



August 13, 2018
 Stallings Town Hall
 315 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Consent Agenda Approval A. Minutes from the following meetings: (1) 06-11-18 (2) 06-11-18 – closed (3) 06-25-18 (4) 06-25-18 – 1 st closed session (5) 06-25-18 – 2 nd closed session (6) 07-09-18 – special (7) 07-09-18 (8) 07-09-18 - closed B. 2018-19 Amended Budget Ordinance 1 C. 2018-19 Amended Budget Ordinance 2 D. Order of Collection and Settlement Report, Mecklenburg County E. NCDOT Chestnut Roundabout (TIP No. U-6091) Municipal Agreement with Betterments	Wyatt Dunn, Mayor	Approve Consent Agenda <i>(All items on the Consent Agenda are considered routine, to be enacted by one motion. If a member of the governing body requests discussion on of an item, the item will be removed from the Consent Agenda and considered separately.)</i> Motion: I make the motion to: 1) Approve the Consent Agenda as presented; or 2) Approve the Consent Agenda with the following changes: _____
2.	7:17 p.m.	Reports A. Report from Mayor B. Report from Council Members/Town Committees C. Report from Town Manager/Town Departments	Council and Staff	NA
3.	7:40 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written. <i>(ADD, IF APPLICABLE: with changes as described by Mayor Dunn)</i> Motion: I make the motion to: 1) Approve the Agenda as presented; or 2) Approve the Agenda with the following changes: _____

4.	7:45 p.m.	Greenway Master Plan Presentation	Eric Woolridge, Destination by Design Greenway Committee	Information and Discussion
5.	8:15 p.m.	Small Area Plans A. State Awarded Downtown Revitalization Grant and CEM small area plan. B. Chestnut Small Area Plan	Alex Sewell, Town Manager	A. (1) To authorize staff to execute a contract with Destination by Design for \$30,000 for the CEM small area plan. (2) How to spend the remaining \$20,000 for downtown revitalization. B. Authorize staff to execute the contract with Destination by Design for the Chestnut Small Area Plan. <i>Motion: TBD by Council</i>
6.	8:35 p.m.	Idlewild Sidewalk and Planting Strip Enhancements	Alex Sewell, Town Manager	Discussion and Possible Action
7.	8:45 p.m.	457(b) Opportunity	Alex Sewell, Town Manager	Adopt resolution <i>Motion: I make the motion to adopt the Resolution to Adopt the North Carolina Public Employee Deferred Compensation Plan.</i>
8.	8:50 p.m.	Willowcroft Roads	Kevin Parker, Assistant Engineer	Accept Willowcroft roads. <i>Motion: I make the motion to accept the 0.41 miles of roadway in the Willowcroft development into the Town's maintenance system.</i>
9.	9:00 p.m.	Parks and Recreation Committee Application	Erinn Nichols, Deputy Town Manager	Appoint/Do not appoint applicant. <i>Motion: I make the motion to appoint Donna Flores to the Parks and Recreation Committee with a term ending 03-31-2020.</i>
10.	9:05 p.m.	Closed Session in Pursuant to NCGS 143- 318.11(a)(5) and (6)	Melanie Cox, Town Attorney	Hold closed session <i>Motion: I make the motion to go into closed session pursuant to NCGS 143-318.11(a)(5) and (6).</i>
11.	9:35 p.m.	Adjournment		

**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 June 11, 2018, at 7:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Kathy Heyse, John Martin, Lynda Paxton, and Deborah Romanow.

Those absent were: Council Member Shawna Steele.

Staff present were: Alex Sewell, Town Manager; Emily Hughes, Deputy Town Clerk; Minor Plyler, Police Chief; Melanie Cox, Town Attorney; and Marsha Gross, Finance Officer.

Invocation, Pledge of Allegiance and meeting called to order

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

Mayor Paxton then extended sympathy to Human Resources Director Karen Williams in the passing of her husband Lindy Williams.

Public Comments

No one was present to give public comment.

1. Consent Agenda Approval

A. Minutes from the following meetings:

- (1) 05-14-18 – special
- (2) 05-14-18
- (3) 05-21-18 – special
- (4) 05-29-18

B. Resolution to Use the North Carolina League of Municipalities for Workers Compensation Insurance

C. Resolution to Use the North Carolina League of Municipalities for Property and Liability Insurance

Council Member Romanow made the motion to approve the Consent Agenda as presented. The motion was seconded by Council Member Paxton and passed unanimously. The *Resolution to Use the North Carolina League of Municipalities for Workers Compensation Insurance* and the *Resolution to Use the North Carolina League of Municipalities for Property and Liability Insurance* is attached to these minutes and therefore incorporated herein.

2. Reports

A. Report from the Mayor

Mayor Dunn updated the Council that the Union County legislation was in support of the Hotel Tax for Stallings but did not want to pass that in the short session prior to an election. Therefore, it would be considered in the long session which begin in September.

B. Reports from Council Members/Town Committees

Council Member Paxton reported she attended the Transit Summit on May 17 which was very informative. She also attended the Union County CRTPO meeting on June 5 learning that the opening date for the Monroe Bypass would be November 27. Rates had been set for the Monroe Bypass but had not yet been published. NCDOT was planning presentations for each jurisdiction to understand the tolls. Council Member Paxton also learned about Union County Intersection Priority Lists and Funding Program. Stallings' Chestnut Roundabout was on that list. NCDOT also provided a lengthy handout explaining superstreets. The Town of Waxhaw had also added a \$25 tax per vehicle to help pay for construction projects.

Council Member Martin reported that NCDOT had an open feedback session online to help prioritize projects. He would also be meeting with Indian Trail representatives to explore partnership opportunities.

Council Member Romanow had no report.

Council Member Scholl noted that Senator Tucker had put forth a bill that would deannex a parcel in Mineral Springs.

Council Member Heyse reported that the Historical Committee had met twice and would begin making a timeline for the history of Stallings.

C. Report from Town Manager/Town Departments

Town Manager Sewell submitted the weekly staff report. He noted the park shades were scheduled to ship on June 28 and installed soon thereafter.

3. Agenda Approval

Mayor Dunn requested that Agenda Item 5, *ABC System*, be moved to Agenda Item 4 and moved Agenda Item 4, *FY2018-19 Budget*, to Agenda Item 5. Mayor Dunn also requested that the recommended motion items be amended in the future to have "approve/deny".

Council Member Paxton made the motion to approve the Agenda with the above listed changes. The motion received Council's unanimous support after a second from Council Member Romanow.

4. ABC System

Original Agenda Item 5

Town Manager Sewell reminded the Council that it has discussed the possibilities of starting an ABC System in Stallings. Laurie Lee, Director of Pricing and ABC Board Audit Divisions, was present to explain that system to the Council. It was noted that the Town held a referendum in 2002 which allowed ABC Stores in Stallings. That vote was good indefinitely.

Ms. Lee discussed the Town's options with the Council. Ms. Lee's presentation is attached to these minutes and therefore incorporated herein.

5. FY2018-19 Budget

Mayor Dunn opened the public hearing.

Larry Falcone, Fairhaven, stated that he was concerned about the intersection at Stallings/Stevens Mill due to the children using the sidewalk along that area. He would like to see the funds in the budget for that intersection.

Mayor Dunn closed the public hearing. Council Member Romanow made the motion to adopt the Fiscal Year 2018-2019 Budget Ordinance. The motion was seconded by Council Member Scholl and passed unanimously by Council. The Fiscal Year 2018-2019 Budget Ordinance is attached to these minutes and therefore incorporated herein.

6. Code Enforcement Report

Town Manager Sewell reminded Council that is asked to research the Code of Ordinances to determine if changes needed to be made in order to better equip our Code Enforcement Officer. After staff review, it was determined that the ordinances were effective. However, it was advised to do a periodic review to ensure the ordinances were current. The review would cost approximately \$400. Council held consensus to have this review done.

Mr. Sewell also reported that of the surrounding communities, only Charlotte had an ordinance which addressed cars parking on grass. It was Council consensus to have the Code Enforcement Officer to investigate cars parking on grass to determine if it was a Town-wide problem and bring back a report next quarter.

7. Greenway Grant Opportunity

Town Manager Sewell explained that there was \$63,000 budgeted for Greenway engineering. A state grant opportunity had arisen in the amount of \$30,000 to aid in the cost of the Greenway engineering. Applying of this grant did not prohibit the Town from applying for additional grants.

Mayor Dunn read the Resolution Authorizing Greenway Grant Application into the record. Council Member Romanow made the motion to adopt the Resolution Authorizing Greenway Grant Application. The motion passed unanimously after a second from Council Member Heyse. The Resolution Authorizing Greenway Grant Application is attached to these minutes and therefore incorporated herein.

8. Parks and Recreation Master Plan

Town Manager Sewell reminded the Council that it funded \$63,500 for a Parks and Recreation Master Plan with the understanding to search for the best price possible. Destination by Design, the Greenway Plan Consultant, had agreed to complete the Parks and Recreation Master Plan for \$55,000 and enabling the two plans to be integrated.

Council Member Scholl made the motion to approve the contract with Destination by Design for the Parks and Recreation Master Plan for \$55,000. The motion was seconded by Council Member Romanow. Council passed the motion by a 4 to 1 vote with Council Member Paxton opposing.

9. Town Attorney Fee Agreement

Town Attorney Cox explained that she had spoken with Town Manager Sewell regarding a rate increase. Ms. Cox had been with the Town for approximately nine years and had not increased the rates since that initial year. Town Attorney Cox was asking for a \$25/hour rate increase from \$200 to \$225. All other terms in the contract would remain the same.

Council Member Paxton made the motion to approve the attorney fee agreement as presented. The motion passed unanimously after a second from Council Member Romanow.

10. Performance Evaluation Update and Work Culture

Town Manager Sewell reported that an initial staff steering committee has been established so that performance evaluations were in writing by the end of the calendar year. Supervisor training was also beginning June 13.

