



June 10, 2019
 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) 04-08-19 (2) 04-08-19 – closed (3) 04-15-19 – special 1 (4) 04-15-19 – closed (5) 04-15-19 – special 2 (6) 04-23-19 (7) 04-29-19 – special (8) 05-06-19 – special B. Amended Budget Ordinance 9 – Police Radios C. Amended Budget Ordinance 10 – LED Light Fixtures D. Potters and Co. Audit Contract E. Municipal Clerks Week Resolution F. Public Works Week Proclamation G. Resolution to Allow Indian Trail 5K Through A Portion of the Town of Stallings Roads	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.	2019-2020 Budget A. Public Hearing B. Budget Ordinance	Alex Sewell, Town Manager	Adopt budget ordinance <i>Motion:</i> I make the motion to adopt the 2019-2020 Budget Ordinance for the Town of Stallings.
5.	7:55 p.m.	Greenway: Request for Qualifications (RFQ) Results – Engineering and Contract	Eric Woolridge, Destination by Design Alex Sewell, Town Manager	Approve/Deny Greenway Engineering Costs and Contract <i>Motion:</i> I make the motion to approve/deny Greenway Engineering Costs and Contract.
6.	8:10 p.m.	Committee Actions A. Parks and Recreation Committee Youth Member Application Consideration B. Historical Committee Liaison Replacement	Alex Sewell, Town Manager	A. Consider application for appointment. <i>Motion:</i> I make the motion to appoint Thomas Ayers as the Youth Member to the Parks and Recreation Committee with a term ending March 31, 2020. B. Discussion and possible action
7.	8:20 p.m.	Parade Feasibility Study	Ashley Platts, Parks and Recreation Dir.	Discussion and possible action.
8.	8:35 p.m.	Annexation 52 – Arant/Northeast Tools Resolution to Direct the Clerk to Investigate	Alex Sewell, Town Manager	Adopt resolution. <i>Motion:</i> I make the motion to adopt the Resolution Directing the Clerk to Investigate a Petition Received under N.C.G.S. 160A-31 – Annexation 53 – Arant/Northeast Tools.
9.	8:40 p.m.	Workshop with SOG Consultant to address recently identified concerns in Development Agreement Process (Paxton)		Approve/deny proposal for workshop and schedule. <i>Motion:</i> I make the motion to approve/deny SOG Development Agreement Process workshop and schedule.
10.	8:50 p.m.	Closed Session Pursuant to NCGS 143-318.11(a)(6)	Wyatt Dunn, Mayor	Convene into closed session
11.	9:10 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 April 8, 2019, 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.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager/Town Clerk; Interim Chief John Flynn; and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

Jason Hayes, 6116 Panache Drive, was requesting the Council grandfather in a basketball hoop in the neighborhood which had recently received a code violation. He stated it was a community hoop and had been in the community for over 20 years and used by a wide range of kids. It created a sense of community and family. For the record, the goal had been moved per the ordinance and was not currently in violation. The goal was located in the back of the neighborhood and not in a high traffic area. The goal could be easily moved at any time.

Jenny Hayes, 6116 Panache Drive, added that the goal had never received a complaint from the garbage company or mailman.

Jim Hubert, 8048 Sapphire Court, wanted to express that he loved the park and thought it was very well maintained and the staff was doing an excellent job there. He thought the intersection improvement at Potters and Pleasant Plains would be a great improvement. Mr. Hubert also received clarification on the Bulk Pick-Up dates. He inquired if the speed limit could be more clearly posted at Parkview and Old Monroe Road.

Steve and Jenny Turner, 6119 Panache Drive, was present to speak in favor of the basketball goal as well. The citizens came in on the recommendation of the Sgt. Ben Davis and Officer Lovingood.

1. Approval of Consent Agenda Items

A. Minutes from the following meetings:

- (1) 02-25-19 – special
- (2) 02-25-19
- (3) 02-25-19 – closed

- (4) 03-11-19
- (5) 03-11-19 – closed
- (6) 03-25-19 – special
- (7) 03-25-19
- (8) 03-25-19 – closed 1 of 2
- (9) 03-25-19 – closed 2 of 2
- B. Ordinance to Establish and Restructure the Boards and Committees for the Town of Stallings Amendment
- C. Heyse Parks and Recreation Award
- D. Sale of Service Weapon

Mayor Dunn recommended adding the November 13, 2018 Minutes to the Consent Agenda. Council Member Martin requested changing “Stevens Mill Road” on Condition 10 of the November 13, 2018 Minutes, Agenda Item 4, CZ18.08.01 – Epcon Communities to “Idlewild Road.”

Council Member Romanow made the motion to approve the Consent Agenda Items as presented with the addition of November 13, 2018 Minutes and the revision of those minutes as noted by Council Member Martin. The motion was seconded by Council Member Paxton which passed unanimously by Council. The Ordinance to Establish and Restructure the Boards and Committees for the Town of Stallings Amendment is attached to these minutes and therefore incorporated herein.

2. Reports

A. Report from the Mayor

Mayor Dunn reported that he had met with NCDOT along with Matthews and Indian Trail concerning the Old Monroe Road Widening. That subject would be added to the Agenda for the evening. He also noted that the Easter Egg Hunt event went great.

B. Reports from Council Members/Town Committees

Council Member Paxton reported on the following:

- South Charlotte Partners Transportation Summit, Ballantyne
 - 102 people a day move into Charlotte (specifically South Charlotte with the majority from NY)
 - Fourth best average commute time
 - New funding package in the legislature
- NC FIRST – 14-member board would recommend changes to the strategic transportation investment.
- CRTPO – presentation on autonomous vehicles to decrease crashes.
- Transportation Advisory Committee – requested the Council to have Police Department to collect data regarding on-street parking.
- Stallings 101’s next session – April 9 at 6:30 p.m.
- Inquired on the lack of Earth Day activities.

Council Member Martin reported the following:

- The inter-municipality meeting between Indian Trail, Matthews, and Stallings discussed ETJs.
- Board of Adjustment (BOA) Meeting – There was an assessment against a property with \$1800 in fines. The BOA waived the fines against that property as the situation was addressed.

Council Member Romanow had no report.

Council Member Scholl reported the following:

- Emergency Table Top was interesting and well executed.
- CATS meeting - interesting data was presented on transportation.
- Development Agreement process with Atrium Hospital was exciting; \$150 million investment.

Council Member Steele had no report.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported on the following:

- Occupancy Tax Bill – The bill was filed and in que to start the hearing process.
- NCDOT Chestnut Roundabout request - \$350,000; NCDOT was requesting \$68,000 up front with total commitment remaining the same. Consensus from Council to proceed in this fashion.
- Easter Egg Hunt – Things went well but some things were identified to improve upon.
- Met with NCDOT where an updated concept plan with Monroe Road project was received. This item would be added to the Agenda for discussion.

The Police Department had no report.

3. Agenda Approval

Mayor Dunn recommended adding Agenda Item 4.A. as *NCDOT Old Monroe Widening Update* and amended Agenda Item 5 to be *Closed Session Pursuant to NCGS 143-318-11(a)(3) and (4)* citing case 18CVS769 Stallings v. Loukos for *NCGS 143-318-11(a)(3)*.

Council Member Romanow made the motion to approve the Agenda with the above noted changes which was seconded by Council Member Paxton.

Council also held consensus to have a special meeting on April 15 at 6 p.m. for a *Closed Session Pursuant to NCGS 143-318-11(a)(6)*.

4. District 5 Council Seat

Mayor opened the floor to nominations for the District 5 Council Seat. Council Member Steele nominated Billy Birt, Jr. to the seat. Mayor Dunn then closed the nominations. Council voted unanimously to appoint Mr. Birt for District 5 Council Seat.

4.A. NCDOT Old Monroe Widening Update

Town Manager Sewell reviewed the latest plan from NCDOT for the Old Monroe Widening. The plan is attached to these minutes and therefore incorporated herein.

Right-of-way acquisition for that project was scheduled for June 2019 with construction beginning in Spring of 2022. The plan did not include:

- Slip lanes
- 11 ft lanes
- Landscaping
- Buried utilities
- Mast arms at every location with red light

5. Closed Session Pursuant to NCGS 143-318-11(a)(3) and (4)

Council Member Steele made the motion to go into closed session pursuant to NCGS 143-318.11(a)(3) and (4). The motion was seconded by Council Member Romanow and passed unanimously by Council.

Council went into closed session at 8:01 p.m. and reconvened into open session at 8:18 p.m.

Town Manager Sewell gave the Council a draft budget for the first budget discussions on April 15. The Pay and Classification Study would be presented to the Council by April 23. He also reported that the basketball hoop issue would be researched and brought back to Council for a decision.

