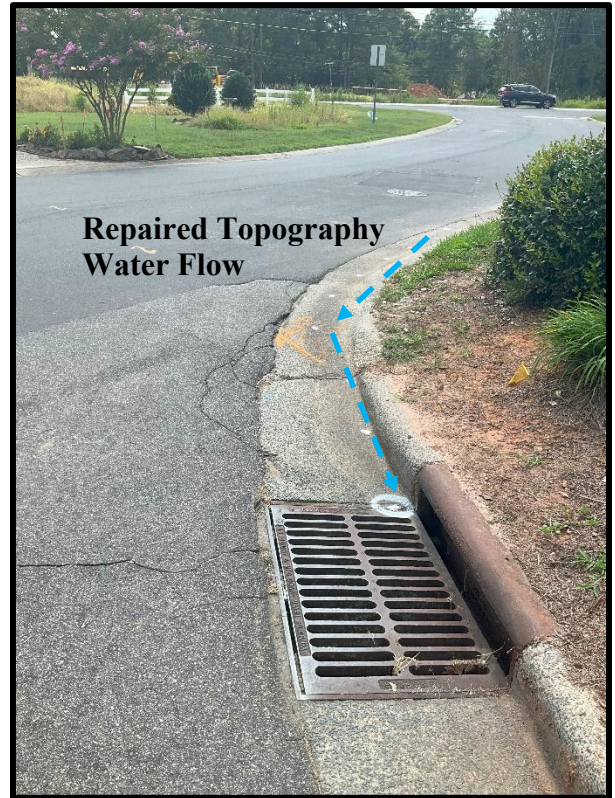
The blue topographical survey line in the graph above indicates the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 90 – 95% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 1.375 inches at stations 13 & 14 on the graph above.**

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
9	5084 Parkview Way	\$2,430	\$2,916	\$5,346	3	80

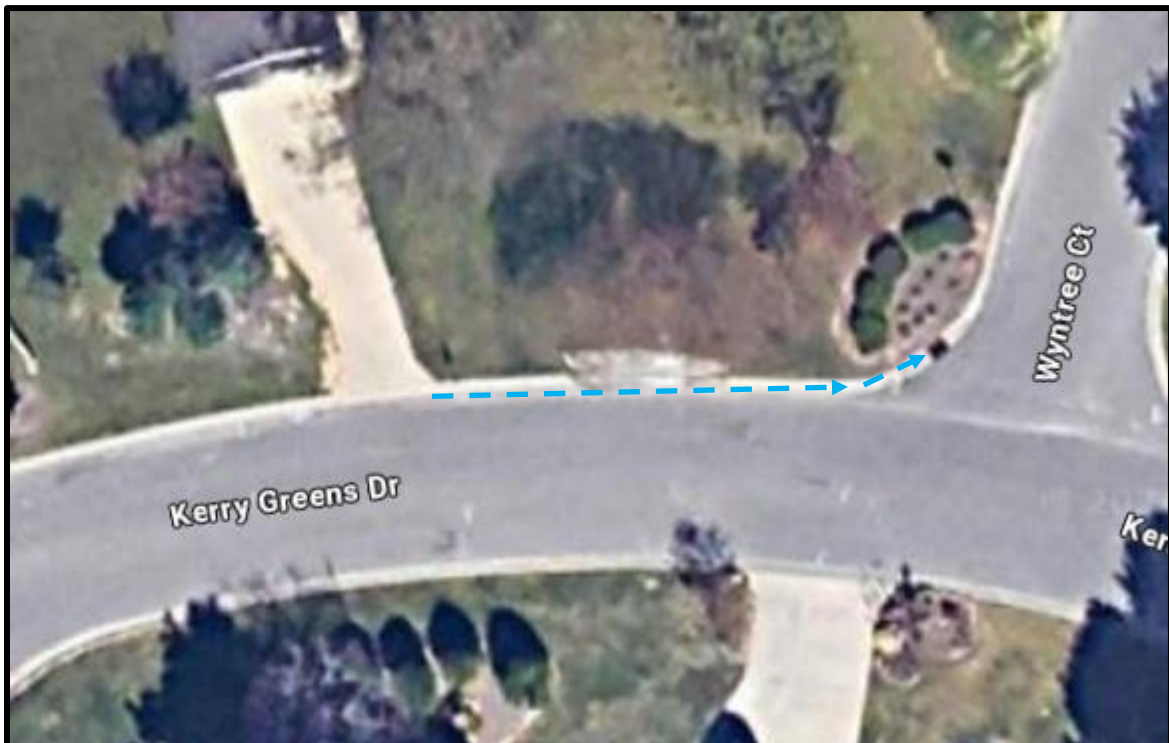
Proposed ponding alterations to this site can be **completed in approximately 3 hours.**



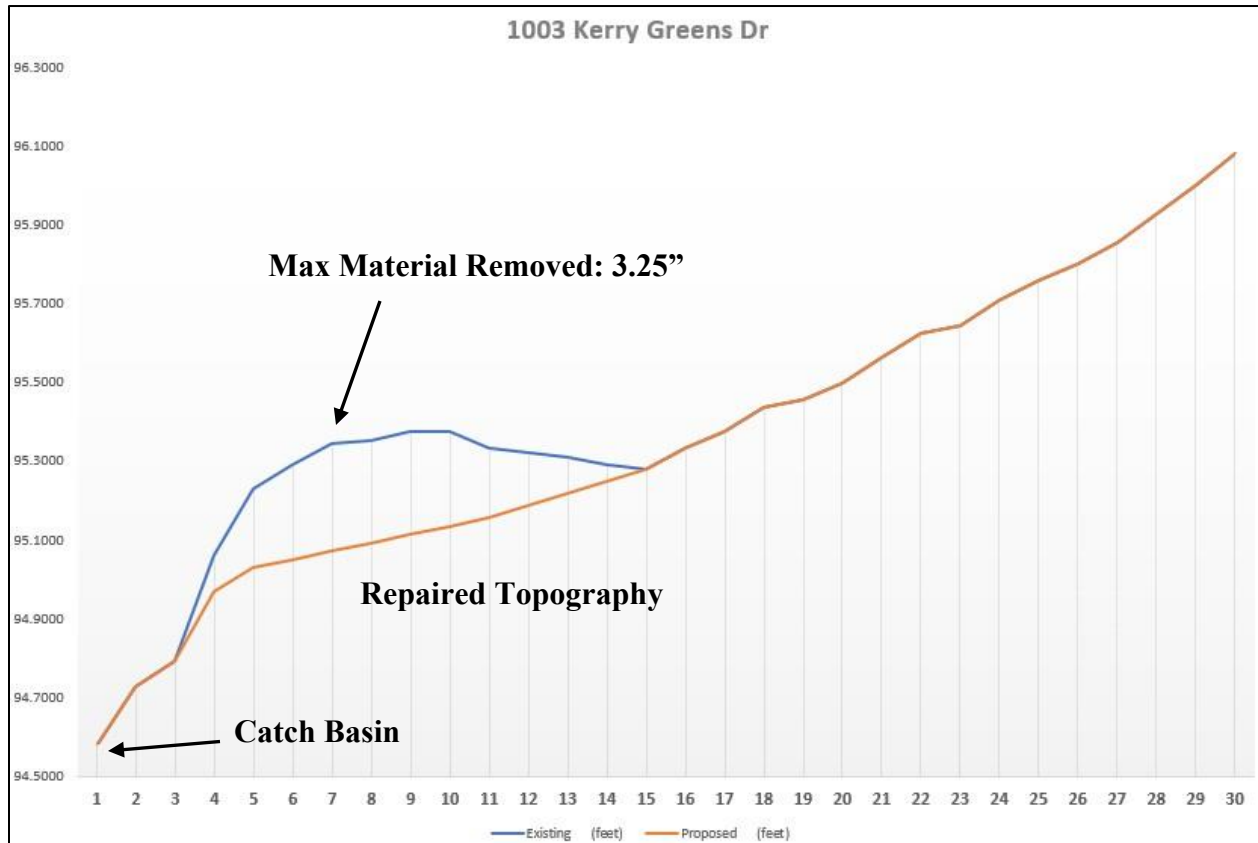
**SITE 10: 1003 Kerry Greens Dr**



**Aerial View:**



**GRAPH**



The blue topographical survey line in the graph above indicates the current relative topography, which causes significant ponding in the curb, which could spill into the street area. The orange line is the new relative topography that will be created by making alterations using our patented method and modeling process. **Ponding will be reduced by an estimated 90 – 95% in the project area**, eliminating the need for demolition and replacement (D&R) and keeping the pond contained to the gutter pan area. **The maximum amount of material requiring removal is 3.25 inches at station 7 on the graph above.**

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
10	1003 Kerry Greens Dr	\$4,360	\$5,232	\$9,592	7	60

Proposed ponding alterations to this site can be **completed in approximately 7 hours.**

**ESTIMATED SAVINGS**



Compared to traditional methods (asphalt repaving), PIM estimates **The Town of Stallings will save approximately \$55,002** if it elects to use the “Full Mitigation” model from PIM’s patented ponding mitigation process.

**PRICING**

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
1	6000 Four Wood Dr	\$6,980	\$8,376	\$15,356	12	206
2	2600 Flagstick Dr	\$4,310	\$5,172	\$9,482	6	82
3	1404 Emerald Lake Dr	\$16,075	\$19,290	\$35,365	28	260
4	2411 Willowbrook Dr	\$9,890	\$11,868	\$21,758	17	107
5	876 Clonmel Dr	\$1,790	\$2,148	\$3,938	1	40
6	5084 Parkview Way	\$2,430	\$2,916	\$5,346	3	80
7	1003 Kerry Greens Dr	\$4,360	\$5,232	\$9,592	7	60
		<b>\$45,835</b>	<b>\$ 55,002</b>	<b>\$ 100,837</b>	<b>74</b>	<b>835</b>

## PROJECT SCHEDULE & DURATION

When scheduled, we estimate the ponding alterations **will require approximately 14 – 15 working days**, with the note that wet weather days may delay our operations.

## SAFETY

PIM has a nearly flawless safety record; we use OSHA approved equipment, certify all employees who work directly on sidewalk condition studies, and have outstanding safety practices for both employees and the public who may be using the walkways and facilities where we are working. We have worked in dense urban, high pedestrian traffic areas, universities as well as residential neighborhoods and historic districts to complete condition assessments without incident. Our clients often receive unsolicited compliments for the work we are performing for them.

## INSURANCE & INCORPORATION

PIM is a corporation registered in the state of Delaware with a Certificate of Authority to operate in North Carolina, Virginia, West Virginia, District of Columbia, Pennsylvania, and New York. Proof of liability, workers compensation, and auto insurance will be provided as requested. PIM CS, LLC is the legal entity name for contracting purposes.

## CONFIDENTIALITY

This copyrighted material is presented by PIM to the Town of Stallings for the purpose of evaluating an offer to provide ADA transition-related products and services. These literary, graphic, and pictorial works may not be reproduced or retransmitted in any form and the information presented in this proposal may not be disseminated without express written consent.

## PROJECT INITIATION

When advised of acceptance of this proposal, PIM will assign an operations Manager for the ponding cuts who will conduct a kick-off and/or organizational meeting with the project manager assigned by the Town of Stallings. During this meeting we will discuss:

- Project schedule and work-days
- Special scheduling requests
- Reporting on progress
- General specifications
- Contact information
- Additional Town of Stallings requirements

## REPAIR SPECIFICATIONS

1. Measurements will be taken of every ponding point inside the estimated project area:
  - a. Height<sup>1</sup> – the original height of each ponding point location
  - b. Height<sup>2</sup> – the modified height of each ponding point location
  - c. Length – the total linear feet distance of measured original ponding locations
  - d. Full Address Location
2. Gutter pan sites will be repaired from the full length of the gutter (full edge-to-edge repair);
3. Gutter pans will be repaired at a uniform slope to reduce ponding
4. Debris from repaired areas will be collected and removed;
5. A dust abatement system will be used during all repair operations;
6. The repaired area will be smooth and uniform with a coefficient of friction exceeding OSHA requirements for public walkways if applicable;
7. A detailed, auditable invoice will be presented for every repair site.

## WARRANTY

PIM CS, LLC. Guarantees its work:

1. All repairs will have a zero point of differential in height with the adjacent gutter pan.
2. Repairs will affect only the panels causing the ponding; adjacent panels or immovable objects will be unaffected.
3. All repairs will have a smooth finish with the possibility of some exposed aggregate.
4. The repaired surface will exceed OSHA requirements for friction on public walkways where applicable.
5. Ponding areas will be reduced as a result of the changes in topographical ponding points.

## UNREPAIRABLE SITES

Some sites may not achieve 100% elimination of ponding water as desired. This methodology of ponding mitigation and alterations for sites selected for repair have a high degree of success in mitigating most of the ponding water associated with each site. In these instances, any residual ponding that might remain, will generally be contained to the gutter pan area where it can evaporate. For sites where we are not able to complete alterations to all ponding points due to site conditions (e.g. discovery of not enough material to remove, degradation of material, unforeseen site anomalies, or conditions, etc.), ½ of the site project cost will need to be billed in order to pay for mobilization and partial work completion.

**Estimated Natural Resources Saved:**

- approximately 55 – 58 tons of waste concrete and asphalt from removal and landfills (835.00 cubic feet of concrete at an average weight of 132 to 140 lbs per cubic foot)
- approximately the same amount of materials and resources to replace the concrete that was removed

**Estimated Fossil Fuels Saved: 91 gallons**

- hauling equipment to and from the site to remove sidewalks
- operating backhoe equipment to break up and remove concrete
- round trip transportation of 55 – 58 tons of debris to the landfill
- round trip transportation of new materials to replace the removed sidewalks

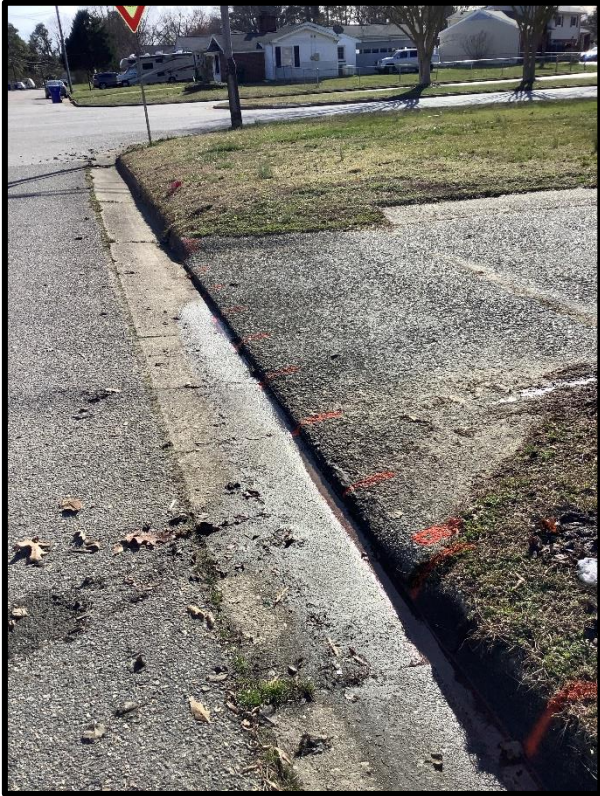
**Estimated Greenhouse Gas Emissions Avoided: 8.33 Metric Tons CO<sub>2</sub>**

Our clients often wonder what reducing carbon dioxide (CO<sub>2</sub>) emissions from repairing sidewalks means in everyday terms – instead of demolishing and replacing them. We have taken the parameters from your project and used the Greenhouse Gas Equivalencies Calculator (provided by the US Environmental Protection Agency) to help understand just that. For this project, an estimated 8.33 Metric Tons of CO<sub>2</sub> – Carbon Dioxide or CO<sub>2</sub> equivalent gases will not be produced.

