



March 13, 2023
 Stallings Government Center
 321 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Consent Agenda A. Minutes from the following meetings: (1) 02-13-2023 (2) 02-13-2023 – closed (3) 02-25-2023 – special (4) 02-27-2023 B. Schedule 2024 Spring Bulk Pick Up after Union County Public Schools Spring Break Week C. Police Department Message Boards Purchase D. Police Department Flooring Purchase E. Amended Budget Ordinance 14 – Police Department Flooring Purchase	Wyatt Dunn, Mayor	Approve Consent Agenda
2.	7:17 p.m.	Reports A. Report from Mayor B. Report from Council Members/Town Committees C. Report from Town Manager/Town Departments	Council and Staff	NA
3.	7:45 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve Agenda
4.	7:47 p.m.	Monroe Union County Economic Development Commission (MUCEDC)	Chris Platé, Executive Dir.	Presentation and possible action
5.	8:05 p.m.	2023 Stallings Committee (Re)Appointments	Erinn Nichols, Asst. Town Mgr.	Consider(re)appointments
6.	8:15 p.m.	Annual Retreat <i>Summary, Strategic Priorities, and Action Steps</i>	Alex Sewell, Town Manager	Information and adoption
7.	8:35 p.m.	Adjournment	Wyatt Dunn, Mayor	Motion to adjourn

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

The Town Council of the Town of Stallings met for its regular meeting on February 13, 2023, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

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

Those absent were: Council Members Taylor-Rae Drake and Brad Richardson.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Max Hsiang, Planning Director; Kevin Parker, Town Engineer; Jamie Privuznuk, Finance Officer; Eunice McSwain, Parks and Recreation Director; Karen Reid, Human Resources Director; and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

No one was present to give public comments.

1. Approval of Consent Agenda Items

A. Minutes from the following meetings:

- (1) 12-12-2022
- (2) 01-09-2023
- (3) 01-09-2023 – closed
- (4) 01-23-2023

B. Amended Budget Ordinance 9 – Vickery Fencing

C. SUMMIT Engineer and Geotechnical Services Contract Approval

D. Solid Waste Contract Amendment

E. NCLM Wellness Grant

F. Police Department Mandatory Radio Upgrade Purchase Order

Town Manager Sewell noted that the lowest responsible bidder under the state contract was chosen for Agenda Item 1.F., *Police Department Mandatory Radio Upgrade Purchase Order*. The Mayor thanked Assistant Town Manager Nichols for the Solid Waste Contract Extension.

Council Member Grooms made the motion to approve the Consent Agenda Items as presented. The motion was seconded by Council Member Hall which passed unanimously by Council. Amended Budget Ordinance 9 – Vickery Fencing is attached to these minutes and therefore incorporated herein.

2. Reports

(Moved to Agenda Item 6.A.)

3. Agenda Approval

Mayor Dunn recommended adding Agenda Item 4.A., *EEOC Charge No. 430-2023-2707; NCDOL Charge No. 204269 Settlement Claim*, and moving Agenda Item 2, *Reports*, to Agenda Item 6.A.

Council Member Scholl made a motion to approve the Agenda with the above noted changes. The motion was seconded by Council Member Grooms and passed unanimously by Council.

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

Council Member Ayers made the motion to go into closed session pursuant to NCGS 143-318.11(a)(3) for EEOC Charge No. 430-2023-2707 and NCDOL Charge No. 204269. The motion received Council's unanimous support after a second from Council Member Scholl.

Council Member Ayers made the motion to allow NCLM Attorneys into the closed session. The motion was seconded by Council Member Grooms and passed unanimously by Council.

The motion was made by Council Member Scholl to also invited Human Resources Director Karen Reid into the closed session. Council Member Ayers seconded the motion, and the Council passed the motion unanimously.

Council went into closed session at 7:05 p.m. and reconvened in open session at 7:15 p.m.

4.A. EEOC Charge No. 430-2023-2707; NCDOL Charge No. 204269 Settlement Claim

Council Member Scholl made the motion to authorize the Town Manager to approve the release of the Settlement Claim between Ashley Platts and the Town of Stallings related to EEOC Charge No. 430-2023-2707 and NCDOL Charge No. 204269.