Council Member Scholl also requested the Whetstone Road abandonment be brought back for discussion at the April 23 meeting.

6. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Paxton, and the motion received unanimous support. The meeting was adjourned at 8:23 p.m.

Approved on _____, 2019.

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 the first of two special meetings on April 15, 2019, at 6:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Council Members Billy Birt, Jr., John Martin, Lynda Paxton, Deborah Romanow, and Shawna Steele.

Those absent were: Mayor Wyatt Dunn and Mayor Pro Tempore David Scholl.

Staff present were: Alex Sewell, Town Manager; and Erinn Nichols, Deputy Town Manager/Town Clerk.

1. Call the meeting to order

Deputy Town Manager/Town Clerk Nichols called meeting to order due to the absence of the Mayor and the Mayor Pro Tempore. Council Member Romanow made the motion to have Council Member Steele lead the meeting. The motion was passed unanimously by the Council after a second from Council Member Paxton.

2. Oath of Office

New Council Member Billy Birt Jr.

Deputy Town Manager/Town Clerk Nichols swore in Billy Birt, Jr. into office for the seat of District 5. Mr. Birt's Oath of Office is attached to these minutes and therefore incorporated herein.

3. Closed Session pursuant to NCGS 143-318.11(a)(6)

Council Member Romanow made the motion to go into closed session pursuant to NCGS 143.318.11(a)(6). The motion was seconded by Council Member Steele and passed unanimously by the Council.

Council went into closed session at 6:05 p.m. and reconvened in open session at 6:57 p.m.

4. Adjournment

Council Member Romanow moved to adjourn the meeting, seconded by Council Member Paxton, and the motion received unanimous support. The meeting was adjourned at 6:59 p.m.

Approved on _____, 2019.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

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

The Town Council of the Town of Stallings met for the second of two special meetings on April 15, 2019, 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 Billy Birt, Jr., John Martin, Lynda Paxton, Deborah Romanow, and Shawna Steele.

Those absent were: Mayor Wyatt Dunn and Mayor Pro Tempore David Scholl.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager/Town Clerk; Marsha Gross, Finance Officer; Ashley Platts, Parks and Recreation Director; and Brian Price, Public Works Director.

1. Call the meeting to order

Deputy Town Manager/Town Clerk Nichols called meeting to order due to the absence of the Mayor and the Mayor Pro Tempore. Council Member Romanow made the motion to have Council Member Steele lead the meeting. The motion was passed unanimously by the Council after a second from Council Member Paxton.

Council Member Steele then turned over the floor to Finance Officer Gross from budget discussions.

2. Budget discussions for the 2019-2020 fiscal year

Finance Office Gross presented a Budget and Revenue Overview with the Council. These overviews are attached to these minutes and therefore incorporated herein.

Council Member Scholl arrived at approximately 7:10 p.m.

Brian Price, Public Works Director, presented information for budget projections for the Public Works Department. Overall, there was a 6.6% decrease in the department's budget from its last year budget with a total projection of \$308,030. Mr. Price requested approximately \$95,000 be added to the budget to allow for the following projects: Town Hall 1st Floor Remodel; New Town Hall and Public Works Building Automation; Public Works Building Shop Equipment; and the contract with the elevator

inspection company. The budget detail for the Public Works Department is attached to these minutes and therefore incorporated herein.

Ashley Platts, Parks and Recreation Director, walked the Council through the proposed Parks and Recreation Budget. That budget was projecting a 27.3% decrease with a total budget at \$652,508. Ms. Platts went through the list of projected events and programs from 2019-20. She noted the challenges with the parking and the safety hazards with the spheres at the splash pad. Additional funding requests for parking; Parks and Recreation vehicle; and branding the vehicle were pitched to the Council. The budget detail for the Parks and Recreation Department is attached to these minutes and therefore incorporated herein.

3. Adjournment

Council Member Romanow moved to adjourn the meeting, seconded by Council Member Martin, and the motion received unanimous support. The meeting was adjourned at 8:53 p.m.

Approved on _____, 2019.

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 April 23, 2019, 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 Billy Birt, Jr., Deborah Romanow, and Shawna Steele.

Those absent were: Council Members John Martin and Lynda Paxton.

Staff present were: Alex Sewell, Town Manager; Lynne Hair, Town Planner; Karen Williams, Human Resources Director; Kim Jones, Deputy Town Clerk; and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

Teresa Moya-Mendez, 104 Houston Blair Road (originally a Stevens Mill address which had to be changed due to new road alignment), passed out pictures to Council regarding stormwater flooding on her property due to the new housing construction by Ryland Homes. She stated the developer had promised that the flooding would not get worse but get better. However, it got worse. Ryland, now Lennar, promised to fix it but they had not. Ms. Moya-Mendez requested assistance from the Town in making Lennar hold to the promises made in the original agreement and fix the stormwater issues which were affecting her properties. *The information Ms. Moya-Mendez passed out to Council is attached to these minutes and therefore incorporated herein.*

1. Agenda Approval

Council Member Scholl requested removing Agenda Item 6, *Whetstone Drive Abandonment*, from the Agenda.

Council Member Steele made the motion to approve the Agenda with the above noted change which was seconded by Council Member Scholl.

Mayor Dunn formally introduced and welcomed new Council Member Billy Birt, Jr.

2. Atrium Hospital Site Closed Access Break Support Request

Steve Blakely, Kimley-Horn, explained that he had been working on a mixed-use site at Hwy. 74 and Stallings Road. The development would have a health care facility with an emergency location which would require a control access point. Mr. Blakely had performed a Traffic Impact Analysis (TIA) at the Town's request for that area which was submitted NCDOT. In that TIA, it identified the emergency entrance would be at a controlled access on Hwy. 74. To break the controlled access, NCDOT would have to be consulted and approve the break. In order to move forward with the request, the local municipality would need to go on record as supporting the break in controlled access to NCDOT.

Council Member Romanow made the motion to support breaking the controlled access point for the proposed Atrium hospital site located on Hwy. 74 frontage road and Stallings Road. The motion was supported unanimously by Council after a second from Council Member Scholl.

Formal support from the Council of the controlled access point at the proposed Atrium hospital site located on Hwy. 74 frontage road and Stallings Road is attached to these minutes and therefore incorporated herein.

3. Town's Ordinance 94.01 RE: Basketball Goal

Town Manager Sewell explained that at the last regular Council meeting, citizens came forward requesting that their basketball goal be allowed beside the road for neighborhood children to play. As a request of that request, Council requested staff research this issue and bring back to Council with the facts.

Council discussed and was in favor in allowing basketball goals. Council Member Scholl made the motion to allow basketball goals with the following conditions:

Basketball goals are allowed on residential streets in accordance with following conditions:

- (1) Goals must be removeable and not a permanent structure.
- (2) Goal base structure must be placed off the road and clear of utility boxes, light poles, sidewalks, or any other permanent structure.
- (3) The speed limit on the road where the Goal is located must be 25 mph or lower.
- (4) Goal must be in clear sight with no obstructions preventing drivers from identifying the goal from a safe distance away.
- (5) If at any time, the Stallings Police Department or Stallings Code Enforcement Officer view the goal to be a health and safety risk or a nuisance to the community for any reason, the Goal must be removed.

The motion was seconded by Council Member Romanow and passed unanimously. An official ordinance would be brought back to Council in order to make the change legally effective.

4. Pay/Classification Study

Cheryl Brown with the MAPS group presented the Pay/Classification Study to the Council. She reviewed the personnel policy, recommended changes, and suggested a Pay and Classification Policy for Council to consider.

Council held consensus to review the recommendations and discuss again at the May 28 Council Meeting.

5. Idlewild Development – Preliminary Informational Session

Town Planner Lynne Hair presented the Council the Town's first ever Development Agreement (DA). The location of this DA was for property located at I-485 and Idlewild Road and was part of the Idlewild's Small Area Plan (SAP). The property was in compliance with the Idlewild SAP. Staff was seeking recommendations on the conditions of the agreement with the actual decision on the DA to be made at a later Council Meeting.

The plan was submitted on August 31, 2018. The Technical Review Committee (TRC) and staff reviewed the plan on September 24, 2018. Four meetings were held with the applicant. On March 15, 2019, the plan went to the Council Subcommittee. The Planning Board recommended approval of the DA. The Staff Report on DA18.09.01 is attached to these minutes and therefore incorporated herein.

Council discussed the project with Town Planner Hair; Michael Theberge, Bohler Engineer; Attorney John Carmichael, Robinson & Bradshaw; and Todd Akers, Real Estate Broker representing purchaser. The final decision on the Idlewild Development Agreement would be on Monday, May 13 at the Town Council's regular meeting.

6. Whetstone Drive Abandonment

This Agenda Item was removed during Agenda Approval.

