



**November 13, 2023**  
 Stallings Government Center  
 321 Stallings Road  
 Stallings, NC 28104  
 704-821-8557  
[www.stallingsnc.org](http://www.stallingsnc.org)

## Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	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 A. Minutes from the following meetings: (1) 10-10-2023 (2) 10-23-2023 B. On-Call Engineering and Architectural Services Agreement C. Amendment Budget Ordinance 8 – Potter & Co. Contract Amendment	Wyatt Dunn, Mayor	Approve Consent Agenda
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.	7:45 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve Agenda
4.	7:47 p.m.	Stallings Park Playground Proposal	Eunice Donnelly, Parks & Rec. Dir.	Approve/deny proposal
5.	8:00 p.m.	Community Committee Establishment Ordinance (Parks/Police Committees Merger)	Eunice Donnelly, Parks & Rec. Dir.  Dennis Franks, Police Chief	Adopt ordinance
6.	8:05 p.m.	FY25 Budget and Priorities Setting Process	Alex Sewell, Town Manager	Information and Discussion
7.	8:20 p.m.	2725 Old Monroe Road Property Use ( <i>Dunn</i> )	Wyatt Dunn, Mayor	Discussion
8.	8:30 p.m.	Adjournment	Wyatt Dunn, Mayor	Motion to adjourn

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

The Town Council of the Town of Stallings met for its regular meeting on October 10, 2023, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Heather Grooms, Graham Hall and Brad Richardson.

Those absent were: Mayor Wyatt Dunn; and Council Member Taylor-Rae Drake.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Max Hsiang, Planning Director; Stuart Valzonis, Planner I; Kevin Parker, Town Engineer; Jamie Privuznuk, Finance Officer; and Eunice McSwain, Parks and Recreation Director.

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

Dhaval Mehta, 407 Rachel Elizabeth Drive, was concerned with tennis courts availability in the Stallings Municipal Park. Private coaches arrive at 2 p.m. for private courses at 4 p.m. even though there is a no reservations policy in the park. He wanted to know if Stallings was getting any profits from the coaches.

*Council Member Richardson arrived at 7:05 p.m.*

1. Approval of Consent Agenda Items

- A. Minutes from the following meetings:
  - (1) 09-11-2023
  - (2) 09-11-2023 – closed
  - (3) 09-25-2023
- B. Police Department
  - (1) Taser Purchase Order
  - (2) Wrecker Service Agreement Amendment
- C. Social Media Policy

Council Member Hall made the motion to approve the Consent Agenda Items as presented. The motion was seconded by Council Member Grooms which passed unanimously by Council.

2. Reports

A. Report from the Mayor

The Mayor was not present to give a report.

B. Reports from Council Members/Town Committees

Council Members Hall and Grooms had no reports.

Council Member Ayers reported that during the regional WUMA meeting, traffic and sewer were discussed.

Council Member Scholl reported that the state budget allocated \$26M for sewer expansion in Union County.

Council Member Richardson had no report.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported on the following:

- Planning Director Max Hsiang introduced Planner I Stuart Valzonis to the Council.
- Parks and Recreation Director Eunice Donnelly reminded the Council of Stallings Fest on October 21. The Parks and Recreation Director also reported that the event the previous weekend was a success with the Police Department where bike safety was taught, and bike helmets which were obtained by a grant were handed out.

3. Agenda Approval

Council Member Richardson made a motion to approve the Agenda as presented. The motion was passed unanimously by Council after a second from Council Member Groom.

4. TX23.09.01

A. Acts of Sourdough, LLC

Mayor Pro Tempore Scholl opened the public hearing. Planning Director Hsiang explained Acts of Sourdough, LLC, a bakery products company, submitted a text amendment application to request Bakery and Bakery Products as a listed use (L) in the Vehicle, Service, and Repair (VSR) zoning district. The VSR zoning district was established to provide locations for specific uses (Automotive) that, due to their unique characteristics and importance to the community and the traveling public, require different criteria and specifications than typical commercial development. VSR has had several text amendments

to allow Medical Supplies, Flooring, and now Bakery. The VSR zoning was created only to allow automotive uses but was now moving towards more commercial. Staff recommended approval of the amendment as it was consistent with the area's future land use as Suburban Commercial Center.

