



December 10, 2018
 Stallings Town Hall
 315 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

	Time	Item	Presenter	Action Requested/Next Step
	6:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	6:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	6:20 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:
2.	6:35 p.m.	2017-18 Audit Presentation	Marsha Gross, Finance Officer	Presentation
3.	6:45 p.m.	New Construction Projects A. Construction and Engineering Testing – Mini Brooks Act Resolution B. Financial Institution Selection (1) Public hearing (2) Resolution Approving Financing Terms (3) Resolution Making Certain Findings and Determinations Regarding the Financing of the New Town Hall and Public Works Facilities C. Construction Contract Execution	Alex Sewell, Town Manager Marsha Gross, Finance Officer Chris Easterly, Town Engineer	3.A. Approve Mini Brooks Act Res. 3.B.(1) Hold Public Hearing 3.B.(2) Approve Financing Terms Resolution 3.B.(3) Approve Certain Findings Regarding Financing 3.C. Direct the Town Manager to enter to contract with Hoss Construction.
4.	7:15 p.m.	Unified Development Ordinance and Small Areas Plans Process Explanation <i>(Scholl)</i>	Lynne Hair, Town Planner	Presentation
5.	7:30 p.m.	Hotel Site <i>(Dunn)</i>	Wyatt Dunn, Mayor	Information

6.	7:40 p.m.	Stormwater Improvement Projects <i>(Martin)</i> A. Four Wood B. Lawyers Road	Kevin Parker, Assistant Town Engineer	Information
7.	7:50 p.m.	Water Tower Painting Options	Alex Sewell, Town Manager	Information and Possible Action
8.	8:00 p.m.	Reclassification of Captain Position to Assistant Police Chief	Alex Sewell, Town Manager	Approve reclassification
9.	8:10 p.m.	Annual Organizational Meeting Items: A. Appoint liaisons for the following: (1) Union County Public Schools (2) QUAD Alliance (Council Member and Citizen Member) B. Approval of 2019 Meeting Schedule C. Approval of 2019 Holiday Schedule D. Appointment of Charlotte Regional Transportation Planning Organization (CRTPO) alternate delegate <i>(The Mayor is the automatic delegate.)</i> E. Appointment of Centralina Council of Government (CCOG) delegate and alternate	Wyatt Dunn, Mayor	Appointments and approvals of schedules
10.	8:20 p.m.	2019 Planning Session Date and Agenda Selection: • January 19; or • February 9	Alex Sewell, Town Manager	Select date agenda/vision for Planning Session
11.	8:25 p.m.	Closed Session Pursuant to NCGS 143.318-11(a)(5) and (6)	Wyatt Dunn, Mayor	Motion: I make the motion to go into closed session pursuant to NCGS 318-11(a)(5) and (6).
12.	8:40 p.m.	Adjournment	NA	Motion: I make the motion to adjourn.



Memo

To: Mayor and Town Council
From: Christopher J. Easterly, P.E., Town Engineer
Via: Alex Sewell, Town Manager
Date: December 5, 2018
Re: Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS 143-64.31 (Mini Brooks Act).

The Stallings Town Council approved the funding for the Town Hall and Public Works construction contract on the December 3, 2018 special meeting. Staff would like to utilize a private engineering firm to conduct construction engineering and materials testing during the construction of this project. Technicians will conduct a range of tests in the field and in the laboratory to determine compliance with the approved plans and specifications. Certified reports are delivered summarizing test results to ensure that compacted soils, concrete, masonry, steel and asphalt utilized and placed are in conformity.

The Architect recommended utilizing the same firm for construction engineering and testing that developed the site geotechnical report. Therefore, Staff would like to engage S&ME with a not to exceed fee of twenty-five thousand (\$25,000) to conduct this work. The Town has had a positive experience with this firm with the geotechnical engineering services provided on the project.

Action Requested:

Requesting motion to adopt the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS 143-64.31 (Mini Brooks Act) to engage S&ME for the construction engineering and testing contract.