Town Manager Sewell further explained that the settlement was for \$5000 and the agreement that the Town would provide a neutral reference for Ms. Platts moving forward.

The motion was seconded by Council Member Hall and passed unanimously by Council.

5. Parks and Recreation – Alcohol Sales at Certain Park Events Request

Parks and Recreation Director McSwain was present to request the Council approve the exception to Town Ordinance 130.02 to allow alcohol sales at the Backyard BBQ and Third Thursday Trivia Nights in 2023 which the hopes of attracting an additional demographic of resident. The Trivia Nights would end at 7:30 p.m. and sufficient security measures.

Council Member Hall made the motion to approve the exception to Town Ordinance 130.02 to allow alcohol sales at the Backyard BBQ and Third Thursday Trivia Nights in 2023. The motion was passed unanimously by the Council after a second from Council Member Grooms.

6. Stormwater Update and Budget Information

Town Engineer Kevin Parker presented the Council an update on current and future stormwater projects and anticipated stormwater budget information. This presentation is attached to these minutes and therefore incorporated herein.

6.A. Reports

(Original Agenda Item 2)

A. Report from the Mayor

Mayor Dunn thanked the Parks and Recreation Department for the Valentine's Day Event. He also reported that he had attended the Union County Chambers Legislative Meeting.

B. Reports from Council Members/Town Committees

Council Members Hall and Grooms had no reports.

Council Member Ayers reported that WUMA had large meeting about water/sewer in Union County; solid waste service; and CRPTO coming to Union County.

Council Member Scholl reported that he attended the Ground Hog Day Economic Development Forum by MUCEDC. He also had spoken with elected officials about the boundary issues between Union and Mecklenburg County while he was at a Chapel Hill Leadership Forum.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported on the following:

- Great Valentine's Day event from Parks and Recreation
- Stallings Fire Department sent the Town a financial support request letter was given to Council.
- Stallings 50th Anniversary survey for Council's direction on the event. The item would also be discussed at the Annual Retreat.

7. Adjournment

Council Member Ayers moved to adjourn the meeting, seconded by Council Member Grooms, and the motion received unanimous support. The meeting was adjourned at 7:46 p.m.

Approved on _____, 2023.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

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

The Town Council of the Town of Stallings met for a special meeting on February 25, 2023 at 9:00 a.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

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

Those absent were: Council Member Taylor-Rae Drake.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; and Jamie Privuznuk, Finance Officer.

1. Call the meeting to order

Mayor Dunn called the meeting to order.

2. 2023 Annual Planning Conference

Facilitator Curt Walton assisted the Council in its 2023 Annual Planning Conference.

Facilitator Walton presented the Council with the 2024-24 draft strategic priorities based on one-on-one discussions he had with most Council Members. These draft strategies are attached to these minutes and therefore incorporated herein.

Council then discussed those strategies. Below is a summary of Council discussions and consensus on various items.

- **Sewer:** Council held consensus to contract with an engineer to understand the exact feasibility of hooking up to another entity other than the county for sewer needs.
- **Stallings Fire Department \$1M Request:** Consensus that Stallings would not agree to request as presented. It needed more information for any consideration.
- **Police Department:** Chief Franks reported that the department needed to be more competitive in order to retain competent employees. Short and long term solutions would be brought to the Council including an officer/staff levels analysis and employee pay study.
- **Solid Waste:** Consider a solid waste fee to pay for increases in market.
- **Transportation:** Continue to push NCDOT on deadlines and projects specifically Potters and Pleasant Plains Intersection and Old Monroe Road widening.
- **Economic Development:**
 - Farmer's Market
 - John Deere Property
 - Breweries
 - Theater
 - Specialty Grocery Store

- Hospital development/light rail
- Union West Business Park – tax value/road repair costs
- **Communications:** Assistant Town Manager Nichols explained the Council’s current communications strategies and outlets.
- **50th Anniversary:** Date and budget. Next step: Parks and Recreation come the Council with some ideas for consideration.

Town Manager Sewell reminded the Council that to enhance services, resources were necessary and requested that Council not take away funds from existing services to apply to new services. Town Manager Sewell would bring back a summary of the Council’s new priorities and present it at a future meeting for Council’s adoption. That summary is attached to these minutes and therefore incorporated herein.

3. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Grooms, and the motion received unanimous support. The meeting was adjourned at 2:16 p.m.

