



**October 22, 2018**  
 Stallings Town Hall  
 315 Stallings Road  
 Stallings, NC 28104  
 704-821-8557  
[www.stallingsnc.org](http://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>  <b>Motion:</b> 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.	Annexation 51 – Funderburk A. Open public hearing B. Information from staff C. Comments from the public D. Close public hearing	Erinn Nichols, Dpty. Town Manager/Town Clerk	Hold public hearing
3.	6:40 p.m.	2020-2029 Transportation Improvement Program	Neil Burke, Planning Coord., CRTPO	Presentation
4.	7:15 p.m.	Quarterly Financial Update	Marsha Gross, Finance Officer	Presentation
5.	7:30 p.m.	New Town Hall Financing RFP	Marsha Gross, Finance Officer	Information
6.	7:45 p.m.	Town Hall Streetscape • Engineering Waiver Resolution • Addendum to Town Center Master Plan Contract	Alex Sewell	Approve waiver and addendum  <b>Motion:</b> I make the motion to adopt the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS 143-64.31 (Mini Brooks Act) and approve the addendum to the Town Center Master Plan Contract.
7.	8:00 p.m.	Transportation Improvement Analysis (TIA) • Engineering Waiver Resolution • Design Resource Group Contract	Chris Easterly, Town Engineer	Approve waiver and contract  <b>Motion:</b> I make the motion to adopt the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS 143-64.31 (Mini

				<i>Brooks Act) and authorize staff to go into contract with Design Resource Group for the Chestnut Lane/Matthews-Weddington Road project.</i>
8.	8:10 p.m.	<b>Closed Session Pursuant to NCGS 143.318-11(a)(5)</b>	Wyatt Dunn, Mayor	<i>Motion: I make the motion to go into closed session pursuant to NCGS 318-11(a)(5).</i>
9.	8:20 p.m.	<b>Whetstone Right-of-Way</b> A. Re- Open public hearing B. Information from staff C. Comments from the public D. Close public hearing	Alex Sewell, Town Manager	Re-open public hearing
10.	8:30 p.m.	<b>Adjournment</b>	NA	<i>Motion: I make the motion to adjourn.</i>



TO: Mayor Dunn; Town Council  
FR: Erinn Nichols  
DATE: 10-17-18  
RE: Annexation 51 – Funderburk Road

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The applicant has requested to delay this annexation until February in order to coordinate the development agreement and rezoning of the property. In order to accommodate this request, the Council would need to open and recess the hearing until February 11, 2019, in order to not incur additional advertising costs.

# Financial Update



Agenda



Agenda

**Fiscal Year 2018-2019**  
**9/30/2018**

Agenda

# FY2018-2019

## General Fund – Revenues



Summary Report - 9/30/2018 Actual vs Budget	Budget including amendments	YTD Actual	Budget		% of Budget Spent thru
	2018-2019	9/30/2018	Remaining to YE		9/30/2018
<b>GENERAL FUND - Revenue</b>					
Ad Valorem Tax	3,512,000	10,932	\$ 3,501,068	Taxes received from the county 2 months in arrears	0.3%
Sales and Use Tax	1,200,000	109,928	\$ 1,090,072	Represents July collection received in September	9.2%
Gross Vehicle Rental	44,400	1,995	\$ 42,405	Represents July collection received in September	4.5%
Motor Vehicle	395,000	72,586	\$ 322,414	Taxes received from the county 2 months in arrears	18.4%
Powell Bill	400,000	199,728	\$ 200,272	Quarterly Distribution	49.9%
Beer/Wine	70,000	-	\$ 70,000	None collected through 9/30/18	0.0%
Franchise & Utility Tax	810,000	185,905	\$ 624,095	Quarterly Distribution	23.0%
Investment/Interest	67,800	37,306	\$ 30,494	Already at 55% of Budget - expect to exceed this amount by a minimum of \$40K	55.0%
PD Related	3,000	540	\$ 2,460		18.0%
Planning & Zoning Related	146,500	22,635	\$ 123,865	Budget includes grant funds for greenway that have not been collected to date	15.5%
Park & Rec Related	15,800	5,403	\$ 10,397	Fees for rentals and Stallingsfest - tracking to budget	34.2%
Miscellaneous	46,000	218	\$ 45,782	Budget includes \$30K in contributions that have not materialized	0.5%
<b>GENERAL FUND - Revenue Total</b>	<b>\$ 6,710,500</b>	<b>\$ 647,178</b>	<b>\$ 6,063,322</b>	<b>Expect increase in Nov through Jan with 2019 tax collections</b>	<b>9.6%</b>
Fund Balance Appropriation - GF	1,615,000	7,314	1,607,687	Amounts represent capital expenditures budgeted through Fund Balance appropriations	
Fund Balance Approp. - Drug Forfeiture Fund	50,000	23,663	26,337	Amount represents spend of Restricted Fund Balance for Drug Forfeiture Funds	
<b>Total General Fund Revenue w/appropriations</b>	<b>\$ 8,375,500</b>	<b>\$ 678,154</b>	<b>\$ 7,697,346</b>		