7. Adjournment

Council Member Romanow moved to adjourn the meeting, seconded by Council Member Birt, Jr., and the motion received unanimous support. The meeting was adjourned at 8:47 p.m.

Approved on _____, 2019.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

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

The Town Council of the Town of Stallings met for a special meeting on April 29, 2019, at 7:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

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

Those absent were: Mayor Pro Tempore David Scholl and Council Member Billy Birt, Jr.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager/Town Clerk; Marsha Gross, Finance Officer; John Flynn, Police Chief; Lynne Hair, Town Planner; Chris Easterly, Town Engineer.

1. Call the meeting to order

Mayor Dunn called meeting to order.

2. Budget discussions for the 2019-2020 fiscal year

Town Engineer Easterly reviewed the Transportation Budget. The 2019-20 proposed transportation budget showed a \$215,500 decrease from 2018-19 fiscal year mainly due to no need for the capital outlay expenses for the intersection improvements at Potters/Pleasant Plains as these expenses were moved to the CMIIP. Mr. Easterly also reviewed the list of roads (0.9 miles) that were scheduled for repair in 2019-20 according to the Road Repair Plan. The information regarding the proposed Transportation Budget is attached to these minutes and therefore incorporated herein.

Town Engineer Easterly then review the proposed 2019-20 Stormwater Budget which showed a \$208,000 increase. The increase was due to the underground detention for the new facilities. This budget was an enterprise fund with rates of \$46/lot for residential and \$33/ERU (Equal Residential Unite = 2060 sq. ft.) for businesses. The Stormwater Fund Balance was approximately \$1 million to allow for two large emergency stormwater situations. The information regarding the proposed Stormwater Budget is attached to these minutes and therefore incorporated herein.

Chief Flynn then made the Council aware of a situation with the current police radios. The radios were nearly 10 years old and the radios in use were no longer made or serviceable. Parts were not available for the radios. Stallings was the only agency in Union County using those radios. If the

Police Department was to purchase the new radios, the cost would be \$149,500 (\$50,000 from drug forfeiture, \$87,000 out of current budget, and the rest from other departments). Council held consensus to delay a decision on this matter until the next regular meeting in May.

Finance Officer Gross explained the debt service for the new facilities. The monthly interest payments would equal \$98,000 for the year. The annual principal payment would be approximately \$291,000. The Capital Project Budget for the new facilities was \$3,328,600 and the capital project budget for Potter Road/Pleasant Plains intersection for 2019-20 was \$1,900,000.

Mrs. Gross then requested that the Council discuss and finalize the projects on the CMIIP. Council held consensus to discuss the project on the CMIIP at the May 6 meeting.

Town Planner Hair explained that the Planning Department Budget had been decreased by \$67,000 due to no longer needing outside services for Small Area Plans. The department was also requesting funds for webpage updates, creation of sign specifications for Greenway and Town monument signage, and potential on-call consultant services to assist with development agreements. The proposed Planning Department budget information for the 2019-20 is attached to these minutes and therefore incorporated herein.

3. Adjournment

Council Member Martin moved to adjourn the meeting, seconded by Council Member Romanow, and the motion received unanimous support. The meeting was adjourned at 8:26 p.m.

Approved on _____, 2019.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

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

The Town Council of the Town of Stallings met for a special meetings on May 6, 2019, at 7:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

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

Those absent were: Mayor Pro Tempore David Scholl and Council Member Billy Birt, Jr.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager/Town Clerk; Marsha Gross, Finance Officer; Minor Plyler, Police Chief; Lynne Hair, Town Planner; Chris Easterly, Town Engineer.

1. Call the meeting to order

Mayor Dunn called meeting to order:

2. Budget discussions for the 2019-2020 fiscal year

Deputy Town Manager Nichols reviewed the General Government Budget which highlighted an increase of \$106,000 due to payroll services, a new janitor contract, election expenses, performance evaluation software, and possible implementation of the Pay and Classification Study. The total General Government Budget was projected at \$1,180,500.

Mrs. Nichols then reviewed the projected Sanitation Budget which included a CPI increase, slight increase in households, and potential recycling fees. The total expense was projected at \$999,600. The total amount would be based on continuing discussions with the current vendor regarding the increased recycling costs. The information regarding the proposed General Government and Sanitation Budgets are attached to these minutes and therefore incorporated herein.

Chief Plyler then presented the proposed Police Department budget. The projected budget for the 2019-20 FY was \$2,528,950. The increases were explained by payroll and benefits increase and three (3) vehicle purchases. The information regarding the proposed Police Department Budget is attached to these minutes and therefore incorporated herein.

Finance Officer Gross reviewed the Budget analysis, year-over-year department comparison. This document is attached to these minutes and therefore incorporated herein. The projected 2019-20 FY budget saw a 2.39% reduction from the previous fiscal year.

Council then discussed the projects on the CMIIP. The Council decided to have a special meeting on Monday, June 3 at 6 p.m. to further discuss the CMIIP.

3. Adjournment

Council Member Romanow moved to adjourn the meeting, seconded by Council Member Martin, and the motion received unanimous support. The meeting was adjourned at 9:27 p.m.

Approved on _____, 2019.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

AMENDED BUDGET ORDINANCE – NO. 9
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)
General Fund:				
Revenue:				
Fund Balance Appropriation - Drug Forfeiture	10-99-3991-620	\$ 50,000	\$ 100,000	\$ 50,000
General Fund Appropriation - Unauthorized Substances Funds	10-99-3991-600	\$ 1,911,000	\$ 1,927,500	\$ 16,500
Expense:				
Public Safety Department		\$ 2,367,500	\$ 2,434,000	
Department of Treasury Expenditures	10-10-4420-040			\$ 50,000
Inventory/Equipment	10-10-4310-029			\$ 1,000
Department of Justice Expenditures	10-10-4420-030			\$ 15,500

Explanation: amendment is to increase Public Safety Department budget for the purchase of handheld radios by appropriating funds from the Restricted Drug Forfeiture Fund and Unauthorized Substances Fund in the General Fund..

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 10th day of June, 2019.

Wyatt Dunn, Mayor

Erinn Nichols, Deputy Town Manager/Town Clerk

Approved as to form:

Melanie Cox, Town Attorney, Cox Law Firm, PLLC

AMENDED BUDGET ORDINANCE – NO. 10

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)
General Fund:				
Revenue:				
Fund Balance Appropriation - General Fund	10-99-3991-600	\$ 1,927,500	\$ 1,956,000	\$ 28,500
Expense:				
Public Works - Total Budget		\$ 349,300	\$ 377,800	
Capital Outlay	10-70-4570-099			\$ 28,500

Explanation: amendment is to increase Public Works Department budget for the replacement and installation of LED lighting in Town Hall and appropriate funds from the General Fund Balance.

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 10th day of June, 2019.

Wyatt Dunn, Mayor

Erinn Nichols, Deputy Town Manager/Town Clerk

Approved as to form:

Melanie Cox, Town Attorney, Cox Law Firm, PLLC

The	Governing Board
	Town Council
of	Primary Government Unit
	Town of Stallings
and	Discretely Presented Component Unit (DPCU) (if applicable)
	n/a

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name
	Potter & Company, P.A.
	Auditor Address
	4630 W Hwy 74, Suite A, Monroe, NC 28110

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/19	10/31/19

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

County and Multi-County Health Departments: The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).

10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Stallings
Audit	\$ 10,900 if no single audit; \$13,400 with single audit
Writing Financial Statements	\$ 6,900
All Other Non-Attest Services	\$ 0
75% Cap for Interim Invoice Approval	\$13,350 if no single audit; \$15,225 with single audit

DPCU FEES (if applicable)

Discretely Presented Component Unit	n/a
Audit	\$ n/a
Writing Financial Statements	\$ n/a
All Other Non-Attest Services	\$ n/a
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm Potter & Company, P.A.	
Authorized Firm Representative (typed or printed) R. Todd Plyler, CPA	Signature
Date <i>R. Todd Plyler, CPA</i>	Email Address tplyler@gotopotter.com

GOVERNMENTAL UNIT

Governmental Unit Town of Stallings	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
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 n/a
Date n/a	Email Address n/a

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
(Pre-audit certificate not required for charter schools)

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 (typed or printed) Marsha Gross	Signature
Date of Pre-Audit Certificate	Email Address mgross@stallingsnc.org

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU n/a	
Date DPCU Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a)) n/a	
DPCU Chairperson (typed or printed) n/a	Signature n/a
Date n/a	Email Address n/a

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

DPCU – PRE-AUDIT CERTIFICATE
(Pre-audit certificate not required for charter schools)

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 n/a
Date of Pre-Audit Certificate n/a	Email Address n/a

Remember to print this form, and obtain all required signatures prior to submission.