**Exhibit A:**









# PROJECT ACCEPTANCE

Email: [c.penland@precisioninfrastructuremgmt.com](mailto:c.penland@precisioninfrastructuremgmt.com)  
or Fax to: (800) 734-8891

Upon receipt of this signed acceptance or Purchase Order, PIM will schedule ponding mitigation alterations approved by the Town of Stallings. **Table 1** shows the price of Full Mitigation.

Site	Location	Price	Estimated Savings	Replacement Cost	Est. Completion Time (Hours)	Linear Feet
1	6000 Four Wood Dr	\$6,980	\$8,376	\$15,356	12	206
2	2600 Flagstick Dr	\$4,310	\$5,172	\$9,482	6	82
3	1404 Emerald Lake Dr	\$16,075	\$19,290	\$35,365	28	260
4	2411 Willowbrook Dr	\$9,890	\$11,868	\$21,758	17	107
5	876 Clonmel Dr	\$1,790	\$2,148	\$3,938	1	40
6	5084 Parkview Way	\$2,430	\$2,916	\$5,346	3	80
7	1003 Kerry Greens Dr	\$4,360	\$5,232	\$9,592	7	60
		<b>\$45,835</b>	<b>\$ 55,002</b>	<b>\$ 100,837</b>	<b>74</b>	<b>835</b>

*Note: Our company minimum to mobilize is \$6,000*

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Notes:



# MEMO

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To: **Mayor and Town Council**  
From: Kevin Parker, P.E., Town Engineer  
Date: December 09, 2024.  
RE: Greenbriar Drive/Vickie Lane Culvert Hydrologic Study Approval

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## **Background:**

Staff has received concerns from property owners near the intersection of Greenbriar Drive and Vickie Lane regarding persistent flooding during moderate to heavy rainfall events. Staff has been notified that this flooding has led to road overtopping and significant erosion, potentially creating hazardous conditions for residents and emergency responders. The area is served by three culverts, two under Vickie Lane and one under Greenbriar Drive, which are presumably inadequate for the contributing watershed and require detailed analysis to identify potential improvements.

To address these challenges, the study will focus on:

1. Evaluating the current drainage system's capacity and functionality under existing and future conditions.
2. Identifying deficiencies contributing to flooding and overtopping.
3. Proposing feasible solutions to improve stormwater conveyance and mitigate future risks.

## **Scope of Work:**

McAdams, one of the Town's on-call consultants with substantial experience in hydrologic and hydraulic analysis, has proposed a comprehensive study that includes:

- **Topographic/Location Survey:** Collection of necessary survey data to inform design recommendations.
- **Existing Conditions Analysis:** Development of stormwater models to confirm flooding issues and establish a baseline for evaluating alternatives.
- **Alternative Design Analysis:** Comprehensive assessment of design solutions based on hydraulic performance, permitting requirements, constructability, and maintenance.

## **Budget and Timeline:**

The proposed cost for this study is \$39,100, to be funded through the Storm Water Repair Budget. The study is expected to be completed within 120 days of issuing the Notice to Proceed, ensuring timely delivery of actionable recommendations.

## **Action Requested:**

Staff requests Council's authorization for the Town Manager to execute the \$39,100 contract with McAdams to perform the Greenbriar Drive/Vickie Lane hydrologic study.

November 21, 2024

Kevin Parker, PE  
Town of Stallings  
315 Stallings Rd  
Stallings, NC 28104

**Re: Greenbriar Drive/Vickie Lane Drainage Assessment  
Stallings, North Carolina  
SPEC24394.01**

Dear Kevin,

McAdams is very pleased to offer this proposal for consulting services related to the Greenbriar Drive/Vickie Lane Drainage Assessment in Stallings, North Carolina. The services proposed include stormwater analysis of existing conditions, modeling, and development of recommended alternatives for the subject area. Outlined below is our understanding of this project and the tasks associated with our overall project effort.

## **PROJECT UNDERSTANDING**

### **SITE**

Scope of work includes assessment and analysis of the study area. At this time, the Town of Stallings has requested civil engineering and analysis associated with recurrent road overtopping near the intersection of Greenbriar Drive and Vickie Lane. There are three culverts, two under Vickie Lane and one under Greenbriar Drive, of interest for this analysis. The proposed study and accompanying report will provide recommendations to improve the storm drainage system in the area and ensure adequate conveyance for the contributing watershed. The study will answer questions and address concerns related to improvements in the area given the history and constraints of the project area.

### **ASSUMPTIONS**

The proposal is based on the following assumptions:

- > The scope of this proposal includes a site visit, development of stormwater models (PCSWMM), analysis, and creation of a report detailing recommendations for the site;
- > The Town of Stallings will be responsible for notification of existing property owners and for assuring access is granted on private property, if needed;
- > Any public notifications will be coordinated through the Town of Stallings, as needed;
- > Readily available topographic information from publicly available sources will be used to augment survey data and is sufficient for analysis and concept design purposes;
- > No geotechnical or structural work will be required as part of the process;

- > No bid preparation or assistance will be required;
- > No final designs (plans, calculations, or specifications) will be developed within the scope of this Agreement;
- > The Town of Stallings will be the sole review agency for this project; and
- > Town of Stallings staff will handle easement acquisition, if required.

**PROPOSED SERVICES + FEES:**

McAdams will complete this project in a single phase, comprised of four tasks (detailed below). The proposed contract will be billed in accordance to the attached Rate Schedule. All fees are not to exceed amounts.

<b><u>TASK</u></b>	<b><u>DESCRIPTION</u></b>
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<b>A4.10</b>	<b>Due Diligence + Project Management:</b>
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FEE: \$4,400

The McAdams team will meet with Town staff to establish clear objectives for the project and begin to determine what elements shall be part of the drainage study. McAdams will work with the Town to determine the constraints and goals for the analysis. Task includes coordination with the Town to ensure coordination with stakeholders. Task includes collection of readily available topographic, inventory and infrastructure information for project and determination of additional data needs. Scope and fee for this task includes one (1) site visit, meetings with Town staff, and preparation and submittal of progress reports to the Town Engineer as needed.

<b>A4.20</b>	<b>Existing Conditions Analysis:</b>
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FEE: \$11,800

Scope and fee for this task includes development and evaluation of the size, function, and performance of the existing drainage system along Greenbriar Lane and Vickie Lane for existing and future conditions. McAdams plans to use PCSWMM for modeling the site. McAdams will finalize the analysis of existing conditions for confirmation of flooding problems and for development of a “baseline” condition for development of an alternatives analysis. It is expected that this “baseline” model would correlate to the actual reported flooding in the area.

Results of this evaluation shall include identification and description of any portions of the system that do, that do not, and that will not meet current Level of Service guidelines, and where road overtopping may occur. McAdams will submit a digital copy of the draft report. In addition, McAdams will address Town comments and provide the final report to the Town after subsequent review/approval in an electronic format.

**A4.30 Alternative Design Analysis:**

FEE: \$12,600

Scope and fee for this task includes comprehensive hydrologic and hydraulic analysis for alternatives to improve the drainage system and alleviate flooding potential at roads, buildings, and other critical locations, based on criteria defined by the Town.

McAdams shall perform the comprehensive analysis for each alternative by using future conditions as directed by the Town's Engineer as part of the alternative selection. McAdams to size and analyze a proposed system for the 6-hr duration 2-, 10-, 25- and 100-year design storm events. McAdams' comprehensive analysis and evaluation for each alternative shall consider and document the following factors to recommend the most appropriate improvement solution alternative:

- > Hydraulic Design;
- > Permitting (including any permit impact limits and possible mitigation fees);
- > Easement Requirements/Costs;
- > Constructability;
- > Utility Conflicts;
- > Water Quality and Environmental Impacts;
- > Invasive Species Management (if applicable);
- > Neighborhood; and
- > Maintenance.

The results of the comprehensive analysis and evaluation to be reported for the entire storm drainage system and shall include individual summaries for each culvert, channel segment, closed system, floodway, floodplain and/or critical location. The evaluation will be to a level of detail and clear so that a reviewer can understand and concur with the recommendations.

**B2.40 Topographic/Location Survey:**

FEE: \$4,800

Perform a topographic and location survey on a portion of the site. A digital terrain model to define existing topography and grades for use in determining earthwork and property impacts will be created for the engineers. The planimetric information necessary for design of improvements includes, but is not limited to, the following:

- > Recorded easements
- > Sufficient horizontal and vertical data points (spots and breaks) throughout the project area to create a digital terrain model to accurately define existing topography and grades for use in determining earthwork and property impacts;
- > Drainage features- survey shall include top of bank shots and channel shots with break lines to accurately depict drainage features within the survey limits;
- > Drives- location, type and width;
- > Buildings- location type and size;
- > Landscape areas, woods lines,
  - **Trees** – all Trees in open areas 6” and above
- > Signs- location, type and size;
- > Pavement Markings;
- > Fences- location, type and size; and
- > Utilities (valves, manholes, meters and pedestals) - location and type. Locations of underground utilities will be based on above ground structures and Class B subsurface utility engineering (SUE) (if provided):
  - **Storm Drainage** – location, size (with sizes labeled on each side of inlet), type, top, invert elevations, and inlet and outlet locations both inside and outside planimetric limits;
  - **Sanitary Sewer** – location, size, type, top, and invert elevations;
  - **Water** – location of valves, meters, and hydrants;
  - **Light Poles** – location of poles and pole number; and
  - **Gas** – location valves and meters.

### EXTRA SERVICES

#### J. Additional Unspecified Services:

FEE: \$5,000

When requested by the Town and confirmed by the Town and/or Firm in writing, the Firm shall perform services in addition to those described above in this Agreement and the Town shall compensate the Firm by hourly charges in accordance with the attached Rate Schedule.

### EXPENSES & REIMBURSABLES

#### K. Reimbursables:

FEE: To be reimbursed per the attached Rate Schedule, up to \$500

Applicable items will be billed hourly in accordance with the attached Rate Schedule. This fee includes estimated reimbursable expenses for mileage and printing hard copies of documents.

**FEE SUMMARY**

Our proposed fee for the scope of services described herein is **\$39,100** including reimbursables. Please refer to the attached fee summary for more information.

**SCHEDULE**

The Firm's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the project. A draft schedule for the project is provided below (assumes survey completion in first 30 days after NTP).

Notice To Proceed from Town	Day 1
Existing Conditions Analysis Submittal	Day 45
Alternative Design Analysis Submittal	Day 90
Conclusions And Recommended Alternative Submittal	Day 120

The time limits and schedule set forth above have been agreed to by the Client and Firm, but the time limits and schedule shall be extended for (1) reasonable cause, or for (2) any delays associated with the Firm's work on the project that are not the sole responsibility of the Firm.

**CLIENT RESPONSIBILITIES**

Client shall be responsible for the following:

- > Notification to proceed;
- > Timely approval of sketches presented for Client approval;
- > If needed, timely providing of information from other professional services;
- > Payment of all application and permit fees; and
- > Notification to Engineer of any problems.

**EXCLUSIONS**

- > Geotechnical services;
- > Subsurface Utility Engineering (SUE) services, such as locates, underground design, or utility relocation design;
- > Court appearances for litigation, or preparation for same;
- > Cost of legal advertisements for construction contracts;
- > Revised directives from Client after design has begun;
- > Any engineering tasks not specifically described above;
- > Permitting of impacts associated with jurisdictional features;
- > Any costs included by the Client, Owner, or Contractor due to changes required by the approving authorities or their inspectors after construction drawings have been approved; and
- > Assistance with easement acquisition.

**GENERAL CONDITIONS**

- > This proposal is valid for 30 days from the above date.
- > Owner and/or Client are responsible for all application and permit fees.

**CONCLUSION**

We appreciate this opportunity to propose our services. We are eager to pursue this project further and thank you for your consideration.

Sincerely,

**MCADAMS**



JACK MCADAMS, PE  
Project Manager, Water Resources

JA/JM

Enclosures



**ACCEPTANCE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ACCOUNTING INFORMATION**

Billing Contact: \_\_\_\_\_

Billing Contact Email Address: \_\_\_\_\_

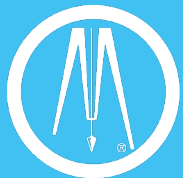
Billing Contact Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

DESTINATION

# Stallings

TRANSIT INTEGRATION PLAN



**BOLTON  
& MENK**

with

**K** KITTELSON  
& ASSOCIATES

Real People. Real Solutions.

