



January 27, 2025
 Stallings Government Center
 321 Stallings Road
 Stallings, NC 28104
 704-821-8557
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. Parks and Recreation Rules and Regulations Ordinance B. Amended Budget Ordinance 11 – Stallings Municipal Park Sound System Phase 2	Wyatt Dunn, Mayor	Approve or amend
2.	7:15 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written
3.	7:17 p.m.	Chestnut Median Removal	Kevin Parker, Engineering Dir.	
4.	7:25 p.m.	Administrative Employee Pay Study and Budget Items A. Pay Study Proposal B. Parental Leave Study C. Attorney Hourly Rate Increase Request D. CIP Increase Cap Policy	David Hill, Piedmont Triad Regional Council Karen Reid, Human Resources Dir. Alex Sewell, Town Manager	Information
5.	7:55 p.m.	Adjournment	Wyatt Dunn, Mayor	Motion to adjourn



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Erinn Nichols, Assistant Town Manager
Date: January 23, 2025
RE: Parks and Recreation Rules and Regulations Ordinance

Background:

At the 01-13-2024 Council Meeting, Council approve the content of the attached Parks and Recreation Rules and Regulations Ordinance. That information was placed in ordinance form and is now in the appropriate form for adoption.

Next Steps:

Approved the attached Policy for additional Parks and Recreation Rules and Regulations.



**Ordinance adding
Title IX: General Regulation,
Chapter 92 Parks and Recreation;
Section 92.04 Additional Park Rules and Regulations
to the Town of Stallings Code of Ordinances**

WHEREAS, pursuant to Chapter 160A, Article 18 of the North Carolina General Statutes, each town in the State of North Carolina has the power to provide for the general welfare of its citizens in the operation of its parks and recreation program; and

WHEREAS, pursuant to 160A-174, a town may by ordinance define, prohibit, regulate, or abate acts omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the town; and

WHEREAS, the Stallings Council desires to amend Chapter 92 of the Parks and Recreation Ordinance to encourage a safe, healthy, and unified community;

NOW, THEREFORE, BE IT ORDAINED that the Town Council of the Town of Stallings, North Carolina amends the Code of Ordinances, Title IX, Chapter 92, to add the following:

92.04 Additional Park Rules and Regulations

1. Selling, Peddling, Charging Admission

No person shall solicit, peddle, charge admission, or sell goods or services on town property without prior written authorization from the Parks and Recreation Director or the Town Manager. The sale of goods, including concessions, t-shirts, and similar merchandise, as well as services, is permitted only with such approval.

2. Motor Vehicles

(a) No person shall operate, or park motorized vehicles (including motorbikes, go-carts, golf carts, ATVs, and/or anything with a motor) in town parks, greenways, or trails, except within designated public vehicular areas or roadways. Authorized town vehicles are permitted for security or maintenance purposes.

(b) Non-emergency automotive work, such as maintenance, repairs, or cleaning, is prohibited in any town park. This restriction does not apply to town staff performing official duties.

3. Private Use of Facilities

Exclusive private use of any park or section thereof is prohibited unless authorized in writing by the Parks Director or Town Manager. Authorized private use must be posted at least 24 hours prior to and during the event.

4. Prohibited Activities include, but are not limited to, the following:

- a. Pets must always be leashed, and the leash shall not exceed six feet. Pets are only permitted in specific posted areas (except for service animals or law enforcement dogs.)
- b. Removing plants, rocks, or minerals is prohibited, except by authorized town staff.
- c. The use, possession, or discharge of fireworks, pyrotechnics, or any explosive devices is strictly prohibited in all town parks, greenways, trails, and recreational facilities. Exceptions may be granted for town-sponsored events if prior written approval is received from the Parks and Recreation Director and/or the Town Manager and the appropriate permits are obtained in accordance with state and local laws.
- d. Defacing or damaging park structures or property will be prosecuted
- e. Dumping or littering is prohibited; waste must be disposed of in provided receptacles.
- f. Skateboarding, rollerblading, cycling, or use of scooters and similar recreational equipment is prohibited unless authorized by posted signage.
- g. No person shall dump, deposit, leave, or place trash, garbage, ashes, broken glass, or other waste in any park, except in proper receptacles provided for that purpose.
- h. Except for authorized personnel or law enforcement, no person may enter or remain in a park when the park is closed.
- i. No person shall engage in loud, disruptive, or offensive behavior, or any activity that threatens the safety or enjoyment of other park users.
- j. No person shall erect signs, posters, or advertisements in parks without prior authorization by the town.
- k. Activities such as hitting golf balls, using bikes, rollerblades, scooters, drones, or allowing pets on courts, or playgrounds are prohibited unless designated for such use.
- l. No organized league or fundraising activity may take place in a park without prior approval from the Parks and Recreation Department.
- m. Bicycles must be stored in designated racks and may not be left on the ground or in areas where they pose a hazard.
- n. All park visitors must comply with posted rules and any supplemental regulations, including those from the Carolina Thread Trail for greenways and specific park guidelines.