Work place culture helped to attract and retain talent, and Mr. Sewell was looking at ways to maintain the workplace culture currently in place. Staff defined the Stallings Way, a list of workplace cultural values. The Stallings Way is attached to these minutes and therefore incorporated herein.

Council Member Paxton made the motion to suspend the rules to allow Agenda Item 12, *Chestnut Round-About – Local Commitment*, to be discussed prior to Agenda Item 12, *Chestnut Round-About – Local Commitment*. Council Member Scholl seconded the motion which passed unanimously.

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

This was discussed after Agenda Item 12.

Council Member Scholl made the motion to go into closed session pursuant to NCGA 143-318.11(a)(3) and include Town Engineer Chris Easterly in the session. The motion received Council's unanimous support after a second from Council Member Paxton.

Council went into closed session at 8:41 p.m. and reconvened in open session at 9:01 p.m.

12. Chestnut Round-About – Local Commitment

This was discussed prior to Agenda Item 11.

Mayor Dunn reminded all that it would cost the Town \$350,000 to widen the Chestnut Lane Roundabout. Council discussed the options.

Council Member made the motion to commit to the \$350,000 construction cost sharing with NCDOT for the Chestnut Lane Roundabout Expansion. The motion was seconded by Council Member Heyse which passed unanimously by Council.

Council Member Romanow made the motion to suspend the rules to add discussion on the property easement and the placement of the new Town Hall. The motion was passed unanimously by Council after a second from Council Member Scholl.

New Town Hall Discussion

Town Manager Sewell explained that due to a sewer easement on the site for the new Town Hall, the Council had two options:

1. Design the building smaller to eliminate approximately 90 sq. ft. - \$23,000
2. Move the sewer easement - \$100,000 (design and move)

Council discussed its options.

Council Member Scholl made the motion to direct staff to have the architect move the easement, do the additional design work needed, and proceed with the construction bidding process. Council Member Romanow seconded the motion. The motion failed unanimously.

Council Member Martin made the motion to move forward with the redesign of the new Town Hall to accommodate the existing easement and authorize the Town Manager to bid the project if the redesign cost is under \$25,000. The motion was seconded by Council Member Paxton. The motion was passed unanimously by Council.

13. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Romanow, and the motion received unanimous support. The meeting was adjourned at 9:25 p.m.

Approved on _____, 2018.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

**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 June 25, 2018, at 7:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Pro Tempore David Scholl; Council Members Kathy Heyse, John Martin, Lynda Paxton, Deborah Romanow, and Shawna Steele.

Those absent were: Mayor Wyatt Dunn.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager; Emily Hughes, Deputy Town Clerk/Communications Specialist; Chief Minor Plyler; and Marsha Gross, Finance Officer.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Pro Tempore David Scholl welcomed everyone to the meeting and Council Member Heyse delivered the invocation. Mayor Pro Tempore David Scholl then led the Pledge of Allegiance and called the meeting to order.

Public Comments

No one was present from public comment.

1. Agenda Approval

Council Member Romanow requested adding Agenda Item 6.A. as *Public Safety Committee Update*. Town Manager Sewell requested adding Agenda Item 2.A. as *NCDOT Meeting Regarding Old Monroe Road*.

Council Member Romanow made the motion to approve the Agenda with the additions listed above. The motion was approved unanimously after a second from Council Member Steele.

2. I-485 Express Lane Presentation

Warren Cooksey, North Carolina Turnpike Authority, presented the Council with information on I-485 Express Lanes. Mr. Cooksey first explained toll/express lanes and their operational model. He then provided updates on the following projects and their timelines:

- I-485 Express Lanes
 - John Street Intersection
 - New Interchange at Weddington Road
 - Widening of Ballantyne Commons Parkway Bridge
- U.S. 74 Express Lanes Phase I

- U.S. 74 Express Lanes Phase II

The presentation is attached to these minutes and therefore incorporated herein.

2.A. NCDOT Meeting Regarding Old Monroe Road

Town Manager Sewell informed the Council that staff and a few elected officials had a meeting earlier in the day NCDOT on the Old Monroe Road project reminding the Council that it had taken a public stance in opposition of the superstreet concept. The planners presented an alternate design to NCDOT who took time to reevaluate their numbers. NCDOT meet with Town staff today to discuss their findings.

NCDOT was willing to compromise and asked the Town to develop a priority list of intersections for NCDOT's consideration. Staff and the planning consultants would bring that to Council for its consideration.

Council held a consensus to have joint meeting on July 9, 2018 at 6 p.m. with the Transportation Advisory Committee to jointly discuss the streetscape and transportation plans.

Council also held consensus to set-up a meeting tentatively on July 23, 2018 at 6 p.m. with the state elected officials to inform and explain the Town's small area plans especially regarding transportation and long-term planning.

3. Streetscape Presentation

Eric Woolridge, Destination by Design, was present to discuss the streetscape plans with the Council. Mr. Woolridge's presentation is attached to these minutes and therefore incorporated herein.

4. New Town Hall Update

Town Manager Sewell reviewed the New Town Hall project highlighting that in conjunction with this project, a Parks and Recreation Master Plan was being conducted to ensure there was a facility to accommodate Parks and Recreation future needs. It was noted that in the transition period, some spaces may have to be used for unconventional purposes.

5. Traffic Impact Analysis Update

Town Manager Sewell recommended using Kimley Horne to conduct a Traffic Impact Analysis as the proposal was under \$50,000.

Council Member Romanow made the motion to approve the Resolution to Be Exempted from the Mini Brooks Act in order to contract with Kimley Horn for the Traffic Impact Analysis. The motion passed unanimously after a second from Council Member Paxton. The Resolution to Be Exempted from the Mini Brooks Act is attached to these minutes and therefore incorporated herein.

6. Newsletter Draft

Town Manager Sewell explained that staff had provided the Council with a rough layout of the new Town Newsletter. Council held consensus for the newsletter to be more content heavy and focus on the Council's actions.

6.A. Public Safety Committee Update

Council Member Romanow reported that Public Safety Committee Member Scott Dover encouraged the Town to help support and encourage the residents for emergency preparedness. He would get pamphlets from FEMA to distribute to residents at Stallings Fest outlining items which should be included in an emergency kit. It was also noted that emergency kits could be raffled off at Stallings Fest.

Council Member Martin alerted the Council that it needed to be prepared to discuss fire services and funding for fire services as there would be conversations in the near future regarding county wide fire services and its needs.

Council also held consensus to direct staff to complete the requirements necessary for the land received in Spring Hill.

7. Chestnut Roundabout Cost Clarification

Town Manager Sewell explained that NCDOT was requesting the Town supply \$50,000 for the right-of-way acquisition for the Chestnut Roundabout.

Council held consensus to use Fund Balance to fund that expenditure if it became due during the current fiscal year.

8. Closed Session Pursuant to NCGS 143.318-11(a)(4) and (5)

Council Member Romanow made the motion to go into closed session pursuant to NCGS 143.318-11(a)(4) and (5). The motion was seconded by Council Member Steele and passed unanimously.

Council went into closed session at 9:40 p.m. and reconvened in open session at 10:07 p.m.

Council Member Paxton made a motion to go back into closed session pursuant to NCGS 143.318-11(a)(4) and (5) to discuss parcels 07126010 and 07126011 to which Council Member Martin seconded. The motion received Council's unanimous support.

Council went into closed session 10:08 p.m. and reconvened in open session at 10:14 p.m.

Council Member Martin made the motion to add the development of downtown Stallings as a priority for the Town Manager. The motion received Council's unanimous support after a second from Council member Romanow.

9. Adjournment

Council Member Paxton moved to adjourn the meeting, seconded by Council Member Steele, and the motion received unanimous support. The meeting was adjourned at 10:18 p.m.

Approved on _____, 2018.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

**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 for a joint meeting with the Transportation Advisory Committee (TAC) on July 9, 2018, at 6:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members John Martin, Lynda Paxton, Deborah Romanow, and Shawna Steele.

Those absent were: Council Member Kathy Heyse.

Transportation Committee Members present were: Larry Falcone, Jim Romanow, and Helena Connors.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager; Chris Easterly, Town Engineer; and Kevin Parker, Assistant Town Engineer.

1. Call the meeting to order

Mayor Dunn called the meeting to order. He welcomed the Transportation Advisory Committee (TAC) to the joint meeting.

2. Stallings/Old Monroe Road Intersection Design Priorities for NCDOT

The meeting was turned over to Council Member Paxton, TAC Chairperson, who updated all that she and others had met with NCDOT to discuss the design of Old Monroe at Stallings Road. Eric Woolridge, Destination by Design, presented with the Town's requested components of the Old Monroe Road/Stallings Road that it would be formally presented to NCDOT.

After discussion at the joint meeting by the Council and the TAC, the final requests of NCDOT for the Old Monroe Road/Stallings Road intersection would be:

1. Through movement across Old Monroe Road from both directions of Stallings/Potters Road;
2. Left turn movement onto Old Monroe Road from both directions of Stallings/Potters Road;
3. Slip Streets and on street parking on either side of Monroe Road within "Downtown Zone," provided through the reduction of the center median (keep 3' wide raised planting strip);
4. No bulb outs within the Monroe Road Section between Friendship Drive and Sweetbriar Drive;
5. Provide for 7' sidewalks and extend multi-use path south along Potters Road to the end of the project area; and

6. Explore a safer option for multi-use crossing or keep path on either the north or south side through the Town.

Council Member Martin arrived at 6:25 p.m.

3. Adjournment

Council Member Romanow moved to adjourn the meeting, seconded by Council Member Steele, and the motion received unanimous support. The meeting was adjourned at 6:55 p.m.

Approved on _____, 2018.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

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 July 9, 2018, at 7:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members John Martin, Lynda Paxton, Deborah Romanow, and Shawna Steele.