Council Briefing – 12.9.2024

# Study Goals

## We were asked to:

1. Integrate future LYNX Silver Line into Stallings Comprehensive Land Use Plan (CLUP)
2. Reimagine Monroe Expressway Small Area Plan; include LYNX Silver Line & Atrium Hospital
3. Draft a Transit Oriented Overlay Ordinance for this station area to be incorporated into Stallings Development Ordinance

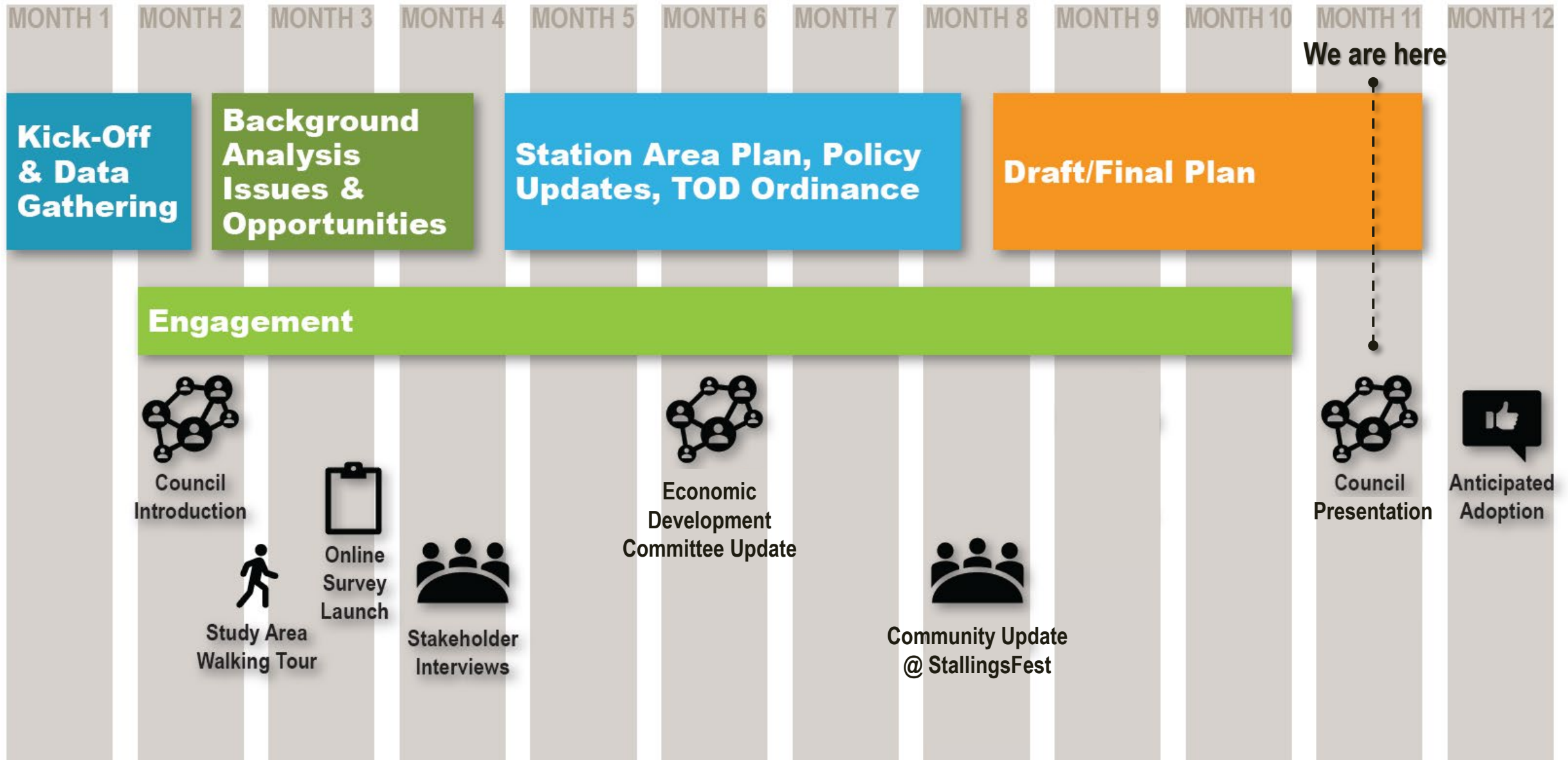
# Primary Study Area

Generally, areas within a 10-15 minute walk from the adopted Stallings Station location

Much of this area is categorized as a Walkable Activity Center and destination for compact, mixed use development in the Stallings Comprehensive Land Use Plan



# Schedule & Scope



**Integrate the Future LYNX  
Silver Line Into the  
Stallings CLUP**

# Stallings CLUP Guiding Principles



**Coordinated  
Growth**



**Diversified  
Development**



**Placemaking**



**Destination  
Points**



**Adaptive  
Community**



**Regional  
Collaboration**

# Stallings CLUP Selected Goals

## **Goal E-3**

**Complete small area plans in key areas to: coordinate land use development with transportation infrastructure, encourage mixed use, and create destinations.**

## **Goal T-1**

**Increase transportation choices by integrating multimodal options (walking, biking, public transportation, driving, etc.) into existing and new facilities.**

## **Goal T-6**

**Ensure that transportation improvements are made concurrent with land use development.**

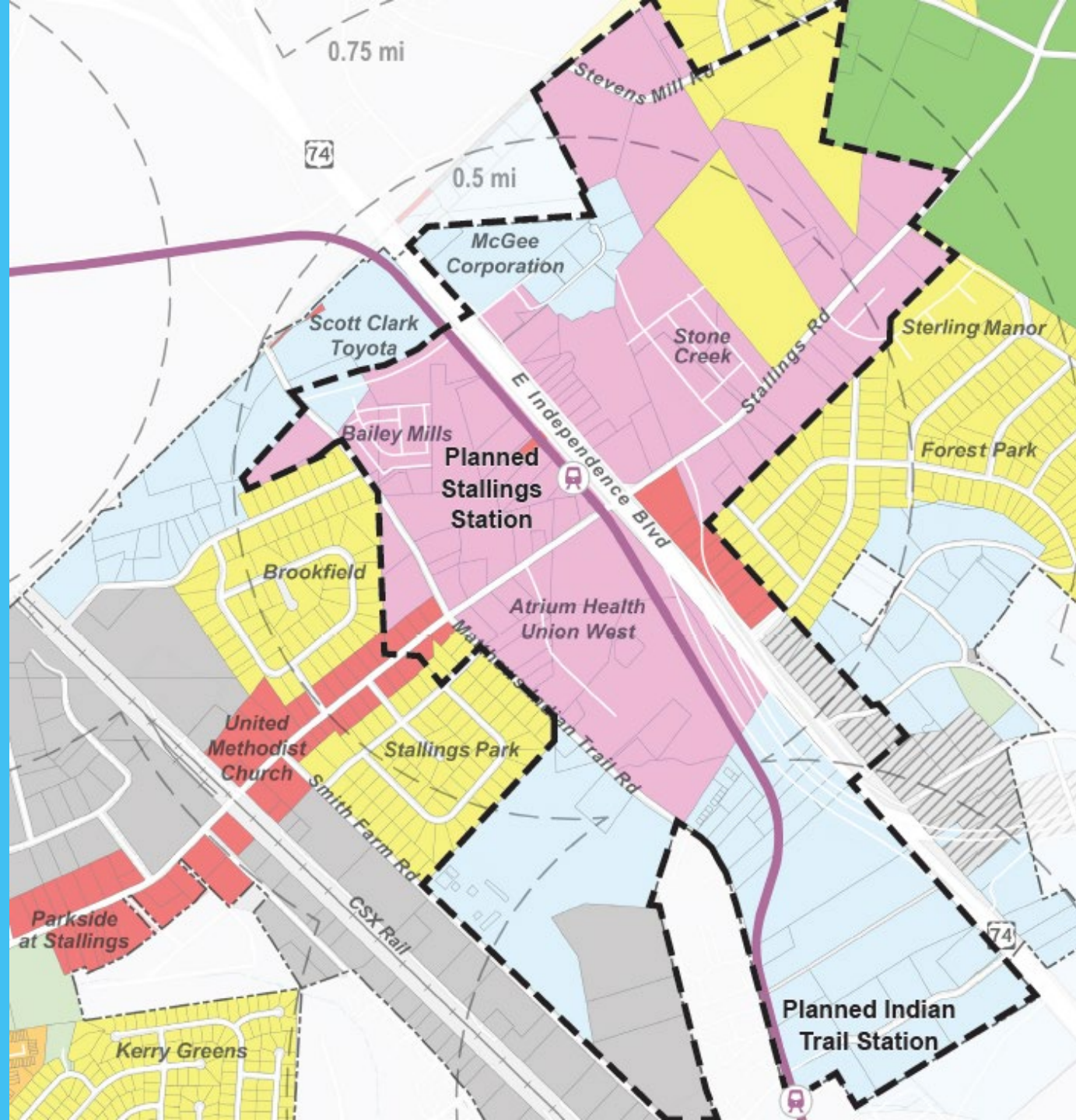
## **Goal OS-2**

**Provide and maintain an open space system that enhances community character, protects natural habitat areas, enhances quality of life, and links people, neighborhoods, and resources together.**



# Stallings CLUP Place Types

Currently Adopted  
Future Land Use



- Future Land Use**
- Civic Space
  - NCDOT Right of Way
  - Industrial Center
  - Multi-Family Neighborhood
  - Open Space
  - Suburban Commercial Center
  - Single-Family Neighborhood
  - Suburban Office Center
  - Walkable Activity Center
  - Transit-Oriented Development Area

# Walkable Activity Center Place Type

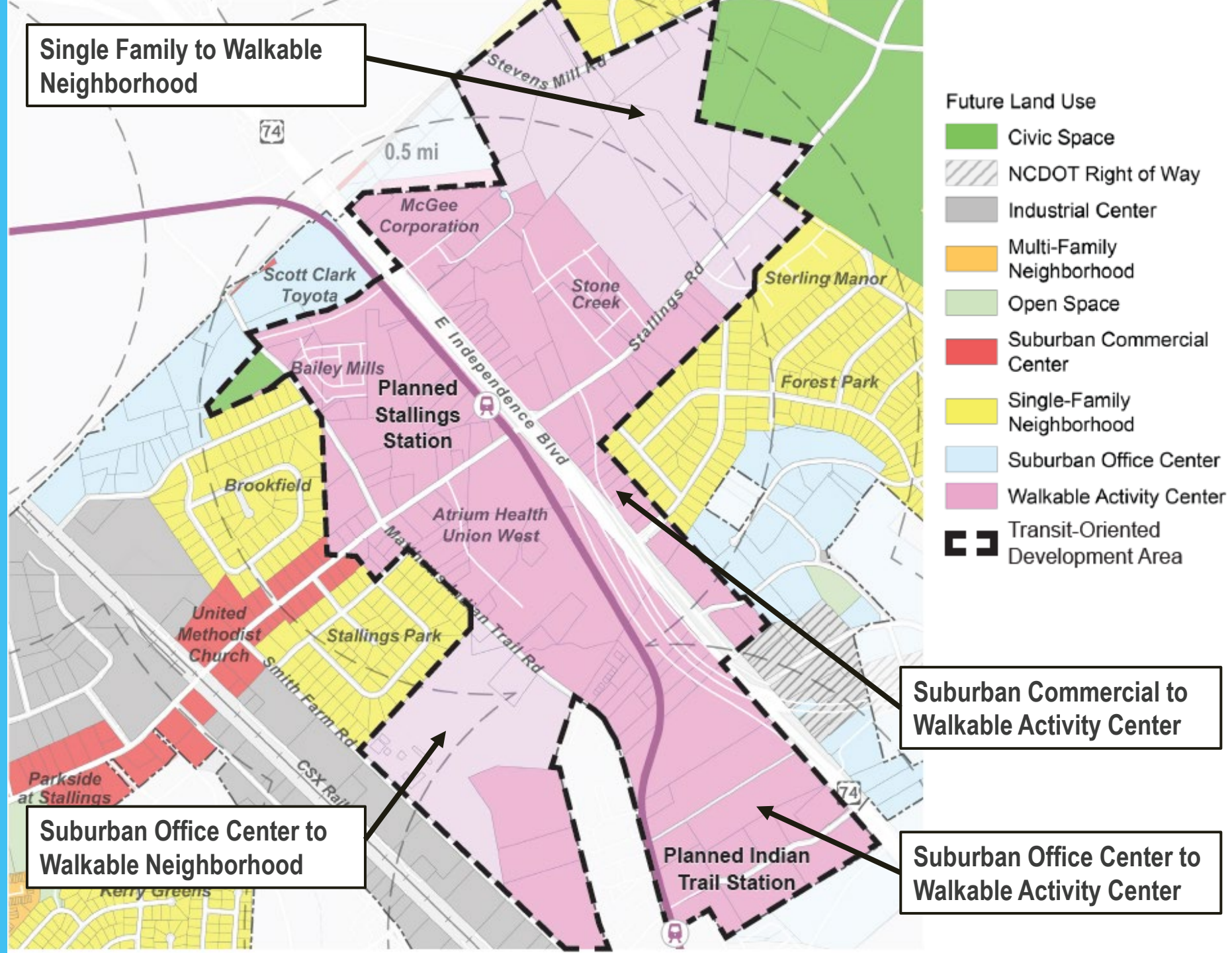
- Mix of uses
- 1-5 Stories
- High street connectivity
- Maximum transportation choices

Images from  
Stallings CLUP



# Stallings CLUP Place Types

Proposed Amended  
Future Land Use



**Draft a Transit Oriented  
Overlay Ordinance to be  
incorporated into Stallings  
Development Ordinance**

# Design Principles of TOD:

- Built for people
- Compact, Walkable Development
- Mixed Uses
- Efficient Use of Land, Not Sprawling
- High Quality Streets and Public Spaces
- Connective Infrastructure

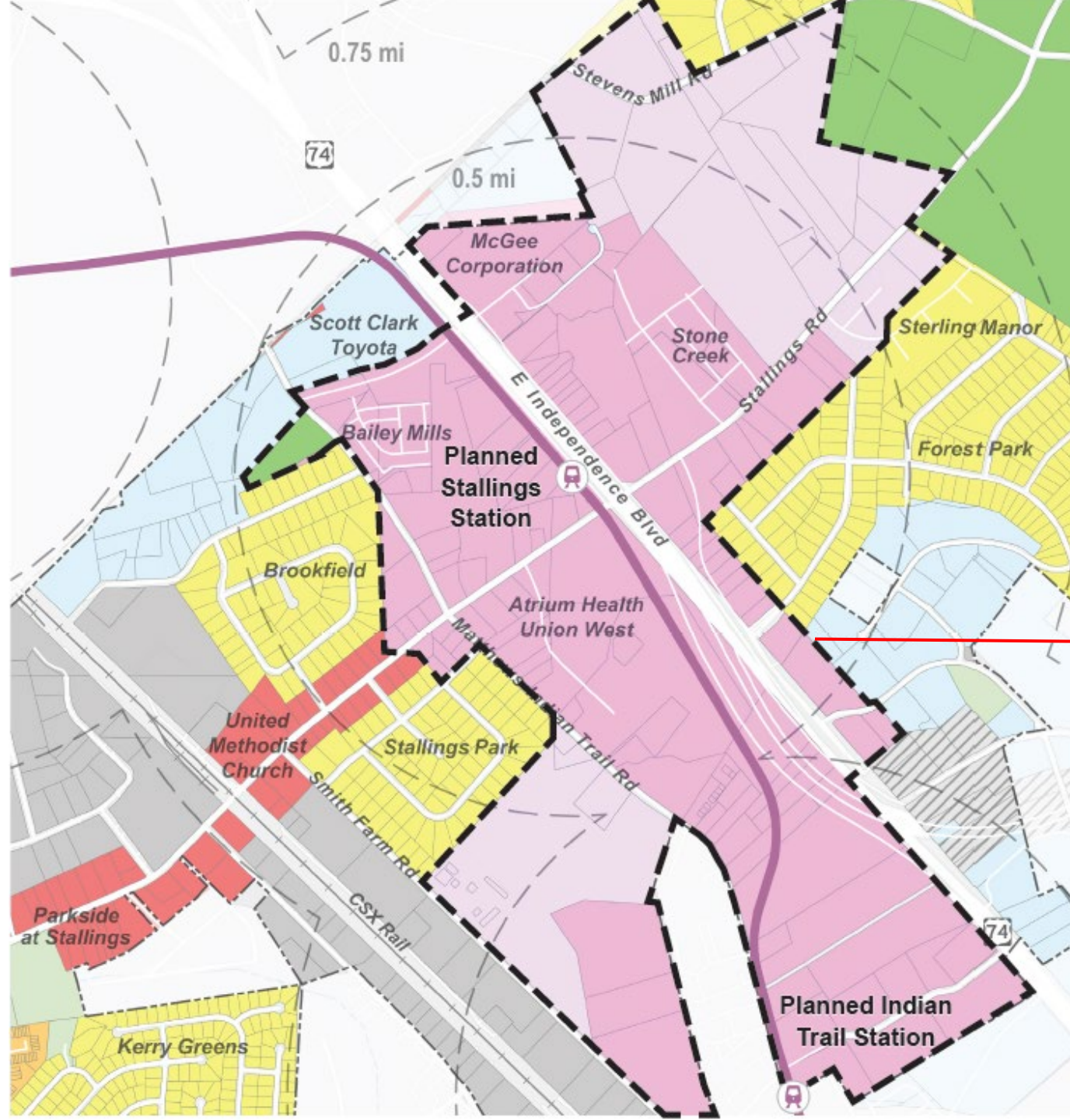


# Proposed TOD Overlay

Standards adapted from those currently in the ordinance

Updated, consolidated, simplified for transit-supportive, mixed use

- DESIGN STANDARDS
- PUBLIC REALM STANDARDS
- OFF-STREET VEHICLE AND BICYCLE PARKING, AND OFFSTREET LOADING
- LANDSCAPE AND SCREENING
- USES