**Resolution to Exempt the Town of Stallings
from the Competitive Proposal Provisions of
NCGS §143-64.31**

WHEREAS, North Carolina General Statute 143-64.31 (Mini Brooks Act) requires the initial selection of firms to perform architectural, engineering, and surveying services on the basis of qualifications and without regard to fee; and

WHEREAS, the Town of Stallings proposes to enter into one or more contracts for such services for work on Construction Engineering and Testing; and

WHEREAS, North Carolina General Statute 143-64.32(a) allows the Town Council in its sole discretion to exempt projects where the estimated professional fee is in an amount less than fifty thousand dollars (\$50,000) upon stating the reasons for exemption and the circumstances attendant thereto; and

WHEREAS, the Project entails a substantial engineering component; and

WHEREAS, the Town of Stallings desires to engage S&ME for the purpose of providing Construction Engineering and Testing for the Town Hall and Public Works facilities and the professional fee for that contract is not to exceed twenty-five thousand dollars (\$25,000);

WHEREAS, the Town of Stallings desires to exempt this project from the statutory qualification procedure and engage S&ME because of the nature of the project and their previous work with the Town of Stallings regarding geotechnical engineering;

NOW, THEREFORE, the Town Council of the Town of Stallings resolves the above described project is hereby made exempt from the provisions of North Carolina General Statute 143-64.31 (Mini Brooks Act) for the reasons stated in this resolution.

This the 10th day of December, 2018.

Wyatt Dunn, Mayor

Attest:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney



Resolution to Approving Financing Terms

WHEREAS: The Town of Stallings (the "Town") has previously determined to undertake a project for the financing of construction of a Public Works building and a Town Hall building, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated November 29, 2018. The amount financed shall not exceed \$3,500,000 the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.47% and the financing term shall not exceed 10 (ten) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Town Manager, Deputy Town Manager and Finance Officer of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

NOW, THEREFORE, the Town Council of the Town of Stallings approves the above financing terms in accordance to the provisions of North Carolina General Statute 160A-20 as stated in this resolution.

Approved this 10th day of December 2018.

Wyatt Dunn, Mayor

Attest:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney



TO: Mayor Dunn; Town Council
FR: Alex Sewell
DATE: 12/5/18
RE: Authorization for Town Hall/Public Works Project

Purpose: This memorandum's purpose is to get final approval for the New Town Hall/Public Works Facility contract and request authorization for executing related documents and the project in general.

Background: The Town Council has approved contracting with Hoss Contracting for the New Town Hall/Public Works Facility contingent upon financing and Local Government Commission approval and final Council approval.

The total approved project cost is \$3,231,000. This includes \$2,918,000 to be financed, \$208,000 from stormwater funds for underground stormwater detention, and \$105,000 for construction testing and furniture/equipment from reserves.

Recommendation: Staff would recommend the following:

- Approve contracting with Hoss Contracting, Inc. for the construction of the New Town Hall and Public Works Building for a total amount of \$3,126,000 contingent upon financing and Local Government Commission approval;
- Approve the Town Manager to execute documents including executing change orders and is authorized to implement the project.