Those absent were: Council Member Kathy Heyse.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager; Minor Plyler, Police Chief; Max Hsiang, Planning Technician; Melanie Cox, Town Attorney; and Marsha Gross, Finance Officer.

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

No one was present to give public comment.

1. Reports

A. Report from the Mayor

The Mayor had no report.

B. Reports from Council Members/Town Committees

Council Member Paxton reported that Union County will hear the fire study report at the Union County Commissioners Meeting on August 6.

Council Member Martin reported he was invited to attend the Indian Trail ABC Board Annual Meeting. It was a profitable enterprise and was looking to expand in the future.

Council Members Romanow, Scholl, and Steele had no reports.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported on the following:

- Staff Update was submitted for the record

- NCDOT would not allow the Town to begin the mast arm painting on the Monroe Expressway until after the contractor has completed work in November; bidding for that project would let in August.
- The Town was awarded \$50,000 for small area plans from the state. Representative Dean Arp was instrumental in obtaining those funds.
- Staff completed supervisory training in Waxhaw. Departments would be following up on that training by setting departmental purposed and goals based on the Town's vision and priorities.

Marsha Gross, Finance Officer, presented the Council a Financial Update as of June 30, 2018 for the 2017-2018 fiscal year. That presentation is attached to minutes and therefore incorporated herein.

2. Agenda Approval

Town Manager Sewell requested adding a closed session pursuant to NCGS 143-318.11(a)(3) to Agenda Item 10.

Council Member Romanow made the motion to approve the Agenda with the above addition. The motion was passed unanimously by Council after a second from Council Member Martin.

3. CZ18.04.01 - CapRock Conditional Zoning Amendment

Mayor Dunn opened the public hearing. Max Hsiang, Planning Technician, explained that CapRock was requesting an amendment to conditional zoning CZ13.03.01 that if approved would allow changes to the site plan and elevations on subject property, tax parcel ID 07132006, that was approved for an age restricted 55+ community. The changes were:

1. Elevations

Condition #2 of the originally approved conditional rezoning required all buildings to be brick with stone accents to match quality of development at Austin Village and The Grove. The applicant was requesting an amendment to this condition that would allow hardiplank to be used as the main building material, utilizing stone and brick as accent materials.

2. Site Plan

The applicant was proposing a change to the approved site plan. The two-story building footprint had been reduced and would be oriented towards the west side of the property and would be three-stories. Instead of the original four (4) quad buildings, the new site plan had eight (8) duplex buildings located on the east side. Parking and circulation would be located in the center of the site. The open space area would be located on the west side, within the floodplain.

There was no one present to give public comment during this public hearing. Mr. Hsiang reviewed the conditions with the Council:

1. The project is subject to approval from NCDOT, Union County Public Works, DENR and Town Engineer.
2. Building elevations will include hardiplank with 20% brick and/or stone accents and will be built as shown in elevations provided as a part of this application. No vinyl or siding is permitted. Shake shingles are acceptable. Architectural review and approval by the Planning Board to include materials and colors will be required.
3. Walking trails and other passive recreational amenities will be included within the proposed open space on the property, as well as compliance with Article 21 of the Stallings Development Ordinance.
4. Right of way on Chestnut Lane for future widening will be dedicated to the Town of Stallings.
5. The site plan will need to be adjusted to ensure that detention and parking are not located within the project boundary buffers.
6. The density of the project shall not exceed 9.5 units per acre.
7. Parking will be limited to a total of 110 spaces.
8. Applicant will comply with requirements of the Housing for Older Person Act of 1995 (amended 1999) and provide the Town with the verification of occupancy required under federal law.
9. Applicant agrees to install curb and gutter and sidewalk on the property and any required road improvements.
10. The Town will obtain the necessary right-of-way for a sidewalk on the adjacent property (parcels 07132007 and 07132004B), and the applicant will construct the sidewalk, providing pedestrian connectivity to The Grove.
11. The applicant will provide pedestrian connectivity to adjacent property to the north (parcel 07132004).

Applicant Scott Vickery, Austin Properties, agreed to all the condition set forth by the staff and Planning Board. The Zoning Staff Report for CZ18.04.01 - CapRock Conditional Zoning Amendment is attached to these minutes and therefore incorporated herein.

Mayor Dunn closed the public hearing. The Planning Board unanimously recommended approval of the request.

Mayor Dunn read the Statement of Reasonableness and Consistency CZ18.04.01 - CapRock Conditional Zoning Amendment for into the record. Council Member Romanow made the motion to approve the Statement of Reasonableness and Consistency CZ18.04.01 - CapRock Conditional Zoning Amendment. The motion was seconded by Council Member Martin which passed unanimously. The Statement of Reasonableness and Consistency CZ18.04.01 - CapRock Conditional Zoning Amendment is attached to these minutes and therefore incorporated herein.

Council Member Romanow made the motion to approve CZ18.04.01 - CapRock Conditional Zoning Amendment with the addition of "20% of brick and/or stone" to Condition #2. The motion received Council's unanimous support after a second from Council Member Scholl.

4. CZ18.05.01 - East Coast Granite Amendment

Mayor Dunn opened the public hearing. Max Hsiang, Planning Technician, explained that East Coast Granite had submitted a conditional zoning amendment application to the Town of Stallings that, would allow for the property at 13606 E. Independence Blvd, parcel 07105006A, to amend the conditional zoning CZ17.08.01 to build a 50 ft. x 125 ft. outdoor granite showroom.

Condition #3 of the original conditional zoning stated that all outside storage areas would be in the rear of the building and would be screened using an opaque fence. Under this condition, East Coast Granite could not display granite unless in the rear and screened. The amendment would allow the showroom to be built on the side of the building where granite would be visible from the road.

Staff recommended that the conditional zoning amendment be approved with the following conditions:

1. The applicant or responsible party shall obtain all permits required through the Town and outside agencies in compliance with applicable regulations.
2. The applicant receives a Zoning Compliance Certificate from the Town before use of the 50 ft x 125 ft showroom.
3. All materials contained in the outdoor showroom be kept in presentable conditions.
4. The property be kept in compliance with the Town's Code of Ordinances as verified by the Stallings Code Enforcement Officer.
5. A 20' planted street buffer be installed that meets requirements of Article 7.7.8 (B) of the 2017 Stallings UDO.
6. Any dumpster located on the property will be screened using an opaque fence with a gate and landscape material where appropriate.
7. All outside storage areas (other than inside the outdoor showroom) will be in the rear of the building and will be screened using an opaque fence.
8. All ground and wall signage will be brought up to standards established by Article 17 of the 2018 Stallings DO.
9. Any code violations present on site will be mitigated prior to the issuance of a zoning permit for construction of the outside storage area.

The applicant agreed to all the conditions. The Planning Board unanimously recommended approval of the request.

There was no one present to give public comment during this public hearing. Council Member Romanow made the motion to approve CZ18.05.01 - East Coast Granite Amendment, changing the

conditions as presented above. Council Member Steele seconded the motion. The motion passed by a 4 to 1 vote opposed by Council Member Paxton.

Mayor Dunn read the Statement of Consistency and Reasonableness for CZ18.05.01 - East Coast Granite Amendment into the record. Council Member Romanow made the motion to approve the Statement of Consistency and Reasonableness for CZ18.05.01 - East Coast Granite Amendment which was seconded by Council Member Steele. The motion passed by a 4 to 1 vote with Council Member Paxton opposing. The Statement of Consistency and Reasonableness for CZ18.05.01 - East Coast Granite Amendment is attached to these minutes and therefore incorporated herein.

5. TX18.06.01 - Development Agreement Process

Mayor Dunn opened the public hearing. Town Manager Sewell explained that TX18.06.01 - Development Agreement Process was a consideration of a text amendment, to Article 7.15-3 Procedures for Entering into Development Agreements, to provide steps to begin and navigate the negotiation process for development agreements. The Planning Board approved of the text amendment and the Council had approved the fee as a part of the budget process.

There was no one present to give public comment during this public hearing. Mayor Dunn closed the public hearing. Council Member Paxton made the motion to approve TX18.06.01 - Development Agreement Process with a development agreement fee of \$6750. The motion was seconded by Council Member Romanow and received unanimous support by Council. The Ordinance Amending the "Stallings Development Ordinance" of the Town of Stallings is attached to these minutes and therefore incorporated herein.

Mayor Dunn read the Statement of Reasonableness and Consistency for TX18.06.01 - Development Agreement Process into the record. Council Member Romanow made the motion to approve the Statement of Reasonableness and Consistency for TX18.06.01 - Development Agreement Process with was seconded by Council Member Steele. The motion was passed unanimously by Council. The Statement of Reasonableness and Consistency for TX18.06.01 - Development Agreement Process is attached to these minutes and therefore incorporated herein.

6. Old Monroe Road Design Priorities for NCDOT

At the special meeting previously held that evening, Council and the Transportation Advisory Committee (TAC) held consensus on the requests it would ask of NCDOT for the Old Monroe Road design at Stallings Road. The Resolution for NCDOT Regarding Design Standards for U-4714 (Old Monroe Road)

was a product of those requests. Deputy Town Manager Nichols read the requests on the resolution into the record:

1. Through movement across Old Monroe Road from both directions of Stallings/Potters Road;
2. Left turn movement onto Old Monroe Road from both directions of Stallings/Potters Road;
3. Slip Streets and on street parking on either side of Monroe Road within "Downtown Zone," provided through the reduction of the center median (keep 3' wide raised planting strip);
4. No bulb outs within the Monroe Road Section between Friendship Drive and Sweetbriar Drive;
5. Provide for 7' sidewalks and extend multi-use path south along Potters Road to the end of the project area; and
6. Explore a safer option for multi-use crossing or keep path on either the north or south side through the Town.