Wildlife Rules and Regulations

(b) Feeding, assisting in the feeding, or providing food to any wildlife is prohibited in parks where signs are posted prohibiting such activity. This rule is in place to protect the well-being of the wildlife and maintain the natural balance within the parks.

Penalties:

In addition to criminal penalties for violations of criminal statutes, violators of this section may also be subject to a civil penalty under Ordinance Section 10.99. Civil penalties shall be in the following amounts:

- (1) First citation: warning;
- (2) Second citation for same or similar violation: \$100; and
- (3) Third and subsequent citation for same or similar violation: \$500.

Adopted this the 27th day of January, 2025.

Wyatt Dunn, Mayor

Attest:

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



MEMO

To: Alex Sewell, Town Manager
From: Eunice Donnelly, Stallings Parks & Recreation – Director
Date: 01/17/2025
RE: **ABO 11 – Stallings Municipal Park Phase II | Sound System Repair(s)**

Background/History:

In previous years, the Town of Stallings has prioritized improving the infrastructure and amenities within our parks to enhance the overall experience for residents and visitors. As part of this ongoing commitment, the Town Council approved funding for a phased approach to the sound system upgrades in the FY24-25 budget. This phased approach was designed to ensure gradual improvements, with Phase I focusing on preliminary upgrades and system assessments, while Phase II was intended for completion in FY25-26.

Phase I of the sound system upgrades, which focused on preliminary improvements and system assessments, has been successfully completed. The upgrades have already improved sound quality and performance for smaller events. However, as we move forward with Phase II, additional enhancements are necessary to ensure the system can handle larger events and provide consistently high-quality experience for attendees.

Considering the upcoming milestone of the Town's 50th Anniversary celebrations, we believe that it is in the best interest of the community to begin Phase II sooner than originally planned. Although Phase II was slated for the FY25-26 budget, the importance of having the upgraded sound system in place for these high-profile events necessitates an accelerated timeline. The 50th Anniversary will bring large-scale celebrations and a series of activities that demand a fully functional, state-of-the-art sound system, which we believe should be ready well before FY25-26.

Proposal:

I propose that we move forward with Phase II of the sound system upgrades as soon as possible, with the goal of having the full system operational in time for the park's 50th anniversary festivities. These events, which will serve as a major milestone in the history of our community, will bring together residents, families, and visitors for a series of celebrations and activities. Having a modern and reliable sound system in place will be crucial in ensuring that the event runs smoothly and provides an enjoyable experience for all participants.

It is important to note that while the Town Council previously approved a phased approach for these upgrades in the FY24-25 budget, the timeline for Phase II was originally set for FY25-26. However, due to the significance of the 50th Anniversary celebrations, we are requesting that Phase II be moved up to align with the anniversary schedule. This will allow us to have the upgraded sound system ready for the high-profile events planned throughout the anniversary year.

The upgrades in Phase II will include the installation of additional speakers, amplifiers, and control systems, as well as the integration of modern technologies to support large outdoor events. These improvements will not only enhance the 50th anniversary celebration but will also serve as a long-term solution for high-quality sound across all future park events, such as concerts, festivals, and community gatherings.

By beginning Phase II now, we will be able to complete the upgrades well ahead of the anniversary event, allowing for testing, adjustments, and full integration into our event programming. This proactive approach will ensure that the upgraded system is fully functional and optimized for the park's busiest and most high-profile events.

Additionally, if the necessary funding is not allocated now, the Town will be forced to rent sound equipment for events taking place before the FY25-26 budget. This rental cost would ultimately be more expensive in the long run and could result in higher ongoing costs for the Town, while also impacting the quality and consistency of our event operations.