Phase 1: Project Evaluation
Concept Plan/Application Submitted
<p>Facilitated Town Technical Review of Proposed Development</p> <p>Considerations: Submitted site plans, application, comprehensive land use plan, small area plans, UDO, engineering data, public works data, fire/police/safety data, school enrollment data, any other data that staff feels is necessary to evaluate the project.</p> <p>Who Is Involved: Staff led technical review may include town planning staff, town engineer, town manager, police chief, fire marshal office representative, public works department, UCPW, legal counsel, any other person(s) staff sees as necessary for review of the project.</p> <p>Outcome: Written comments/information provided to applicant to start discussion of development agreement.</p>
Phase 2: Staff Agreement Negotiations*
Staff Level Negotiations with Applicant
<p>Begin negotiation of an agreement for long-term trade-offs and benefits of a development with Staff.</p> <p>Considerations: Comments/Considerations from Phase 1, developers comments/response to phase 1 requests, discussion of requested items/improvements</p> <p>Who Is Involved: Planning Staff, Town Engineer, Town Manager, Applicant, Legal Counsel and Land Use Consultant as necessary</p> <p>Outcome: Draft Development Agreement</p> <p>*May require multiple meetings</p>
Phase 3: Council Sub Committee Level Negotiations
Council Sub Committee Level Negotiations with Applicant
<p>Presentation of Draft Agreement to a Council Sub Committee. Council Sub Committee receives draft agreement and may negotiate directly with the applicant.</p> <p>Who Is Involved: Town Council Sub Committee made up of three council members as follows:</p> <p>Committee 1: Council Members from Districts 1 & 6</p> <p>Committee 2: Council Members from Districts 2 & 5</p> <p>Committee 3: Council Members from Districts 3 & 4</p> <p>The third Committee Member will be from the district in which the development is occurring.</p> <p>Also involved will be the Applicant, Planning Staff, Town Manager, Legal Counsel and Land Use Consultant as necessary. A rotating schedule for which subcommittee serves will be created and provided to Council. **</p> <p>Outcome: Draft Development Agreement</p> <p>*May require multiple meetings</p> <p>** If the project falls within the district of a subcommittee member assigned to that rotation, the next subcommittee in the rotation will review to ensure three-member participation.</p>
Phase 4: Planning Board Review
Planning Board Level Negotiations with Applicant
<p>Presentation of Draft Agreement to the Planning Board</p> <p>Considerations: Draft Development Agreement</p>

Who Is Involved: Planning Staff, Town Engineer, Town Manager, Applicant, Legal Counsel and Land Use Consultant as necessary

Outcome: Draft Development Agreement Recommendation

Phase 5: Council Agreement Negotiations*

Council Level Negotiations with Applicant

Presentation of Draft Agreement to entire Council. Council receives draft agreement and may negotiate directly with the applicant.

Who Is Involved: Entire Town Council, Applicant, Planning Staff, Town Manager, Legal Counsel and Land Use Consultant as necessary.

Outcome: Final Development Agreement

*May require multiple meetings

Phase 6: Public Hearing

Public Hearing/Council Decision

Required public hearing held and negotiated agreement adopted by Town Council.

Who Is Involved: Town Council, Applicant, Planning Staff, Town Manager, Legal Counsel

Outcome: Council Decision/Finalized Agreement



Memo

To: Mayor and Town Council
From: Kevin P. Parker, E.I., Assistant Town Engineer
Date: December 05, 2018
Re: 6185, 6191, & 6197 Fourwood Drive
Storm Water Remediation

There are 3 properties in the Emerald Lake Subdivision that are experiencing flooding caused by runoff from the Emerald Lake Golf Club. This runoff flows into existing undersized infrastructure that cannot handle the runoff. The upstream portion of this infrastructure is located on private property. Downstream, there is a yard inlet that is located, within the Town's right of way, between 6185 and 6191 Fourwood Dr. This junction inlet is tied to the undersized upstream infrastructure.

Councilman Martin requested staff to formulate a solution and acquire a cost to improve the infrastructure that is located within the Town's right of way. Staff received the quote requested including repairs to the existing roadway that has been damaged as a result of this flooding.

The quote for the aforementioned scope of work was received from **Privette Enterprises** for a price of **\$35,987.14**.

Action Requested:

Requesting direction on any further action.

Privette Enterprises, Inc.
P.O. Box 1189
Monroe, N.C. 28111-1189
Phone: (704) 821-9161
Fax: (704) 821-4150



Price Quotation

Date	Estimate #
11/15/2018	2678

CUSTOMER INFORMATION
Town of Stallings 315 Stallings Road Matthews, NC 28104

JOBSITE / TYPE
6191 Four wood Emerald Lakes

QUOTE VALID FOR 30 DAYS.