Council Member Steele made a motion to approve the Resolution for NCDOT Regarding Design Standards for U-4714 (Old Monroe Road) which was seconded by Council Member Romanow. The motion received Council's unanimous support. The Resolution for NCDOT Regarding Design Standards for U-4714 (Old Monroe Road) is attached to these minutes and therefore incorporated herein.

7. Pay Classification Study Contract

Town Manager Sewell explained that this contract was a product of discussions during the budget meetings. Council discussed the item and held consensus to put this topic on the agenda in August or September and requested Town Manager Sewell collect information regarding current employee salary histories and turnover report in addition to other salary study survey companies.

8. FTA Transit Overlay District Grant Letter

Council Member Paxton explained that John Lewis, Charlotte-Mecklenburg Transit Authority, met with Stallings staff to discuss extending the light rail line from Central Piedmont Community College -Levine into Stallings. Stallings was offered the opportunity to participate in a no-match grant which would bring the light rail into Stallings.

Council Member Steele made the motion to authorize the Town Manager to authorize a letter of interest, participate in the grant, and authorize staff to take the necessary action to implement the grant and participate in the planning process and related activities. Council Member Paxton seconded the motion which passed unanimously by Council.

9. Town Manager Contract Update

Mayor Dunn explained this was a request to authorize the Town Manager Sewell to settle legal claims up to the insurance deductible amount.

After discussion, Council Member Romanow made the motion to approve the First Amendment to the Town of Stallings Employment Agreement with Alex Sewell, Town Manager with the change "but will notify the Council prior to executing any settlement." The motion was passed unanimously after a second from Council Member Steele. The First Amendment to the Town of Stallings Employment Agreement with Alex Sewell, Town Manager allowing this action is attached to these minutes and therefore incorporated herein.

10. Closed Session in Pursuant to NCGS 143-318.11(a)(6) and (3)

Council Member Romanow made the motion to go into closed session pursuant to NCGS 143-318.11(a)(6) and (3). The motion was passed unanimously after a second from Council Member Paxton.

Council went into closed session at 9:03 p.m. and reconvened in open session at 9:28 p.m.

Council Member Scholl made a motion to authorize the Town Attorney to file a lawsuit against Phoenix Land Surveying, Inc. The motion was seconded by Council Member Steele and received Council's unanimous support.

11. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Martin, and the motion received unanimous support. The meeting was adjourned at 9:28 p.m.

Approved on _____, 2018.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



MEMO

Date: August 8, 2018
To: Mayor Dunn and Town Council
From: Marsha Gross
Re: 2018-2019 Budget Amendments for Upcoming Council Meeting

At the upcoming council meeting on August 13th, we are proposing two budget amendments for FY2018-2019. Both items have been previously discussed at length with council and the proposed amendments formalize our discussions. Below is a short description by department of the requested changes:

Cultural and Recreational Department

Last fiscal year, council approved the purchase and installation of shades for the tot lot in Stallings Municipal Park in the amount of \$94,000. A budget amendment was prepared and approved for FY2017-2018 with the expectation that the items would be installed during the fiscal year. The equipment was ordered but unfortunately was not delivered until July which started our new fiscal year. There is a FY2017-2018 cost savings in the department of over \$118,000 which rolled over into the General Fund Balance for FY2018-2019 representing this savings.

The department has also been able to negotiate a cost savings of \$8,000 for Park Master Planning Services which occurred after the adoption of our current budget.

The net of these expenditures will require an amendment to the FY2018-2019 budget of \$86,000 and we are proposing a general fund balance appropriation to Cultural and Recreational budget for these changes.

Economic & Physical Development Department

During the Council Meeting on August 21, 2017, council approved to move forward with a Small Area Plan for Old Monroe Road and the Greenway Master Plan at a total cost of \$167,000. At the end of FY2017-2018, the services were not 100% complete. The unbudgeted amount that will be due during this fiscal year is \$29,000. We are proposing a budget amendment to complete the contract.

If you have any questions regarding these items, please contact me or the Town Manager, Alex Sewell.

AMENDED BUDGET ORDINANCE – NO. 1

TOWN OF STALLINGS, NORTH CAROLINA

FISCAL YEAR 2018-2019

BE IT ORDAINED by the Town Council of the Town of Stallings, North Carolina, that the estimated expenditures for the fiscal year 2018-2019 are hereby amended as set forth below:

Category	Account Number	Budgeted Amount	Amend to the Following	Net Increase or (Decrease)
<u>Revenue:</u>				
<u>Expense:</u>				
Cultural and Recreational		\$ 716,800	\$ 802,800	
Capital Outlay	10-80-6130-099			\$ 94,000
Outside Services	10-80-6130-039			\$ (8,000)
General Fund Balance Appropriation	10-99-3991-600	\$ 1,550,000	\$ 1,636,000	\$ 86,000

Explanation: Amendment is needed to increase Capital Outlay for the installation of shades in Stallings Municipal Park and to reduce Outside Services to account for savings on Park Master Plan Contract for the Cultural and Recreational Department and to appropriate funds from General Fund Balance for these expenses.

This Amendment to the Budget Ordinance shall be effective upon adoption.

The said Budget Ordinance, except as amended, shall remain in full force and effect.

ADOPTED this the 13th day of August, 2018.

Wyatt Dunn, Mayor

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney, Cox Law Firm, PLLC

AMENDED BUDGET ORDINANCE – NO. 2
TOWN OF STALLINGS, NORTH CAROLINA
FISCAL YEAR 2018-2019

BE IT ORDAINED by the Town Council of the Town of Stallings, North Carolina, that the estimated expenditures for the fiscal year 2018-2019 are hereby amended as set forth below:

Category	Account Number	Budgeted Amount	Amend to the Following	Net Increase or (Decrease)
<u>Revenue:</u>				
<u>Expense:</u>				
Economic and Physical Development Outside Services	10-40-4910-039	\$ 397,900	\$ 426,900	\$ 29,000
General Fund Balance Appropriation	10-99-3991-600	\$ 1,636,000	\$ 1,665,000	\$ 29,000

Explanation: Amendment is to appropriate funds from the General Fund to the Economic and Physical Development Department for the contract balance for the Greenway Master Plan.

This Amendment to the Budget Ordinance shall be effective upon adoption.

The said Budget Ordinance, except as amended, shall remain in full force and effect.

ADOPTED this the 13th day of August, 2018.

Wyatt Dunn, Mayor

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney, Cox Law Firm, PLLC



MECKLENBURG COUNTY
Office of the Tax Collector

To: Alex Sewell, Stallings Town Manager
From: Neal L. Dixon, Director/Tax Collector
Date: July 20, 2018
Subject: Tax Collector's Settlement for Fiscal Year 2018

Pursuant to the provisions of N.C.G.S. 105-373, this memorandum is the Tax Collector's report of settlement to the Stallings Town Commission for Fiscal Year 2018 (tax year 2017).

Total FY 2018 Tax Charged to the Tax Collector for collection: \$0.00

During FY 2018, the Tax Collector pursued collection of delinquent prior year taxes.

Prior Year Collections

Registered Motor Vehicle Tax:

<u>Tax Year</u>	<u>Net Levy</u>	<u>Collected in FY 2018</u>	<u>Uncollected</u>	<u>Pct. Collected</u>
2014	\$0.00	\$0.00	\$0.00	N/A
2015	\$0.00	\$0.00	\$0.00	N/A
2016	\$0.00	\$0.00	\$0.00	N/A

North Carolina General Statute 105-373(3) requires that this settlement be submitted to the governing board. The settlement shall be entered into the minutes of the governing body. Please ensure that this settlement is entered into the minutes of the governing body as required by statute.

Please contact me at Neal.Dixon@MecklenburgCountyNC.gov or 980-314-4488 if you have any questions or comments regarding this settlement report.

PEOPLE • PRIDE • PROGRESS • PARTNERSHIPS

700 East Stonewall Street (28202) • P.O. Box 31457 • Charlotte, North Carolina 28231 • 980-314-4488

cc: Erinn Nichols, Town Clerk
Karen Williams, Town of Stallings Tax Collector
Marsha Gross, Town of Stallings Finance Officer
Julissa Fernández, Deputy Tax Director
Frank Wirth, Deputy Tax Director


Tax Collector


Date

Sworn to and subscribed before me this 20th day of July, 2018


Notary Public

My Commission expires on November 07, 2020
Date



ORDER OF COLLECTION

NORTH CAROLINA, STALLINGS

TO THE TAX COLLECTOR OF MECKLENBURG COUNTY

GENERAL STATUTE 105-321(b)

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records, filed in the Office of the Tax Assessor and the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be first lien upon all real property of the respective taxpayers in Stallings and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real and personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand official seal, this _____ day of _____, 2018.

Mayor of Stallings (SEAL)

Attest:

Clerk of Board



Memo

To: Mayor and Town Council
From: Christopher J. Easterly, P.E., Town Engineer
Date: August 7, 2018
Re: Municipal Agreement with Betterments Authorization
NCDOT – Town of Stallings
TIP Project No. U-6091
Chestnut Lane / Matthews - Weddington Road Roundabout

On the June 11, 2018 meeting, Council approved the allocation of up to \$350,000 for the subject project. The funds will be utilized to acquire right of way and construct additional turn lanes in connection with the scheduled roundabout improvements. This will extend the sustainability and mobility of the infrastructure in the corridor.

NCDOT has submitted the municipal agreement to the Town (enclosed). The Town Attorney has reviewed and affirmed the document is satisfactory for execution. Up to \$50,000 will be allocated for right of way acquisition and up to \$300,000 will be allocated for the infrastructure implementation. The funds will be due upon completion of the corresponding phase.

Action Requested:

Authorize the Town Manager to execute the municipal agreement with betterments for TIP project No. U-6091 (Chestnut Lane / Matthews - Weddington Road Roundabout).