Approved on _____, 2023.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

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

The Town Council of the Town of Stallings met for its regular meeting on February 27, 2023, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

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

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

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

Beckie Boggs, 2925 Barnard Castle Lane, stated that she and some other women had put together a friendship group that met weekly to build a community of friendship. They would like the Town to provide a meeting room for the entire group of 10 or more to meet use.

Joyce Rupert, 3026 Freesia Place, stated there was a junk car on Blue Bonnet and Morning Side with no cover. She wanted to know if that car was legal as it hadn't been driven in over three months. She also has some drain issues that she wanted looked at by the Town Engineer.

1. Approval of Consent Agenda Items

- A. Amended Budget Ordinance 10 – Wellness Grant
- B. Amended Budget Ordinance 11 – Personnel Settlement
- C. Amended Budget Ordinance 12 – Parks and Rec. Truck Insurance Settlement
- D. Amended Budget Ordinance 13 – Parks and Rec. Events Deposits
- E. 2023 RAISE Grant Letter of Support

Council Member Richardson made the motion to approve the Consent Agenda Items as presented. The motion was seconded by Council Member Scholl which passed unanimously by Council. Amended Budget Ordinances 10, 11, 12, and 13 are attached to these minutes and therefore incorporated herein.

2. Agenda Approval

Council Member Ayers made the motion to approve the Agenda seconded by Council Member Richardson. The motion was passed unanimously by Council.

3. TX23.01.01 - Buffer Text Amendment

Town Planner Max Hsiang explained to Council that this was an amendment to Article 11.6-1 Buffering and Screening of Different Districts to allow the Development Administrator the authority to require a buffer for new development adjacent to existing residential. Council directed staff to research the buffer requirements for new developments adjacent to existing residential. The additional new language would read:

(G.) Buffers Adjacent to Existing Residential. Where buffer requirements between zoning districts are not listed in Table 11.1, the Development Administrator may require a Type A, B, C, or D buffer for new development adjacent to existing residential.

Mayor Dunn opened the public hearing. No one was present to speak at the public hearing on this item. Mayor Dunn then closed the public hearing.

The Planning Board recommended approval of the amendment.

Council Member Scholl made the motion to approve TX23.01.01 - Buffer Text Amendment as presented. The motion was seconded by Council Member Grooms and the Council approved the motion unanimously.

The motion was made by Council Member Ayers to approve the Statement of Consistency and Reasonableness for TX23.01.01 - Buffer Text Amendment after Mayor Dunn read it into the record. Council Member Scholl seconded the motion. Council passed the motion unanimously. The Statement of Consistency and Reasonableness for TX23.01.01 - Buffer Text Amendment is attached to the minutes and therefore incorporated herein.

4. TX23.01.02 - Breweries Use Table Amendment

Mayor Dunn opened the public hearing. Planning Technician Patrick Blaszyk explained that TX23.01.02 - Breweries Use Table Amendment would allow breweries with or without beverage sales into the Industrial (IND), Business Center (BC) and Town Center (TC) zoning districts and there had been interest in having breweries in both the TC and IND zoning districts in the past from the public. The Planning Board recommended approval of this amendment.

No one was present to speak at the public hearing on this item. Mayor Dunn then closed the public hearing.

Council Member Richardson made the motion to approve TX23.01.02 - Breweries Use Table Amendment as presented. The motion was seconded by Council Member Scholl and the Council approved the motion unanimously.

The motion was made by Council Member Richardson to approve the Statement of Consistency and Reasonableness for TX23.01.02 - Breweries Use Table Amendment after Mayor Dunn read it into the record. Council Member Hall seconded the motion. Council passed the motion unanimously. The Statement of Consistency and Reasonableness for TX23.01.02 - Breweries Use Table Amendment is attached to the minutes and therefore incorporated herein.

5. Planning Board Appointment

Council Member Scholl to appoint Jon Van de Riet with a term ending 03-31-2026. The motion was passed unanimously by Council after a second from Council Member Ayers.

6. Development Finance Initiative (DFI) - Downtown Development Presentation

Sonya Turner, Project Manager, Development Finance Initiative (DFI) with the UNC School of Government presented the Council with its final recommendation regarding downtown development, Stallings Town Center, in Stallings. This presentation is attached to these minutes and therefore incorporated herein.