CONDITIONS: Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be suitable quality to facilitate efficient production. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs/labor will be done upon a written change order. These costs will become an extra charge over and above the estimate. Warranty claims are handled once payment for the completed job has been made and account is current. PEI is not responsible for any damage to the sidewalk, leadwalk or driveway as a result of our machinery or trucks crossing them to enter or exit the project.

ITEM	DESCRIPTION & SCOPE OF WORK	TOTAL
	Scope of work We will come in and cut out the curbs and gutters on each side of the road directly out from homeowners drainage box in side yard. We will install a new box and run a 24" concrete pipe off box across the road into newly installed 5 x 5 knock out box in line with the 30" trunk line running under curb. We will seal all connections then compact with base stone and vibratory compactor. We will then pour curb and gutter on each side of the road to replace torn out sections. We will then asphalt the entire road as we discussed 17' x 100' . We will seed and straw all disturbed areas when completed.	
Equipment Labor	Equipment labor for all equipment for the project	14,371.21
Misc.	Misc. Supplies/materials for sealing joints and boxes.	1,493.21
Equipment Labor	Walk behind saw and vibratory compactor to ensure compaction once all lines are put in the ground	2,651.00
Pipe	Pipe needed to complete the project concrete 24" pipe 5x5x5 with hooded frame and grate / 2x3x3 box with frame and grate.	6,487.21
Asphalt	Asphalt repair 95' x 17' curb and gutter re-pour and sidewalk repairs	10,984.51

We thank you & look forward to the opportunity to serve you! Sales T... \$0.00

REQ LOCATES ON:	LOCATES TICKET #	TOTAL	\$35987.14
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Customer's signature serves as a contract with Privette Enterprises, Inc. to perform the scope of work including items listed & agrees to pay the total amount due upon invoice receipt. A monthly late charge of 1.5% will be applied to past-due accounts. If payment is not made within stated payment terms, customer shall be liable for all costs incurred in collection, including attorney's fees and court costs. An internal processing fee of 3% will be applied to CREDIT CARD payments. No processing fee is applied with check & cash payments.

SIGNATURE: _____

DATE: _____



Memo

To: Mayor and Town Council

From: Kevin P. Parker, E.I., Assistant Town Engineer

Date: December 05, 2018

Re: Lawyers Road/Stevens Mill Subdivision
Storm Water Remediation

A drainage swale parallel with Lawyers Road, drains through a culvert pipe at the entrance road to the Stevens Mill Subdivision. The inlet of this culvert pipe is completely blocked with debris, causing flooding in the roadway.

This drainage swale is in the right of way of Lawyers Road, which is an NCDOT maintained thoroughfare.

Staff was asked to obtain a price to clean up the upstream portion of the culvert pipe to allow for proper flow.

The quote to clean up the culvert was received from **Privette Enterprises** for a price of **\$1,221.52**.

Action Requested:

Requesting direction on any further action.

Privette Enterprises, Inc.
P.O. Box 1189
Monroe, N.C. 28111-1189
Phone: (704) 821-9161
Fax: (704) 821-4150



Price Quotation

Date	Estimate #
11/15/2018	2672

CUSTOMER INFORMATION
Town of Stallings 315 Stallings Road Matthews, NC 28104

JOBSITE / TYPE
Stevens Mill Rd Ditch clean up

QUOTE VALID FOR 30 DAYS.

CONDITIONS: Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be suitable quality to facilitate efficient production. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs/labor will be done upon a written change order. These costs will become an extra charge over and above the estimate. Warranty claims are handled once payment for the completed job has been made and account is current. PEI is not responsible for any damage to the sidewalk, leadwalk or driveway as a result of our machinery or trucks crossing them to enter or exit the project.