POTTER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

March 12, 2019

Town of Stallings
315 Stallings Road
Stallings, North Carolina 28104

We are pleased to confirm our understanding of the services we are to provide for the Town of Stallings for the year June 30, 2019.

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Stallings as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Stallings' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Stallings' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability (Asset) – LGERS
3. Schedule of Contributions – LGERS
4. Schedule of Changes in Total Pension Liability – LEOSSA
5. Schedule of Total Pension Liability as a Percentage of Covered Payroll - LEOSSA

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Stallings' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures

in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the basic financial statements.

1. Combining and Individual Fund Statements and Schedules
2. Individual fund budgetary schedules
3. Ad Valorem taxes schedules
4. Schedule of Expenditures of Federal and State Awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information.

1. Statistical Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on noncompliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to town council of the Town of Stallings. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the report required for Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written

representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing and detecting material noncompliance with compliance requirement applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards* and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Stallings' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurances about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Stallings' major programs. The purpose of these procedures will be to express an opinion on the Town of Stallings' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the Town of Stallings in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; (4) and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal

control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government-received-in-communications-from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on June 30, 2019.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address

significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report; and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request, and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Stallings; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Potter & Company, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local Fiscal Management or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Potter & Company, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by an oversight agency. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

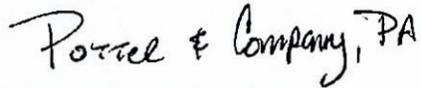
We expect to begin our audit in June 2019 and issue our reports no later than October 31, 2019. Todd Plyler is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. The fee estimate is based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the

additional costs. Our invoices for these fees will be submitted to the Local Government Commission as work progresses and will be payable upon approval by the Commission.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report. Our 2015 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town of Stallings and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Potter & Company, P.A.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Town of Stallings.

Signature

Title

Date



Personal attention. Verifiable results.

CERTIFIED PUBLIC ACCOUNTANTS | BUSINESS CONSULTANTS | WEALTH ADVISORS | HEALTHCARE PRACTICE CONSULTANTS

SYSTEM REVIEW REPORT

To: The Owners of Potter & Company, P.A. and the Peer Review Committee of the North Carolina Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Potter & Company, P.A. (the Firm) in effect for the year ended December 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of the Firm in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Potter & Company, P.A. has received a peer review rating of *pass*.

DMJ & Co., PLLC

Certified Public Accountants
Greensboro, North Carolina

May 25, 2016



DMJ & Co., PLLC

703 Green Valley Road, Suite 201, Greensboro, NC 27408 • PO Box 9258, Greensboro, NC 27429-0258
T 336-275-9886 • F 336-275-1129 • W dmj.com

Member of CPAmerica International



**Resolution
50th Anniversary of Municipal Clerks Week
June 9-16, 2019**

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Municipal Clerk is among the oldest of public servants; and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Municipal Clerk serves as the information center on functions of local government and community;

Now, Therefore, the Stallings Town Council hereby resolves to recognize the week of June 9 through June 16, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Erinn Nichols, for her dedication and professionalism.

Adopted this the 10th day of June, 2019.

Wyatt Dunn, Mayor

SEAL

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



**Proclamation for Public Works Week
June 17-21, 2019**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Stallings; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees who are responsible for rebuilding, improving and protecting our transportation, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Stallings to gain knowledge of and to maintain progressive interest and understanding of the importance of public works and public works programs in their community; and

WHEREAS, the year 2019 marks the 59th annual National Public Works Week;

NOW THEREFORE, I, Mayor Wyatt Dunn, do hereby proclaim June 17 – 21, 2019 as Public Works Week in the Town of Stallings and call upon all of our citizens to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our health, safety, and quality of life.

Adopted this the 10th day of June, 2019.

Wyatt Dunn, Mayor

SEAL

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



Resolution to Allow Indian Trail 5K Through A Portion of the Town of Stallings Roads

WHEREAS, the Town of Indian Trail desire to hold a 5K race in partnership with Firefighters for a Cure to raise funds for cancer research that would occur in the jurisdictions of Indian Trail and Stallings; and

WHEREAS, the Town of Stallings desires to allow the Town of Indian Trail to hold such an event on streets within the Town of Stallings based on certain basic conditions to ensure a safe event and ensure the Town of Stallings is protected including:

1. The Town of Indian Trail provides the Town of Stallings with an indemnity agreement and certificate of insurance naming the Town of Stallings as additional insured satisfactory to the Stallings Town Attorney;
2. The Town of Indian Trail will be responsible for all facets of the event including but not limited to planning, organization, setup, safety and cleanup;
3. The Town of Indian Trail will provide the Stallings Deputy Town Manager with information that can be advertised on social media by the Town of Stallings;
4. The Town of Indian Trail will provide Union County Sheriff's Deputies and Fire Department personnel to handle the road closure and ensure a safe event; and
5. The Town of Indian Trail will operate the event in accordance with best safety practices and all applicable laws and regulations;

NOW THEREFORE BE IT RESOLVED THAT the Stallings Town Council, pursuant by the authority granted by NCGS 20-169, does hereby declare a temporary road closure, contingent to NC DOT approval and Indian Trail meeting the conditions expressed herein, during the day and times set forth below on the following described portion of the State/Local Road System:

- Date: Saturday, October 12, 2019
- Times: 8:45 – 10:15 a.m.
- The entire course will be between Indian Trail and Stalling. Runners will leave Chestnut Square Park and turn right onto Matthews-Indian Trail Road, continue down to Flowe Drive and make a left, continue down to Smith Farm Road until it reaches Matthews-Indian Trail Road and continue back to the Chestnut Square Park. The portions of this route within the Town of Stallings need closure include the intersections of Matthew-Indian Trail Road and Stallings Road, Smith Farm Road and Stallings Road, and Drye Lane and Stallings Road.

The Town Council hereby authorizes and directs the Town Manager to take any actions needed to implement this resolution including executing documents.

Adopted this the 10th day of June, 2019.

Wyatt Dunn, Mayor

Attest:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney



TOWN OF STALLINGS 2019-2020 BUDGET ORDINANCE

SECTION 1. The following amounts are hereby appropriated for the operation of the Town's government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

GENERAL FUND	\$6,830,000
APPROPRIATED GENERAL FUND BALANCE	2,016,800
STORM WATER FUND	500,500
APPROPRIATED STORM WATER FUND BALANCE	208,000
TOTAL	\$9,555,300

SECTION 2. That for the said fiscal year there is hereby appropriated out of the following categories:

<u>General Fund</u>	
Public Safety	\$2,563,100
General Government	1,130,500
Sanitation	999,600
Transportation	734,100
Cultural and Recreational	611,600
Economic and Physical Development	359,600
Public Works	340,100
Council Discretionary	18,150
	\$6,756,750
Transfer to Pleasant Plains/Potter Road Project Fund	\$1,700,000
Transfer to New Town Hall and Public Works Capital Project Fund	390,050
Total Appropriations – General Fund	\$8,846,800
<u>Storm Water Fund</u>	
General Expenses	\$500,500

Transfer to New Town Hall and Public Works Capital Project Fund	<u>\$208,000</u>
Total Appropriations – Storm Water Fund	<u><u>\$708,500</u></u>

SECTION 3. It is estimated that the following revenues will be available during the fiscal year beginning on July 1, 2019 and ending June 30, 2020 to meet the appropriations shown in Section 2 according to the following summary and schedules.

<u>Category</u>	
Ad Valorem Taxes, 2019-2020	\$3,625,500
Local Option Sales Tax	1,260,000
Utility Franchise Tax	810,000
Powell Bill	400,000
Motor Vehicle Taxes, 2019-2020	385,000
Zoning Fees	75,000
Beer and Wine Tax	70,000
Investment Earnings	103,000
Gross Vehicle Rental	38,000
Taxes (ad valorem and motor vehicle), prior years	22,000
Park and Civic Property Rent	12,000
Solid Waste Disposal Tax	11,200
Interest/Penalties/Fees on delinquent taxes and listings	8,000
Stallings Fest (vendor fees) and Program Fees	3,800
Police Report Fees	3,000
Other Miscellaneous Revenue	2,500
Nuisance Abatement	1,000
Appropriated General Fund Balance	<u>2,016,800</u>
Total General Fund Revenues	\$8,846,800
Storm Water Fees	500,500
Appropriated Storm Water Fund Balance	<u>208,000</u>
Total Revenues	<u><u>\$9,555,300</u></u>

SECTION 4. The following amounts are hereby appropriated in the Capital Project – Pleasant Plains and Potter Road Project fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Capital Outlay	1,695,000
Testing/Geotechnical	<u>5,000</u>
Total Expense	<u><u>\$1,700,000</u></u>