Council held discussion after the presentation on multi-family; public financial participation in the possible project and Stallings “catching up” to create a downtown environment.

DFI’s final recommends were:

- Sewer Infrastructure - Town was exploring connecting to Charlotte Water & Sewer. Next Step: Engage an engineering firm to determine potential sewer needs and costs.
- Residential Density - Encourage higher density residential in Town Center area to attract desired retail; Support potential development project in Town Center core; Leverage Pad C to support potential development.
- Streetscape Improvements - Encourage any potential development in Town Center core to implement streetscape plan and integrate retail facing Stallings Rd.; Consider investing in streetscape improvements in front of Town Hall and Municipal Park. (Potential Cost: \$2.1M - \$2.8M)

7. Planning and Zoning - Single Family Control Options in Mixed-Use Districts

Town Planner Hsiang reminded Council that it had requested staff to research the implementation of Mixed-Use control measures in the Stallings Development Ordinance at their January 23, 2023, meeting. Mr. Hsiang presented the Council with three recommendations:

- **Recommendation 1:** A text amendment to require conditional zoning (CZ) for all residential uses in Mixed-Use 1 & 2. All residential uses, including single-family, will require a text amendment or conditional zoning for approval. Higher-density residential uses like townhomes and apartments already require conditional zoning approval.
- **Recommendation 2:** A text amendment would create a true “mixed-use” or “multiple-use” zoning category. The amendment would require multiple uses to be developed on-site in the Mixed-Use zoning category. This may require “development bonuses, “including by-right higher density residential uses and open space, landscaping, parking, height, density amendments, etc.
- **Recommendation 3:** Maintain the ordinance as is. Use the current Conditional Zoning measures in place. Single-family residential would be maintained as a permitted use in Mixed-Use 1 & 2.

Council Member Scholl made the motion to finalize Recommendation 1 (listed above) and send to the Planning Board for formal review and recommendation. The motion was seconded by Council Member Hall and passed unanimously by the Council.

8. Hotel Tax Resolution (Dunn)

Mayor Dunn explained that Rep. Dean Arp contacted the Mayor and requested the Council update its 2021 resolution supporting a hotel tax in Stallings. There was current support in the Senate for room occupancy tax.

Council Member Ayers made the motion to approve the Resolution Requesting the North Carolina General Assembly to Authorizing the Town of Stallings to Levy a Room Occupancy Tax. The motion was passed unanimously by Council after a second from Council Member Grooms. The Resolution Requesting the North Carolina General Assembly to Authorizing the Town of Stallings to Levy a Room Occupancy Tax is attached to these minutes and therefore incorporated herein.

9. 325 Stallings Road (Richardson)

Council Richardson explained that with the sewer delayed any major development at 325 Stallings Road. He had spoken with a florist wanting to expand her facility from downtown Charlotte. Council Member Richardson wanted to investigate the private use of a publicly owned facility and allow

staff to use no more than \$10,000 to investigate private use of public space (upfitting for retail space) for 325 Stallings Road and possibly a similar approach to John Deere building owned by the Town.

Council Member Richardson made the motion to direct Town Manager to investigate and spend up to \$10,000 to amend the local ordinance and code requirements in order to allow for 325 Stallings Road to be transformed for retail space according to the Town Center Vision Plan. The motion as supported unanimously by Council after a second from Council Member Ayers.

10. Balanced Scorecard Mid-Year Report

Town Manager Sewell review the mid-year Balanced Scorecard Report with the Council. The Balanced Scorecard Mid-Year Report is available on the Town’s website.

11. Adjournment

Council Member Grooms moved to adjourn the meeting, seconded by Council Member Hall, and the motion received unanimous support. The meeting was adjourned at 8:28 p.m.

Approved on _____, 2023.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



MEMO



To: Mayor and Council
Via: Alex Sewell, Town Manager 
From: Dennis Franks, Chief of Police
Date: March 8, 2023
RE: message board purchase

Purpose: The purpose of this memo is to complete the purchase of two message/radar trailers for the police department.

Background: The Stallings Police Department utilizes message boards and radar trailers to communicate with the public regarding traffic concerns and community information. These message boards will be available for other Town departments to utilize for their events and notification needs. The two new devices will increase the PD's ability to address traffic concerns by complementing are current radar trailer and message board.