Future Land Use	
	Civic Space
	NCDOT Right of Way
	Industrial Center
	Multi-Family Neighborhood
	Open Space
	Suburban Commercial Center
	Single-Family Neighborhood
	Suburban Office Center
	Walkable Activity Center
	Transit-Oriented Development Area

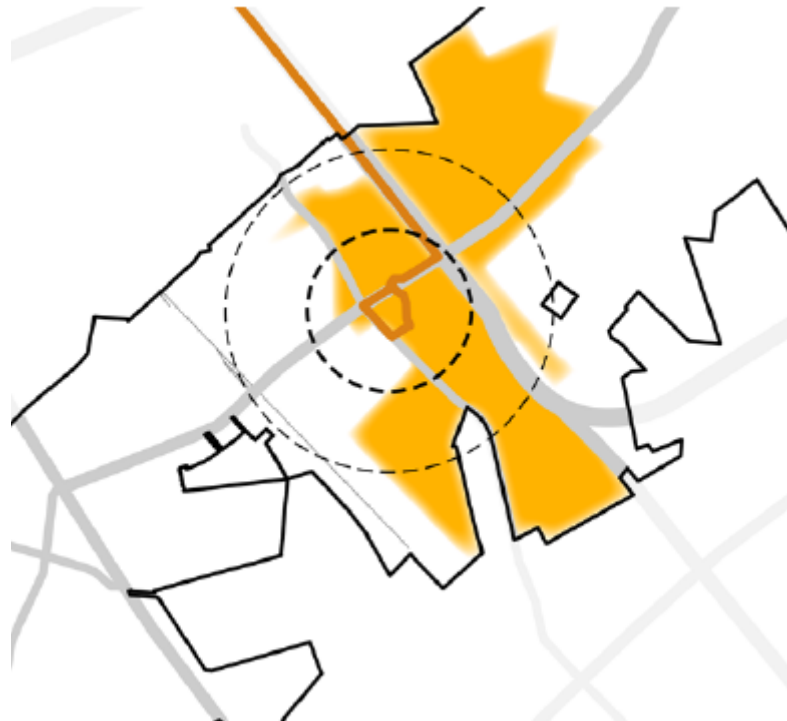
**Reimagine Monroe  
Expressway Small Area  
Plan; include LYNX Silver  
Line & Atrium Hospital**

# The plan isn't dependent on transit.

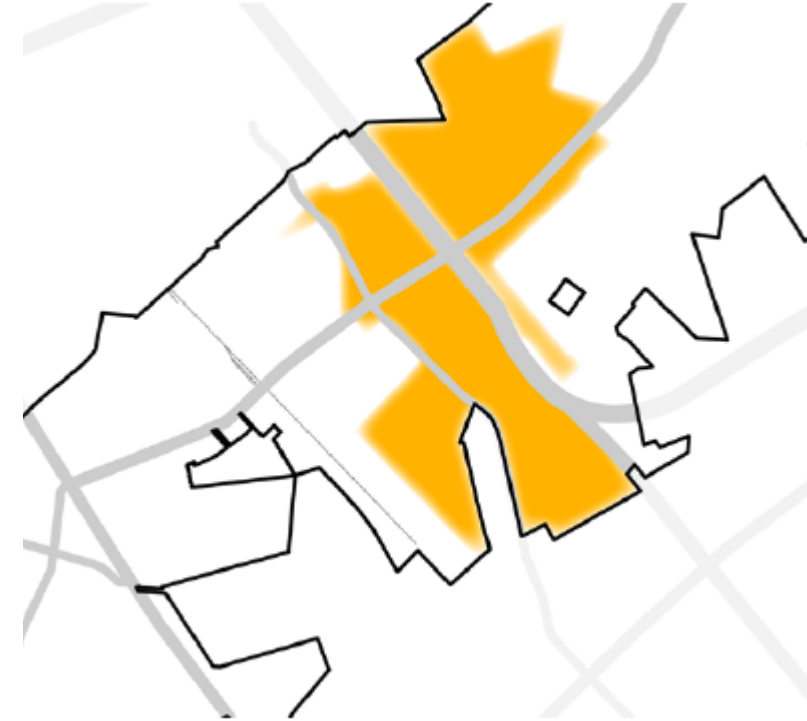
**MTC Adopted Light Rail Alignment**



**\*Potential Bus Rapid Transit**



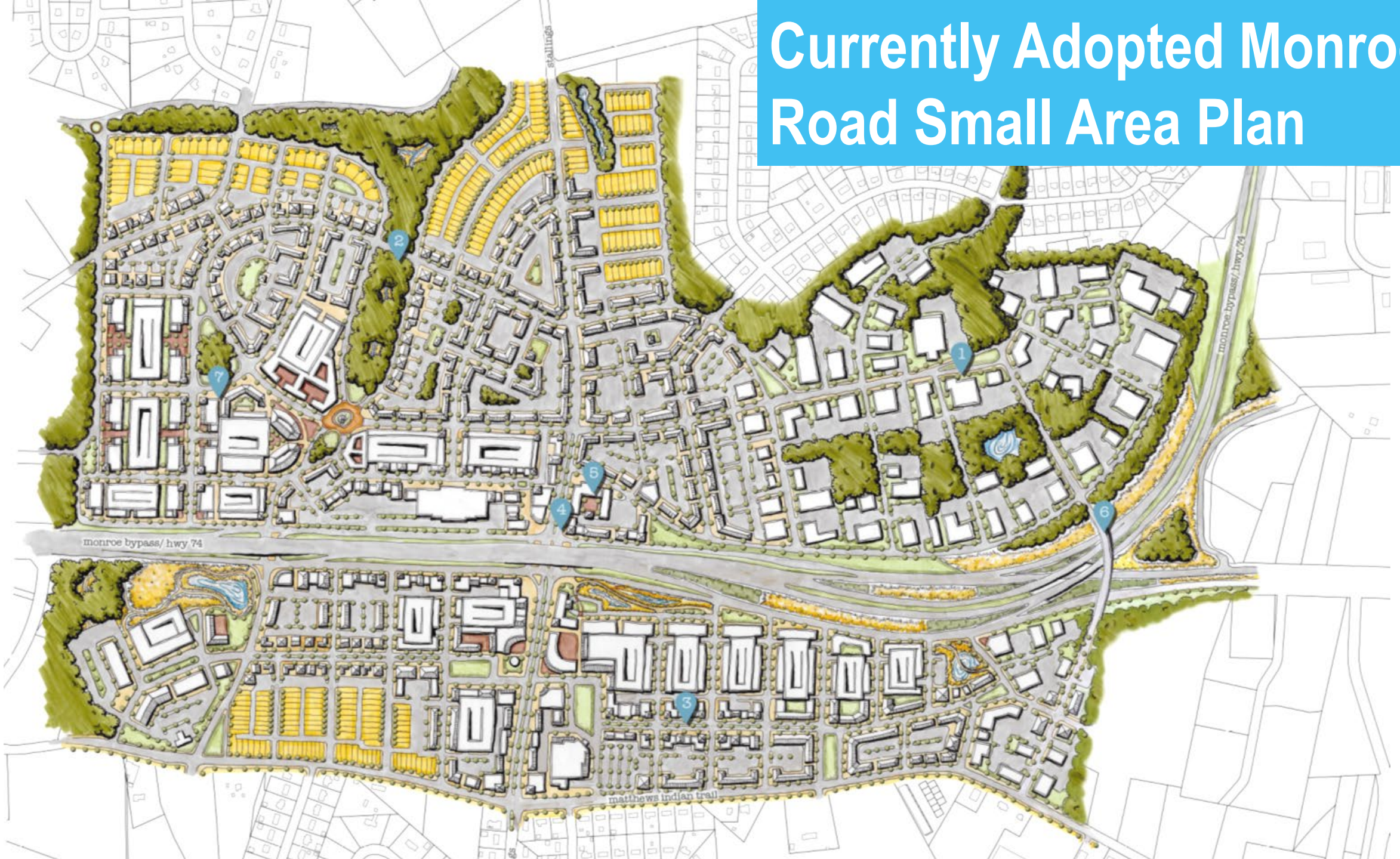
**No Rapid Transit**



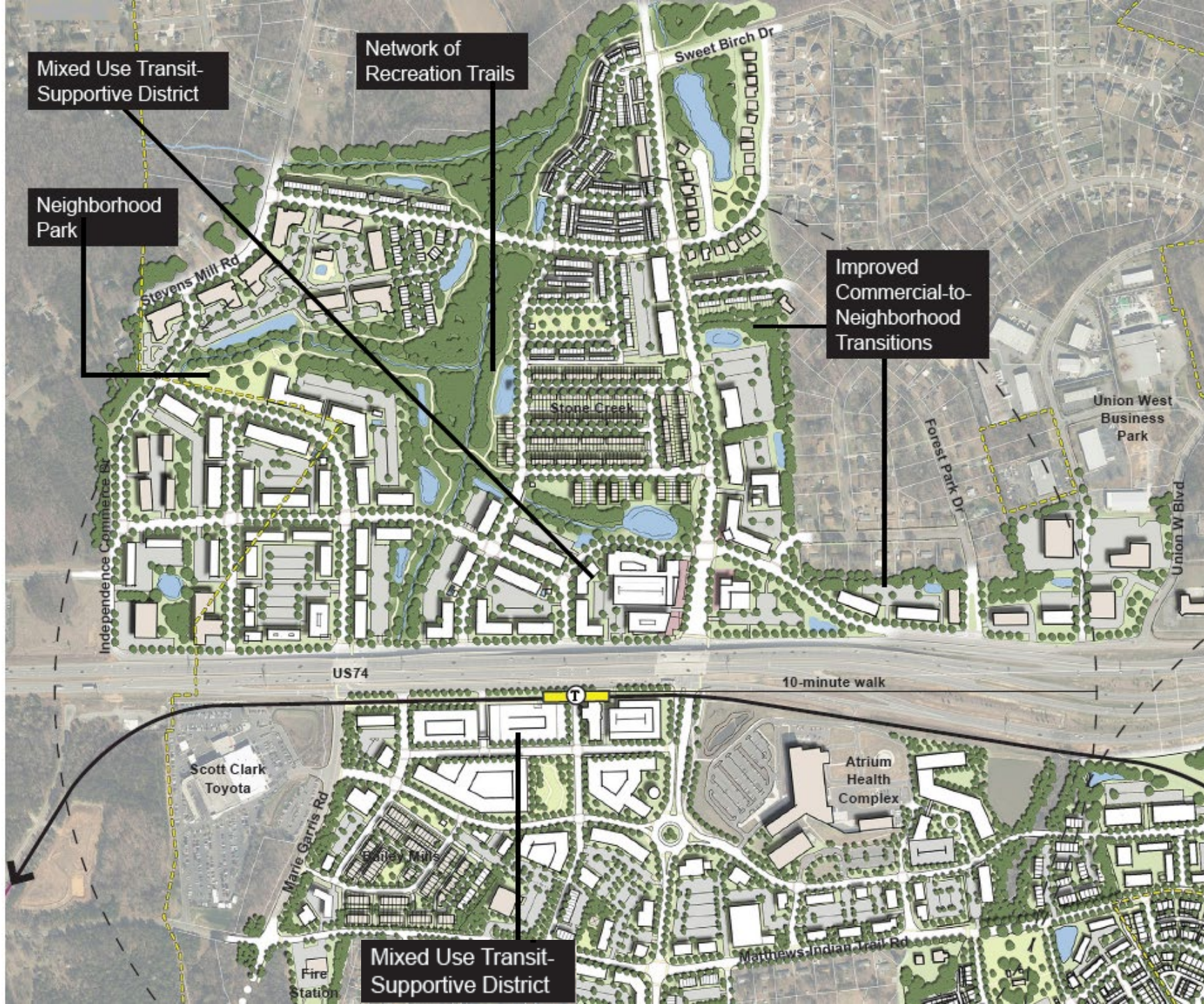
**The plan uses best practices in urban design and community planning to envision compact, walkable activity centers and walkable neighborhoods, as recommended in the Stallings CLUP.**



# Currently Adopted Monroe Road Small Area Plan

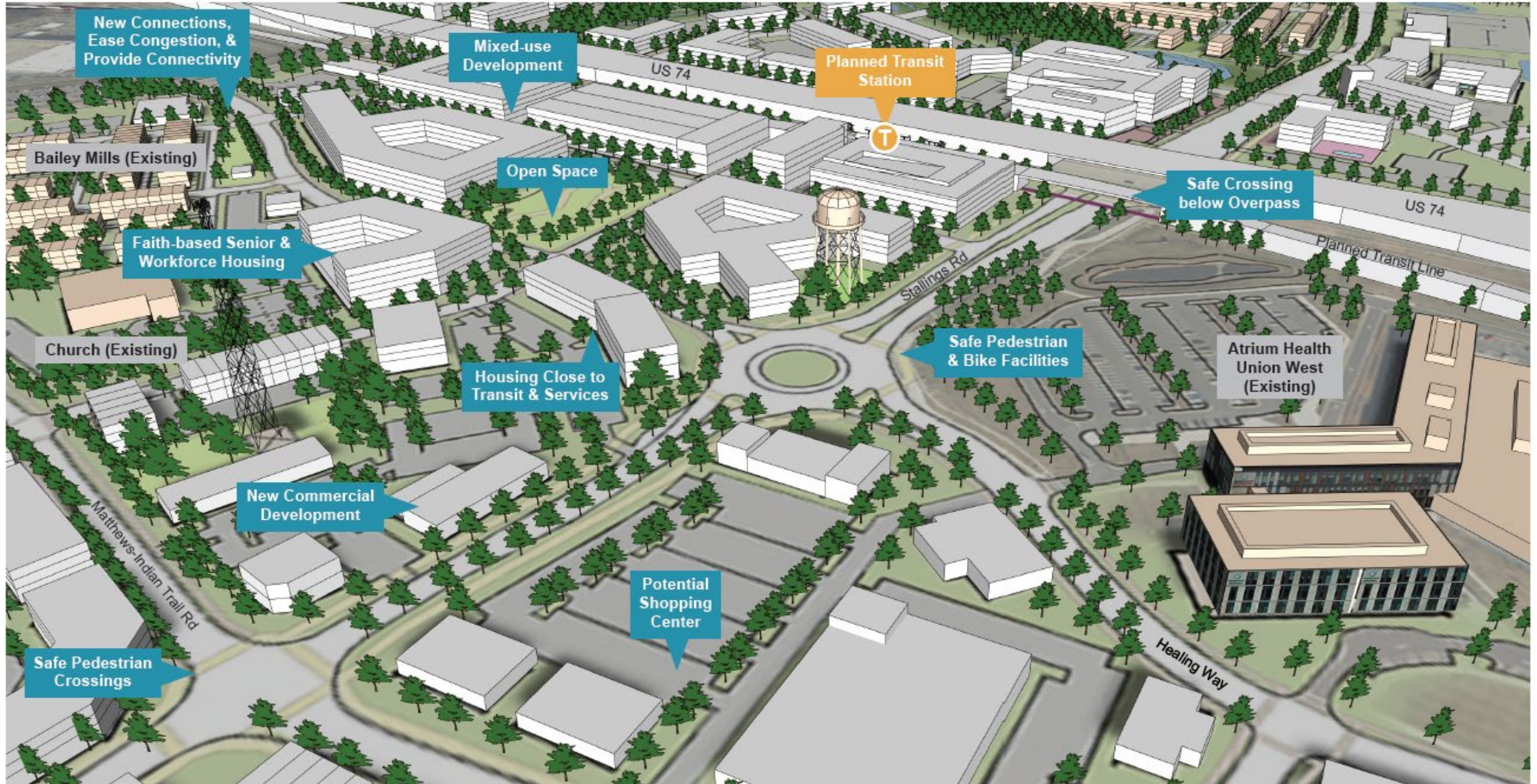


# Reimagined Small Area Plan



- Includes Atrium Union area & considerations for LYNX Silver Line
- Incorporates latest approved development projects
- Preserves green space in sloped and flood prone areas
- Strategically located neighborhood open spaces