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

July 18, 2018

TO: Mr. Alex Sewell
Town of Stallings
315 Stallings Road
Stallings, NC 28104

FROM: Cindy Iorlano
Administrative Officer I

SUBJECT: Transportation Improvement Project - Municipal Agreement With Betterments
with Town of Stallings
WBS Element No. 47885.2.1 and 47885.3.1
TIP No. U-6091

Enclosed please find duplicate originals of the above-mentioned Agreement covering work to be performed under TIP Number U-6091. Please execute these agreements by signing both originals, affixing your seal, and returning both originals **within thirty (30) days** of the date of this letter to NC Division of Highways, Attention: Cindy Iorlano, 716 West Main Street, Albemarle, NC 28001.

The Agreement verbiage has been pre-approved by the NC Attorney General's Office and is not open to modifications. If you have an issue with any of the actual terms of the Agreement, we will discuss those requests. However, most change requests to Agreement verbiage will either be rejected by the Raleigh Transportation Program Management office or will require approval by the Attorney General's Office, which will add a minimum of six weeks to the processing time for the Agreement.

Thank you for your assistance in this matter. Please call me at the number below if you need additional information.

Enclosures

CAI

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION 10
716 WEST MAIN STREET
ALBEMARLE, NC 28001

Telephone: (704) 983-4400
Fax: (704) 982-3146
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
716 WEST MAIN STREET
ALBEMARLE, NC 28001

NORTH CAROLINA

**TRANSPORTATION IMPROVEMENT PROJECT –
MUNICIPAL AGREEMENT WITH BETTERMENTS**

UNION COUNTY

DATE: 7/18/2018

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-6091

AND

WBS Elements: ROW 47885.2.1

CON 47885.3.1

FEDERAL-AID NUMBER: STBGDA-1003 (167)

TOWN OF STALLINGS

THIS MUNICIPAL AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Stallings, a local government entity, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Department has plans to make certain street and highway constructions and improvements within the Municipality under Project U-6091, in Union County; and,

WHEREAS, the Department and the Municipality have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following legislation: General Statutes of North Carolina (NCGS), Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of the construction of a roundabout at the intersection of Matthews-Weddington Road (SR 1344) and Chestnut Lane (SR 1362).
2. At the request of the Municipality additional improvements to include a northbound right turn lane, a southbound left turn lane, and a westbound right turn lane will be constructed. Said work shall be performed in accordance with the Department's policies, procedures, standards, and specifications, and the following provisions.

PLANNING AND DESIGN

3. The Department shall prepare the environmental and/or planning document, and obtain any environmental permits needed to construct the Project, and prepare the Project plans and specifications needed to construct the Project. All work shall be done in accordance with departmental standards, specifications, policies and procedures.

RIGHT OF WAY

4. The Department shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.

UTILITIES

6. It is understood that there are no municipally-owned water and sewer lines to be adjusted or relocated at this time. If during the project it becomes necessary to adjust or relocate municipally-owned water and/or sewer lines a separate Utility Agreement will be prepared at the appropriate time.

CONSTRUCTION

7. The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the Department. The Department shall administer the construction contract for said Project.

MAINTENANCE

8. Upon completion of the Project:

- A. The Department shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.
- B. The improvement(s) shall be a part of the State Highway System and owned and maintained by the Department.

BETTERMENT COSTS AND FUNDING

- 9. The Municipality shall participate in the Right of Way and Construction betterment costs of the Project as follows:
 - A. The Municipality shall reimburse the Department up to a maximum amount of \$50,000 for the Right of Way costs associated with the betterments. The Department will invoice the Municipality upon completion of the Right of Way phase for the Project. Reimbursement to the Department shall be made within sixty (60) days of invoicing by the Department.
 - B. Upon completion of the project, the Department will invoice the Municipality for the Construction costs associated with the betterments up to a maximum amount of \$300,000. Reimbursement to the Department shall be made in one final payment within sixty (60) days of invoicing by the Department. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS § 147-86.23.
 - C. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, NCGS § 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by NCGS § 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement

ADDITIONAL PROVISIONS

- 10. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.

11. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
12. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
13. This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
14. The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.
15. A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.
16. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST: TOWN OF STALLINGS
BY: _____ BY: _____
TITLE: _____ TITLE: _____
DATE: _____ DATE: _____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ of the local governing body of the Town of Stallings as attested to by the signature of Clerk of said governing body on _____ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

BY: _____
(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:
Town of Stallings

Attn: Mr. Alex Sewell
315 Stallings Road
Stallings, NC 28104

DEPARTMENT OF TRANSPORTATION
BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)



MEMO:

TO: Town Council
FROM: Lynne Hair, Development Administrator
SUBJECT: Greenway-Recreation Master Plan Presentation
DATE: August 8, 2018

In August 2017, Council agreed to fund the creation of a town wide greenway master plan. This decision was based on goals set through the Comprehensive Land Use Plan and Small Area Planning process identifying connectivity and walkability as a priority. A steering committee was formed, and consultant hired shortly thereafter.

During the 2018-2019 budget cycle, it was decided to combine the Park and Recreation Master Plan with the Greenway Plan, creating a single document identifying all town park and recreation needs.

Staff has requested that the consultant present a plan update, that will include survey results and a draft plan. Eric Wooldridge with Destination by Design and several members of the steering committee will be presenting and available to answer questions. Feedback on the direction of the plan is requested.



TO: Mayor Dunn; Town Council
FR: Alex Sewell
DATE: 8/1/18
RE: State Awarded Downtown Revitalization Grant

Purpose: This memorandum's purpose is to update the Town Council on the State awarded downtown revitalization grant, and to seek direction on next steps.

Background: N.C. Rep. Dean Arp previously notified Mayor Dunn of potential funding (probably around \$30,000) that the Town may be able to obtain for economic development purposes. To help secure this funding, Rep. Arp requested a letter from the Town requesting the funds for a specific purpose. As the CEM small area plan cost was projected at \$30,000, the Town opted to make the request for the CEM small area plan.

Update: While the Town requested \$30,000, the State unexpectedly awarded the Town \$50,000 for downtown revitalization.

Commentary: The Town has designated \$30,000 of the grant to develop a small area plan for the CEM area. However, there is \$20,000 remaining in grant funds that must be used for downtown revitalization. The Town has commissioned some conceptual streetscape plans for the area around Town Hall/Stallings Municipal Park. One potential option is for staff to bring the Council options for upgrading the streetscape in the area and perhaps these funds could be used towards engineering costs.

Decision:

- 1.) To authorize staff to execute a contract with Destination by Design for \$30,000 for the CEM small area plan.
- 2.) How to spend the remaining \$20,000 for downtown revitalization.

Timeline: The State indicates the Town should submit paperwork notifying the State of how the funds will be spent no later than 10/5/18. As such, the Town will need to make a decision no later than the second September meeting.



TO: Mayor Dunn; Town Council
FR: Alex Sewell
DATE: 8/8/18
RE: Chestnut Small Area Plan

Purpose: This memorandum's purpose is to update the Town Council on a development opportunity in the Chestnut area and seek direction regarding the Chestnut Small Area Plan.

Background: The FY 2018-19 Budget includes funding for a "Chestnut Small Area Plan" which includes property owned by Union Power Company.

Update/Commentary: A reputable Charlotte developer, Terwilliger Pappas, has reached out to the Town on the development potential of the Union Power Company property and expressed interest in participating in the planning process.

Timing of the proposed development on the Union Power site hinges on completion of the Chestnut Small Area Plan. Beginning the plan in early September will allow time to complete and adopt the plan by early 2019. This is beneficial for two reasons. First, it ensures that the development on this tract will be in accordance with the Town's vision for the area. Second, it gives the Terwilliger Pappas Group confidence in proceeding with their project.

Regarding Small Area Plan development, collaborating with a developer has proven successful in the past as witnessed by the Town partnering with the Moser Group during the creation of the Highway 74 Small Area Plan. The opportunity to work with a property owner/develop during the planning process allows the Town an opportunity to vet the proposed project, ensure that it is in line with the Town's vision for the area, and make the area more likely to develop in accordance with the Town's vision.

Destination by Design is prepared to begin the project which will provide continuity in our Small Area Plans in terms of vision and quality. Staff and the consultant are ready to move forward as soon as Council approves the contract, allowing the Town to stay on target with our anticipated completion date.

Recommendation: Authorize staff to execute the contract with Destination by Design for the Chestnut Small Area Plan.



TO: Mayor Dunn; Town Council

FR: Alex Sewell

DATE: 8/7/18

RE: Idlewild Road – Sidewalk & Planting Strip Enhancements

Purpose: This memorandum's purpose is to inform the Town Council about the cost of the Town requested enhancements to the DOT Idlewild project and provide the framework for decision-making on next steps.

Background: NCDOT has proposed converting the Idlewild Road corridor within the Town of Stallings into a superstreet. The Town Council has passed a resolution strongly opposing the superstreet and requesting that the DOT:

- Redesign the widening of the IRC in a manner which eliminates the "Superstreet" concept and follows the Town's adopted Idlewild Road Small Area Plan including a four-lane boulevard with medians, full pedestrian accommodations, and a dual-lane roundabout at the intersection of Stevens Mill and Idlewild Roads that allows for full movement.
- Incorporate streetscape elements including black mast arm signal poles at the Idlewild Market entrance, decorative light poles along the entire corridor, enhanced landscaping to include street trees and median plantings along the entire corridor, and monument identification signage to be located near the Idlewild Road/485 interchange.
- Provide pedestrian facilities along IRC that include an 8' planting strip with a 6' sidewalk on both sides of the street.

Town and DOT staffs disagreed on some of the trip generation analysis numbers used to justify the DOT's superstreet recommendation. Based on the Town's request, NCDOT ran a new analysis assuming the trip generation requested by the Town. The DOT has passed along the new analysis and are recommending a combination traditional 6-lane road with a superstreet depending on the specific area. Town staff are reviewing the analysis, will meet as a team, and then meet again to discuss with DOT staff. After the analysis and DOT's recommendations are thoroughly evaluated on a technical level, Town staff will bring to the Town Council for consideration.