During the FY 22-23 budget process the Town allotted \$30,000 for the purchase of two new message boards. The total cost of these two devices is \$33,673.48. The additional cost comes from both message boards being equipped to also be utilized as a radar trailer, not just a message board. The multiple uses of these new devices will allow the department to deploy in more scenarios. Additionally, the PD was under budget on radio purchases by over \$17,000. This additional cost will not negatively impact the current budget. The quote for the message boards came from Sourcewell, which is a purchasing cooperative that seeks competitive solicitations that meet or exceed local requirements.

Next Steps: I respectfully request the Town Council approve the purchase order for two message/radar trailers in the amount of \$33,673.48.



MEMO



To: Mayor and Council
Via: Alex Sewell, Town Manager 
From: Dennis Franks, Chief of Police
Date: March 8, 2023
RE: flooring purchase/asset forfeiture

Purpose: The purpose of this memo is to utilize asset forfeiture funds to replace flooring in the police department.

Background: The Stallings Police Department was remodeled in 2017, except for replacing the flooring. Since 2020, the PD has gone through a series of small updates. As these updates have been done the existing carpet was replaced. The hard surface flooring of the PD is original to the buildings. This hard surface flooring has exceeded its lifespan. The flooring is no longer able to be waxed to maintain its usefulness and has cracked in certain places. There are also six offices that have carpet that needs to be replaced. These replacements will tie the police department and the second floor of the town hall into cohesion, as we are using the same flooring as was used in the second-floor renovations.

I have obtained two quotes, one for carpet and one for hard, surface flooring. Both quotes are from the NC Statewide Term Contract 360A – Floor Covering & Installation Services. I am requesting to transfer 14,839.43 from asset forfeiture accounts to complete the flooring replacement.

Next Steps: I respectfully request the Town Council to approve the transfer of asset forfeiture funds, in the amount of \$14,893.43 to complete the purchase and installation of new flooring.



MEMO

To: Mayor and Council Members
Via: Alex Sewell-Town Manager
From: Jamie Privuznak-Finance Officer
Date: March 13, 2023
RE: **Flooring Purchase/Asset Forfeiture – Budget Ordinance Amendment**

Background:

On March 8, you received a memorandum from Chief Dennis Franks regarding the replacement of flooring in the Stalling's Police Department. Chief Franks obtained two quotes in the amount of \$14,893.43 for the purchase and installation of new flooring. (Please see attached "May 8 Memo" for details.)

Per the Chief's memorandum, the purpose of this request is to utilize existing DOT asset forfeiture funds, budgeted in the General Fund, to purchase and install new flooring in the Police Department. This amended budget ordinance request decreases the current DOT asset forfeiture revenue budget by \$14,893.43 and increases the DOT asset forfeiture capital expense budget by this amount.

Town Council Requested Action:

Staff respectfully requests you amend the FY2022-2023 Budget Ordinance to decrease the DOT asset forfeiture revenue budget and increase the DOT asset forfeiture capital expense budget by \$14,893 and adopt the budget ordinance as amended.

cc: Chief Dennis Franks

AMENDED BUDGET ORDINANCE – NO. 14

TOWN OF STALLINGS, NORTH CAROLINA

FISCAL YEAR 2022-2023

BE IT ORDAINED by the Town Council of the Town of Stallings, North Carolina, that the estimated expenditures for the Fiscal Year 2022-2023 are hereby amended as set forth below:

Category	Account Number	Budgeted Amount	Amend to the Following	Net Increase or (Decrease)
General Fund:				
Revenue:				
Police Dept - Asset Forfeiture - Dept of Treasury (DOT)	10-10-3317-400	\$ 54,400	\$ 39,507	\$ (14,893)
Expense:				
Police Dept - Asset Forfeiture (DOT) - Capital Expenditures	10-10-4420-041	\$ -	\$ 14,893	\$ 14,893

Explanation: Staff respectfully requests you to amend the FY2022-2023 Budget Ordinance to decrease the DOT Asset Forfeiture revenue budget (\$14,893) in the General Fund and increase the expense budget Asset Forfeiture DOT-Capital Expenditures by this amount and adopt the budget ordinance as amended.