# FY2018-2019

## Actual vs Budget - Expenditures



### Summary Report - 9/30/2018 Actual vs Budget

	Budget including amendments 2018-2019	YTD Actual 9/30/2018	Budget Remaining to YE		% of Budget Spent thru 9/30/2018
<b>General Government</b>	<b>\$ 1,074,000</b>	<b>\$ 248,464</b>	<b>\$ 825,536</b>	<b>23.1% of Total Budget used through 9/30/2018</b>	
Wages and Fringe Benefits	\$ 599,760	\$ 142,615	\$ 457,145	Tracking budgeted spending YTD	23.8%
Inventory and Equipment / Repairs/Supplies	\$ 53,800	\$ 5,140	\$ 48,660	Below budgeted spending YTD, very few repair costs to date	9.6%
Outside Services	\$ 221,440	\$ 35,974	\$ 185,466	Includes legal, accounting, IT/ network services, tracking below budget	16.2%
Other	\$ 179,000	\$ 56,536	\$ 122,464	Insurances and dues (LGC \$14.5K) are renewed at the beginning of fiscal year. These costs account for 22% of the total budgeted spend for the dept to date	31.6%
Management Contingency	\$ 20,000	\$ -	\$ 20,000	Town Manager Budget Contingency remains used	0.0%
Capital Outlay	\$ -	\$ 8,200	\$ (8,200)	Redesign work for Sewer Line for new construction - Boomerang	100.0%
<b>Public Safety</b>	<b>\$ 2,367,500</b>	<b>\$ 566,749</b>	<b>\$ 1,800,751</b>	<b>23.9% of Total Budget used through 9/30/2018</b>	
Wages and Fringe Benefits	\$ 1,936,530	\$ 466,613	\$ 1,469,917	Tracking budgeted spending YTD	24.1%
Inventory and Equipment / Repairs/Supplies	\$ 75,150	\$ 15,392	\$ 59,758	Below budgeted spending YTD, few repair costs to date	20.5%
Outside Services	\$ 27,500	\$ 3,704	\$ 23,796	Includes outside crime lab services and safety inspections - YTD well below budget	13.5%
Other	\$ 128,820	\$ 61,998	\$ 66,822	Insurance Expense represents \$27.5K of total spend which renews 7/1/2018	48.1%
Vehicle Expenses (Maintenance & Fuel)	\$ 99,500	\$ 17,317	\$ 82,183	Below budgeted spending YTD, minor repairs to date	17.4%
Capital Outlay (includes vehicle purchases)	\$ 100,000	\$ 1,723	\$ 98,277	Vehicles have been ordered but not received	1.7%