Funding:

Town Council adopted a Fund Balance Policy on December 9, 2024 that addresses the use of excess unrestricted fund balance. Specific uses of these funds have been prioritized, including additional costs for existing capital projects. Funding Phase II of the Stallings Municipal Park sound system upgrades in the amount of \$20,000 falls under this approved and prioritized usage category.

Requested Actions:

Adoption of attached Amended Budget Ordinance 11

AMENDED BUDGET ORDINANCE – NO. 11
TOWN OF STALLINGS, NORTH CAROLINA
FISCAL YEAR 2024-2025

BE IT ORDAINED by the Town Council of the Town of Stallings, North Carolina, that the budget for fiscal year 2024-2025 is hereby amended as set forth below:

Category	Account Number	Net Increase or (Decrease)	Current Budget	Amended Budget
<u>General Fund:</u>				
<u>Revenue Budget</u>				
Unrestricted Fund Balance Appropriation - General Fund	10-99-3991-600	\$ 20,000	\$ 1,213,034	\$ 1,233,034
<u>Expense Budget - Parks & Recreation</u>				
Capital Outlay	10-80-6130-099	\$ 20,000	\$ 324,400	\$ 344,400

Explanation: To appropriate unrestricted fund balance for phase 2 (final phase) of the Stallings Municipal Park sound system upgrades.

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 27th day of January 2025.

Wyatt Dunn, Mayor

Erinn Nichols, Deputy Town Manager/Town Clerk

Approved as to form:

Melanie Cox, Town Attorney, Cox Law Firm, PLLC



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Kevin Parker, P.E., Town Engineer
Date: January 27, 2025.
RE: Chestnut Lane Median Removal Approval

Background:

The Town of Stallings staff has received numerous concerns from residents of both Stallings and Indian Trail regarding traffic safety and efficiency issues caused by the concrete median installed on Chestnut Lane at the new entrance to the Courtyards at Chestnut subdivision (developed by Epcon). These concerns include:

- Vehicles crossing the median to make turns, creating safety hazards.
- Increased traffic flow and unsafe movements at nearby subdivision streets, where drivers are making U-turns to circumvent the median.

These issues are already occurring and are expected to worsen once the 57 single-family home subdivision being constructed by Pulte on the north side of Chestnut Lane (in Indian Trail) is completed. This increase in traffic volume could lead to more dangerous conditions and potentially result in accidents.

The concrete median was originally required by the North Carolina Department of Transportation (NCDOT) because neither Pulte nor Epcon was able to secure sufficient right-of-way (ROW) from surrounding property owners to install left-turn lanes (LTLs). Without LTLs, NCDOT determined that left-turn movements could create traffic congestion and an increased risk of rear-end collisions due to the average annual daily traffic (AADT) on Chestnut Lane. As a result, NCDOT mandated that Epcon install the median.

Since receiving resident feedback, staff has been actively coordinating with NCDOT, Epcon, Pulte, and the Town of Indian Trail to address these concerns and remove the median. NCDOT has granted written approval for the median removal, and staff is currently in the Encroachment Agreement approval process with NCDOT, awaiting further comments and final approval.

Additionally:

- Epcon has agreed to contribute \$20,000 toward the cost of removing the median.
- In collaboration with Indian Trail, staff has coordinated with Pulte, which has agreed to cover the remaining costs for the median removal.

Additional Considerations:

The estimated total cost for the median removal is approximately \$31,000, fully covered by contributions from Epcon and Pulte. However, NCDOT's final comments during the Encroachment Agreement approval process could result in additional costs, estimated at approximately \$20,000. In such a scenario, staff would coordinate with Indian Trail and Pulte to attempt to secure additional funding assistance.

Action(s) Requested:

Staff is requesting Council approval to:

1. Authorize the removal of the Chestnut Lane median.
2. Approve a budget allowance not to exceed \$20,000 to cover any potential additional costs resulting from NCDOT's final comments during the Encroachment Agreement approval process.



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Karen Reid, Human Resource Director
Date: January 22, 2025.
RE: **Pay and Benefits Study**

Background:

As part of the Town Council's 2024-2025 strategic priorities, a comprehensive pay and benefits study was approved to ensure competitive compensation and alignment with industry standards.