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

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

ADOPTED this the 13th day of March, 2023.

Wyatt Dunn, Mayor

Erinn Nichols, Deputy Town Manager/Town Clerk

Approved as to form:

Melanie Cox, Town Attorney, Cox Law Firm, PLLC



MEMO



To: Mayor and Council
Via: Alex Sewell, Town Manager
From: Dennis Franks, Chief of Police
Date: March 8, 2023
RE: flooring purchase/asset forfeiture

Purpose: The purpose of this memo is to utilize asset forfeiture funds to replace flooring in the police department.

Background: The Stallings Police Department was remodeled in 2017, except for replacing the flooring. Since 2020, the PD has gone through a series of small updates. As these updates have been done the existing carpet was replaced. The hard surface flooring of the PD is original to the buildings. This hard surface flooring has exceeded its lifespan. The flooring is no longer able to be waxed to maintain its usefulness and has cracked in certain places. There are also six offices that have carpet that needs to be replaced. These replacements will tie the police department and the second floor of the town hall into cohesion, as we are using the same flooring as was used in the second-floor renovations.

I have obtained two quotes, one for carpet and one for hard, surface flooring. Both quotes are from the NC Statewide Term Contract 360A – Floor Covering & Installation Services. I am requesting to transfer 14,839.43 from asset forfeiture accounts to complete the flooring replacement.

Next Steps: I respectfully request the Town Council to approve the transfer of asset forfeiture funds, in the amount of \$14,893.43 to complete the purchase and installation of new flooring.

2023 Stallings Committee (Re)Appointments

(Re)Appointment Applicants <i>*New Applicants</i>	New Term Expiration	Notes
Planning Board/BOA		
Laurie Wojtowicz	03-31-2026	
Historical Committee		
Marie Garris	03-31-2025	
Parks and Recreation Committee		
Benjamin Diaz	03-31-2025	
Randall Miller	03-31-2025	
George Smith	03-31-2025	
Public Safety		
Susan Connolly	03-31-2025	
Stormwater		
Erin Shanaberger*	03-31-2025	
Transportation		
Terry Davis	03-31-2025	



MEMO

To: Mayor and Council
From: Alex Sewell, Town Manager
Date: 3/9/22
RE: **2022 Annual Retreat Follow-Up**

Purpose: This memorandum provides Annual Retreat follow-up information and requests Town Council approval of the resulting draft priorities and action strategies.

Background:

- The Council adopted a transition support plan to support the new Council transition.
- As part of this plan, the 2022 Annual Retreat's desired outcomes include the identification of a unified set of clear priorities with clear expectations of next steps.
- In preparation for the Retreat, the Town's facilitator (Curt Walton) interviewed all available Council Members individually and developed a synthesized summary of common priorities/general themes.
- During the 2022 Annual Retreat, the Town Council reviewed progress towards existing priorities, discussed new priorities/next steps, and heard about the importance of resourcing both priorities and existing public services appropriately.

Next Steps: Thank you for everyone's contributions in making the 2022 Annual Retreat successful. Based on the Annual Retreat discussion, staff are seeking Town Council approval of the enclosed draft synthesis of priorities and resulting action strategies.



FY 23-24 Town Priorities & Action Strategies

Macro Outlook & Context

The Stallings Town Council is deeply focused on the long-term importance of our community's quality of life. While this document primarily focuses on annual priorities, the Town Council recognizes that great things often take longer than one year to accomplish. Indeed, there is a symbiotic relationship between the short and long terms: the annual priorities are aligned with and pragmatically advance the Council's big picture vision.

And so with an eye towards that big picture, the Council believes the Town of Stallings possesses a window of opportunity to maintain and enhance quality of life both today and into the future.

Specifically, decision points now will likely help determine:

- Whether the Town ever has a downtown area that can serve as both an economic catalyst and the vibrant cultural heart/destination of our community;
- Whether the Town can make the area around the hospital and planned light rail truly special;
- Whether the Town is able to maintain a great parks/greenway system through the preservation of ever decreasing green space; and
- Whether the future residential tax burden will be lessened through an increased commercial ratio.

The Council believes all of these are essential in helping to maintain and enhance the quality of life for our residents. At the same time, the Town Council recognizes that it has a solemn responsibility to maintain core essential community services and to effectively run the organization in a fiscally prudent manner.