# SOUTHERN PLANNING AREA AERIAL VIEW LOOKING NORTH





Transit-oriented development patterns and public realm

Tree-lined streets provide shade and comfort



Residences, shops and amenities within blocks of Atrium

Ground floor uses are vibrant and serve resident and visitors

Mixed-use Development

On street parking is convenient

Benches, landscaping, lighting and other amenities increase vibrancy

Wide sidewalks welcome pedestrians and outdoor dining

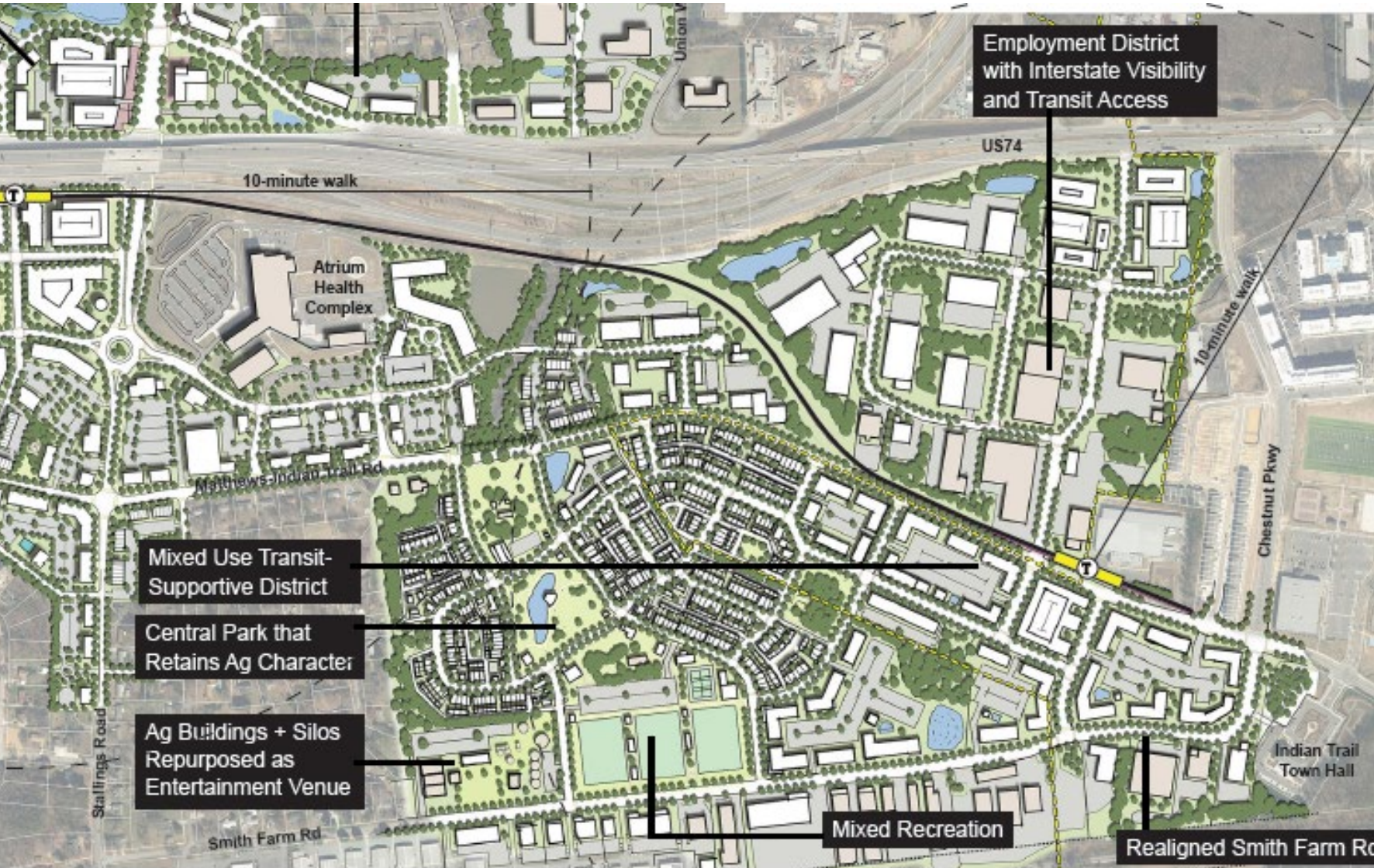
SOUTHERN PLANNING AREA  
MIXED USE DISTRICT NORTH OF STALLINGS ROAD



# NORTHERN PLANNING AREA AERIAL VIEW LOOKING SOUTH

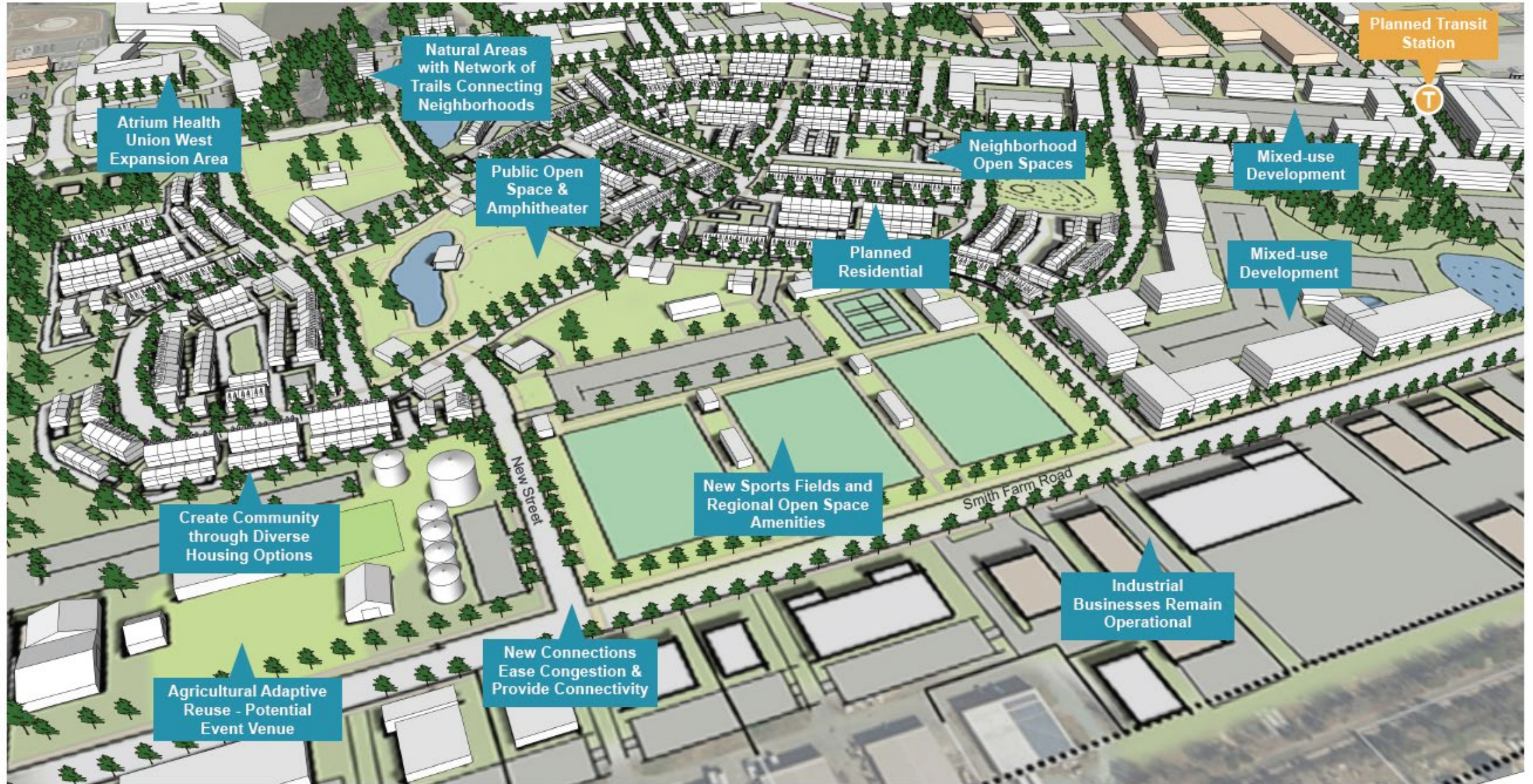


# Reimagined Small Area Plan



- Includes modern industrial, distribution, advanced manufacturing district connected to transit & 74
- Reimagines Smith Farm as new neighborhood with retained agricultural characteristics
- Strategically located neighborhood open spaces

# SOUTHEAST PLANNING AREA AERIAL VIEW LOOKING NORTH





Shared  
Outdoor Space

Legacy Agricultural  
Features Add  
Unique Character

Mixed-Use  
Development

Street Trees and  
Site Furniture

Natural Play  
Areas

Shared Use Path  
Along Smith Farm Rd

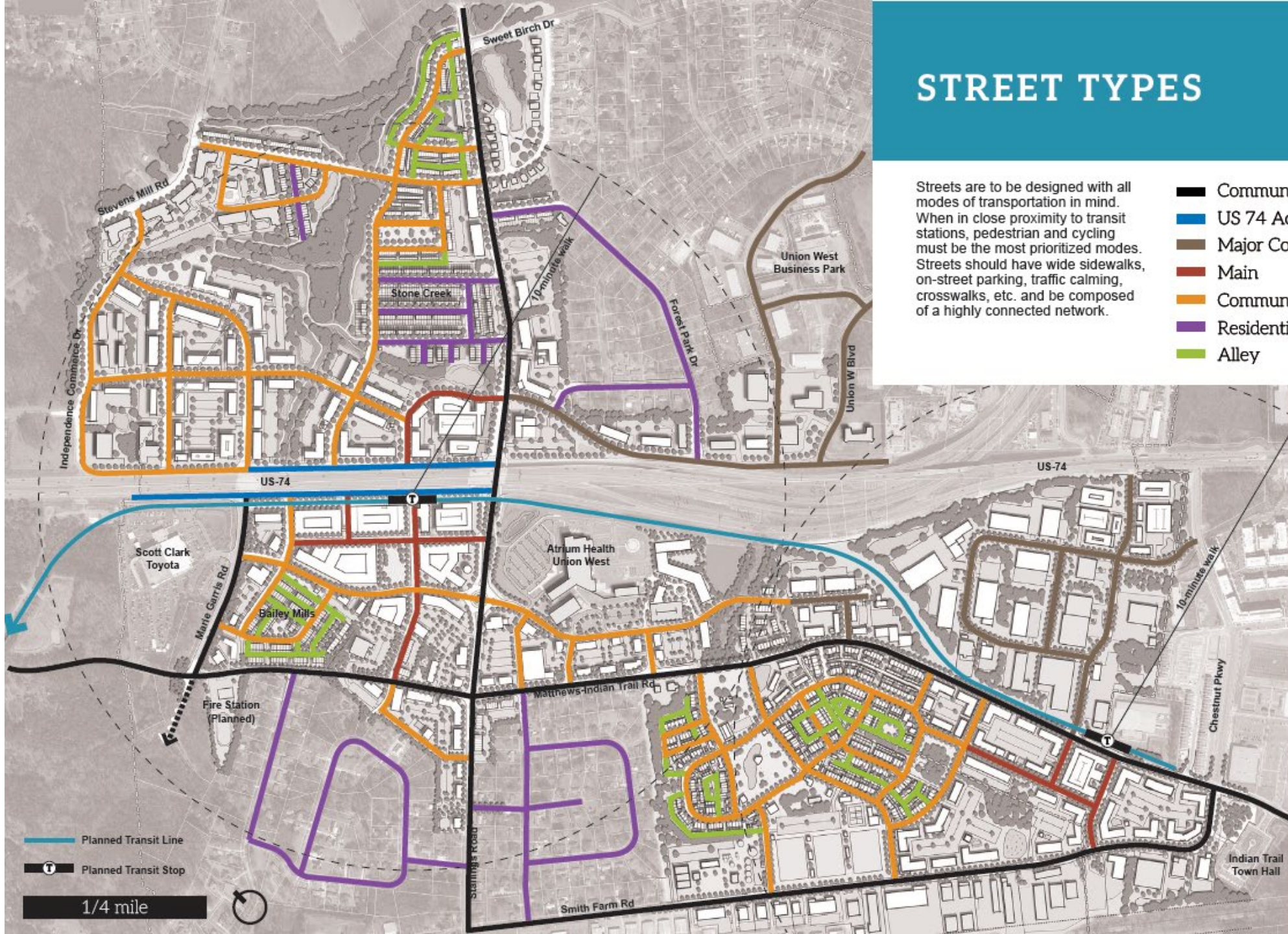
SOUTHEAST PLANNING AREA  
VIEW ALONG SMITH FARM ROAD