Conducting a pay and benefits study is essential to ensure the Town uses its funds efficiently to attract and retain competent staff necessary to deliver quality public services.

Contract:

The Town engaged David Hill of the Piedmont Triad Regional Council to conduct the study. Mr. Hill is highly experienced in this field, having completed similar pay studies recently for many municipalities such as Waxhaw and Matthews.

Presentation:

Mr. Hill will present the findings of his pay and classification study for Stallings at the upcoming Town Council meeting on January 27th. The Town Council will receive additional information at this meeting for its further consideration.

Next Steps:

Please send any questions you may have to staff by February 12th. Staff will coordinate with Mr. Hill to provide a response. David Hill will return for the February 24th meeting, where he will address any additional questions and clarifications, and Council may consider approval at this meeting.

Cost:

The Town budgeted \$50,000 to implement the pay study in FY 24-25. The cost to implement the pay study for employees in FY 24-25 is approximately \$32,800 with an annualized cost of \$98,575 not including any future CPI/pay step increases.

The cost to implement the pay study for Town Council in FY 24-25 is an additional \$12,722, with an annualized cost of \$50,885.



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Karen Reid, Human Resource Director
Date: January 22, 2025.
RE: **Paid Parental Leave**

Issue

The Town Council requested staff research the feasibility of offering a Paid Parental Leave policy.

Background

Currently, the Town does not provide paid parental leave for employees following the birth or placement of a child through adoption or foster care. Employees may utilize Short-Term Disability (STD), which covers 60% of salary for 6 to 8 weeks (pending approval), supplemented by vacation or sick leave for the remaining 40%. The Family and Medical Leave Act (FMLA) provides up to 12 weeks of unpaid leave, which employees may use alongside accrued leave balances.

Benchmarking

Local governments offer an average of six weeks of paid parental leave, positioning this proposal in line with regional standards.

- Union County 8 weeks of paid parental leave
- City of Monroe No paid parental leave
- Town of Matthews 6 weeks of paid parental leave
- Town of Waxhaw 12 weeks of paid parental
- Town of Mint Hill 4 weeks of paid parental
- Town of Indian Trail 6 weeks of paid parental leave (2025-2026 budget item)

Policy Rationale

Adopting a policy will provide valuable benefits to employees, strengthen the Town's competitive position in attracting and retaining top talent, in addition to the benchmarking data.

- **Recruitment and Retention:** Offering paid parental leave enhances the Town's ability to compete in today's tight labor market.
- **Employee Feedback:** Informal discussions with employees suggest strong support for this policy.

Proposal/Solution

The Town of Stallings will provide up to six weeks of paid parental leave to eligible employees following the birth of a child or adoption or foster care.

- **Policy Scope:**
 - Paid parental leave is available once per rolling 12-month period.
 - Leave is designed to support bonding and care with a newborn, newly adopted, or newly placed child.
- **Integration with Existing Benefits:**
 - For birth mothers, the six weeks of parental leave is in addition to STD benefits for medical recovery.
 - Paid parental leave will run concurrently with FMLA leave.
- **Eligibility:**
 - Employed by the Town for at least 12 months.
 - Full-time, regular employees meeting one of the following criteria:
 - Birth of a child.
 - Parent of child.
 - Adoption or foster placement of a child aged 17 or younger.
- **Compensation and Time Frame:**
 - Paid parental leave is compensated at 100% of the employee's regular weekly pay.
 - Remaining leave, if unused, will be converted to sick leave.

Administrative/Implementation Considerations

To ensure operational continuity, the Town has prepared the following contingency measures:

- Temporary reassignment of duties to other team members during absences.
- Planning workflows to mitigate disruptions to service delivery.
- Clear communication and training for managers on policy implementation.

Estimated Cost to the Town

- **Minimal Additional Cost for Sick Leave Users:** Many employees already utilize sick leave, meaning offering six (6) weeks of paid parental leave may not often incur extra expenses to the Town for some employees.
- **Current Maternity Leave Practice:** Female employees often take twelve (12) weeks of leave post-childbirth, covered by STD and accrued sick leave.
- **Policy Impact on Non-Birthing Parents:** The primary impact of the policy would likely be on fathers, adoptive parents or foster care placement, who might fully utilize the six (6) weeks as additional paid leave.
- **Cost Reduction via Sick Leave:** If a significant percentage of employees continue to use accrued sick leave, the Town's direct costs may only apply to a portion of leave-takers. Assuming 50% of cases incur no additional costs.