Below are the annual priorities and action strategies stemming from the 2023 Town Council Annual Retreat.

Priority – Downtown Creation

Strategy – Pursue downtown creation through an incremental approach including evaluating sewer capacity, exploring more immediate downtown retail uses on site controlled properties (due to sewer capacity challenges), attracting desired retail (in the long-term) by encouraging/supporting higher

density residential in the downtown area, integrating critical streetscape into the downtown area, and determining streetscape phasing.

Action Items:

- Adopt and incorporate streetscape requirements into the development ordinance. (12/31/23)
 - o *Rationale: DFI study advised streetscape improvements will be critical for main street retail to succeed. Also, DFI advised that retail should face Stallings Road.*
- Determine if Council wants to consider investing in streetscape improvements in front of certain Town properties and, if so, the phasing of such investments. (8/31/23)
 - o *Rationale: DFI recommended considering investing in streetscape improvements in front of Town Hall and the Municipal Park, with the goal of making these investments alongside the private sector.*
- Explore converting properties under Town site control into specialty retail shops.
 - o *Rationale: Due to sewer capacity and economics, a complete overhaul of Town owned sites is unlikely for the next several years. However, the Town has site control over several properties that could possibly be converted to specialty retail shops to support downtown synergy. This could be a tough mission as DFI has advised the low density residential will make desired retail more challenging. As a result, further evaluation is necessary to determine if even those transitional uses are viable.*
 - o Evaluate and present a broad cost estimate for converting 325 Stallings Road property into a boutique retail shop and determine if cost is acceptable. (6/30/23)
 - o Pursue a brewery or similar type business at the old tractor dealership property.
 - NOTE: Further evaluation is important as potential high upfront investment costs to make the building into a brewery could possibly prohibit future redevelopment of the site, which could pose long-term financial impacts to the Town as well as impacts to the Town's overall downtown vision.
 - Hire a brewery business consultant specialist to advise on whether the property is feasible to attract a brewery on a macro level. (8/31/23)
 - If feasible, engage an engineering consultant to determine cost of bringing building conditions to an acceptable baseline along with building code use conversion. (12/31/23)
 - If cost estimate is acceptable, consider making design/construction upgrades needed to get to building marketability. (TBD)
 - Develop marketing plan to attract a brewery. (TBD)
- To attract and support desired downtown retail, encourage and support higher density residential in the Town Center area during land use planning and zoning decisions. (TBD – As needed.)
 - o *Rationale: DFI study advised current low residential density is a challenge for attracting specialty (non-chain/boutique) retail. DFI recommended encouraging higher density residential to support retail.*
 - o *When asked to clarify what is meant by "higher density", DFI advised:*
 - *"We studied both the multifamily and townhouse scenario (you have financial impacts for both), and we believe the multifamily scenario will do more to support the downtown-oriented retail that is desired by the Town. Additionally, this type*

of product is attractive to developers in the Stallings market, evidenced by recent developments in Indian Trail and the proposed development for the 13-acre site across from Pad A. Therefore, 'higher density' would mean projects that align with the 200+ unit developments occurring in the market."

- If the Town receives a significant development plan within the downtown area from a private developer that requests public participation, consider contracting with DFI for a 3rd Party review of the development plan. (TBD - As needed)
 - o *Rationale: The Town has received interest from at least one developer on potentially developing parts of the Town Center area. DFI has advised that higher density residential and retail facing Stallings Road can help meet downtown goals and help serve as a catalyst to support desired retail on Town controlled properties.*
- Hold at least 18 events (reach goal) at Stallings Park during 2023 including the BBQ festival and trivia night. (12/31/23)
 - o *Rationale: Continue to encourage downtown as a destination by leveraging existing park assets.*
- Sewer Capacity Study – see sewer priority below.
 - o *Rationale: DFI study advised desired downtown development likely will not occur without adequate sewer capacity.*

Priority Pursue Sewer Capacity Alternatives

Strategy – In support of the Town’s future, evaluate future sewer capacity needs and any anticipated shortfalls, and then identify any appropriate actions to close the capacity shortfall.