# FY2018-2019

## Actual vs Budget - Expenditures



### Summary Report - 9/30/2018 Actual vs Budget

	Budget including amendments 2018-2019	YTD Actual 9/30/2018	Budget Remaining to YE		% of Budget Spent thru 9/30/2018
<b>Transportation</b>	<b>\$ 871,600</b>	<b>\$ 55,739</b>	<b>\$ 815,861</b>	<b>6.4% of Total Budget used through 9/30/2018</b>	
Wages and Fringe Benefits	\$ 99,250	\$ 24,015	\$ 75,235	Tracking budgeted spending YTD	24.2%
Inventory and Equipment / Repairs/Supplies	\$ 9,100	\$ 895	\$ 8,205	Below budgeted spending YTD, very few repair or supply costs to date	9.8%
Outside Services	\$ 12,900	\$ 3,500	\$ 9,400	Costs related to development of TIA Ordinance	27.1%
Other	\$ 12,850	\$ 1,997	\$ 10,853	Tracking budgeted spending YTD	15.5%
Utilities	\$ 110,000	\$ 25,332	\$ 84,668	Tracking budgeted spending YTD	23.0%
Paving/Sidewalks/Signage	\$ 60,000	\$ -	\$ 60,000	Sidewalk Work for Chestnut - work began and estimated to complete by Nov.	0.0%
Capital Outlay	\$ 167,500	\$ -	\$ 167,500	Budgeted for Transportation commitments determined by council - no expenses incurred to date	0.0%
Powell Bill	\$ 400,000	\$ -	\$ 400,000	Road Repair bid was received with work projected to begin late September	0.0%
<b>Public Works</b>	<b>\$ 324,300</b>	<b>\$ 109,037</b>	<b>\$ 215,263</b>	<b>33.6% of Total Budget used through 9/30/2018</b>	
Wages and Fringe Benefits	\$ 169,660	\$ 45,874	\$ 123,786	Tracking higher due to greater than expected Workers Comp Insurance	27.0%
Inventory and Equipment / Repairs	\$ 29,750	\$ 14,627	\$ 15,123	One time costs for ramps for trailer and cost for glass in door, \$4K unbudgeted	49.2%
Outside Services	\$ 40,000	\$ 7,095	\$ 32,905	Tracking budgeted spending YTD	17.7%
Other	\$ 6,980	\$ 1,428	\$ 5,552	Tracking budgeted spending YTD	20.5%
Capital Outlay	\$ 77,910	\$ 40,012	\$ 37,898	Purchase of HVAC control system for Town Hall	51.4%

# FY2018-2019

## Actual vs Budget - Expenditures



### Summary Report - 9/30/2018 Actual vs Budget

	Budget including amendments 2018-2019	YTD Actual 9/30/2018	Budget Remaining to YE		% of Budget Spent thru 9/30/2018
<b>Planning &amp; Zoning</b>	\$ 426,900	\$ 92,410	\$ 334,490	<b>21.6% of Total Budget used through 9/30/2018</b>	
Wages and Fringe Benefits	\$ 238,330	\$ 56,401	\$ 181,929	Tracking budgeted spending YTD	23.7%
Inventory and Equipment / Repairs	\$ 14,650	\$ 4,508	\$ 10,142	Slightly above budget - one time computer costs	30.8%
Outside Services	\$ 124,900	\$ 28,108	\$ 96,793	Represents work on master plans	22.5%
Other	\$ 19,020	\$ 3,364	\$ 15,656	Tracking budgeted spending YTD	17.7%
Nuisance Abatement	\$ 5,000	\$ -	\$ 5,000	No expenditures to date	0.0%
Town Beautification	\$ 25,000	\$ 30	\$ 24,970	Projects for use of these funds are being identified	0.1%
<b>Parks and Recreation</b>	\$ 802,800	\$ 242,835	\$ 559,965	<b>30.2% of Total Budget used through 9/30/2018</b>	
Wages and Fringe Benefits	\$ 208,600	\$ 50,140	\$ 158,460	Tracking budgeted spending YTD	24.0%
Inventory and Equipment / Repairs	\$ 143,300	\$ 9,403	\$ 133,897	Installation of doors on Gator and Fountain repair work - park improvements after Stallingsfest and Christmas event	6.6%
Buildings and Grounds and Utilities	\$ 75,000	\$ 7,668	\$ 67,332	Spending well below budget - focus is on events and move from Civic Bldg	10.2%
Outside Services	\$ 169,000	\$ 63,864	\$ 105,136	Park Master Planning services and concrete work at the Park	37.8%
Other	\$ 18,400	\$ 1,005	\$ 17,395	Few expenditures to date	5.5%
Events and Advertising	\$ 94,500	\$ 16,757	\$ 77,743	Expenditures related to Stallingsfest	17.7%
Capital Outlay	\$ 94,000	\$ 94,000	\$ -	Capital purchase of shades for Stallings Municipal Park	100.0%