ITEM	DESCRIPTION & SCOPE OF WORK	TOTAL
Equipment Labor	Scope of work We will mobilize in and clean up the ditch line and place an apron of Rip Rap at the end of the pipe	745.21
Hauling - dirt & stri...	Equipment labor for the project	250.00
Rip Rap - NC - ton	Hauling off dirt/strippings & disposal. Rip Rap needed to place in front of pipe	212.00T

<i>We thank you & look forward to the opportunity to serve you!</i>		Sales T...	\$14.31
REQ LOCATES ON:	LOCATES TICKET #	TOTAL	\$1,221.52

Customer's signature serves as a contract with Privette Enterprises, Inc. to perform the scope of work including items listed & agrees to pay the total amount due upon invoice receipt. A monthly late charge of 1.5% will be applied to past-due accounts. If payment is not made within stated payment terms, customer shall be liable for all costs incurred in collection, including attorney's fees and court costs. An internal processing fee of 3% will be applied to CREDIT CARD payments. No processing fee is applied with check & cash payments.

SIGNATURE: _____ DATE: _____

Alex Sewell

From: Grant Moore <grant.moore@unioncountync.gov>
Sent: Wednesday, December 5, 2018 12:05 PM
To: Alex Sewell
Cc: Erinn Nichols
Subject: RE: Union County Water Tank on HWY 74 in Stallings

Alex,

Good afternoon. Please see the answers to your questions below:

- 1.) Would it be possible to bid this part of the project as an alternate? The Town wants to see what the price is before we commit and if we don't want to slow down the County.
 - a. Yes, we will add the item into the bid as an alternate.

- 2.) If the Town wanted to slightly alter the location or size of the graphic on the water tower, when would be the most appropriate time to provide that feedback in this process?
 - a. The engineer can show the size and location on the tank and I can send to you for review. Concerning orientation to the road, can you provide a sketch of where you would like the emblem to face? Perpendicular; an emblem on each side to be seen from either direction; etc.

Thanks,

Grant Alexander Moore, PE

CIP Engineer

T 704.296.4238

M 980.328.0506

www.unioncountync.gov

From: Alex Sewell [mailto:asewell@stallingsnc.org]
Sent: Friday, November 30, 2018 2:02 PM
To: Grant Moore <grant.moore@unioncountync.gov>
Cc: Erinn Nichols <enichols@stallingsnc.org>
Subject: Re: Union County Water Tank on HWY 74 in Stallings

WARNING: This email originated outside of our organization.

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hey Grant,

Thanks for reaching out. I can check with our Town Council on 12/10 and get back with you.

Couple quick confirmation questions:

- 1.). Would it be possible to bid this part of the project as an alternate? The Town wants to see what the price is before we commit and if we don't want to slow down the County.

2.) if the Town wanted to slightly alter the location or size of the graphic on the water tower, when would be the most appropriate time to provide to provide that feedback in this process?

Thanks!

Alex

Get [Outlook for iOS](#)

From: Grant Moore <grant.moore@unioncountync.gov>
Sent: Thursday, November 29, 2018 12:15 PM
To: Alex Sewell
Cc: Erinn Nichols
Subject: Union County Water Tank on HWY 74 in Stallings

Alex,

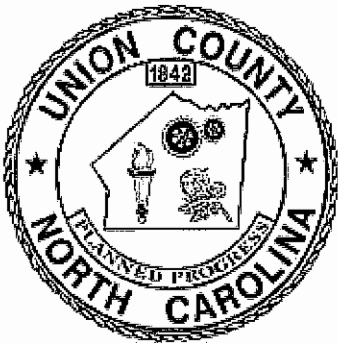
I work in CIP and am the project manager for Tank Rehab. I have read the emails between you and Scott Huneycutt involving the HWY 74 Tank in Stallings, but that tank will not be up for rehab until FY20 (by current estimation). The project is based on engineering assessments conducted on the tanks and the program addresses the worse tanks first. However, this year the New Stallings Tank on Carls Road is being restored as part of this program. Would you like the attached Stallings logo on this water tank?

If so, I will update our contracted engineer and send the specs (once received) to the Town for confirmation.