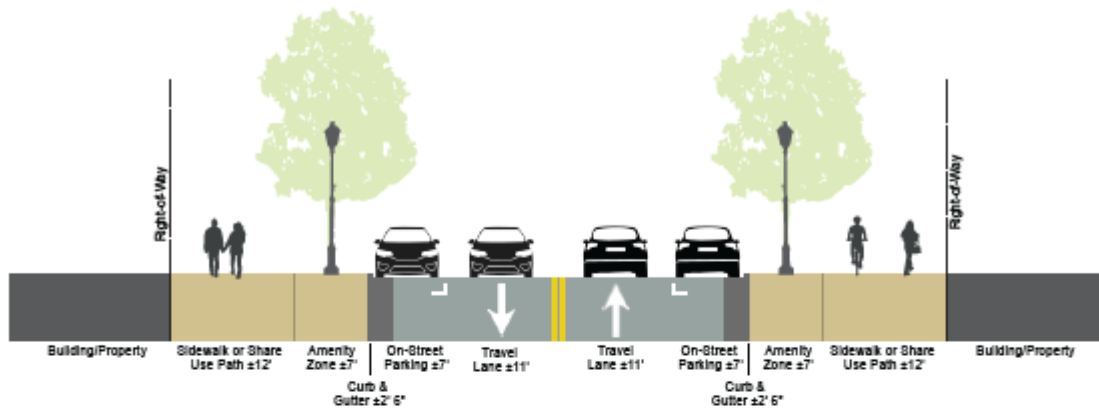


# STREET TYPES

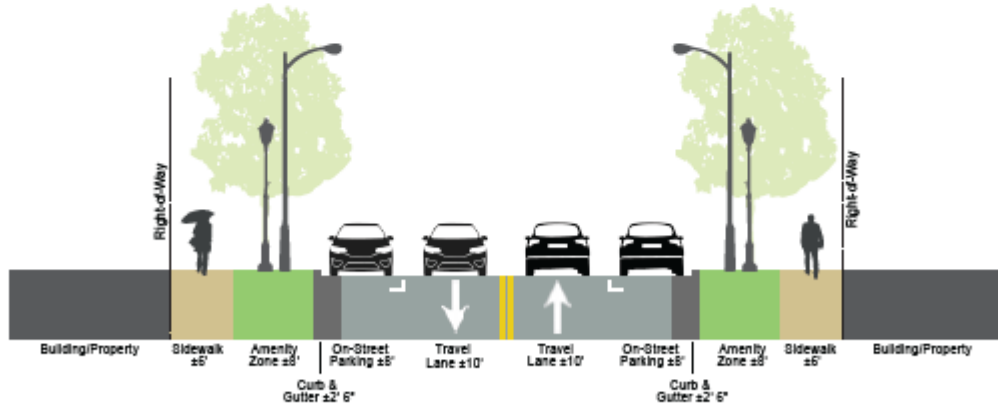
Streets are to be designed with all modes of transportation in mind. When in close proximity to transit stations, pedestrian and cycling modes must be the most prioritized modes. Streets should have wide sidewalks, on-street parking, traffic calming, crosswalks, etc. and be composed of a highly connected network.

-  Community Collector
-  US 74 Access Road
-  Major Collector & Industrial
-  Main
-  Community
-  Residential
-  Alley

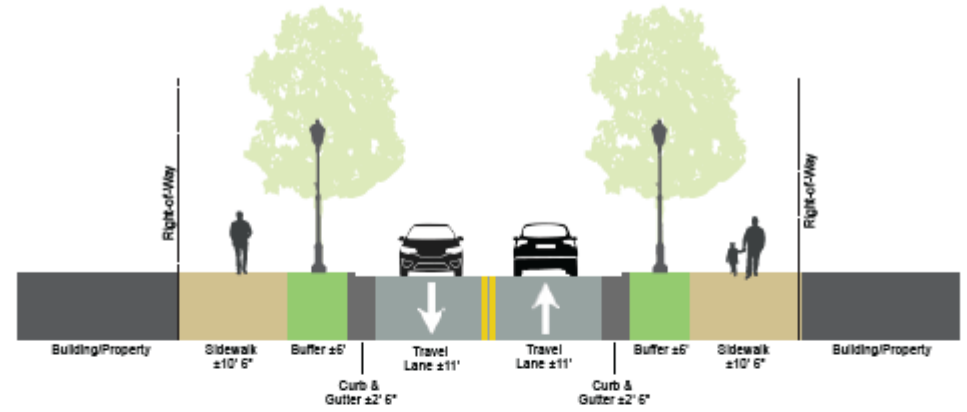




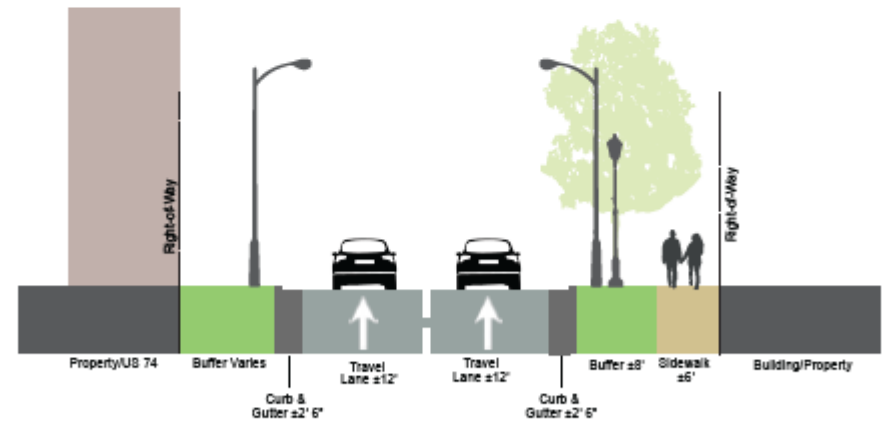
1 Main Street - R.O.W. 75'



2 Community Street - R.O.W. 65'

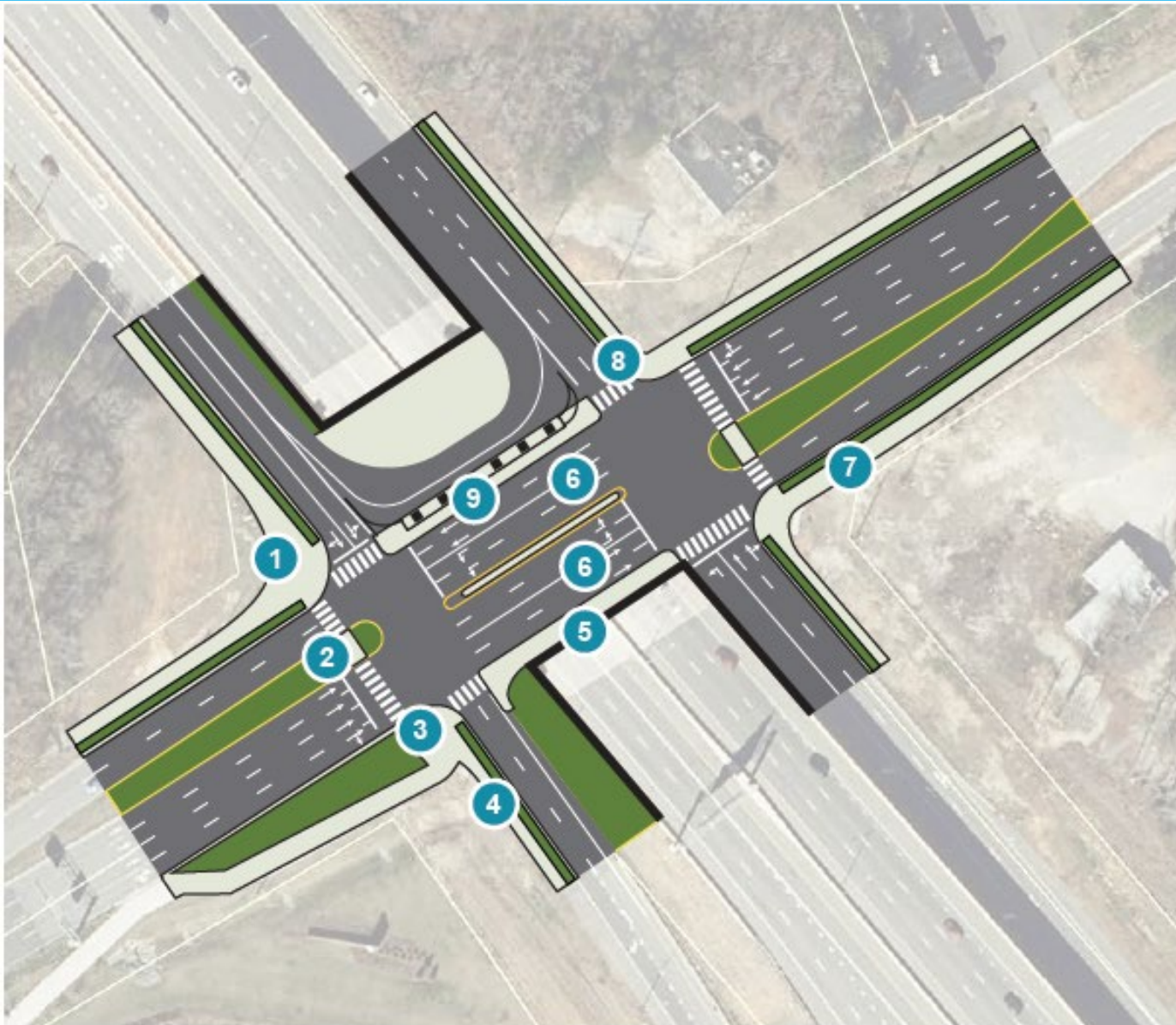


6 Residential - R.O.W. 60'



7 US 74 Access Road - R.O.W. Varies

# Improving Safety & Connectivity for Pedestrians & Cyclist



## Stallings Road & 74 Intersection

- 1 Remove slip lanes to create more space for pedestrians and slow traffic
- 2 Add sidewalks in median to create two-stage pedestrian crossings on Stallings Road.
- 3 Reduce turning radii to slow traffic and shorten pedestrian crossings
- 4 Planting strips create a buffer from traffic for pedestrians
- 5 Expand sidewalk to 12' on southeast side of underpass as extension of greenway/trail
- 6 Reduce travel lanes from 12' to 11' through underpass to create space for sidewalks/trails
- 7 Continue greenway/trail system on Stallings Rd
- 8 Add high visibility crosswalks to support desired pedestrian activity
- 9 Create 8' wide sidewalk on northwest side of underpass to create direct connection to proposed station

# Improving Safety & Connectivity for Pedestrians & Cyclist

1

CREATE A WALKABLE MIXED-USE DISTRICT

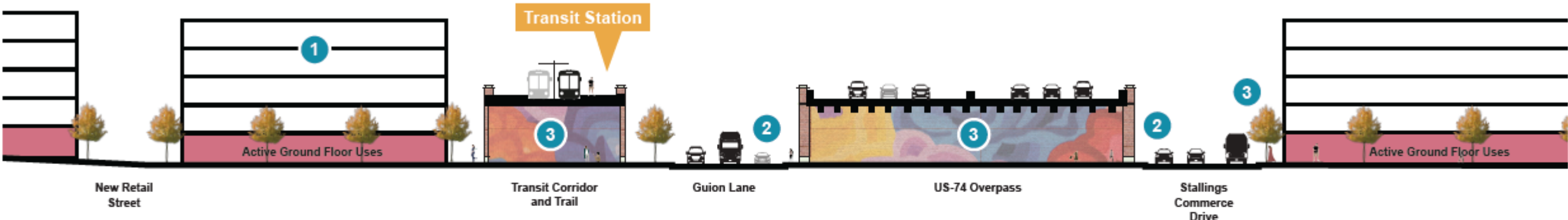
2

IMPROVE ACCESS & WALKABILITY

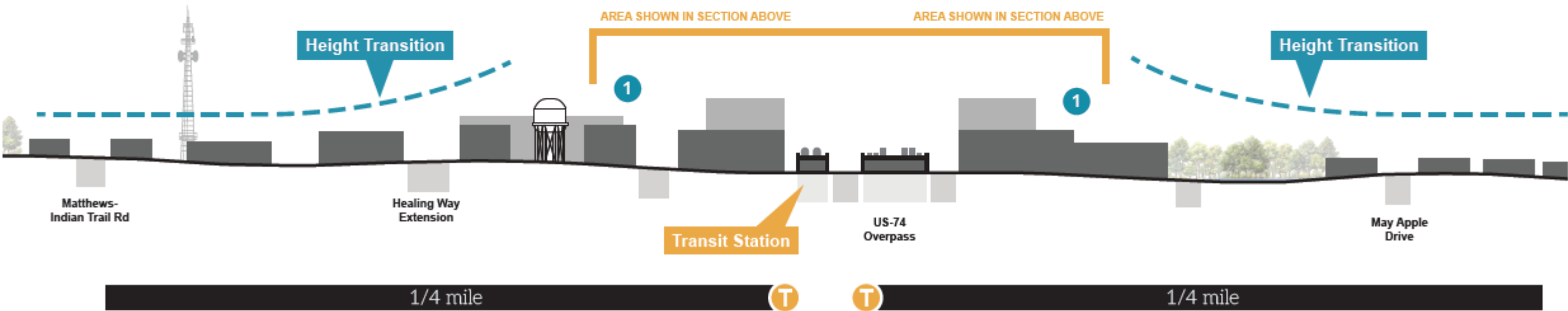
3

PROVIDE PLACEMAKING & PEDESTRIAN SAFETY

SECTION VIEW A (1"=40')



SECTION VIEW A (1"=200')



Create safe and beautiful connections under US-74 and the planned transit overpass.

Mixed-Use Transit-Supportive Development

Proposed Light Rail

Safe Crossing below Overpass

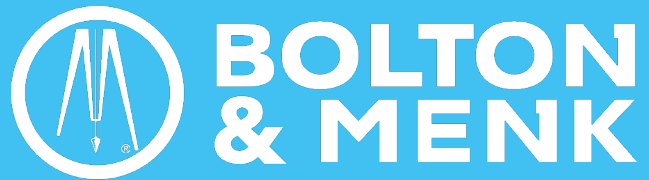
Streetscape Enhancement and Beautification

Wide Shared Use Path for Active Transportation

SOUTHERN PLANNING AREA  
VIEW LOOKING NORTH ALONG STALLINGS ROAD



# Thank You!



Real People. Real Solutions.



## DESTINATION *Stallings*

TRANSIT INTEGRATION PLAN



# PERFORMANCE INDICATORS

The self-reported information from your unit's audit report was used to generate the following trends and performance indicators. We have created this Performance Indicator tab to make these indicators available to auditors and local governments when your audit is conducted. If any unit's results are shaded red, the unit must submit a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" within 60 days from the auditor's board presentation. The response must address all performance indicators shaded in red.

Unit Name:	<b>Stallings</b>	Fiscal Year 2024	Explanation of Performance Indicator
Unit Number:	<b>50457</b>		

In the past, units of government have been grouped by population to evaluate ratios and benchmarking (including Fund Balance Available). Beginning with fiscal year 2020, we have grouped units by General Fund expenditures for purposes of evaluating the minimum amount of fund balance a unit needs to operate. A unit's General Fund expenditures proved to be a better correlation to the amount of funds balance needed to operate, especially for units with large higher education or tourism populations. Activity from Debt Service Funds (if applicable) is included in the calculation because these funds typically originate from the General Fund and are transferred to a Debt Service Fund.