# FY2018-2019

## Actual vs Budget - Expenditures



Summary Report - 9/30/2018 Actual vs Budget	Budget including amendments 2018-2019	YTD Actual 9/30/2018	Budget Remaining to YE	% of Budget Spent thru 9/30/2018
Sanitation	\$ 900,900	\$ 228,307	\$ 672,593	25.3% of Total Budget used through 9/30/2018
Debt Service	\$ 82,500	\$ -	\$ 82,500	0% of Total Budget used through 9/30/2018 RFP for Financing in November and anticipated close date on the loan 1/11/2019
Total Dept Expenditures - General Fund	\$ 6,850,500	\$ 1,543,541	\$ 5,306,959	Total all Departments 22.5%
Capital Project Fund Expenditures	\$ 1,500,000	\$ 7,314	\$ 1,492,687	Potter Road Pleasant Plains - Work to begin this fiscal year
Contingency	\$ 25,000	\$ -	\$ 25,000	Not expected to use this fiscal year
Total GENERAL FUND	\$ 8,375,500	\$ 1,550,855	\$ 6,824,645	Total General Fund (including Capital Projects and Contingency) 18.5%

# FY2018-2019

## Actual vs Budget – Storm Water



Summary Report - 9/30/2018 Actual vs Budget	Budget including amendments 2018-2019	YTD Actual 9/30/2018	Budget Remaining to YE		% of Budget Spent thru 9/30/2018
<b>STORM WATER FUND</b>					
Revenue Total	\$ 500,500	\$ 1,234	\$ 499,266	Expect increase in Nov - Jan for 2019 tax collections	0.2%
Expenditure Total	\$ 500,500	\$ 49,065	\$ 451,435	Savings to Storm Water Fund Balance	9.8%
Wages and Fringe Benefits	\$ 99,000	\$ 23,805	\$ 75,195	Tracking budgeted spending YTD	24.0%
Repairs/Outside Services	\$ 399,300	\$ 24,381	\$ 374,919	Approx. 20 storm water projects outstanding. Issues include items related to Hurricanes Florence and Michael. Estimate to complete all projects is roughly \$75K. Projects underway - Redwood Dr., Heison Ct. and Gold Crest Dr. (\$16.3K)	6.1%
Other	\$ 2,200	\$ 879	\$ 1,321	Dues paid at beginning of fiscal year	39.9%

# FY2018-2019 Fund Balance



	7/1/2018 Balance*	Change in Balance	9/30/2018 Balance
Unassigned Fund Balance	\$ 3,355,658	\$ (115,000)	\$ 3,240,658
Stabilization by State Statute	601,599	-	\$ 601,599
Powell Bill	153,094	199,728	\$ 352,822
Drug Forfeiture	126,493	(23,663)	\$ 102,830
Capital Project Commitment - Chestnut Lane Roundabout	350,000	-	\$ 350,000
Fees in Lieu of Park Land	330,043	-	\$ 330,043
Capital Expenditures - Subsequent year expenditures	1,550,000	(7,314)	\$ 1,542,687
30 Percent Reserve	2,478,150	-	\$ 2,478,150
YTD Revenue less Expenditures	-	(950,115)	(950,115)
<b>Total Fund Balance - General Fund</b>	<b>\$ 8,945,037</b>	<b>\$ (896,363)</b>	<b>\$ 8,048,674</b>
<b>Fund Balance - Storm Water</b>	<b>\$ 1,256,533</b>	<b>\$ (47,830)</b>	<b>\$ 1,208,703</b>

- Unassigned Fund Balance change represents budget amendments
- Powell Bill fund changes are Powell Bill Revenue less expenditures
- Drug Forfeiture represents Federal funds received less expenditures
- Storm Water Fund balance collections are more than expenditures