Thank you,

Grant Alexander Moore, PE

CIP Engineer



Union County Government

Public Works

500 N Main Street

Suite #617

Monroe, NC 28112

T 704.296.4238

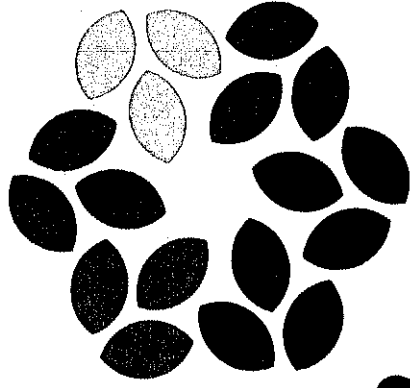
M 980.328.0506

grant.moore@unioncountync.gov

www.unioncountync.gov

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Stallings^{-NC-}



TO: Mayor Dunn; Town Council
FR: Alex Sewell
DATE: 12/3/18
RE: Reclassifying

Purpose: This memorandum's purpose is to provide background information and recommend reclassifying a Police Captain position to Assistant Police Chief.

Background: During the Town Manager's interview process, one of the questions posed was how the Manager would ensure that Town departmental services continue uninterrupted in the event something happens unexpectedly to a particular department head.

As a result, the Town Manager and Police Chief have discussed how to best ensure police services continue in such a situation. Based on those discussions, Chief Plyler examined the SPD's administrative structure and has made the following request:

The Police Department would like approval to reclassify one of the current Captain positions to the rank of Assistant Chief. The department historically had an Assistant Chief's position that was reclassified to a Captain's position by a prior administration. This return to an Assistant Chief structure would serve to clarify the PD administrative structure and, as equally important, specify the next in command in the absence of the Chief of Police. This has been in the internal discussion stage for some time. With the upcoming classification / salary study, the time seems appropriate to have this in place prior to the information gathering phase. To clarify, this will add no personnel and any increase in salary is well within the current PD salary budget due to lapse salary within the year.

*I appreciate your consideration in this matter.
Chief M. E. Plyler Jr.*

I concur with Chief Plyler's proposed action and rationale. Enclosed is a proposed new job description.

Recommendation: Staff would recommend approving reclassifying one of the Police Captain positions to an Assistant Police Chief position.

ASSISTANT CHIEF OF POLICE

General Statement of Duties

Performs administrative and supervisory law enforcement work assisting in the direction of the department.

Distinguishing Features of the Class

An employee in this class is responsible for working with the Police Chief in managing the operations of the department, including acting as Police Chief in his/her absence. Work requires the employee to plan, organize, direct and review all functions and activities of the Police Department, including supervision of assigned staff. Duties include identifying operational issues and trends and service issues; researching policies and procedures and developing recommendations for changes; assisting with preparing the department's budget and purchasing equipment and supplies; supervising subordinate employees. Considerable independence, initiative, judgment and ability to make effective decisions is required in all aspects of work. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed in accordance with departmental policy and state and federal law. Work is performed under general supervision of the Chief of Police and is evaluated through observation, discussion and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

Assists the Police Chief with planning, directing and managing all activities, functions and personnel in the department.

Oversees the Investigations Division. Reviews and assigns work to others when needed. Provides Chief of Police with monthly Investigative Summaries

Supervises Community Resource Division, keeping abreast of scheduling, events, and responsibilities.

Supervises "light duty" personnel, when applicable.

Coordinates and schedules "off-duty" assignments when needed.

Assists with preparing the department's budget; researches departmental needs and prepares justifications for purchases; monitors budget during the year.

Analyzes and evaluates departmental policies and procedures and recommends change.

Participates in developing and implementing department's goals, objectives, policies, procedures, rules and regulations.

Manages inventory and vehicle fleet including maintenance and assists with vehicle purchase recommendations during budget preparation.

Work involves frequent public contact which requires tact, firmness, and decisiveness. May serve as liaison and/or representative for the Police Chief with County, state, federal, internal and external agencies, officials or boards.

Ensures that all department records, reports and evidence preservation comply with department policies and procedures. Works closely with records management personnel in this area.