Applicants Courtney Moody and Beth Cotromano were present to explain Acts of Sourdough, LLC which would provide sourdough bread starter kits, hand sewn bowl and jar covers, sourdough seasonings, sourdough jars, wholesale bread for vendors, classes, and recipe books. Acts of Sourdough, LLC, wanted a presence in the community and a place to operate its business as it had outgrown the private home of the owner.

No one was present to give public comment on the item. Mayor Pro Tem Scholl then closed the public hearing. Council Member Ayers made the motion to approve TX23.09.01 to which Council Member Grooms seconded the motion. The motion was approved unanimously by Council.

#### B. Statement of Consistency and Reasonableness

Council Member Hall made the motion to approve the *Statement of Consistency and Reasonableness for TX23.09.01*. Council Member Ayers seconded the motion to which Council unanimously approved. The *Statement of Consistency and Reasonableness for TX23.09.01* is attached to these minutes and therefore incorporated herein.

#### 5. Chestnut/Matthews-Weddington Roundabout Landscaping Costs

Engineering Director Parker explained staff was directed by Council to obtain costs for implementing landscaping within the traffic circle and surrounding roadside maintenance at the Chestnut Lane and Matthews-Weddington Road Intersection.

The cost breakdown was:

- Total Cost to Install Landscaping - \$19,706.20
  - Installing Plantings - \$17,506.20
  - 40-hours of Watering - \$2,200
- Total Recurring Annual Maintenance Cost - \$5,460
  - Annual Contract for Roadside Mowing and Traffic Circle Maintenance - \$5,460

Council discussed the options for the roundabout. The motion was made by Council Member Richardson to 1) Approve the landscaping installation in the traffic circle for an amount of \$19,706.20; (2) Approve the recurring annual maintenance of the intersection for an amount of \$5,460; and (3) Authorize the Town Manager to execute a budget amendment for the landscaping installation and

recurring annual maintenance. Council Member Ayers seconded the motion to which the Council unanimously approved.

6. U-5808–US 74 and Chestnut Pkwy Agreement

Town Manager Sewell explained the Town of Indian Trail had led a multi-phase project with the goal of providing an alternate route for commuters to get from Highway 74 to Old Monroe Road. Phase 2 was NCDOT’s portion of the effort which, formally identified as Project U-5808, was mostly in Indian Trail, but a smaller portion was in Stallings. In March 2019, the Stallings Town Council voted to approve paying \$1,900 to NCDOT for the cost of powder coating the mast arm pole and two signal head pedestals (regarding U-5808). In August 2023, NCDOT reached out regarding this project and provided a new estimate of \$2,280 for the powder coating work.

Council Member Hall made the motion to not fund powder coating of the mast arm pole and two signal head pedestals for U-5808–US 74 and Chestnut Pkwy. Council Member Grooms seconded the motion. The motion failed by a 2 to 3 vote with Council Members Ayers, Scholl, and Richardson opposing.

Council Member Richardson made the motion to fund powder coating of the mast arm pole and two signal head pedestals up to \$2,280 and authorize the Town Manager to execute and implement the agreement on the Town’s behalf including issuing payment; and request staff bring back a budget amendment for Council approval. Council Member Ayers seconded the motion to which the Council unanimously approved. The motion passed by a 4 to 2 vote with Council Members Hall and Grooms opposing.

7. Adjournment

Council Member Hall moved to adjourn the meeting, seconded by Council Member Ayers, and the motion received unanimous support. The meeting was adjourned at 7:57 p.m.

Approved on \_\_\_\_\_, 2023.

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

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

Approved as to form:

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

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

The Town Council of the Town of Stallings met for its regular meeting on October 23, 2023, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

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

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Max Hsiang, Planning Director; Kevin Parker, Town Engineer; and Jamie Privuznuk, Finance Officer.

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

No one was present to give any public comments.

1. Approval of Consent Agenda Items

- A. ARPA 5th Quarter documents
- B. Amended Budget Ordinance 7 – Chestnut Roundabout
- C. Copier Lease

Council Member Scholl made the motion to approve the Consent Agenda Items as presented. The motion was seconded by Council Member Hall which passed unanimously by Council. The *Amended Grant Project Ordinance for the Town of Stallings American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds – September 2023* and the *Amended Budget Ordinance 7 – Chestnut Roundabout* is attached to these minutes and therefore incorporated herein.