It is estimated that the following revenues will be available in the Capital Project – Pleasant Plains and Potter Road Project fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Appropriation from General Fund	<u>\$1,700,000</u>
Total Revenue	<u><u>\$1,700,000</u></u>

SECTION 5. The following amounts are hereby appropriated in the Capital Project – New Town Hall and Public Works Buildings Project fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Note Principal	\$291,800
Capitalized Interest on Note	<u>98,250</u>
Total Expense	<u><u>\$390,050</u></u>

It is estimated that the following revenues will be available in the Capital Project – New Town Hall and Public Works Buildings Project fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Appropriation from General Fund	\$291,800
Transfer from Current Year Revenue	<u>\$98,250</u>
Total Revenue	<u><u>\$390,050</u></u>

SECTION 6.

a) There is hereby levied for the fiscal year ending June 30, 2020 a tax rate of \$0.215 per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of January 2019 for the purpose of raising the revenue for property taxes as set forth in the attached schedule of estimates of revenues and in order to finance the foregoing appropriations. Such rate is based on an estimated total appraised valuation of property for the purpose of taxation of \$1,871,803,512 at an estimated rate of collection of ninety-nine percent (99%).

b) There is hereby established a Storm Water Rate Schedule for the purpose of raising revenue to fund the Storm Water program:

Residential	\$46.00/year
Non-residential (per ERU, which equals 2,060 square feet)	\$33.00/ERU/year

c) The fees for park rentals, civil citations, zoning permits and other miscellaneous items with the Cultural and Recreational, Code Enforcement, Economic and

Physical Development, and other Town departments will be in accordance to the attached schedules and effective July 1, 2019.

- d) Any fee not listed specifically herein is officially set at the rate designated by the most recent Town Council decision on the matter.

SECTION 7. The Budget Officer shall be authorized to reallocate departmental appropriations among the various objects of expenditures as deemed necessary.

SECTION 8. That before any portion of any contingency appropriation is expended, the Town Council must by resolution authorize such expenditure.

SECTION 9. Copies of this Ordinance shall be furnished to the Town Clerk to be kept on file for direction in the disbursement of funds.

SECTION 10. This ordinance shall be effective upon its adoption.

ADOPTED this the _____ day of June, 2019.

Wyatt Dunn, Mayor

Attested:

Erinn Nichols, Deputy Town Manager/Town Clerk



MEMO

To: Town Council
From: Alex Sewell, Town Manager
Date: 6/5/19
RE: RFQ/Greenway Design Contract - Vickery

Purpose: This memorandum provides background regarding hard design for a portion of the Greenway Trail. It also provides additional information requested by the Town Council at the 5/28/19 Council meeting.

Background:

- The developer of the Vickery subdivision donated property to the Town to be developed as a Town trail;
- In the FY 18-19 Budget, the Council approved funding for greenway design work on the previously donated Vickery property;
- On 2/11/19, the Council authorized staff to go through the RFQ process for the purpose of selecting a design firm for the work;
- On 2/25/19, the Town has approved the CONNECT Stallings Recreation & Greenway Master Plan.
- The Town issued an RFQ for design services under the CONNECT Stallings Recreation & Greenway Master Plan. The Town selected Designation by Design (DbD) as the best qualified firm.¹
- On 5/28/19, the Town Council considered a \$63,000 design contract with DbD regarding the property that was donated by the Vickery subdivision developer for the purpose of development as a Town trail.
- On 5/28/19, the Council requested the following information prior to deciding on the contract:
 - Breakdown of lump sum cost;
 - Number of hours spent on each task; and
 - People working on the project.

Update: DbD Principal/Owner Eric Woolridge has prepared information for the Council's review (enclosed below) and plans to be available for any questions at the 6/10/19 Council Meeting.

¹ North Carolina law generally requires municipalities to use a qualification based selection process when selecting an engineering firm. N.C. Gen. Stat. 143-64.31.

To: Alex Sewell, Stallings Town Manager
 From: Eric Woolridge, DbD Planning
 Date: 6/4/2019
 Re: Idlewild to Blair Mill Park Greenway Connector

Destination by Design (DbD) is prepared to begin design and engineering services for the greenway connector located behind the Vickery neighborhood, including the crossing at Stevens Mill Road.

In regards to staff capacity, I will personally serve as the project manager and handle coordination with all agencies, including the Town of Stallings, Vickery HOA, NCDOT, and Union County Public Works. All design work will be formed by our licensed Professional Engineering and Registered Landscape Architect, including Jason Gaston, PE and Alex Gotherman, RLA.

As requested, below is a list of key tasks with an associated estimated number of hours. I will attend the upcoming Council meeting and be available for questions.

 DESTINATION BY DESIGN <small>planning engineering communications</small>		
Project Budget: Idlewild to Blair Mill Park Greenway Design and Engineering		
Task	Total Cost	Est. Hours (including travel costs)
1. Survey and Wetland Delineation	\$ 8,200.00	lump sum
2. Preliminary Design	\$ 18,000.00	120
<i>Trail Alignment</i>		
<i>Floodway Impacts</i>		
<i>Union County Public Works</i>		
<i>Stevens Mill Crossing</i>		
<i>Vickery Stormwater Management</i>		
<i>Vickery Vegetative buffers, berms, or fences</i>		
3. Vickery Neighborhood Prep + Coordination	\$ 4,800.00	32
4. NCDOT Coordination + Crossing Design	\$ 4,800.00	32
5. Stallings Staff Coordination	\$ 5,400.00	36
6. 90% Design	\$ 12,000.00	80
<i>Grading Plan</i>		
<i>Erosion Control</i>		
<i>Planting Plan</i>		
<i>Trail and fencing details</i>		
7. Vickery Neighborhood Revisions + Meeting	\$ 3,900.00	26
8. NCDOT Coordination + Encroachment Agreement	\$ 4,200.00	28
9. Floodway No Impact Certification	\$ 3,900.00	26
10. Final Design and Bid Document Preparation	\$ 5,400.00	36
TOTAL	\$ 70,600.00	
Contract Amount (Less 10%)	\$ 63,000.00	

THIS CONTRACT is entered into this the 10th day of June, 2019, by and between, Destination by Design, LLC (the "Contractor"), and the Town of Stallings, a municipal corporation of the State of North Carolina, (the "Town");

WITNESSETH:

The Town and the Contractor, for the consideration stated herein, agree as follows:

1. SCOPE OF SERVICES.

- A. The Contractor agrees to perform for the Town the following services which are hereby described/incorporated herein:
 - a. Obtain survey of immediate greenway area;
 - b. Conduct wetland and other permitting delineation;
 - c. Work with the Vickery Subdivision and any other adjoining neighbors for community input;
 - d. Develop engineered construction documents for the greenway trail; and
 - e. Undertake all work to accomplish the work described herein.
- B. The area that Contractor shall provide the above services for is generally shown in ATTACHMENT A which is herein incorporated by reference.
- C. All work will be done in accordance with the Town of Stallings' CONNECT Stallings Recreation & Greenway Master Plan.
- D. If there is a conflict between the terms of this Contract and the terms of the any attached documents referenced herein, then the terms of this Contract shall supersede the terms of the attached document. Contractor shall not perform any work that is clearly beyond the "Scope of Services" unless and until such work has been expressly authorized in writing by the Town of Stallings.

2. TIME OF COMMENCEMENT AND COMPLETION.

- A. Contractor shall commence the work required in this contract no later than 15 days after the date of execution of this Contract, and the Contractor shall complete entire work no later than January 31, 2020.
- B. If Contractor has not satisfactorily commenced or completed the work within the times specified, the Town may declare such delay a material breach of contract and may pursue all available legal and equitable remedies. Any changes to the schedule(s) provided in the Contract must be agreed to in writing by the Town and the Contractor.

3. CONSIDERATION AND PAYMENT OF SERVICES.

- A. In consideration of the above services, the Town will pay the Contractor the sum not to exceed \$63,000. This payment shall be final.
- B. Contractor's compensation for work shall be made upon certified billing and progress reports to be made monthly to the Town by Contractors for work performed during the preceding month, with payment to be made within thirty (30) days from receipt of such billing.

- C. If any items in any invoices submitted by the Contractor are disputed by the Town in good faith or for any reason, including lack of reasonable supporting documentation, the Town shall temporarily delete the item(s) and shall promptly notify the Contractor of the dispute and request clarification and/or remedial action. After the dispute has been settled, the Contractor shall include the disputed item on a subsequent regularly invoice or on a special invoice for the disputed item only. The undisputed portion of the invoices shall, however, be paid within the normal 30-day period.
- D. The Contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether State or Federal, as to all Contractor's employees engaged in the performance of work under this contract. In addition, the Contractor agrees to any and all gross receipts, compensation, transaction, sales, use, or other taxes and assessments of whatever nature and kind levied or assessed as a consequence of the work performed or on the compensation paid under this contract; provided, however, that, in no event shall Contractor be responsible for payment or any taxes related to the Town's income.