Acts as Police Chief in his/her absence.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of state and federal laws, local ordinances and policies of the police department.

Thorough knowledge of law enforcement principles, practices, methods and equipment.

Thorough knowledge of the organization's personnel policies, budget and purchasing procedures, and effective supervisory practices.

Ability to evaluate the effectiveness of law enforcement operations and to institute improvements.

Ability to effectively plan, organize, direct and coordinate the multiple activities of the department.

Ability to supervise and direct the work of employees.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, other employees, law enforcement personnel from federal, state and local agencies, District Attorneys, judges, Town officials and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, talking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, hearing, and repetitive motions.

Must be able to perform medium to heavy work exerting 50 pounds to 100 pounds of force occasionally, 20-50 pounds frequently and 10-20 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol, and to use a computer.

Desirable Experience and Education

Graduation from an accredited community college with a degree in criminal justice, public administration or related field supplemented by considerable law enforcement training and supervisory experience; or graduation from high school and extensive law enforcement and supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Certification by the NC Criminal Justice Training and Standards Council as a law enforcement officer and NC driver's license. Other certifications required within timeframes specified by the Town may include Advanced Law Enforcement Certificate, Police Law Institute, First Line Supervision and other upper management training as deemed beneficial to the department.

Town of Stallings Meeting Dates 2019

Unless otherwise noted, all meetings are held in the Stallings
Municipal Building located at 315 Stallings Road on the second floor.

JANUARY

10	Thursday	Transportation	6:00 p.m.
14	Monday	Town Council	6:00 p.m.
15	Tuesday	Planning Board	7:00 p.m.
15	Tuesday	Board of Adjustment	*7:30 p.m.
17	Thursday	Parks & Recreation	6:00 p.m.
24	Thursday	Historical Committee	10:00 a.m.
24	Thursday	Stormwater	6:00 p.m.
28	Monday	Public Safety	5:00 p.m.
28	Monday	Town Council	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

FEBRUARY

11	Monday	Town Council	6:00 p.m.
14	Thursday	Transportation	6:00 p.m.
19	Tuesday	Planning Board	7:00 p.m.
19	Tuesday	Board of Adjustment	*7:30 p.m.
21	Thursday	Parks & Recreation	6:00 p.m.
25	Monday	Public Safety	5:00 p.m.
25	Monday	Town Council	6:00 p.m.
28	Thursday	Historical Committee	10:00 a.m.
28	Thursday	Stormwater	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

MARCH

11	Monday	Town Council	6:00 p.m.
14	Thursday	Transportation	6:00 p.m.
19	Tuesday	Planning Board	7:00 p.m.
19	Tuesday	Board of Adjustment	*7:30 p.m.
21	Thursday	Parks & Recreation	6:00 p.m.
25	Monday	Public Safety	5:00 p.m.
25	Monday	Town Council	6:00 p.m.
28	Thursday	Historical Committee	10:00 a.m.
28	Thursday	Stormwater	6:00 p.m.

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Town of Stallings Meeting Dates 2019

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APRIL

8	Monday	Town Council	6:00 p.m.
11	Thursday	Transportation	6:00 p.m.
16	Tuesday	Planning Board	7:00 p.m.
16	Tuesday	Board of Adjustment	*7:30 p.m.
18	Thursday	Parks & Recreation	6:00 p.m.
23	Tuesday	Public Safety	5:00 p.m.
23	Tuesday	Town Council	6:00 p.m.
25	Thursday	Historical	10:00 a.m.
25	Thursday	Stormwater	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

MAY

9	Thursday	Transportation	6:00 p.m.
13	Monday	Town Council	6:00 p.m.
16	Thursday	Parks & Recreation	6:00 p.m.
21	Tuesday	Planning Board	7:00 p.m.
21	Tuesday	Board of Adjustment	*7:30 p.m.
23	Thursday	Historical Committee	10:00 a.m.
23	Thursday	Stormwater	6:00 p.m.
28	Tuesday	Town Council	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

JUNE

10	Monday	Town Council	6:00 p.m.
13	Thursday	Transportation	6:00 p.m.
18	Tuesday	Planning Board	7:00 p.m.
18	Tuesday	Board of Adjustment	*7:30 p.m.
20	Thursday	Parks & Recreation	6:00 p.m.
24	Monday	Public Safety	5:00 p.m.
24	Monday	Town Council	6:00 p.m.
27	Thursday	Historical Committee	10:00 a.m.
27	Thursday	Stormwater	6:00 p.m.