Update: In the meantime, the NCDOT is seeking to confirm that the Town is willing to assume the required cost-share for the Town's requested sidewalk and planting strip enhancements. As cited above, the Town has requested to add a 6' sidewalk with an 8' planting strip on both sides of Idlewild Road in Stallings. NCDOT *estimates* that the Town's cost-share for these enhancements is \$292,205.42, or \$300,000 rounded up. This cost includes sidewalk, planting strip, and very basic landscaping (grass).

NCDOT indicates that it strongly suspects that any utility that needs to be moved will be done by the project but DOT cautioned that this cannot be guaranteed now. If a utility does need to be moved, NCDOT would give the Town the option at that time to make an exception in the widths or take on the additional utility movement costs. Alternatively, the Town could provide a 5' sidewalk with a standard 4.5 planting strip for an estimated \$213,734.64. However, this alternative is not as likely to help enhance growth in accordance with the Idlewild Small Area Plan.

As the DOT completes a project like this one, DOT has advised that it has procedures that can allow DOT to provide funding for landscaping initial installation. Under this scenario, the DOT would require the Town to maintain the landscaping as needed to keep it looking good. If the Town is willing to take this approach, then the Town would need to enter into a municipal agreement with the DOT that spells out what the DOT will design and install (with the Town's input) and that the Town will maintain the landscaping. Notably, this process is available for TIP projects, but not typically for the STBG-DA, CMAQ or safety projects.

Commentary (Pros vs. Cons): Benefits of funding the Town's requested enhancements include providing a more aesthetically pleasing and walkable environment, which is another tool to help growth in the area be in accordance with the Idlewild Small Area Plan. As the Town's remaining undeveloped land decreases over time, it's important to ensure that the remaining undeveloped areas are developed in the future in accordance with Town plans.

The main con of implementing the requested enhancements is that the cost is significant (about \$300,000). Another potential con is that it's possible to argue that a sidewalk width of 6', although a more than the standard 5', is still inadequate for creating the type of pedestrian environment that the Town is striving for in this corridor. However, adding additional sidewalk footage means purchasing more right-of-way with the Town covering 100% of the expense.

Decision:

- Whether to commit to funding the cost-share of the requested Idlewild enhancements.
- Whether to reaffirm to DOT that the Town does want some form of enhanced landscaping to be definitely confirmed by the Town at the appropriate point during this project's construction.

Timeline: NCDOT indicates the Town needs to decide before DOT gets farther into design, but that a decision does not need to be made until September. Right now, design is on hold and the DOT has not secured funding for its 6-lane recommendation. DOT indicates that the Town will not need to pay the enhancement costs until the project is complete.



**Resolution to Adopt the North Carolina Public
Employee Deferred Compensation Plan**

WHEREAS, the Town of Stallings wishes to provide a qualified defined contribution plan to the employees of Stallings; and

WHEREAS, the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code §457(b) for public employees of North Carolina;

THEREFORE, be it resolved that the Stallings Town Council has adopted the North Carolina Public Employee Deferred Compensation Plan also known as "NC Deferred Comp" under the terms of the Plan Document and the Third-Party Administrator Agreement. All employees shall become eligible to defer compensation as soon as the plan can be administratively established for the Town.

Adopted this the 13th day of August, 2018.

Wyatt Dunn, Mayor

Attest:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney

Offer your employees a chance for a more financially secure retirement with the NC 457 Plan.

The NC 457 Plan is sponsored by the state of North Carolina and is available ONLY to North Carolina public employees. As a public employer in the state of North Carolina, you have the ability to offer your employees this unique Plan.

You can offer the NC 457 Plan, even if you have an existing 457 plan in place from another provider.

You have the flexibility of several options:

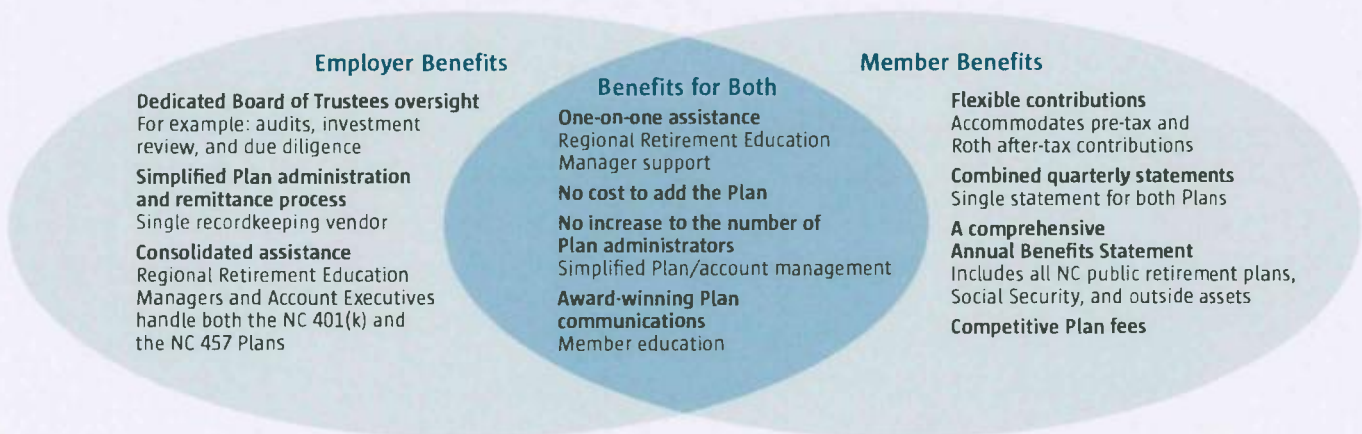
1. **Terminate other 457 plan(s) and move employees to the new NC 457 option**, giving them the ability to consolidate their assets in the NC 457 Plan.
2. **Suspend active participation in other 457 plan(s)**, allowing employees to keep their existing investments working for them.
3. **Keep your other existing 457 plan(s) active**, while still allowing the option of the NC 457 Plan.

About the NC 457 Plan

- **Automatic pre-tax, and Roth after-tax, payroll deductions.** Contributions to the Plan come out of members' gross pay automatically, helping them save regularly and conveniently.
- **Catch-up contributions.** "Pre-retirement" and "over 50" catch-up contributions, which can be made over the course of the year, are great opportunities for members to make up for lost time or bridge any gaps in retirement income.
- **Multiple custom investment choices.** Custom-developed and competitively priced investment options* include stable value, fixed-income, inflation protection, large-cap, small/mid-cap, international, global, and inflation responsive to meet any investing goal.
- **Investing made easy with GoalMaker®** This optional, no-additional-cost asset allocation program guides members to an investment mix based on their age and risk tolerance.
- **Rollovers allowed.** The NC 457 allows for rollovers from other qualified plans from previous employers.
- **The ability to take loans.** If necessary, members can access their savings through loans or hardship withdrawals.
- **Access to their money.** If a member terminates employment (or retires), he or she can withdraw their NC 457 Plan account balance at any age without early withdrawal penalties.
- **Flexible distribution options.** When it comes time to put those savings to work, the Plan offers a variety of ways to withdraw savings so members can choose the method that best meets their needs.
- **Online account access and helpful retirement planning tools.** In addition to 24/7 access, members can tap into a host of retirement articles, interactive calculators, and online tutorials to help educate them on a disciplined approach for saving for retirement.

*2013 Defined Contribution Benchmarking Report For North Carolina Retirement Systems.

The NC 457 Plan is a win for you and for your employees. Here's why:



It's easy to add the NC 457 Plan. Prudential Retirement®, the recordkeeper for the Plan, is positioned to be your partner.

Whether you decide to offer the NC 457 as a stand-alone Plan, or add it to your existing plan lineup, our experienced professionals are prepared to provide as much assistance as you'd like to ensure a smooth implementation and/or transition process. We make it simple by helping you:

- Understand Plan provisions
- Gather all necessary Plan documentation
- Review options for your current 457 plan(s)
- Iron out payroll processing details
- Accurately handle records conversion and asset transfer
- Navigate legal contracts
- Plan and develop member communications
- Obtain governing board approval, if necessary
- Create a transition timeline and review the milestones

Important points to consider when deciding to offer or switch to the NC 457 Plan:

- Would my employees appreciate having the additional opportunity to save for their retirement?
- Would my employees like to take advantage of both pre-tax savings, along with Roth after-tax savings?
- Would this Plan help me to attract and retain talent?
- Is there a cost-savings opportunity involved in adding the NC 457 Plan?
- Is there a cost-savings opportunity for replacing existing plans?
- Would adding this Plan simplify overall plan administration and retirement education?
- Would my employees appreciate having the ability to access one website for both the NC 401(k) Plan and the NC 457 Plan?
- Would there be any increased efficiencies, perhaps involving payroll or informational meetings?

Learn more about the advantages of adding the NC 457 Plan to your benefits offering!

Contact your [Retirement Education Counselor](#) directly or visit NCPlans.prudential.com.

Experience the ease of implementation and enjoy expert Plan oversight, simplified administration, and increased cost savings, all while improving the overall retirement savings experience for your employees with award winning education and enrollment programs. It's a win-win decision you won't regret making.

PRUDENTIAL RETIREMENT

Prudential Retirement provides the communications and recordkeeping services for the **NC Total Retirement Plans 401(k)|457**. Investments offered to you within the plan(s) are not offered by or affiliated with Prudential Financial or any of its companies or businesses. Prudential Retirement is a Prudential Financial business.

North Carolina Total Retirement Plans and the North Carolina Total Retirement Plans logo are service marks of the North Carolina Department of State Treasurer.

Rollover assets may be assessed fees or other surrender charges. Please contact current account provider for this information.

Neither Prudential Financial nor any of its representatives are tax or legal advisors and encourage you to consult your individual legal or tax advisor with any specific questions.