Action Items:

- Engage an engineering firm to determine potential sewer needs and costs. Area to be studied is the Town Center area east to the HWY 74 area and also include Union West Business Park. Go under contract for study by 10/31/23. Determine next steps based on study results. (10/31/23)

Maximize Positive Development Around the Hospital/Light Rail

Strategy – Recognize the area’s importance, invest in beautification/placemaking, and plan to maximize positive development with the twin-anchors of the Atrium Hospital and the planned Light Rail.

(Continued) Action Items:

- Complete interlocal agreement with NCDOT for bypass landscaping.
- Complete basic in-house light rail preservation techniques.
- If awarded CRTPO grant, complete transit overlay district (TOD/UDO) work, CLUP update, and US 74 Small Area Plan Update.

SAP/Station Area Plan/DO Action Plan

- Create a limited Transit Overlay District in-house (“TOD”) (Complete by 07/31/23)

- Incorporate limited TOD into SDO
- Show limited TOD on Zoning Map
- The next step will be a CRTPO grant to fund a complete overhaul with a consultant.
- Comprehensive Land Use Plan Update (“CLUP”) (Complete by 12/31/23)
 - Updates to the future land use categories to better fit with SDO.
 - Alter based on Atrium and planned light rail corridor/station.
 - Notes: CRTPO grant required. Otherwise would need to do work in-house (would extend timeline and make end product less robust).
- US-74 Station Area Plan/SAP/SDO Update (9/30/24)
 - In 2022, staff submitted for Charlotte Regional Transportation Planning Organization (“CRTPO”) 80% planning grant. (Anticipate grant decision in mid-2023.)
 - Once/if the grant is awarded in mid-2023, select consultant(s) and start executing the plan with the goal of finishing by 9/30/24.

Long-Term Notes (from FY 22-23 Priorities & Action Strategies):

- Work should consider the long-term development strategy for the area, considering:
 - Pedestrian connectivity across the bypass/HWY 74.
 - High profile projects, such as hotels and medical offices.
 - Prospects of recruiting manufacturing related to the medical anchor tenant.
 - High density, high quality residential.
 - Anticipating and accommodating potential for light rail.
 - Ensuring zoning is in place to support the strategy.
 - Make policy decisions in keeping with zoning and area plan.

Encourage Completion of Critical State Intersection Projects

Strategy – Encourage Completion of Critical State Intersection Projects.

Action Items:

- Potter-Pleasant Plains Intersection - Continue to work towards turning the project over to NCDOT. Contact utility companies to encourage them to expedite utility movements as quickly as possible. (ASAP)
- Old Monroe Road – Provide a monthly update to Council on project status. (Monthly FY 23-24)

Sustain Core Services

Strategy – To be able to maintain community service levels in a cost-efficient manner, attract/retain high quality staff and evaluate revenue sources.

Action Items:

- Staff will present to Council a proposal to address immediate market pay disparity for sworn police officers using existing FY 22-23 budget funds. (3/27/23)
 - o *Rationale: Nationally, the supply of competent police officers is outweighed by demand. Competing jurisdictions have increased police compensation since the Town last conducted a pay study. If the Town loses an officer, it is challenging to find an equivalent replacement. Without adjustment, then the likely result will be having less experienced officers on a shift combined with having fewer officers on a shift.*
- Provide police staffing analysis for Council's consideration during budget process. (Spring/Summer 2023)
 - o *Rationale: Determine the right police staffing level to ensure adequate service level.*
- Budget in FY 23-24 for an employee pay study and implementation. Plan to conduct a pay and classification study once every 3 years. (Spring/Summer 2023)
 - o *Rationale: Turnover tends to be more expensive than retaining competent staff and can affect service levels. Conducting a pay study once every 3 years will allow the Town to address market inefficiencies quickly and (hopefully) before it affects service levels by impacting recruitment/retention.*
- Provide analysis on adding solid waste fee during FY 23-24 budget process. (Spring/Summer 2023)
- During FY 23-24 budget process, staff present cost to hire contractor to identify actionable impervious surface calculations in Town to make stormwater rate structure more equitable and ensure calculations support current and projected storm water expenditures. (Spring/Summer 2023)

Misc. Action Items

- Schedule a time on a future Council Agenda to discuss the Stallings 50th Anniversary. (7/31/23)
- Write a letter to the Stallings Fire Department indicating the Town Council's response to the fire department request. (3/10/23)