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JULY

8	Monday	Town Council	6:00 p.m.
11	Thursday	Transportation	6:00 p.m.
16	Tuesday	Planning Board	7:00 p.m.
16	Tuesday	Board of Adjustment	*7:30 p.m.
18	Thursday	Parks & Recreation	6:00 p.m.
22	Monday	Public Safety	5:00 p.m.
25	Thursday	Historical Committee	10:00 a.m.
25	Thursday	Stormwater	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

AUGUST

8	Thursday	Transportation	6:00 p.m.
12	Monday	Town Council	6:00 p.m.
15	Thursday	Parks & Recreation	6:00 p.m.
20	Tuesday	Planning Board	7:00 p.m.
20	Tuesday	Board of Adjustment	*7:30 p.m.
22	Thursday	Stormwater	6:00 p.m.
22	Thursday	Historical Committee	10:00 a.m.
26	Monday	Public Safety	5:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

SEPTEMBER

9	Monday	Town Council	6:00 p.m.
12	Thursday	Transportation	6:00 p.m.
17	Tuesday	Planning Board	7:00 p.m.
17	Tuesday	Board of Adjustment	*7:30 p.m.
19	Thursday	Parks & Recreation	6:00 p.m.
23	Monday	Town Council	6:00 p.m.
23	Monday	Public Safety	5:00 p.m.
26	Thursday	Historical Committee	10:00 a.m.
26	Thursday	Stormwater	6:00 p.m.

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Town of Stallings Meeting Dates 2019

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OCTOBER

10	Thursday	Transportation	6:00 p.m.
14	Monday	Town Council	6:00 p.m.
15	Tuesday	Planning Board	7:00 p.m.
15	Tuesday	Board of Adjustment	*7:30 p.m.
17	Thursday	Parks & Recreation	6:00 p.m.
24	Thursday	Historical Committee	10:00 a.m.
24	Thursday	Stormwater	6:00 p.m.
28	Monday	Public Safety	5:00 p.m.
28	Monday	Town Council	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

NOVEMBER

12	Tuesday	Town Council	6:00 p.m.
14	Thursday	Transportation	6:00 p.m.
19	Tuesday	Planning Board	7:00 p.m.
19	Tuesday	Board of Adjustment	*7:30 p.m.
21	Thursday	Historical Committee	10:00 a.m.
21	Thursday	Parks & Recreation	6:00 p.m.
21	Thursday	Stormwater	5:00 p.m.
25	Monday	Public Safety	5:00 p.m.
25	Monday	Town Council	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

DECEMBER

9	Monday	Town Council	6:00 p.m.
12	Thursday	Transportation	6:00 p.m.
17	Tuesday	Planning Board	7:00 p.m.
17	Tuesday	Board of Adjustment	*7:30 p.m.
19	Thursday	Stormwater	6:00 p.m.
19	Thursday	Parks & Recreation	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.



Holiday Schedule 2019

2018 Holiday(s)	Date(s)	Day(s) of the Week
New Year's Day	January 1	Tuesday
MLK, Jr. Birthday	January 21	Monday
Good Friday	April 19	Friday
Memorial Day	May 27	Monday
Independence Day	July 4	Thursday
Labor Day	September 2	Monday
Veteran's Day	November 11	Monday
Thanksgiving	November 28 & 29	Thursday & Friday
Christmas	December 24, 25, 26	Tuesday, Wednesday, Thursday