The table below lists the thresholds that are used in the analysis of your unit's fiscal health. These thresholds were determined based on an analysis of previous years general fund activity. These thresholds will be monitored and updated as applicable.

<b>Municipalities</b>			
General Fund Expenditures below:	Median FBA as % of Expenditures without Powell Bill	Minimum Thresholds FBA as % of Expenditures	# of Months FBA using Annualized Expenditures
\$100,000	260%	100%	12.00
\$100,000 to \$999,999	132%	71%	8.52
\$1,000,000 to \$9,999,999	63%	34%	4.08
Above \$10,000,000	46%	25%	3.00

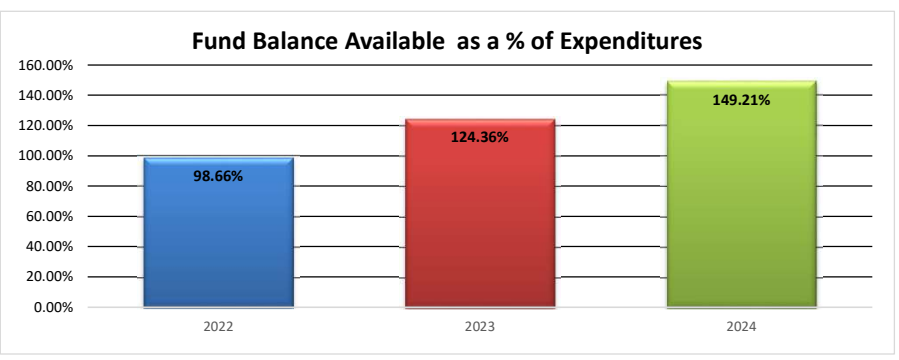
<b>Counties</b>			
General Fund Expenditures below:	Median FBA as % of Expenditures without Powell Bill	Minimum Thresholds FBA as % of Expenditures	# of Months FBA using Annualized Expenditures
Below \$100,000,000	39%	20%	2.40
\$100,000,000 and above	32%	16%	1.92

Units of government are grouped by general fund expenditures for purposes of evaluating available fund balance as a percentage of expenditures (GF FBA%). Each grouping category has its own minimum threshold. If you are in the lower quartile your GF FBA% might be considered a performance indicator of concern and you might be asked to communicate to us. To the left are the minimum thresholds for Municipalities and Counties.

**GENERAL FUND:**  
 As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."

Minimum Threshold      Unit Results

1.



34% -- Average of similar units is 63%

Fund balance available for appropriation is an important reserve for local governments to provide cash flow during periods of declining revenues and to be used for emergencies and unforeseen expenditures. The information to the left indicates the amount of available cash on hand. You will also see the average for units of your size. **Note that 8.33% represents enough fund balance to cover only one month of expenditures.** Normally, a unit has to either increase revenues or decrease expenditures to increase fund balance available.

This calculation looks at fund balance available plus debt service fund balance (if applicable) less Powell Bill restricted fund balance. This number is then divided by the total of total expenditures plus transfers out less bond proceeds and less amount expended for Powell Bill Expenditures.

Unit Name:		Stallings		Fiscal Year 2024		Explanation of Performance Indicator	
Unit Number:		50457					
GENERAL FUND:				Minimum Threshold	Unit Results		
2.	There was appropriated fund balance for the General Fund in the 2023 budget <u>AND</u> your change in fund balance was negative. Please state if fund balance was used for operations or capital purposes in account 590 on the Unit Data from Audit Worksheet.			Positive Change in Fund Balance	N/A	If the General Fund has more expenditures than revenues because of operational issues and fund balance was appropriated to cover the loss, the continuation of this practice could result in deterioration of a unit's fund balance available.	
3.	The General Fund had total fund balance less than zero - Fund Deficit			Positive Fund Balance	\$15,969,210	The General Fund has a fund deficit which means that the unit's revenues and other receipts are inadequate to support its operations. G.S. 159 13(b)(2) requires that the board fund the full amount of a prior fiscal year's deficit in the current fiscal year's budget. Therefore, this deficit should have been funded immediately after the June 30, fiscal year-end. The law requires such action be taken to stop any further deterioration of the overall financial condition of the fund. Please let us know if the deficit was funded in the budget, and what actions the unit plans to take to bring the general fund balance up to an acceptable level.	



Unit Name:		Stallings			Fiscal Year 2024		Explanation of Performance Indicator								
Unit Number:		50457													
<b>WATER SEWER FUND:</b> As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."					Minimum Threshold	Unit Results	Note: If more than one performance indicator is identified, one proposed solution may solve all water and sewer performance indicators.								
4.	<p style="text-align: center;"><b>Quick Ratio-Water and Sewer</b></p> <p>The chart displays the Quick Ratio for Water and Sewer from 2022 to 2024. The y-axis ranges from 0.00 to 1.00. The x-axis shows years 2022, 2023, and 2024. The ratio for 2024 is 0.00.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Quick Ratio</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>0.00</td> </tr> <tr> <td>2023</td> <td>0.00</td> </tr> <tr> <td>2024</td> <td>0.00</td> </tr> </tbody> </table>				Year	Quick Ratio	2022	0.00	2023	0.00	2024	0.00	Equal or greater than 1	#DIV/0!	A Quick Ratio less than 1 indicates that the unit owes mores for its current bills than what it has on hand in unrestricted cash and investments plus what is owed from customers (accounts receivable). This could indicate that the fund may have difficulty paying its current bills. If this pattern continues, the water and/or sewer system may not be sustainable.
Year	Quick Ratio														
2022	0.00														
2023	0.00														
2024	0.00														
Cash Flow Indicators:		2022	2023	2024	Minimum Threshold	Unit Results									
5.	Operating Net Income (Loss) excluding depreciation, including debt service principal and interest	N/A	N/A	N/A	Greater than zero	N/A	This calculation subtracts operating expenses from operating revenues. Depreciation expense is not included the calculation but debt principal and interest payments are included. A negative balance indicates that your rates are not covering your operating expenses and debt service payments.								
6.	Unrestricted cash /total expenses excluding depreciation, including debt service principal	N/A	N/A	N/A	Greater than 16% (2 months)	N/A	This indicator calculates how many month's worth of expenses (including debt principal but not depreciation) a unit can pay based on the amount of unrestricted cash at year-end. The typical billing cycle is one month (8.33%) and one extra month usually gives a local government enough cash to handle unusual monthly expenses (16.66%). <b>This 16% would be the bare minimum necessary to keep the fund from experiencing cash flow issues.</b>								
7.	It appears your Water Sewer Fund has transfers-in for the support of operations that are greater than 3% of the total of operating and non-operating expenses. Please discuss the purpose of such transfers-in and if you plan to continue these transfers-in.			No		No	The rate structure of the Water and Sewer Fund should support the operating expenses of the fund without operating subsidies or transfers from other funds.								
8	Water and Sewer Capital Assets Condition Ratio	#DIV/0!	#DIV/0!	#DIV/0!	Remaining useful life of asset greater than or equal to 0.50	#DIV/0!	This capital assets condition ratio formula calculates the remaining useful life. A remaining useful asset value less than 0.50 may signal the need to replace the assets in the near future.								

Unit Name:		Stallings			Fiscal Year 2024		Explanation of Performance Indicator								
Unit Number:		50457													
<b>ELECTRIC FUND:</b> As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."					Minimum Threshold	Unit Results	Note: If more than one performance indicator is identified, one proposed solution may solve all electric performance indicators.								
9	<p style="text-align: center;"><b>Quick Ratio-Electric</b></p> <table border="1"> <tr><th>Year</th><th>Quick Ratio</th></tr> <tr><td>2022</td><td></td></tr> <tr><td>2023</td><td></td></tr> <tr><td>2024</td><td>0.00</td></tr> </table>				Year	Quick Ratio	2022		2023		2024	0.00	Equal or greater than 1	#DIV/0!	A Quick Ratio less than 1 indicates that the unit owes mores for its current bills than what it has on hand in unrestricted cash and investments plus what is owed from customers (accounts receivable). This could indicate that the fund may have difficulty paying its current bills. If this pattern continues, the electric system may not be sustainable.
Year	Quick Ratio														
2022															
2023															
2024	0.00														
<b>Cash Flow Indicators:</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>	Minimum Threshold	Unit Results									
10	Operating Net Income (Loss) excluding depreciation, including debt service principal and interest	N/A	N/A	N/A	Greater than zero	N/A	This calculation subtracts operating expenses from operating revenues. Depreciation expense is not included the calculation but debt principal and interest payments are included. A negative balance indicates that your rates are not covering your operating expenses.								
11	Unrestricted cash /total expenses excluding depreciation, including debt service principal	N/A	N/A	N/A	Greater than 16% (2 months)	N/A	This indicator calculates how many month's worth of expenses (including debt principal but not depreciation) a unit can pay based on the amount of unrestricted cash at year-end. The typical billing cycle is one month (8.33%) and one extra month usually gives a local government enough cash to handle unusual monthly expenses (16.66%). <b>This 16% would be the bare minimum necessary to keep the fund from experiencing cash flow issues.</b>								

Unit Name:		Stallings		Fiscal Year 2024		Explanation of Performance Indicator	
Unit Number:		50457					
GENERAL PERFORMANCE INDICATORS:			2024	Target			
12	What date was the audit report submitted to the LGC? (Note audit reports are due four months after fiscal year end regardless of the contract submission date.)	11/5/2024		Response Not Required		As stewards of the public's resources, the governing body is responsible for ensuring that the audited financial statements are available to the public in a timely manner. External groups such as the North Carolina General Assembly, federal and State agencies that provide funding, and other public associations need current financial information about your local government as well.	
		2024	Target				
13	The budgeted ad valorem tax (including motor vehicles) for the General Fund had more than 3% uncollected for the fiscal year audited. Decreases are shown by a negative percentage.	2.75%	Less than 3%	2.75%		This indicator shows that the local government did not collect 3% (or more) of its budgeted ad valorem taxes. This could be an indicator of negative economic events, inaccurate budgeting, and/or issues with the collection process. Uncollected revenues at the 3% level represent several pennies of the tax rate.	
		2024	Target				
14	You indicated that you expect a decrease in property value for your next property revaluation. In your FPIC Response Letter please discuss the magnitude of the drop in valuation, the overall cause of the drop and how you plan to recover the lost revenues.	Increase	Any estimated decrease	Increase		You indicated that you expect a decrease in property value for your next property revaluation which could result in lost tax revenue.	
		2024	Target				
15	Did your audit disclose any budget violations at the adopted ordinance level? (Yes or No)	Yes	No over-expenditures	Yes		The unit has expenditures that exceed the legal budget ordinance. This indicates that the unit's purchase order system, contract approval process and / or payment process is not in compliance with North Carolina General Statute 159.	
		2024	Target				
16	The Unit had material weaknesses, significant deficiencies, statutory violations and/or items identified on the TD Info Completed by Auditor tab that should be addressed in the FPIC Response Letter.	Yes		Yes		<b>This indicator identifies whether the unit has any material weaknesses, significant deficiencies, management letter comments or items identified on the TD Info Completed by Audit tab including 1055, 1056, 1058, 955 and 957, that require a response.</b>	
17	Did the unit have a board-appointed finance officer or board-appointed interim finance officer the entire fiscal year as required by G.S. 159-24 which provides that "each local government and public authority shall, at all times, have a finance officer appointed by the local government, public authority, or designated official to hold office at the pleasure of the appointing board or official?" (Yes or No)	Yes		Yes		The indicator is to determine if any time during the fiscal year, the unit was without a board-appointed finance officer.	
18	Was the finance officer or interim finance officer bonded pursuant to G.S. 159-29 which requires that the finance officer give a true accounting and faithful performance bond in an amount not less than the greater of (1) \$50,000 or (2) an amount equal to 10% of the unit's annually budgeted funds, up to \$1,000,000? (Yes or No)	Yes		Yes		The indicator is to determine if any time during the fiscal year, the unit was board-appointed finance officer was not bonded.	

Unit Name:		Stallings		Fiscal Year 2024		Explanation of Performance Indicator	
Unit Number:		50457					
GENERAL PERFORMANCE INDICATORS:			2024	Target			
19	The unit had problems with debt service payments being late and/or did not comply with the bond covenants.		N/A		N/A	This indicator advises whether or not the unit has issues with debt service payments or bond covenants.	
			2024	Target			
20	Electric transfers-out have exceeded the amounts described in GS 159B-39. If your unit is a member of the North Carolina Eastern Municipal Power Agency it appears you have violated the GS. OR If you are not a member of the Eastern Municipal Power Agency it appears that you have violated your unit's transfer policy.		No		No	This indicator advises if there were electric transfers in violation of G.S. 159B-39 or in violation of the unit's transfer policy.	
			2024	Target			
21	Are there additional issues the unit should address that affect the fiscal health or internal controls of the unit that were communicated to the unit during the audit presentation? <u>Please include details of the issue in cell J46 to the right and in your FPIC Response.</u>		No		No	<u>This indicator advises if any other issues that the unit should address in the FPIC response letter.</u>	



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Town of  
**Stallings**

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315 Stallings Road • Stallings, North Carolina 28104

Date: December 9, 2024

To: The Local Government Commission

Re: Response to the Auditor's Findings, Recommendations and Fiscal Matters

We have carefully reviewed the FY 2024 audit findings and Financial Performance Indicators of Concern (FPICs) presented to the Town of Stallings Mayor and Town Council by Emily Mills of Potter & Company on December 9, 2024. Items of concern and corresponding responses are presented below.

1. General Performance Indicator – Budget Violation

Debt service expenditures in the General Fund exceeded the authorized appropriations by \$4,237. This over-expenditure resulted from reclassifications for IT subscriptions required by GASB 96.

Management and the Board will more closely review the budget reports and complete any necessary budget amendments to ensure compliance going forward.

2. General Performance Indicator – Material Weakness, Statutory Violations and Significant Deficiencies

The Schedule of Findings and Questioned Costs included one significant deficiency related to internal controls over the payroll system. Three occurrences of employees' gross pay being higher than what was approved in the personnel files were included among a sample of 25 paychecks reviewed. In addition, separation allowance was overpaid to a retiree for approximately nine months.

The Town implemented internal control procedures prior to the fiscal year ending on June 30, 2024. A wage confirmation form detailing payroll information and/or changes is completed prior to any payroll run that includes new hires and/or pay changes. The form is verified to the data in the payroll system by someone other than the individual who entered the data. In addition, a *New Employee and Change Audit* report is reviewed after each payroll run as a backup.

For retirees receiving separation allowance, an end date has been added in the payroll system to automatically terminate payments. In addition, a separation allowance analysis is being added to the annual budget process.