Amounts withdrawn before age 59½ may be subject to a 10% federal income tax penalty, applicable taxes and plan restrictions. Withdrawals are taxed at ordinary income tax rates.

Please keep in mind that it is possible to lose money by investing in securities. Application of asset allocation and diversification concepts does not ensure safety of principal.

Retirement Education Counselor are registered representatives of Prudential Investment Management Services LLC (PIMS), Newark, NJ. PIMS is a Prudential Financial company. Retirement products and services are provided under group variable annuity contracts issued by Prudential Retirement Insurance and Annuity Company (PRIAC), Hartford, CT, a Prudential Financial company.

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OPERATIONAL REQUIREMENTS FOR EMPLOYERS

SUPPLEMENTAL RETIREMENT INCOME PLAN OF NORTH CAROLINA

(NC 401(k))

And

NC PUBLIC EMPLOYEE DEFERRED COMPENSATION PLAN (NC 457)

The State of North Carolina Supplemental Retirement Board (“Board”) and the North Carolina Retirement Systems Division of the Department of State Treasurer (“Treasurer”) selected Prudential Retirement Insurance and Annuity Company (PRIAC) as the Third-Party Administrator of the Supplemental Income Plan of the State of North Carolina and the NC Public Employee Deferred Compensation Plan (“Plans”). The Board and the Treasurer have entered into an agreement with Prudential under which Prudential has agreed to provide administration and communication services for the Plan (the “Contract”). To enable Prudential to provide such services on behalf of an employer which elects to implement one or both of the Plans for its employees (“Employer”), the Employer confirms that it will provide the information and support described below. The term “Plan” throughout these Requirements, shall mean each plan elected by the Employer, as indicated on the last page.

ARTICLE I

RESPONSIBILITIES OF THE EMPLOYER

A. Implementation of Plan(s)

1. The Employer confirms that it made the decision to implement the Plan via resolution. The employer agrees to provide a copy of such resolution, if available, to Prudential.
2. The Employer will designate a coordinator for each unit to work with Prudential to select enrollment dates, determine the number of meetings needed and what employee notification

of meetings will be required, and to make other decisions necessary to hold successful enrollment meetings.

3. The Employer will provide time for its employees to attend an enrollment meeting. The Employer agrees that employees representing all employee pay grades will be given the opportunity to attend the meetings. The Employer understands that the meetings are an important resource in making employees aware of their opportunity to participate in the Plan(s).

4. The Employer will provide a facility to conduct enrollment meetings for its employees.

5. The Employer will publicize the meetings to all its employees by internal publication, meeting notices provided by the Third-Party Administrator and through other media agreed to by its coordinator and the Third-Party Administrator.

B. Operation of Plan(s)

1. The Employer will have sole responsibility for determining which of its employees are eligible to participate in the Plan(s) in accordance with eligibility requirements established by the Plan or North Carolina General Statutes or the Employer, where applicable, both with respect to elective deferral contributions and with respect to sharing in the allocation of any Employer contributions made pursuant to Article VII. The Employer will advise the Third-Party Administrator each month of any "new enrolled" employee who is eligible to participate in the Plan(s). The Employer also will advise the Third-Party Administrator each month of any participant in the Plan(s) who has terminated their employment, the date of termination, and the reason for the separation from service.

2. The Employer will provide payroll deductions for all contributions to the Plan(s) and all loan repayments to the Plan. The Employer will modify its payroll application to comply with specifications required by the Third-Party Administrator of the Plan(s). This includes the

format of the deduction report for the delivery of contributions and loan repayments to the Third-Party Administrator. The Employer will notify the Third-Party Administrator of any changes in payroll frequency, the frequency of payroll deductions, or change in status.

3. The Employer will deliver the remittance files, loan payment files, and the funds for these reports to the location provided by the Third-Party Administrator.

4. The Employer agrees that employee voluntary contributions to the Plan and loan repayments will not be suspended, modified or terminated for a participant unless so instructed by the Third-Party Administrator based on the participant's actions with the Third-Party Administrator.

5. The Employer agrees to comply with all operating procedures established by the Third-Party Administrator of the Plan(s). It understands that the procedures may be modified or revised from time to time, and the Employer agrees to comply with revisions and modifications without delay upon receipt of adequate notice of such modifications.

6. The Employer will inform the Third-Party Administrator in advance of any changes in the Employer's benefit or compensation programs that affect the operation or administration of the Plan(s).

7. With respect to Sworn Law Enforcement Officers, the Employer agrees that if Employer contributions are not remitted in a timely manner and as a result, the Court Cost allocations are not made, the Employer will be solely responsible for remitting the funds necessary to make up the missing Court Costs (applies to Supplemental Income Plan of the State of North Carolina).

8. The Employer may request that the Third-Party Administrator refund a contribution made within the preceding 12 months on account of a mistake of fact, as defined by the Internal Revenue Service, and the Third-Party Administrator will grant such request.

9. The Employer will furnish the Third-Party Administrator all documents, data and other information necessary for the Third-Party Administrator to perform its duties under this Agreement. The Employer will be solely responsible for the accuracy of any documents, data, or other information provided to the Third-Party Administrator by the Employer or by any other person or entity having responsibilities with respect to the Plan(s). If the Employer fails to provide any such requested information, the Third-Party Administrator will be obligated to perform its duties under this Agreement only insofar as it is able to do so with the information available. All information required to be furnished by the Employer will be transmitted in the medium and form acceptable to the Third-Party Administrator. The Third-Party Administrator will be entitled to rely fully on the accuracy and completeness of information submitted by the Employer and will have no duty or responsibility to verify such information.

10. The Employer will comply with the Uniformed Service Employment and Re-employment Rights Act of 1994 regarding participation in the Plan by participants with military service. The Plan(s) allows an Employer to permit an employee who meets the criteria of the Uniformed Service Employment and Re-employment Rights Act of 1994 the opportunity to “catch-up” salary deferrals to the Plan that were not made during the time they were on active duty. Loan repayments are suspended during the period the Plan(s) participant is on active duty.

ARTICLE II

RESPONSIBILITIES OF THE THIRD-PARTY ADMINISTRATOR

A. Implementation of Plan(s)

1. The Third-Party Administrator will assist the Employer’s coordinator in scheduling enrollment meetings, provide the employer with meeting notification materials, including but not limited to posters, handbills, press release-type articles and payroll stuffers that are mutually acceptable to the Employer coordinator and the Third-Party Administrator.

2. The Third-Party Administrator will present the Plan(s) and its benefits to the employees and enroll them in the Plan(s).

3. The Third-Party Administrator will provide brochures, enrollment forms, payroll deduction authorization forms, withdrawal forms, loan applications and other forms relating to loans, as well as other forms needed to fulfill the duties as Third-Party Administrator. For purposes of this paragraph, “form” will also mean a facility for electronic processing of participant requests.

B. Operation of Plan(s)

The Third-Party Administrator will provide the services described below, as required under the Contract:

1. The Third-Party Administrator will maintain a record of each participant’s contributions and will invest his/her contribution in the fund(s) selected by the participant.

2. The Third-Party Administrator will provide the participant with a quarterly statement of his/her account, which shows the value of the participant’s account.

3. The Third-Party Administrator will allow the participant to borrow from his/her account when he/she has complied with the eligibility requirements established by the Third-Party Administrator and the Plan as permitted by federal regulations, the Plan and the Third-Party Administrator.

4. The Third-Party Administrator will provide the participants withdrawal options including lump sum distribution and periodic payments in accordance with the Plan(s) and the Code.

5. The Third-Party Administrator will provide participants in the Plan(s) who become entitled to receive a distribution from the Plan with all appropriate notices and election forms concerning such distribution. The Third-Party Administrator is responsible for proper reporting of all distributions from the Plan(s) and the withholding of income taxes as required by the Plan(s) and the Code.

6. The Third-Party Administrator will provide administrative and operating procedures for the Employer.

ARTICLE III
PLAN(S) PARTICIPATION

The Employer and the Third-Party Administrator jointly agree to promote the Plan(s) and encourage participation in the Plan(s) by all pay grades of the Employer. This will require that initial enrollment meetings be held with all eligible employees to ensure that they are aware of the benefit and value of participating in the Plan(s). The Employer agrees to promote the Plan(s) on an on-going basis by conducting periodic meetings with eligible employees, utilization of posters, newsletter articles, payroll stuffers, and other agreed upon communications.

ARTICLE IV
TERMINATION OF AGREEMENT

1. Either party may terminate this Agreement upon giving six months advanced written notice to the other party, provided that the non-terminating party may waive such notice requirement. The termination of this Agreement *does not* terminate the Plan(s) in which the Employers' employees are participating or require a distribution of accounts of the participating employees from the Plan(s). The termination of this Agreement relieves the Employer from taking deductions and loan repayments from the participating employee's pay and remitting them to the Third-Party Administrator.

2. The State may terminate the Plan(s) at any time through the enactment of laws.

3. This Agreement will terminate if the State terminates its Agreement with Prudential by which Prudential is obligated to serve as Third-Party Administrator.

4. This Agreement will terminate if the Trustees discontinue the Plan(s).

ARTICLE V
EMPLOYER PAID CONTRIBUTIONS

The Employer may, in its discretion, make contributions to the Plan(s) on behalf of its eligible employees upon approval by the Third-Party Administrator. If an Employer requests approval for applying Employer-paid contributions to the Plan(s) (other than those mandated by law), the exact nature and application of the proposed contribution allocation method will be described in writing and submitted to the Third-Party Administrator to review.

If a proposed Employer contribution is found to be within guidelines of the Code, and the Plan(s) document, and compatible with operational procedures as provided by the Third-Party Administrator of the Plan, the Employer contribution will be implemented on such date as agreed upon by the Employer and the Third-Party Administrator. The Employer agrees to comply with reporting procedures outlined by the Third-Party Administrator.