# FY2018-2019

## Unbudgeted Expenditures



2018/2019 Unbudgeted Items	Department	Funds to be Used from:	Amount	Council Approved Y/N	Budget Amended Y/N
<i>Supplies purchased for Hurricane Florence Prep</i>	PW	10-70-4570-029	\$ 1,030		N
<i>Quality Sprinkler - Failed inspection repairs</i>	PW	10-70-4570-024	\$ 2,991		N
<i>Storm Damage to parking lot lights</i>	PW	10-70-4570-024	\$ 2,690		N
<b>Total Public Works - Budget Amendments</b>			<b>\$ 6,711</b>		
<b>Total Departmental Amendments</b>	<b>All Departments</b>	<b>GF Balance / Forfeiture</b>	<b>\$ 6,711</b>		
<i>None to date</i>					
<b>Total Capital Projects - Budget Amendments</b>			<b>\$ -</b>		
<b>Total Proposed Amendments to FY18-19 Budget</b>			<b>\$ 6,711</b>		

- Amount to date has not been excessive
- Will assess the need to amend the budget as the fiscal year progresses



# MEMO

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To: Mayor Dunn and Stallings Town Council  
VIA: Alex Sewell, Town Manager  
From: Marsha Gross, Finance Officer  
Date: 10-16-2018  
RE: **Draft RFP for Installment Financing Contract**

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Attached is a draft RFP for consideration for the upcoming Installment Financing Contract for the New Town Hall Building and Public Works Building. The agreement has been reviewed by the Town Attorney and it included the statutory required terms under 160A-20. There are a number of important deadlines for submission and approval by the LGC which have impacted the dates we have chosen for RFP release and financing closing date. Listed below are some of the assumptions made in drafting the RFP:

- Borrowing amount – original estimate was close to \$3M and construction bids will be known when we submit the final document to the banks. Given that it is an estimate, a buffer was reasonable for the RFP but the final loan amount will be determined by the construction bid and final Town Council approval.
- Term of Contract – Given that the Town anticipates activity on the Potter Road/Pleasant Plains intersection, it would be prudent to explore both a 7 year-term and 10 year-term for our financing needs.
- Payments – the RFP requests that the principal payments are annual and occur when our cash flow is at its peak and the interest payments are monthly so that we are not accruing interest charges on top of interest. This will save a significant amount of money over the life of the loan.
- Prepayment Penalty – the RFP clearly states that the Town will not consider proposals with prepayment penalty clauses in them. This will allow the Town to pay off the loan in a shorter period of time if Council chooses to do so.

The schedule for the RFP and construction bid opening is tight. Banks typically want to hold rates in the RFP to 45 days and the Town requested that construction bid prices be held firm for a period of 90 days. These dates fall within the holiday season making it more time sensitive since vacation time is often used during the holidays. We will be asking for quick turnarounds for decisions on both the construction bids and financing contracts. A special meeting may be needed to facilitate this process. Another option is utilizing the General Government Committee for review and recommendation to council or possibly both. The RFP for the financing agreement is scheduled to be released to the papers on November 14<sup>th</sup> (but RFP is submitted to EJ one week prior). This would give Council time to make changes to the attached draft. These dates from RFP to loan closing are on the last page of the attached RFP for your reference. Possible dates for the Committee and/or Council to meet would need to be between November 30<sup>th</sup> and December 3<sup>rd</sup> in order to get the draft loan agreement to the LGC for approval.

Please let me know if you need additional information or have any questions or suggestions.



**Request for Proposals – Installment Financing Contract**  
**Town of Stallings, North Carolina**  
**\$3,500,000\***

**Bids due by: November 29, 2018**

The Town of Stallings, North Carolina (the "Town") is requesting proposals from financial institutions with respect to a commercial loan to be evidenced by its \$3,500,000\* Installment Financing Contract, (the "Contract"), the proceeds of which will be used for the construction and furnishings of two new facilities for a new Town Hall building and new Public Works building. The proposal outline includes information the Town will need to evaluate the proposal and establishes criteria each financial institution should address.