Questions regarding this response letter may be addressed to:

Alex Sewell  
Town Manager  
[asewell@stallingsnc.org](mailto:asewell@stallingsnc.org)  
704-821-0314

Jessie Williams  
Finance Officer  
[jwilliams@stallingsnc.org](mailto:jwilliams@stallingsnc.org)  
704-821-0311

Respectfully,

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Alex Sewell  
Town Manager

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Wyatt Dunn  
Mayor

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Jessie Williams  
Finance Officer

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David Scholl  
Mayor Pro Tempore

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Steven Ayers  
Council Member

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Taylor-Rae Drake  
Council Member

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Graham Hall  
Council Member

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Brad Richardson  
Council Member

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Laurie Wojtowicz  
Council Member



# MEMO

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To: Stallings Town Council  
From: Max Hsiang, Planning Director  
Date: 12/09/2024  
Re: TX24.11.01 – Brewery and Similar Definitions Update

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## **Request:**

Staff proposes adding and updating definitions to the Stallings Development Ordinance to clarify and expand upon existing language. These definitions are essential to ensure accurate interpretation and enforcement of the ordinance, particularly regarding emerging businesses and trends in the food and beverage industry.

## **Amendment:**

*BREWERY.* An establishment that primarily manufactures beer and similar beverages (like cider) on-site. This includes microbreweries, cideries, and brewpubs. Breweries may include additional features such as restaurants, food trucks, event spaces, and playgrounds. A maximum of 75% of the business can be from alcohol distribution and wholesale.

~~*BREW PUB.* A restaurant that prepares handcrafted natural beer as an accessory use intended for consumption on the premises.~~

*BREW PUB.* A specific type of restaurant and/or brewery where beer and malt beverages are made on-site as an accessory use for consumption on the premises, and at least 40% of the production is sold on-site. Brewpubs may also sell beer to-go or distribute it off-site where permitted by law.

*DISTILLERY.* An establishment that primarily manufactures or produces distilled spirits, such as whiskey, vodka, gin, or similar. This includes micro-distilleries. A maximum of 75% of the business can be from alcohol distribution and wholesale.

*FOOD TRUCK.* A mobile, self-contained food service establishment that prepares and sells food and beverages to consumers directly from the vehicle, including the term “Market, Tailgate.” Food trucks must comply with all applicable health, safety, and zoning regulations.

*MOBILE VENDOR.* A mobile, self-contained establishment that sells goods directly to consumers from the vehicle. Mobile retail uses may include, but are not limited to, food trucks, ice cream trucks, and other similar mobile businesses. All mobile vendors must comply with applicable health, safety, and zoning regulations.

*WINERY.* An establishment that primarily manufactures or produces wine or sparkling wine, including vineyards. A maximum of 75% of the business can be from alcohol distribution and wholesale.

## **Planning Board Recommendation:**

The Planning Board recommended approval with the condition that the definitions remain consistent with a maximum distribution of 75%. I have incorporated this 75% limit into the relevant definitions.

## **Staff Recommendation:**

Staff recommends approval of TX24.11.01. These proposed definitions enhance the ordinance's clarity and applicability and will provide a solid foundation for future development and decision-making regarding these types of businesses.



## Statement of Consistency and Reasonableness

**ZONING AMENDMENT:** TX24.11.01

**REQUEST:** Staff requests a text amendment to add and update definitions to the Stallings Development Ordinance to clarify and expand upon existing language regarding emerging businesses and trends in the food and beverage industry.

**WHEREAS,** The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

**WHEREAS,** the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

**WHEREAS,** the Town Council finds it necessary to revise the Development Ordinance to comply with state law found in NCGS § 160D;

**THEREFORE,** The Town Council approves the text amendment, finding it consistent and reasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, as it supports the goals of promoting quality development and ensuring compliance with state land-use regulations under NCGS § 160D. The Council concludes that the amendment aligns with the key principles, objectives, and goals outlined in the plan, for the following reasons:

- 1) These proposed definitions enhance the clarity and applicability of the ordinance
- 2) These definitions will provide a solid foundation for future development and decision-making regarding these types of businesses.

**Recommended** this the \_\_ day of \_\_\_\_\_, 2024.

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Mayor

Attest:

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Clerk





# MEMO

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To: Stallings Town Council  
From: Max Hsiang, Planning Director  
Date: 12/09/2024  
Re: TX24.11.02 - Local Government Exemptions

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## Request:

Staff are requesting properties owned by local governments be exempted from Article 15 Special Events and Temporary Structure and Article 21 Open Space.

These exemptions are essential for several reasons:

- **Efficient Service Delivery:** Parks and Recreation departments frequently organize events and utilize public spaces to provide essential recreational and cultural services to our communities. These events, such as community festivals, concerts, and sports tournaments, often require flexibility and timely implementation to ensure their success.
- **Fiscal Responsibility:** By exempting local governments from certain regulations, such as streetscape and greenway requirements, we can allocate limited resources more effectively. This allows us to prioritize essential services and create sustainable funding plans for future infrastructure projects.

## Amendments:

### 15.1 General standards and limitations

**15.1-1 Purpose.** It is the purpose of this section to provide specific guidelines and standards for special events and temporary structures. A special event or temporary structure allowed in a particular zoning district shall be treated as a use with additional standards and shall comply with all listed requirements for such event or structure as set forth in Sections 15.2 and 15.3 below. These standards do not regulate events sponsored by the Town of Stallings.

**15.1-2 Exemptions.** Properties owned by local governments are exempt from this article.

### 21.1 Purpose.

The open space standards contained herein are established to provide for the reservation of various forms of open spaces, including parks and greenways in all forms of developments located in the Town of Stallings territorial jurisdiction. Preservation of open space in developing areas serves a variety of purposes, including meeting the recreational needs of residents, improving the aesthetic character of the community, reducing stormwater runoff, improving stormwater runoff water quality, and enhancing air quality.

**21.1-1 Applicability.** Where applicable, the addition of active open space shall adhere to the Stallings Recreation and Greenway Master Plan. The standards set forth below establish regulations for open space. (Amended May 10, 2021)

**21.1-2 Exemptions.** Properties owned by local governments are exempt from this article.

## Planning Board Recommendation:

The Planning Board recommended approval of TX24.11.02. However, the Planning Board recommended that the Town Council look into installing the Streetscape on Town-owned property.

**Staff Recommendation:**

Staff recommends approval of TX24.11.02. This exemption would streamline processes, reduce administrative burdens, and allow local governments to efficiently serve their communities.



## Statement of Consistency and Reasonableness

**ZONING AMENDMENT:** TX24.11.02

**REQUEST:** Staff requests properties owned by local governments be exempted from Article 15 Special Events and Temporary Structure and Article 21 Open Space.

**WHEREAS,** The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

**WHEREAS,** the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

**WHEREAS,** the Town Council finds it necessary to revise the Development Ordinance to comply with state law found in NCGS § 160D;

**THEREFORE,** The Town Council approves the text amendment, finding it consistent and reasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, as it supports the goals of promoting quality development and ensuring compliance with state land-use regulations under NCGS § 160D. The Council concludes that the amendment aligns with the key principles, objectives, and goals outlined in the plan, for the following reasons

- 1) This exemption would streamline processes, reduce administrative burdens, and allow local governments to serve their communities efficiently.

**Recommended** this the \_\_ day of \_\_\_\_\_, 2024.

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Mayor

Attest:

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Clerk

# Town of Stallings Meeting Dates 2025

All meetings are held in the Stallings Government Center, 321 Stallings Road.

## JANUARY

9	Thursday	Economic Development	2:00 p.m.
13	Monday	Community Committee	5:30 p.m.
13	Monday	Town Council	7:00 p.m.
27	Monday	Town Council	7:00 p.m.
28	Tuesday	Planning Board	6:00 p.m.
28	Tuesday	Historical Committee	6:00 p.m.

## FEBRUARY

10	Monday	Community Committee	5:30 p.m.
10	Monday	Town Council	7:00 p.m.
18	Tuesday	Planning Board	6:00 p.m.
24	Monday	Town Council	7:00 p.m.

## MARCH

10	Monday	Community Committee	5:30 p.m.
10	Monday	Town Council	7:00 p.m.
18	Tuesday	Planning Board	6:00 p.m.
24	Monday	Stormwater & Infrastructure	6:00 p.m.
24	Monday	Town Council	7:00 p.m.

## APRIL

10	Thursday	Economic Development	2:00 p.m.
14	Monday	Community Committee	5:30 p.m.
14	Monday	Town Council	7:00 p.m.
15	Tuesday	Planning Board	6:00 p.m.
22	Tuesday	Historical Committee	6:00 p.m.
28	Monday	Town Council	7:00 p.m.

## MAY

12	Monday	Community Committee	5:30 p.m.
12	Monday	Town Council	7:00 p.m.
20	Tuesday	Planning Board	6:00 p.m.
27*	Tuesday	Town Council	7:00 p.m.

\*Due to Memorial Day Holiday

## JUNE

9	Monday	Community Committee	5:30 p.m.
9	Monday	Town Council	7:00 p.m.
17	Tuesday	Planning Board	6:00 p.m.
23	Monday	Stormwater & Infrastructure	6:00 p.m.
23	Monday	Town Council	7:00 p.m.

# Town of Stallings Meeting Dates 2025

All meetings are held in the Stallings Government Center, 321 Stallings Road.

## JULY

10	Thursday	Economic Development	2:00 p.m.
14	Monday	Community Committee	5:30 p.m.
14	Monday	Town Council	7:00 p.m.
15	Tuesday	Planning Board	6:00 p.m.
22	Tuesday	Historical Committee	6:00 p.m.

## AUGUST

11	Monday	Community Committee	5:30 p.m.
11	Monday	Town Council	7:00 p.m.
19	Tuesday	Planning Board	6:00 p.m.

## SEPTEMBER

8	Monday	Community Committee	5:30 p.m.
8	Monday	Town Council	7:00 p.m.
16	Tuesday	Planning Board	6:00 p.m.
22	Monday	Stormwater & Infrastructure	6:00 p.m.
22	Monday	Town Council	7:00 p.m.

## OCTOBER

9	Thursday	Economic Development	2:00 p.m.
14*	Tuesday	Community Committee	5:30 p.m.
14*	Tuesday	Town Council	7:00 p.m.
21	Tuesday	Planning Board	6:00 p.m.
27	Monday	Town Council	7:00 p.m.
28	Tuesday	Historical Committee	6:00 p.m.

\*Due to Columbus Day Holiday

## NOVEMBER

10	Monday	Community Committee	5:30 p.m.
10	Monday	Town Council	7:00 p.m.
18	Tuesday	Planning Board	6:00 p.m.
24	Monday	Town Council	7:00 p.m.

## DECEMBER

8	Monday	Community Committee	5:30 p.m.
8	Monday	Stormwater & Infrastructure	6:00 p.m.
8	Monday	Town Council	7:00 p.m.
16	Tuesday	Planning Board	6:00 p.m.



## Holiday Schedule 2025

<b>2025 Holiday(s)</b>	<b>Date(s)</b>	<b>Day(s) of the Week</b>
<b>New Year's Day</b>	January 1	Wednesday
<b>MLK, Jr. Birthday</b>	January 20	Monday
<b>Good Friday</b>	April 18	Friday
<b>Memorial Day</b>	May 26	Monday
<b>Independence Day</b>	July 4	Friday
<b>Labor Day</b>	September 1	Monday
<b>Columbus Day</b>	October 13	Monday
<b>Veteran's Day</b>	November 11	Tuesday
<b>Thanksgiving</b>	November 27 & 28	Thursday & Friday
<b>Christmas</b>	December 24, 25, 26	Wednesday, Thursday, and Friday



# MEMO



To: Town Council  
 Via: Alex Sewell, Town Manager  
 From: Dennis Franks, Chief of Police *DF*  
 Date: Dec. 4, 2024  
 RE: Update to Incentive Plan

**Purpose:** The purpose of this memo is to update our current police incentive program.

**Background:** In January 2022, the Town Council approved and funded an incentive plan for police officers based on the officers acquiring specific pieces of training, certifications, and education. The chart below shows our current incentive program:

Category of Incentive	Amount of Incentive
Assignment as K9 Unit handler	5% of officer's salary*
Assignment as Detective	5% of officer's salary*
Associates Degree	\$1200
Bachelor's Degree	\$1200 (plus \$\$ for associates)
Master's Degree	\$1200 (plus \$\$ for Associates and Bachelors) Criminal Justice/Public Administration related field \$600 non-CJ related (Chief has final decision on if master's is CJ related)
Intermediate Certificate	\$1000
Advanced Certificate	\$2000 (plus \$\$ for Intermediate)
Field Training Officer (designated by PD)	\$1500
Special Response Team (designated by PD)	\$1000
Accident Reconstructionist (designated by PD)	\$1200
Bilingual (certified)	\$1500
Criminal Investigator Certification (certified through State of North Carolina)	\$1500
Resident of Stallings	\$2000

\*Incentive already in place as part of Town's pay plan

I am requesting to add two incentives to the current program. These include a fitness incentive and an incentive for a certified drug recognition expert (DRE).

The idea of a fitness incentive is a result of our after-action review of the March 2023 officer-involved shooting. In that review, we determined that our officers had to run a long distance to get back to their vehicle to respond to the incident location. That exertion, along with an adrenaline dump had a negative impact on officers who were not in good physical condition. A 2013 article in the *International Journal of Emergency Health* stated that the average life expectancy of a police officer, in the US, is “twenty-two years less than their civilian counterparts.” A Sigma Tactical Wellness article stated, “the average age of a US police officer who suffers a heart attack is 46 years, while the average age of a civilian is 65 years. More striking is that a civilian who is between the ages of 55 and 59 has only 1.5 % chance of dying from a heart attack, while police officers in the same age range have a chance of over 56%.” This fitness incentive would include an annual fitness assessment using the Peace Officer Wellness Entrance Requirement. This exam is broken down by age and sex and has been tried and tested to assess basic fitness requirements of police officers. Our current fitness center has all the necessary components to complete the assessment. I am recommending that every sworn officer be eligible for this incentive. I am also recommending that upon successful completion of this assessment, an officer is eligible for a one-time \$500 incentive/per year.

The other incentive is for certification as a drug recognition expert (DRE). A DRE is a police officer trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol. Before being admitted to DRE training officers must complete multiple training courses relating to DWI, SFST, and intoxilyzer. A candidate must submit samples of their DWI arrest reports, be recommended by another DRE, recommended by an ADA, and a letter of commitment from the chief of police. The classroom training consists of 80 hours of instruction and then candidates have 90 days to complete field certification, which consists of completing multiple drug influence evaluations. A DRE is then required to complete a certain number of drug evaluations per year to maintain their certification. An SPD officer has recently completed this training and is now active to be used as a DRE. There are only 200 DRE’s in the State of North Carolina. I am recommending an annual incentive of \$1500 for certified DRE.

In conclusion, this incentive program will reward officers’ professional accomplishments along with helping the police department to recruit highly skilled candidates. These areas that have been identified for incentives will also motivate officers to achieve a high level of proficiency, which in turn will create a highly skilled workforce. Having this skilled workforce will translate into a higher level of services being delivered to our citizens and those who travel through Stallings. I firmly believe this incentive program will also increase our retention of our current employees and assist with the increase of morale.

**Funding:** Due to the funding of the original incentive program, there is no need for additional funding.

**Requested Action:** I respectfully request the Town Council to approve the additional incentives.