4. INDEMNIFICATION.

- A. The Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Stallings, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, suits or losses, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Town of Stallings its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence and/or intentional acts of the Contractor.

5. APPLICABILITY OF LAWS AND REGULATIONS.

- A. The Contractor shall adhere to all laws, ordinances, and regulations of the United States, the State of North Carolina, the County of Union, and the Town of Stallings in the performance of the services outlined in this Contract and any attached specifications.
- B. Any term or condition of the Contract which by operation or existence is in conflict with applicable Local, State, or Federal Law shall be rendered void and inoperative. Town and Contractor agree to accept the remaining terms and conditions. Should any part of this Contract be declared unenforceable, all remaining sections shall remain in effect.

6. E-VERIFY COMPLIANCE.

- A. The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Contractor shall require all of the Contractor's subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). The Town shall comply with North Carolina General Statute §160A-169.1 (E-Verify). The Parties agree to provide documentation or sign affidavits or any other documents requested by either party demonstrating such compliance.

7. QUALITY AND WORKMANSHIP.

- A. All work shall be performed to the satisfaction of the Town. The work shall not be considered complete nor applicable payments rendered until the Town is satisfied with the services provided.

8. NON-APPROPRIATION CLAUSE

- A. Notwithstanding any other provisions of this agreement, all obligations of the Town under this agreement which require expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

9. INSURANCE.

- A. The Contractor shall maintain valid general liability insurance in the minimum amount of one million dollars (\$1,000,000.00), commercial automobile liability insurance in the minimum amount of one million dollars (\$1,000,000.00) and provide a certificate of such insurance naming the Town of Stallings as additional insured by endorsement to the policy. If the policy has a blanket additional insured provision, the contractor's insurance shall be primary and non-contributory to other insurance. Additionally, the contractor shall maintain and show proof of workers' compensation and employer's liability insurance. The Contractor shall provide notice of cancellation, non-renewal or material change in coverage to the Town of Stallings within 10 days of their receipt of notice from the insurance company.
- B. Additionally, when required by the Town Manager, Contractor shall maintain:

- C. The Town may require approval in deviations from this requirement if issued in writing.
- D. All required certificates of insurance are attached and considered part of this document.

10. PRE-PROJECT SAFETY REVIEW MEETING.

- A. The Contractor shall attend a pre-project safety review meeting with the appropriate Town staff prior to the start of work. Contractor shall comply with all applicable safety laws/regulations and follow best-practice industry safety protocols.

11. IRAN DIVESTMENT ACT CERTIFICATION

- A. As of the date listed below, the Contractor certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to Article 6E of Chapter 147 of the North Carolina General Statutes.

12. ADDITIONAL TERMS

- A. Alternations, deletions, and/or additions to the terms and conditions of this Contract may only be made by the mutual written consent of the parties.
- B. This Contract is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of North Carolina. Venue for any legal action resulting from this Contract shall lie in Union County.
- C. The Town may terminate the contract at any time and for any reason upon seven (7) days' prior written notice. Upon termination, Contractor shall be entitled to payment only for the actual cost of the work completed in conformity with this Contract and any other costs incurred as are permitted by this Contract.

D. Contractor shall not sell, transfer, subcontract, assign, or otherwise dispose of the rights and/or obligations of this Contract or any portion thereof, without the written consent of the Town.

E. Contractor shall meet all code requirements.

In witness thereof, the contracting parties, by their authorized agents, affix their signatures and seals this _____ day of _____, 20__.

Contractor

Town of Stallings

Name: _____
Name of Contractor (type or print)

Town Representative

By: _____
(Signature)

Title: _____

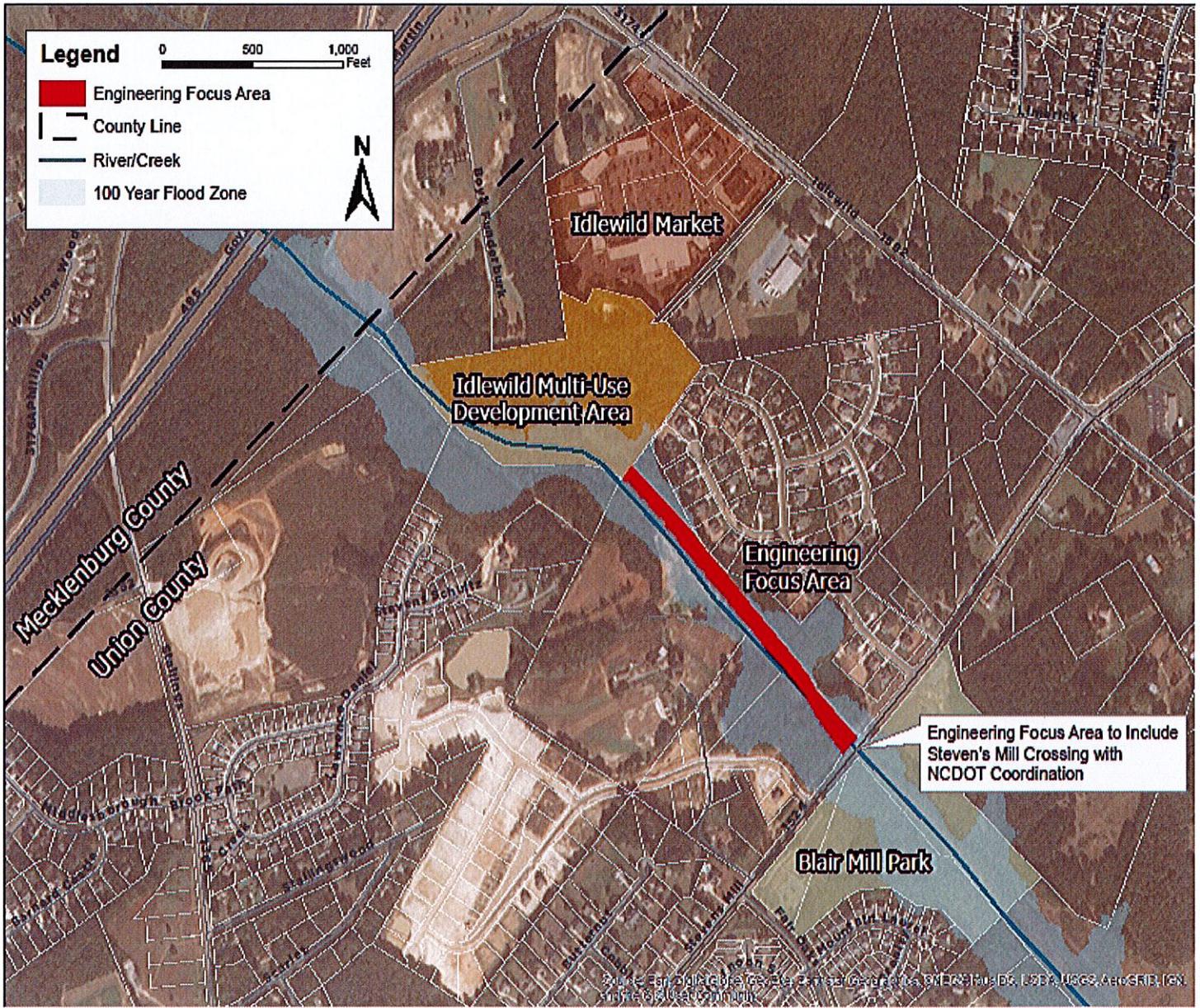
Attest: _____
(Secretary, if a corporation)