Your response to the RFP would be greatly appreciated. The following key assumptions are to be utilized in preparing your proposal:

**Issuer:** Town of Stallings, North Carolina

**Use of Proceeds:** The project consists of the demolition of the current Civic Building and the construction and furnishing of two new building which include a new Town Hall and new Public Works building. These buildings will be constructed on the same property as the Existing Town Hall and Civic Building. See attached survey.

**Tax Treatment:** Tax-Exempt

**Bank Qualified:** No

**Audit:** The Town's Audited financial statements are available on our website at the following link:

<https://www.stallingsnc.org/Your-Government/Departments/Finance/Annual-Audits-CAFR>

**Security:** The Contract will be secured by granting a security interest in the buildings financed by the Contract. The Town's obligation to pay the debt service under the Contract will be subject to annual appropriations by the Town Council. The taxing power of the Town will not be pledged to secure repayment.

**Rating:** No rating is expected to be obtained for the Contract. The Town has no General Obligations Bonds or debt outstanding.

**Issue Amount:** Estimated not to exceed \$3,500,000\* based on preliminary engineering estimate.

**Debt Structure:** The Town is requesting that the on the loan is structure making monthly interest payments and annual principal payments. The Town has provided a preliminary amortization of the principal below which should be used in preparation of your bid. A single fixed rate for the entire term of the loan provided below is required.

<u>Maturity Date</u>		<u>Amortization</u>	
3/1/2020	\$	500,000	
3/1/2021	\$	500,000	
3/1/2022	\$	500,000	
3/1/2023	\$	500,000	
3/1/2024	\$	500,000	
3/1/2025	\$	500,000	
3/1/2026	\$	500,000	
<b>Total</b>	<b>\$</b>	<b>3,500,000</b>	<b>*</b>

\* Not to exceed amount

**Term:** The Town is requesting 2 different term options:

- 7-year term with annual fixed and level principal payments, monthly interest payments at a fixed interest rate
- 10-year term with annual fixed and level principal payments, monthly interest payments at a fixed interest rate
- NOTE: Any financial institutions not wanting to make a proposal on both options may present a proposal with 1 or 2 other term options.
- Must provide amortization schedule.

**Principal Payments:** Annual principal payments on March 1, commencing March 1, 2020.

**Interest Payments:** Monthly interest payments on 1<sup>st</sup> of each month commencing on March 1, 2019.

**Prepayment Penalty:** The Town will not consider any term options that include a prepayment penalty for any early payment of the principal amounts due.

**Optional Redemption:** The Town is seeking flexibility with respect to redemption provisions. Please specify the redemption structure(s) that would provide the Town with flexibility at the lowest cost of funds. Proposals with multiple redemption options are permitted.

**Closing Costs:** None anticipated to be paid to or on behalf of the bank. Please specify any exemptions.

**Annual Cost:** None anticipated to be paid to or on behalf of the bank. Please specify any exemptions

**Increased Costs:** The Town with not consider any proposals that include future interest rate adjustments relating to the bank's increased interest costs, changes in tax rate, capital requirements, etc.

**Conditions:** Please specify any conditions to the closing of the transaction (other than finalizing acceptable documents) and any rights reserved to withdraw the proposal.

**Financing Contract:** The Bank shall draft the installment financing contract within 1 week of the Town's request.

**Closing:** Closing is anticipated to take place on January 11, 2019. The interest rate(s) bid must be held firm until this date.

**Ongoing Disclosure:** The Town posts its comprehensive annual financial report to the Town's website on an annual basis. The Town will also provide these documents in electronic format to the holder of the financing agreement upon request.

**Award:** The Town reserves the right to request additional information from the bidders and to waive any irregularity or informality and to negotiate provisions and covenants directly with any bidder. The Town also reserves the right to reject all proposals for any reason. Although the selection will be based substantially on lowest total financing cost (including both interest cost and upfront fees and expenses), the Town reserves the right to select the bidder that best meets the needs of the Town. The installment financing contract award is contingent upon the Local Government Commission approval.