2. Agenda Approval

Council Member Richardson made the motion to approve the Agenda as presented. The motion was passed unanimously after a second from Council Member Ayers.

### 3. Resurfacing Contract

Engineering Director Kevin Parker explained that Council approved an additional \$600,000 appropriation (\$1.05 million total budget) on top of Powell Bill allocations for the FY2024 roadway maintenance program and directed staff to analyze the costs of the FY 2024 resurfacing contract bids to determine if the fiscal/inflationary concerns had been alleviated at which time Council would then decide to appropriate an additional \$200K, allowing for a \$1.25 million total roadway maintenance budget.

Staff followed the formal bid procedure for the Fall 2023 resurfacing contract, receiving six sealed bids, of which Red Clay Industries was the lowest responsible bidder at \$734,764.20. The project would have to be delayed until Spring 2024 due to the timing of the weather.

Council Member Richardson made the motion to authorize the Town Manager to execute the contract with Red Clay Industries for the amount of \$734,764.20. The motion was passed unanimously by Council after a second from Council Member Scholl.

### 4. 50th Anniversary Merchandise Item (Ayers)

Council Member Ayers explained that he would like the Council to consider purchasing Lionel Custom Run Boxcar Keepsake trains for Stallings 50<sup>th</sup> Anniversary celebrations in 2025 for citizens to purchase. The minimum order was 100 trains and would be \$60/train with no shipping costs. The delivery time was 8-10 months from when the artwork was approved.

Council discussed the request and decided not to pursue the purchase of this item at this time. Town Manager Sewell noted that Staff was working on 50<sup>th</sup> Anniversary celebrations and would bring ideas back to the Council in the spring.

### 5. Stallings Fire Department Request

The Stallings Fire Department was requesting financial assistance from the Town of Stallings with all the costs, fees, and expenses associated with the rezoning petition and process associated with rezoning the parcel #07126043A (3.79 acres) for construction of a Stallings Fire Department located in Stallings near Atrium Union West. Town Manager Sewell reminded the Council that the Stallings Fire Department's original request of the Town was \$1M for the purchase of the land for the new fire department.

Council Member Scholl made the motion to waive the fees associated with the rezoning petition and process associated with rezoning the parcel #07126043A (3.79 acres) for construction of a Stallings

Fire Department up to \$10,000. The motion was seconded by Council Member Ayers and passed unanimously by Council.

6. Adjournment

Council Member Drake moved to adjourn the meeting, seconded by Council Member Grooms, and the motion received unanimous support. The meeting was adjourned at 7:37 p.m.

Approved on \_\_\_\_\_, 2023.

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

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

Approved as to form:

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

DRAFT





# MEMO

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To: **Mayor and Town Council**  
Via: Alex Sewell, Town Manager  
From: Kevin Parker, P.E., Town Engineer  
Date: November 13, 2023.  
RE: On-Call Engineering and Architectural Services Agreement Approvals

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Staff recently advertised a Request for Qualifications (RFQ) to professional engineering and architecture firms to provide on-call engineering and architectural services for a period of five years, lasting through December 21, 2028. The goal of this RFQ is to select three engineering and architecture firms to provide varying engineering and/or architectural services on an as needed basis.

Staff received nine submittals of qualifications, and, after Staff's review and analysis of each submittal, Staff determined the following firms were the most qualified to provide on-call engineering and architectural services:

1. Bolton and Menk, Inc.
2. Kimley-Horn
3. McAdams

## **Key Items**

- Individual projects and/or services shall be individually and separately negotiated as determined by the Town.
- Any project and/or service equal to or greater than \$20,000 shall be approved by Council, in accordance with Stallings' Bid Policy.
- The three selected firms may perform any engineering or architectural project/service(s) expected to cost less than \$50,000.
  - Any engineering or architectural project and/or service expected to cost \$50,000 or more is outside the scope of this on-call agreement and will require a separate RFQ and selection process, in accordance with the Mini-Brooks Act.