Attest: _____
Town Clerk

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

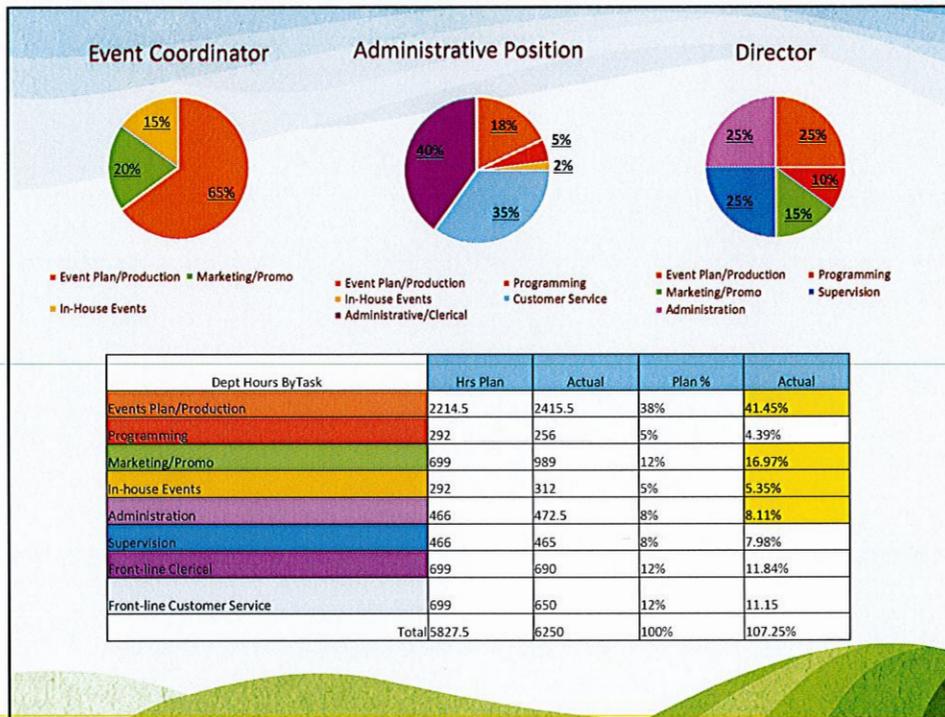
Finance Director

ATTACHMENT A

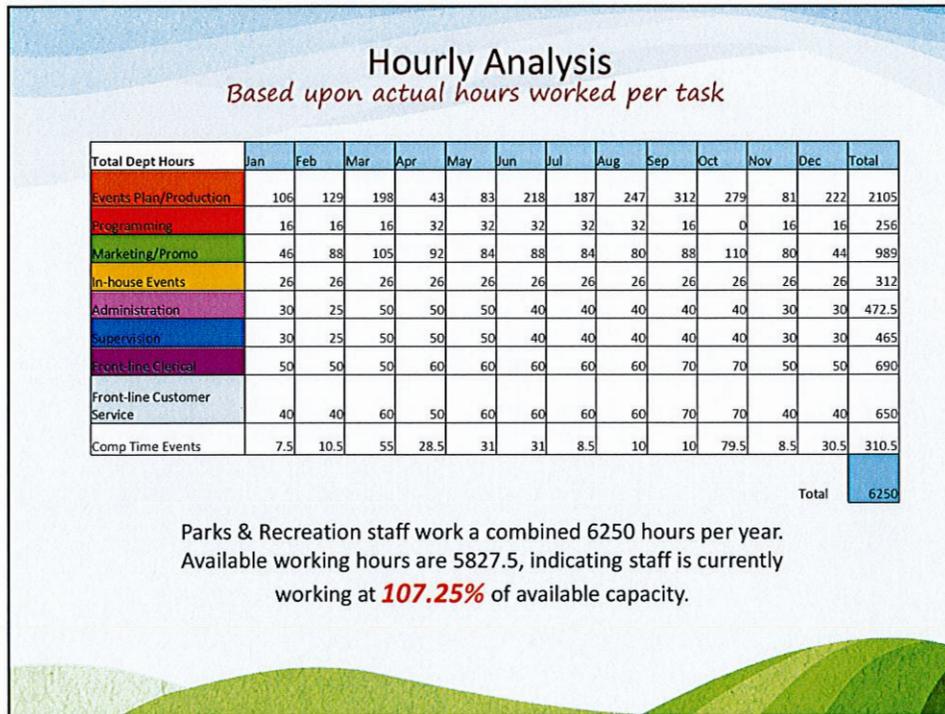




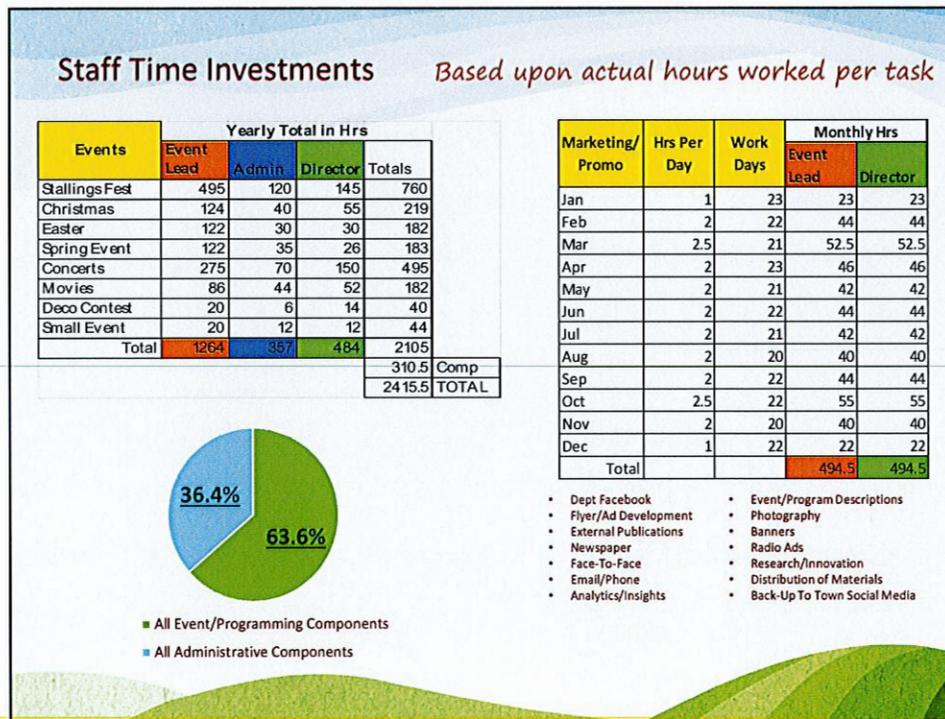
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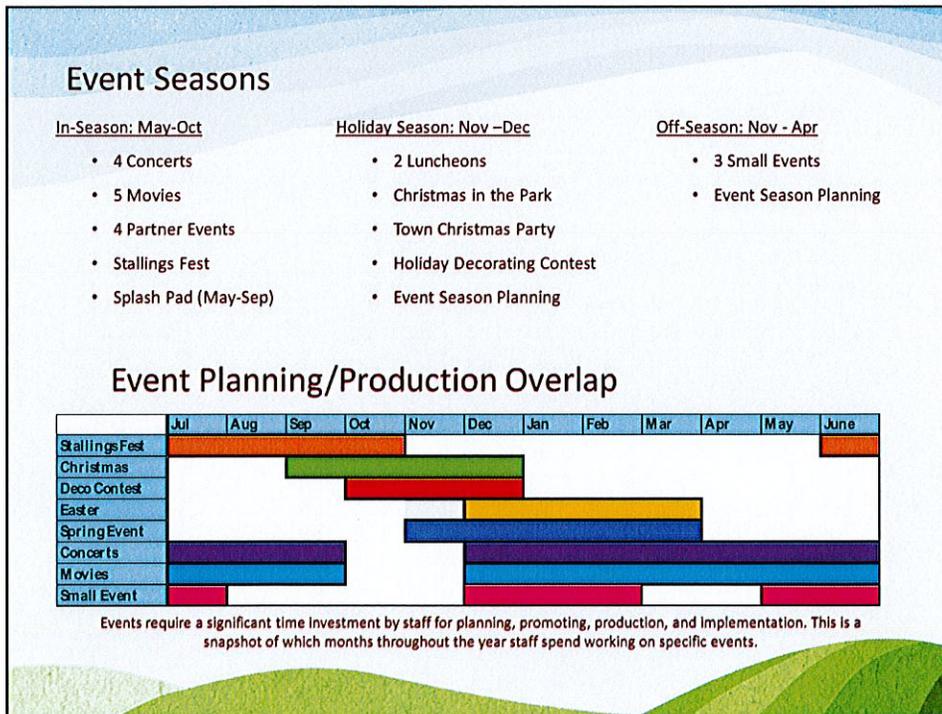
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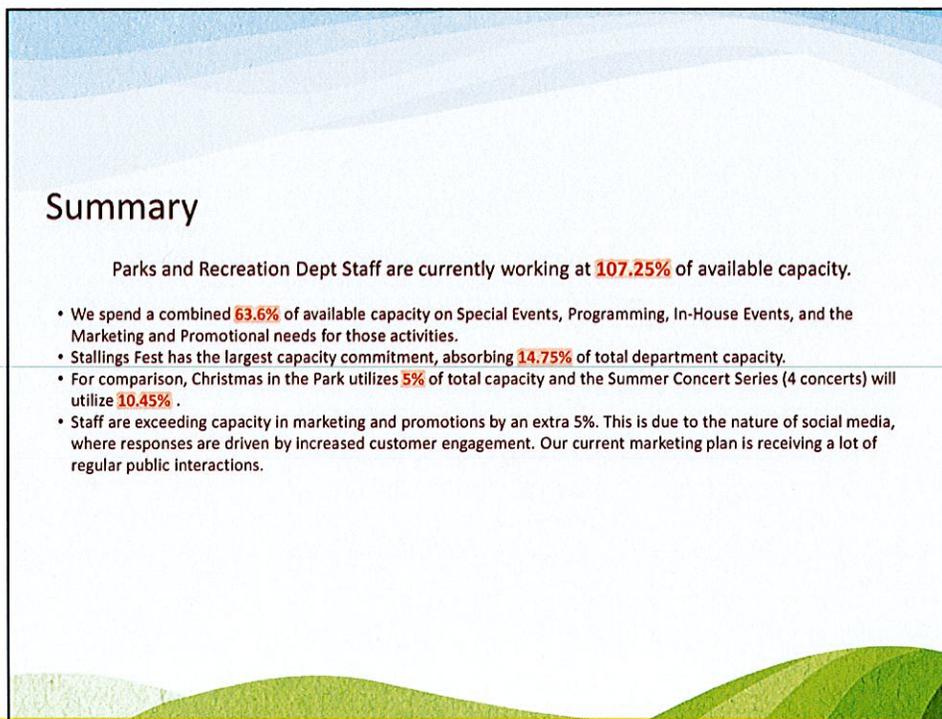
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CHRISTMAS PARADE ANALYSIS