The Employer further agrees to remit payroll deductions for Plan(s) contributions, loan repayments and any employer contribution to the Plan(s) on behalf of the employee participating in the Plan(s), to the Third-Party Administrator on the same frequency of the payroll, but no less than once each month.

In the event an Employer proposes to implement an Employer contribution on a match basis or an Employer contribution that does not otherwise provide a proportionate benefit for all eligible employees regardless of length of service or job classification, review and approval by the Third-Party Administrator is required.

Once an Employer contribution to the Plan(s) has been established in accordance with the above, the Employer agrees to advise the Third-Party Administrator in advance of any proposed change in the Employer contribution. The Third-Party Administrator will inform the Employer whether the proposed change is acceptable based upon the Code, the Plan(s) document, and the Third-Party Administrator's operating procedures. If the Employer contribution is found to be

within the Code, and the Plan(s) document, and compatible with operational procedures as provided by the Third-Party Administrator of the Plan(s), the Employer is required to provide the Third-Party Administrator with a written description of the employer contribution to include the effective date of the change, the employee group covered, and the rate and method of allocation.

ARTICLE VI
MISCELLANEOUS

1. All times specified will be the current Eastern Time.

2. The Employer will make available to the Third-Party Administrator, the Department of the State Treasurer, and an auditor appointed by the Third-Party Administrator or the Board of Trustees its records of contributions and loan payments submitted to the Plan(s) for the purposes of an audit. The Employer will also make available its documents pertaining to its employees' deferral elections and other documents deemed necessary by the Third-Party Administrator to audit the Plan(s).

I agree to the terms set forth above with respect to the Plan indicated below:

____ Supplemental Retirement Income Plan of North Carolina

____ NC Public Employee Deferred Compensation Plan

AGREED TO BY:

Name of Employer (Please Type or Print)

By: _____
(Signature)

(Please Type or Print Name Signed Above)

Its: _____
(Please Type or Print Official Title)

Date: _____

PRUDENTIAL

By: _____

Date: _____

(Revised 5/2017)



Memo

To: Mayor and Town Council
From: Kevin Parker E.I., Assistant Town Engineer
Date: August 8, 2018
Re: Willowcroft Road Infrastructure Acceptance

Meritage Homes has requested that the Town accept the streets, lighting and drainage infrastructure within the Willowcroft development into the Town maintenance system (see enclosed letter).

The streets in question are as follows:

STREET NAME	LINEAR FEET
Hidden Cove Lane	650LF
Yarrow Street	1125LF
Willowcroft Drive	375LF
TOTAL	2,150 LF / 0.41miles

The Town's Street Acceptance Policy and UDO require the following criteria to be met for the Town to consider an acceptance request.

1. All roads must meet established minimum town development standards;

The roads were built to Town minimum road standards as identified in the approved site construction plans (does not include the minimum 50' right-of-way). Documentation of subgrade density verification provided for record. Inspector was onsite for all roadway and curb proofrolls.

2. All identified repairs to streets, lighting and sidewalks must be made at the cost of the developer.

All punch list items developed by staff and appropriate HOA requests were corrected by Meritage. Staff conducted onsite inspections and verified repairs.

3. Storm drainage as-built are to be provided by the surveyor of record.

As-builts provided for record.

4. When the roads/infrastructure have been accepted the Engineer will release the performance bond(s) submitted by Meritage Homes.
5. The applicant must request of Town Council that the streets be accepted into the maintenance system.

See above.

It has been established that the applicant has met all of the established criteria of the Town's Street Acceptance Policy.

Action Requested:

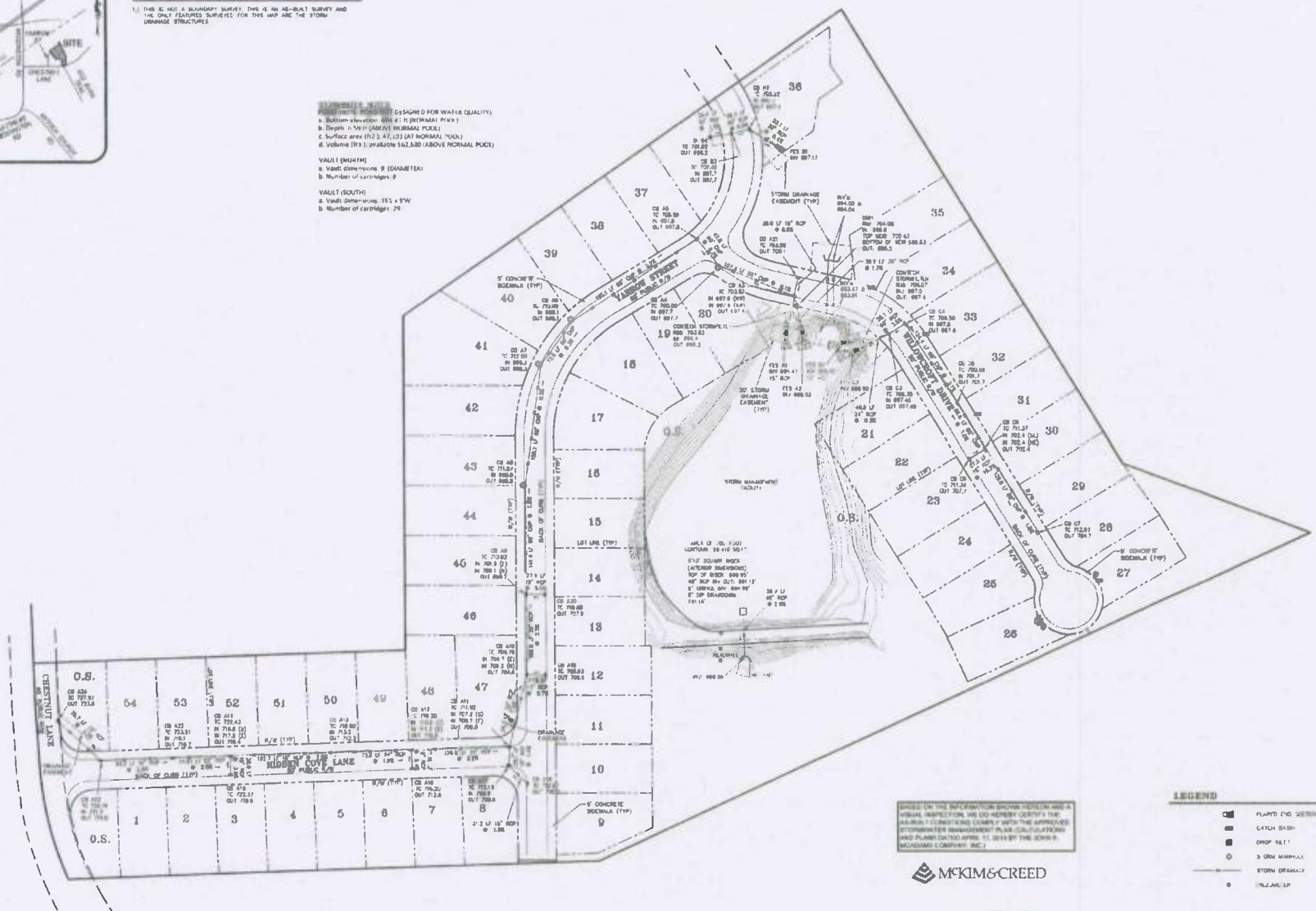
Requesting motion to accept 0.41 miles of roadway in the Willowcroft development into the Town's maintenance system.



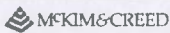
GENERAL NOTES

1) THIS IS NOT A BOUNDARY SURVEY. THIS IS AN AS-BUILT SURVEY AND THE ONLY FEATURES SURVEYED FOR THIS MAP ARE THE STORM DRAINAGE STRUCTURES.

- STORM DRAINAGE**
 FLOW TO THE SOUTH NOT DESIGNED FOR WATER QUALITY
 a. Bottom elevation: 588.41 ft (BOTTOMAL PIPE)
 b. Depth: 0.76 ft (AFTER 24 HOURS POOL)
 c. Surface area: (12.2, 47, 123) AT NORMAL TIDE
 d. Volume (183): elevation 562.830 (ABOVE NORMAL POOL)
- VAULT (NORTH)**
 a. Vault dimensions: 8 (Diameter)
 b. Number of carriages: 8
- VAULT (SOUTH)**
 a. Vault dimensions: 15.1 x 9.7
 b. Number of carriages: 29



BASED ON THE INFORMATION SHOWN HEREON AND A VISUAL INSPECTION, WE DO HEREBY CERTIFY THE AS-BUILT CONSTRUCTION CONFORMS WITH THE APPROVED STORMWATER MANAGEMENT PLAN (CALCULATIONS) AND PLANS DATED APRIL 11, 2018 BY THE FIRM OF MCKIM & CREED, INC.



- LEGEND**
- FLATTOP (NO COVER)
 - CATCH BASIN
 - ENOP 18" x 11"
 - 3 ORN MANHOLE
 - STORM DRAINAGE
 - WELLS



AS-BUILT ONLY



DATE: 04-17-2018 PLOD: JPC

PROJECT: MCKIM & CREED
 CLIENT: MCKIM & CREED
 PROJECT: MCKIM & CREED

WILLOWCROFT
 TOWN OF STALLINGS
 UNION COUNTY, NORTH CAROLINA

Erinn Nichols

From: Collins, Brian <Brian.Collins@meritagehomes.com>
Sent: Tuesday, July 24, 2018 11:22 AM
To: Kevin Parker
Subject: Willowcroft Infrastructure

Kevin - After the final walk with you last week, I'd like to request that the Town of Stallings take over the infrastructure in the Willowcroft community. Please let me know the next steps on the bond release and I'll be available for the next council meeting. Thank you.

Brian Collins
Land Development Manager
Meritage Homes
704-807-6244