## **Action Requested:**

Requesting Council to authorize Staff to execute Professional Services Agreements with Bolton and Menk, Inc., Kimley-Horn, and McAdams to provide on-call engineering and architectural services through December 31, 2028.



# MEMO

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To: Town Council

From: Alex Sewell, Town Manager

Date: 11/8/23

RE: Audit Contract Amendment & ABO

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**Purpose:** This memorandum's purpose is to seek Council approval on a contract amendment with our auditor Potter & Co. along with a corresponding budget ordinance amendment.

**Background:** As a routine requirement, the Town completes a financial audit each year with an outside independent auditing firm.

**Update:** It is taking longer this year to assemble all required information due to staffing issues. As a result, the Town will need to extend our auditor's contract to cover additional costs.

**Recommended:** Staff are recommending the attached contract amendment along with the corresponding budget amendment.

Whereas	Primary Government Unit Town of Stallings
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Potter & Company, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/23	and originally to be submitted to the LGC on	Date 10/31/23
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hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC  <input checked="" type="checkbox"/> Modification to fee	Original date 10/31/23	Modified date 12/31/23
	Original fee \$ 31,000.00	Modified fee \$ 46,000.00

Primary (choose 1)	Other (choose 0-2)	Reason(s) for Contract Amendment
<input type="radio"/>	<input type="checkbox"/>	Change in scope
<input type="radio"/>	<input checked="" type="checkbox"/>	Issue with unit staff/turnover
<input type="radio"/>	<input type="checkbox"/>	Issue with auditor staff/workload
<input type="radio"/>	<input type="checkbox"/>	Third-party financial statements not prepared by agreed-upon date
<input type="radio"/>	<input type="checkbox"/>	Unit did not have bank reconciliations complete for the audit period
<input type="radio"/>	<input checked="" type="checkbox"/>	Unit did not have reconciliations between subsidiary ledgers and general ledger complete
<input type="radio"/>	<input type="checkbox"/>	Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
<input checked="" type="radio"/>	<input type="checkbox"/>	Unit did not have information required for audit complete by the agreed-upon time
<input type="radio"/>	<input type="checkbox"/>	Delay in component unit reports
<input type="radio"/>	<input type="checkbox"/>	Software - implementation issue
<input type="radio"/>	<input type="checkbox"/>	Software - system failure
<input type="radio"/>	<input type="checkbox"/>	Software - ransomware/cyberattack
<input type="radio"/>	<input type="checkbox"/>	Natural or other disaster
<input type="radio"/>	<input type="checkbox"/>	Other (please explain)

**Plan to Prevent Future Late Submissions**

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

The Town of Stallings did not have the proper adjustments and reconciliations post year end for timely completion of the audit. Therefore, this has pushed back the time frame for submitting the financial statements. To prevent this in subsequent years, the Town plans to have adjustments recorded more timely.

**Additional Information**


Please provide any additional explanation or details regarding the contract modification.

The Town of Stallings is also experiencing turnover in the finance officer position. The finance officer that signed the original contract is not available to sign the amendment.

**By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.**

## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm* Potter & Company, P.A.	
Authorized Firm Representative* (typed or printed) Emily H. Mills, CPA	Signature* 
Date* 11/07/23	Email Address emills@gotopotter.com

## GOVERNMENTAL UNIT

Governmental Unit* Town of Stallings	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Wyatt Dunn	Signature*
Date	Email Address wdunn@stallingsnc.org

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address N/A

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\*

*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* Marsha Gross - Interim Finance Officer	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed) N/A	Signature
Date	Email Address N/A

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address N/A

**DPCU – PRE-AUDIT CERTIFICATE**  
**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***  
*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address N/A



LOCAL GOVERNMENT COMMISSION  
STATE AND LOCAL GOVERNMENT FINANCE DIVISION  
SHARON EDMUNDSON, DEPUTY TREASURER

## IMPORTANT INFORMATION AND INSTRUCTIONS ON THE 2023 AUDIT CONTRACT AMENDMENT FORM

For assistance please contact:

[LGC.Contract@nctreasurer.com](mailto:LGC.Contract@nctreasurer.com) | (919) 814-4299

If an audit cannot be completed in accordance with the terms of the original contract, the auditor or governmental unit must file a contract amendment. The two most common reasons for modifying a contract are to change the date the audit will be submitted to the LGC, or to modify the fee being charged, typically a result of additional work being required to comply with various auditing standards or compliance requirements. Form LGC-205 Amendment is provided for the convenience of units and auditors and helps to reduce the time required for review and approval.