By: Parks & Recreation, Police Department, Town Manager



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PARADE FEASIBILITY COMMITTEE

<p>➤ Mayor Dunn's Goals - February</p> <ul style="list-style-type: none"> ➤ Showcase Stallings Park ➤ Bring more people from the Northside to the Park ➤ Bringing Youth participants (parents come i.e. choir/chorus, band, dance & cheer groups etc.) 	<p>➤ Committee Meetings</p> <ul style="list-style-type: none"> ➤ 5 meetings: April – June ➤ Town Manager; Parks & Rec Staff; Police Department ➤ County EM consult
<p>➤ Visioning Meeting - March</p> <ul style="list-style-type: none"> ➤ Beginning : Flexible – gribble/smith farm road area ➤ Check train schedule ➤ End point: Around John Deere dealership/vet area ➤ Distance: 1 mile ➤ Time of Day: 4 PM – over by 5 PM – flexible for earlier ➤ Roll into Christmas in the Park Event 	<p>➤ Potential Challenges Identified</p> <ul style="list-style-type: none"> ➤ Parking ➤ Manpower ➤ Businesses interference ➤ Christmas in the Park – setup ➤ Staging/Route End transportation

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PARADE FEASIBILITY ANALYSIS



LOGISTICS



STAFFING



PARKING



IMPACT

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PARADE/ EVENT LOGISTICS & TIMELINE



Pre-Event Set-up

- Place Barricades and no parking signs
- Porta potties in needed locations
- Place detour/closure notice signs
- Trash cans in front of Park/Town Hall
- Set up "judging area" at Town Hall

Event Timeline

- 9:00 am Staff pre-parade set-up
- 11:00 Staff Set-up Stallings Park
- 2:00 pm Vendor Set-up Stallings Park
- 2:00 Parade Staff/Volunteers at CEM
- 2:30 – 3:30 Parade Staging – Public Parking Open
- 3:30 Roads Closed – Public Parking Closed
- 4:00 – 5:00 Parade
- 5:00 – 5:30 Transition to Stallings Park/Clean-up Route
- 5:30 Mayor Comments & Tree Lighting
- 5:45 – 7:00 Live Music, Photos with Santa, etc.
- 7:00 – 9:00 Staff Breakdown

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Staff Type	Need	Have	Net
PD/Public Safety	20	10	-10
Parade Staff (USE ADMIN)	9	5	-4
Event Staff (ALL PR/PW)	8	6	-2
Volunteers	30	10	-20
Total			-36

STAFFING

PARADE
 Staging: 3 STAFF; 12 VOLUNTEERS
 Pacers: 3 STAFF
 Intersections: 20 POLICE/PUBLIC SAFETY
 Route End: 3 STAFF; 5 VOLS

EVENT STAFF
 Set-Up: 8 STAFF (Parade & Park)
 Event: ALL STAFF; 5 VOLS
 Public Parking: 8 VOLUNTEERS

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HOURLY ANALYSIS WITH PARADE

Total Dept Hours	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Events Plan/Production	106	129	221	141	156	266	235	300	360	327	181	270	2692
Programming	16	16	16	32	32	32	32	32	16	0	16	16	256
Marketing/Promo	46	88	115	102	84	88	84	80	88	110	94	50	1029
In-house Events	26	26	26	26	26	26	26	26	26	26	26	26	312
Administration	30	25	60	60	50	40	40	40	40	50	40	30	512.5
Supervisor	30	25	50	50	50	40	40	40	40	40	30	30	465
Front-line Clerical	50	50	54	62	62	62	62	62	72	72	60	55	723
Front-line Customer Service	40	40	65	55	60	60	60	65	75	80	60	50	710
Comp Time Events	7.5	10.5	55	28.5	31	31	8.5	10	10	79.5	8.5	60	340
													Total
													7039.5



STAFFING

Adding a parade would require Parks & Recreation staff to work a combined **7039.5** hours per year. Available staff working hours are 5827.5, indicating staff would be working at **120.80%** of available capacity.

EVENT PLANNING/ PRODUCTION OVERLAP

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
StallingsFest	[Bar]											
Christmas			[Bar]									
Deco Contest			[Bar]									
Easter					[Bar]							
Spring Event					[Bar]							
Concerts	[Bar]					[Bar]						
Movies	[Bar]					[Bar]						
Small Event	[Bar]					[Bar]						[Bar]

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PARKING INVENTORY



➤ Staging: **240**

- CEM Corporation: **140** Parking spots
- Stallings UMC: **100** Parking spots

➤ On route: **160**

- Automotive Businesses: approx **120**
- Kings Greenhouse: **40**

➤ Town Hall/Park Hub: **265-475**

- Town Hall: **25**
- Stallings Park: **90**
- Corner Businesses: **75**
- James River: **75**
- James River Field: **80** * weather dependent
- Town Grass Field: **30** * weather dependent
- Large Grass Field: **100** * weather dependent

➤ Total Public Parking: **425 - 635**

- Estimated Parking Needs: **1250 - 1500**
- Parking Deficiency: **825 - 1075**

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COMMUNITY IMPACT



Business Operations

- ▶ Emergency Vet Clinic open 24 hrs (accessibility)
- ▶ Phat Daddy's open until 3:00pm (public parking)
- ▶ No loose ends open until 3:00pm (public parking)
- ▶ Just Don't Send Flowers open until 4:00pm (accessibility)
- ▶ True Karate open until 8:30pm (accessibility & public parking)
- ▶ Amy's Nails open until 7:00pm (accessibility & public parking)
- ▶ Quilt Patch open until 4:00pm (staging/accessibility)
- ▶ Ace Driving School open until 5:00pm (staging/accessibility)
- ▶ AAA Sewing Shop open until 3:00pm (staging/parking)

Traffic Detours

- ▶ Limits neighborhood access
- ▶ Oversaturation of same type of event in area

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TOWN OPERATION IMPACT



Budgetary

- ▶ Parade liability insurance
- ▶ Increased costs for services Town does not provide: extra Public Safety personnel, street clean-up, portable restrooms, barricade rental
- ▶ Comp Time/OT costs for non- public safety staff
- ▶ Increased Christmas event costs due to # of attendees: photos, snacks, extra face painters/balloon artists and bounce houses, higher entertainment cost if providing a stage/light/sound area near Christmas tree
- ▶ Event Equipment rental: extra radios, golf carts or extra vehicles, parking field lighting
- ▶ Employees asked to work 12 hour day: \$\$ to provide meals
- ▶ Extra supplies for park restrooms and cleaning supplies (trash bags, etc)

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FEASIBILITY CONCLUSIONS



- ▶ Staff analysis indicated a parade event that concludes with a park event would require resource commitments on the same scale as Stallings Fest.
- ▶ Through analysis, staff found the following areas of insufficiency:
 - ▶ Unmitigable route challenges
 - ▶ Lack of appropriate staffing levels and staff capacity
 - ▶ Public parking insufficiency
 - ▶ Lack of civic organization partner
 - ▶ Budgetary increase required

After close staff analysis and consideration of parades in other jurisdictions, staff determine this event is not feasible as currently considered. However, we believe we can make enhancements to other scheduled events or consider new initiatives to meet the goals set forth by Mayor Dunn.

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**Resolution Directing the Clerk to Investigate
a Petition Received under N.C.G.S. 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition (Parcel No.: K7075014) on Idlewild Road was received on June 3, 2019 by the Town of Stallings; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Stallings deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stallings that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation.

Approved this the 10th day of June, 2019.

Wyatt Dunn, Mayor

Attest:

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