Cost Projections Using an Average Cost of \$11,184 Per Employee

- **For 2 Employees:**
 $\$11,184 \times 2 = \$22,368$
- **For 3 Employees:**
 $\$11,184 \times 3 = \$33,552$

Annual Estimate Without Adjusting for Sick Leave

- Total Cost Range: **\$33,552 to \$44,736 annually**

Request:

Approve/Deny the creation of the Paid Parental Leave policy for the Town of Stallings.



400 North Broome Street, Suite 100
P.O. Box 178, Waxhaw, NC 28173
(704) 243-9693 Fax: (980) 729-5020

Melanie D. Cox, Attorney
Melanie@coxlawfirm.com

Chris Cox, Attorney
Chris@coxlawfirm.com

January 7, 2025

SENT VIA EMAIL ONLY

Alex Sewell, Esq.
Town Manager
Town of Stallings
asewell@stallingsnc.org

Re: Rate Increase Request

Dear Mr. Sewell:

I am writing to formally request an adjustment to my hourly rate for the 2025/2026 fiscal year. My current hourly rate of \$225.00 has remained unchanged since 2018, despite inflation and evolving market conditions. I am respectfully requesting an increase to \$275.00 per hour. To provide context for this request, I have gathered information regarding municipal rates in surrounding jurisdictions:

- **Town of Waxhaw:** \$385 per hour (associate attorney \$295, senior paralegal \$275, junior paralegal \$110);
- **City of Monroe:** \$300 per hour (\$350 litigation rate), plus a \$3,000 monthly retainer covering brief calls and emails;
- **Town of Weddington:** \$250 per hour (litigation referred out at \$375 per hour);
- **Town of Matthews:** \$295 per hour; and
- **Village of Marvin:** \$305 per hour, with a flat meeting fee of \$750.

As you can see, my current rate is significantly below the market rate for municipalities in our region.

It has been a privilege to serve as the Town Attorney for Stallings since 2008, and I deeply value the opportunity to continue contributing to the success of the Town. Please let me know if

Mr. Alex Sewell
Town of Stallings
January 7, 2025
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you require additional information or documentation to support this request before presenting it to the Council.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Melanie D. Cox". The signature is fluid and cursive, with the first name "Melanie" written in a larger, more prominent script than the last name "D. Cox".

Melanie D. Cox

Memo

To: Alex Sewell, Town Manager

From: Mac McCarley

Date: December 30, 2024

Re: Rate increase request

I haven't raised my rates to the Town since I began providing legal services for land use matters. My present rate to the Town is \$300/hour and I would respectfully request an increase to \$325/hour. Both my current rate to the Town and the requested rate would be the second lowest rate I charge to any client. I enjoy the land use work for the Town and enjoy all the Town staff and elected officials I interact with and am proud to be of service.

Thank you for considering this request.



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Erinn Nichols, Assistant Town Manager
Date: January 23, 2025
RE: CPI-Based Salary Increase Cap

Background:

Per the 2024 Council Priorities & Action Strategies, Council requested staff present a policy capping CPI increases as outlined in the Pay Policy.

Policy Summary:

Attached is a proposed policy capping CPI annual increases 5.0% per fiscal year, regardless of the actual CPI change. In cases where the CPI exceeds the cap significantly, staff may review and consider temporary adjustments, subject to Council approval and budget availability.

Next Steps:

Council review policy and suggest any changes to Staff. The policy, with any revisions, will be brought back to Council for adoption in February.

CPI-Based Salary Increase Cap

Purpose

This policy establishes a cap on salary increases tied to the Consumer Price Index (CPI) to ensure fiscal responsibility while maintaining competitive employee compensation.

Policy Statement

The Town of Stallings recognizes the importance of adjusting salaries to reflect changes in the cost of living based on the Town's Pay Policy. However, to maintain budgetary control, a cap will be applied to salary increases based on the annual CPI.

The maximum allowable salary increase tied to the CPI will be capped at 5.0% per fiscal year, regardless of the actual CPI change. In cases where the CPI exceeds the cap significantly, Staff may review and consider temporary adjustments, subject to Council approval and budget availability.

Effective Date

This policy is effective as of January 27, 2025.