### 1) Provide information on changes to the contract:

1. Please indicate if the contract amendment reflects a change to the date the audit will be submitted to the LGC, a change to the audit fee, or both, and provide a reason for the change. Please indicate the primary reason for the change and up to two additional reasons for the change. Note that you'll be asked to provide this same information when you submit the amended contract form through the LGC File Upload Portal (described below).

### 2) Complete the signature pages:

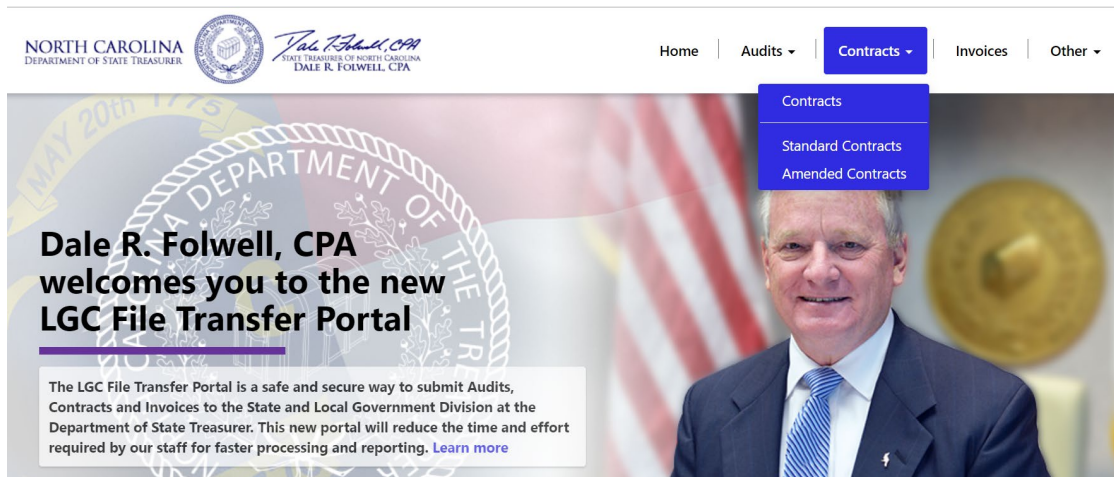
1. All fields on the signature page must be completed. Note that page 3 of the contract is a signature page for the DPCU and only needs to be completed if applicable.
2. The amended audit contract must be signed by the same audit firm, primary government unit, and discretely presented component unit (DPCU) (if applicable) representatives who signed the original audit contract. If a representative who signed the original contract is not able to sign the amended contract, an explanation should be provided.
3. Amended audit contracts are subject to the governing board's contract approval policy. If board approval is required, be sure to include the date the governing board approved the amended contract on the signature page(s).

4. The pre-audit certificate section is to be completed by the finance officer of the primary government unit (and the DPCU if applicable) **only if there is a change in fee.** The pre-audit certificate does not apply to hospitals. Any change in fee should be noted in the explanation.

### 3) Submit the amended audit contract:

After the form is completed and all signatures have been obtained, submit the completed form to the LGC for approval via the LGC File Transfer Portal.

1. Access the LGC File Transfer Portal at <https://lgcportal.nctreasurer.com/>
2. Select "Contracts" and then "Amended Contracts".
3. Complete the information required on the upload form, attach your PDF file and submit. Note that you will be asked to provide details regarding the change in the fee and/or completion date, reasons for delay, and plans to ensure future audits are not delayed in the form.
4. Confirmation emails will be sent to all email addresses provided in the upload form.