**Representations:** The Bank will be required to execute a letter to the Town acknowledging that (1) no official statement or other offering material has been furnished other than the Request for Proposals; (2) the Bank had an opportunity to make inquiries of, and receive answers from such officials, employees, agents and attorney of the Town; (3) the Bank has knowledge and experience in financial and business matters and that it is capable of evaluating the merits and risks of making the loan to be evidenced by the Contract and is financially able to bear the economic risk of holding the Contract; (4) the Bank is acquiring the Contract as a vehicle for making a commercial loan and without a present view to the distribution or resale thereof (subject, nevertheless to any requirement of law that disposition of its property shall at all times be under its control) within the



meaning of the Federal securities laws; and 95) the Bank is acquiring the Contract solely for its own account and no other person now has any direct or indirect beneficial ownership or interest therein.

The Bank will also be required to covenant that it will not voluntarily dispose of all or any portion of the Contract unless it procures from each assignee thereof representations and covenants in form and content substantially the same as those made by the Bank.

***Loan treatment:***

By submitting a bid in response to this RFP, each bidder acknowledges and represent to the Town that (1) no official statement or other offering material will be furnished other than this RFP; (2) the bidder has knowledge and experience in financial and business matters and that it is capable of evaluating the merits and risks of making the commercial loan to be evidenced by the contract and is financially able to bear the economic risk of holding the contract; 93) no CUSIP number will be obtained for the Contract; and 94) the bidder intends to acquire the Contract solely for its own account as a vehicle for making a commercial loan and with no present intention to distribute or resale the Contract or any portion thereof.

***To be considered, a proposal must be received by 12:00 PM on November 29, 2018. Email submission of the proposal to be following person is preferred:***

[mgross@stallingnc.org](mailto:mgross@stallingnc.org)

Important Dates and Deadlines	
November 14, 2018	RFP published in local paper and distributed to potential lenders
November 29, 2018	Proposals Due
December 10, 2018	Town Council Approval
January 9, 2019	Local Government Commission Approval
January 11, 2019	Closing

Please contact the Town with any questions regarding this RFP below:

Marsha Gross  
Finance Officer  
704-821-0311  
[mgross@stallingsnc.org](mailto:mgross@stallingsnc.org)

Town of Stallings  
315 Stallings Road  
Stallings, NC 28104

# New Town Hall Administrative Timeline

Date	Financing	LGC	Construction
<b>October</b>			
7			RFP published in Charlotte Observer and Monroe Enquirer Journal by Boomerang
17	Financing options in agenda packet		
22	Council approve financing option		
<b>November</b>			
6			Bid opening (good for 90 days)
7	RFP submitted to newspaper		
14	<ul style="list-style-type: none"> <li>RFP published</li> <li>Public hearing date advertisement for financing selection submitted to newspaper</li> </ul>		
21	Public hearing date advertisement for financing selection published		
29	Bid opening (good for 45 days)		
<b>December</b>			
5			Bids and bid tabulation in agenda packet
10	<ul style="list-style-type: none"> <li>Public hearing for financing selection</li> <li>Council approve financing selection</li> </ul>		Council approve contractor/contract
13	Deadline to submit all documents to LGC		
14		Deadline to have all paperwork to LGC <ul style="list-style-type: none"> <li>Financing Agreement</li> <li>CAFR</li> <li>Financing Application</li> <li>Construction Bids</li> </ul>	
<b>January</b>			
8		LGC January meeting	
9		Receive approval letter from LGC	Send Notice to Proceed
13	Signature deadline for final documents (45-day deadline for financing bids)		
<b>February</b>			
4			Final day to send notice to proceed (90-day deadline for bids)



TO: Mayor Dunn; Town Council  
FR: Alex Sewell  
DATE: 10/17/18  
RE: Town Streetscape

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**Purpose:** This memorandum's purpose is to request several Town Council approvals to allow Downtown Streetscape design work to begin.

**Background:** The Town has received \$50,000 in State grant funds for downtown revitalization. On 8/13/18, the Town Council approved \$30,000 for the CEM Campus Small Area Plan and directed staff to provide some options on how the remaining funds should be spent.

On 9/10/18, the Town Council decided to use the remaining \$20,000 in grant funds for downtown streetscape design. The idea being that the Town would provide as much in-house engineering work as feasible to combine with the remaining \$20,000 in grant funds to see how much of the design work of phases 1, 2, & 3 could be completed.