*Please do not submit the contract amendment with the audit report. Submit the audit report separately, following the instructions detailed in "Instructions for Submitting Audit Reports".*

For additional assistance please contact  
LCG.Contract@nctreasurer.com | (919) 814-4299

**AMENDED BUDGET ORDINANCE – NO. 8**

**TOWN OF STALLINGS, NORTH CAROLINA**

**FISCAL YEAR 2023-2024**

BE IT ORDAINED by the Town Council of the Town of Stallings, North Carolina, that the estimated expenditures for the fiscal year 2023-2024 are hereby amended as set forth below:

Category	Account Number	Budgeted Amount	Amend to the Following	Net Increase or (Decrease)
<b><u>General Fund:</u></b>				
<b><u>Revenue Budget: Unrestricted GF Balance</u></b>				
Unrestricted Fund Balance Appropriation - GF	10-99-3991-600	\$ 241,579	\$ 256,579.00	\$ 15,000.00
<b><u>Expense Budget: Administration</u></b>				
Audit/Accounting	10-00-4120-018	\$ 31,000	\$ 46,000.00	\$ 15,000.00

Explanation: To appropriate \$15,000 from Unrestricted General Fund Balance to Administration department's Audit/Accounting expense line to fund additional costs for Potter and Co (auditor) to complete the FY23 audit and to adopt the amended budget ordinance accordingly.

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 23rd day of October 2023.

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

\_\_\_\_\_  
Erinn Nichols, Assistant Town Manager/Town Clerk

Approved as to form:

\_\_\_\_\_  
Melanie Cox, Town Attorney, Cox Law Firm, PLLC





# MEMO

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To: Stallings Town Council  
From: Eunice Donnelly, Stallings Parks & Recreation - Director  
Via: Alex Sewell, Town Manager  
Date: 11/08/2023  
RE: **Stallings Municipal Park - Playground Replacement**

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## **Background/Issue:**

At the beginning of 2023 the Stallings Parks and Recreation identified one of the playgrounds, in Stallings Municipal Park, that was no longer in ideal condition and needed to be removed. The Town's long-term Capital Improvement Plan called for \$300,000 to be put in the '23-'24 Fiscal Year budget to go toward this playground replacement; however, with financial budget restraints the Council decided to move forward with a reduced amount of \$150,000 towards the playground replacement to address this need for Stallings Municipal Park.

After the '23-'24 Fiscal Year budget was approved, the Parks and Recreation Department began the competitive bidding process for the Stallings Municipal Park Playground Replacement. After reviewing multiple bids, the department has moved forward with Barrs Recreation to build a potential playground in Stallings Municipal Park. Barrs Recreation visited the site and informed the parks department of some unexpected site issues which have led to an increase in the proposed project budget.

## **Proposal/Solution:**

The playground area does not meet the standards for having commercial playground equipment placed on the site. The site needs to be at a 2% grade or less; however, the current grade is above 5%. On top of the grading issue, there are also major drainage concerns in the area that have led to the loss of mulch in the playground area over the years resulting in displacement of mulch that needs to be replaced more frequently due to these issues. The Parks Department worked with Barrs Recreation to determine the need for a Concrete Ribbon curbing added to the perimeter of the playground to eliminate the mulch displacement, which is a current safety issue, as well as inserting weeping holes in the concrete to ensure proper drainage.

Barrs Recreation has agreed to pull-back the existing playground mulch (re-use what they can to save the Town money), demo the existing borders and replace them with the concrete curbing. This work is necessary for the installation of any playground equipment on this site and will cost \$21,912.50. The cost of this was not expected; however, is essential for this project to be completed. After months of collaboration from Barrs Recreation and the Stallings

Parks and Recreation Department, in efforts to replace the pre-existing playground with equipment that would be inclusive of a wide range of ages and abilities, match our current park aesthetic as well as provide a safe place for kids to play, the parks department has curated three potential options for the Council to vote on.

**Option 1:**

Playground Equipment: \$118,601.70  
Site Work: \$21,912.50  
Tax: \$9,484.71  
5% Contingency: \$7,500  
**Total Price: \$157,498.91**

**Option 2:**

Playground Equipment: \$118,601.70  
Footers without Shade: \$5,750.00  
Site Work: \$21,912.50  
Tax: \$9,872.84  
5% Contingency: \$7,800  
**Total Price: \$163,937.04**

**Option 1:**

Playground Equipment: \$118,601.70  
Footers with shade: \$18,101.92  
Site Work: \$21,912.50  
Tax: \$10,629.33  
5% Contingency: \$8,405.00  
**Total Price: \$177,650.45**

**Requested Actions:**

Move forward with one of the above options for the Stallings Municipal Park Playground Replacement Project.



# MEMO



To: Mayor and Town Council  
From: Dennis Franks, Chief of Police  
Via: Alex Sewell, Town Manager  
Date: November 8, 2023  
RE: Committee Combination

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**Purpose:** The purpose of this memo is to provide information to complete the combination of the Parks and Recreation Committee and the Public Safety Advisory Committee into the Community Committee.

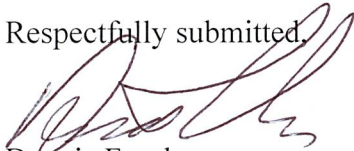
**Background:** In October 2021, it was addressed by a council member to review the Town's policy on the number of committees, vacancies, and structure of committees. Initially, Town staff discussed combining the Parks and Recreation Committee, Public Safety Advisory Committee, and the Historic Committee. The Historic Committee opted not to combine with the other two committees. The Police Chief and Parks and Recreation Director met with their respective committees and both committees agreed to merge.

The intent of combining these two committees is to capitalize on a wider base of volunteers and continue a strong sense of partnership and collaboration between the Parks Department and the Police Department.

The membership of the committee will consist of eight (8) Citizen Members (One Chair, Two Vice-Chairs, and 5 Members), two (2) Council Member liaisons, the Parks and Recreation Director or designee, and the Police Chief or designee.

**Requested Action:** I am requesting the Town Council approve the ordinance to combine the Parks and Recreation Committee and the Public Safety Advisory Committee into the Community,

Respectfully submitted,



Dennis Franks



**Amendment to the Ordinance to Establish and Restructure  
the Boards and Committees for the Town of Stallings  
Establishing the Community Committee.**

**WHEREAS**, the Town Council acknowledges the value and need for volunteers and assistance for community events, public awareness, and other general areas; and

**WHEREAS**, those needs encompass the duties of both the Parks and Recreation Committee and the Public Safety Advisory Committee; and

**WHEREAS**, the Ordinance to Establish and Restructure the Boards and Committees for the Town of Stallings allows and establishes both committees in **ARTICLE 2: COUNCIL-LED COMMITTEES, Section (c) PUBLIC SAFETY ADVISORY COMMITTEE** and **ARTICLE 3: CITIZEN-LED COMMITTEES, Section (b) PARKS AND RECREATION COMMITTEE**; and

**WHEREAS**, the Town Council wishes to combine the Parks and Recreation Committee and the Public Safety Advisory Committee in order to capitalize on a wider base of volunteers and continued partnership and collaboration;

**NOW THEREFORE BE IT ORDAINED**, effective January 1, 2024, that the Town Council of the Town of Stallings, NC does hereby repeal **ARTICLE 2: COUNCIL-LED COMMITTEES, Section (c) PUBLIC SAFETY ADVISORY COMMITTEE** and **ARTICLE 3: CITIZEN-LED COMMITTEES, Section (b) PARKS AND RECREATION COMMITTEE**; and establishes **ARTICLE 3: CITIZEN-LED COMMITTEES, Section (c) COMMUNITY COMMITTEE** as outlined below. The current members of the Public Safety Advisory Committee and Parks and Recreation Committee shall be members of the Community Committee with their current terms and term expirations remaining in effect.

**(c) COMMUNITY COMMITTEE**

**Purpose/Objective:**

Volunteer and assist in the following areas regarding community events, public awareness, and other general volunteer needs.

**(1) Parks and Recreation**

- Become familiar with and help educate the public on the Stallings Parks and Recreation System, Programs, and Greenways;
- Assist with Stallings Fest and other park events;
- Suggest events and/or programs for the department.

(2) Police Education and Support

- Become familiar with and help educate the public on the Stallings Police Department Services;
- Assist with Police Department Events such as National Night Out and the Back to School Bash;
- Support other Public Safety needs as appropriate.

Membership: Stallings Community Committee shall consist of eight (8) Citizen Members (One Chair, Two Vice-Chairs & 5 Members), two (2) Council Member liaisons, the Parks and Recreation Director or designee, and the Police Chief or designee.

Officers: The Stallings Community Committee shall elect a citizen Chairman and two(2) citizen Vice-Chairmans, one for each focus area (Parks and Recreation and Police), during its first regular meeting of a new calendar year or at the next regular meeting following the vacancy of the Chairman or a Vice-Chairman.

Adopted this the 13<sup>th</sup> day of November, 2023.

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

Attest:

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

Approved as to form:

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



# MEMO

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To: Town Council

From: Alex Sewell, Town Manager

Date: 11/8/23

RE: FY 24-25 Priority & Decision-Making Process

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**Purpose:** This memorandum's purpose is to seek Council approval on a budget creation and priority setting process for FY 24-25.

**Background:** As you know, the Town anticipates a challenging budget creation process for FY 24-25. These challenges likely warrant an earlier start to budget and priority setting processes.

The goals of the attached proposed process are to help foster a process where the Mayor and Council Members feel informed to make incredibly important financial and service decisions, foster collaboration between all parties, and provide staff with clear Council direction on the FY 24-25 budget along with the Council's annual priorities.

**Recommended:** Staff are recommending the attached process.



## **FY 24-25 Budget Creation & Priority Setting Process**

Goal – To develop an efficient/effective process where the Mayor and Council Members feel informed in making incredibly important financial and service decisions, foster collaboration between all parties, and provide staff with clear Council direction on the FY 24-25 budget along with Council’s annual priorities.

Note – Due to the challenging budget environment, this process is starting earlier so we will need to be flexible to update budget numbers regularly throughout the budget creation process.

- November – “Approve the Process”
  - 11/13/23 – Council Approval of Process.
- December – “Internal Staff Work”
  - Staff finalize 5-Year Financial Projections and service impacts under several different scenarios.
- January – “Review Various Scenarios, Internal Budget Development, & Start Annual Retreat Prep”
  - 1/5/24 – Provide advance information to be presented on 1/13/24 re: 5-Year Financial Projections and service impacts.
  - 1/8/24 – FY 24 Priorities – report as regular agenda item.
  - 1/13/24 - Budget Retreat – (9 AM – 2 PM) (Government Center)
    - (Facilitator – Curt Walton)
    - 5-Year Financial Projections
    - Show service impact scenarios, such as for example:
      - No new revenue
      - 5 cent increase in FY 25
      - 2 cent increase in each of next three fiscal years
      - 2 cent increase in each of next four fiscal years
    - Open to new revenues? i.e. solid waste fee, motor vehicle fee, ABC, etc.
    - Budget guidance for the manager.
      - Alternatives from Mayor and Council.
      - Remove any specific scenarios from consideration?

- Other?
  - Outcome - Identify no more than 3 specific scenarios Council seeks to consider.
- Staff to begin internally developing budget based on specific scenarios identified by Council.
- Individual meetings with Council Members and Curt in preparation for the Annual Retreat.
- February – “Annual Retreat & Internal Budget Development Work”
  - Staff continue internal development based on Council identified scenarios.
  - 2/3/24 Annual Retreat – establish priorities. (9 AM – 2 PM) (Government Center)
    - Facilitator – Curt Walton
  - 2/26/24 – Council approves formally priorities.
- March – “Consider & Select ‘Big Picture’ Budget Approach”
  - 3/11/24
    - Fine-tune financial projections.
    - Update impact of budget scenarios still under consideration.
    - Eliminate any scenarios still under consideration. (Ideally narrow down to no less than 2 scenarios to consider.)
  - 3/18/24
    - Council to select scenario that they would like Manager to pursue in creating a budget.
- April – “Draft Budget Submission”
  - 4/19/24 – Manager to submit budget based on Council selected scenario.
- May – (Optional) “Go Deeper Into Service Impacts, Make Any Final Changes to Draft Budget”
  - 5/6/24 – Work Session (Special Budget Meeting) – General Government, Sanitation, Debt Services, Planning
  - 5/13/24 – Work Session – Transportation, Stormwater, Public Works
  - 5/20/24 – Work Session – Parks & Recreation, Police, Capital Projects, CIP.
  - 5/28/24 – Special Meeting - Final Work Session (If Council so desires)
- June – “Approve the Budget”
  - 6/10/24
    - Budget Public Hearing
    - Council can opt to approve budget or wait.
  - 6/24/24 – Last Day to Adopt the Budget (if regular meeting)