To accomplish this, Town staff have identified the engineering work it can do in-house and coordinated with Destination by Design (DbD), the original conceptual streetscape designer, to provide the additional design work via an Addendum to the Town Center Master Plan Services Agreement. If approved, the Town should be able to develop construction documents for phase 1 and phase 2. Given that DbD has already developed the conceptual plan for the streetscape, staff recommend working with them to develop construction documents for efficiency.

Town internal engineering work is estimated to save the Town over \$20,000. Please allow me to recognize Town Engineer Chris Easterly for his willingness to tackle this project. Due to the work being completed in-house and the construction schedule for the New Town Hall project, it is projected that the design work will be completed around Summer 2019.

**Recommendation:**

- 1.) Approve the resolution exempting the Town of Stallings from the Mini-Brooks Act per Town policies.
- 2.) Approve the addendum to the Town Center Master Plan Services Agreement in the amount of \$20,000. (NOTE: The contract contains an option of \$10,000 to complete design on phase 3. However, this exceeds budget costs so the \$20,000 amount for phases 1 and 2 are recommended at this time).



## 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 the Downtown Streetscape design; and

WHEREAS, North Carolina General Statute 143-64.32(a) and local policies allow 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/design component; and

WHEREAS, the Town of Stallings desires to engage Destination by Design for the purpose of providing design and planning services for the streetscape project as an Addendum to the Town Center Master Plan Services Agreement and the professional fee for that contract is not to exceed twenty-thousand dollars (\$20,000);

WHEREAS, the Town of Stallings desires to exempt this project from the statutory qualification procedure and engage Destination by Design because of the nature of the project and because Destination by Design created the conceptual design for the project;

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 22<sup>th</sup> day of October, 2018.

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

Attest:

\_\_\_\_\_  
Erinn Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Melanie Cox, Town Attorney

## Town of Stallings Town Hall Engineering Services Agreement

### ADDENDUM FOR TOWN CENTER MASTER PLAN SERVICES AGREEMENT

THIS AGREEMENT is an ADDENDUM to the existing Small Area Plan Contract signed in August 2017. This ADDENDUM is entered into and is to commence this \_\_\_\_ day of October 2018, by and between The Town of Stallings, hereinafter referred to as the "Town" whose address is 315 Stallings Road, Stallings, North Carolina 28104 and Destination by Design Planning, LLC., (DbD) a professional consulting firm, hereinafter referred to as "DbD" or the "Consultant", whose address is 815 West King Street, Suite 2, Boone, NC 28607. This contract will conclude and all associated duties will be performed by August , 2018 unless otherwise agreed by both parties.

#### 1.0 Project Description

The Town wishes to amend its existing TOWN CENTER SMALL AREA PLAN contract with DbD to provide additional services, including the development of a site specific engineering services in accordance with EXHIBIT A, which includes the streetscape area and courtyard areas in front of the existing and new Town Hall.

Site-specific engineering construction documents for the study area will be led by the Town of Stallings engineering department, but DbD will develop key design elements necessary for implementing the Stallings Streetscape plan.

#### 2.0 Scope of Work

Provide stamped engineering documents and construction details for the following:

##### Streetscape Elements

- 2.1 Street lights and electrical plan details
- 2.2 Street tree and soil details
- 2.3 Tree grates and root protection
- 2.4 Colored concrete sidewalks
- 2.5 Brick pavers and colored bands

##### Courtyard Elements

- 2.6 Lattice brick walls
- 2.7 Landscape details
- 2.8 Pergola & tables
- 2.9 Raised planters
- 2.10 Slate/ flagstone (will also provide budget alternative)

**3.0 Schedule of Fees and Hourly Rates**

Streetscape Elements: Tasks 2.1 – 2.5 – Lump Sum: \$20,000

Courtyard Elements: Tasks 2.6 – 2.10 – Lump Sum: \$10,000

**Hourly rates for additional services:**

Principal - \$160/ hr.

Civil Engineer - \$140/ hr.

Landscape Architect - \$130/ hr.

**4.0 Signatures**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**Town of Stallings**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title Date

**Destination by Design**

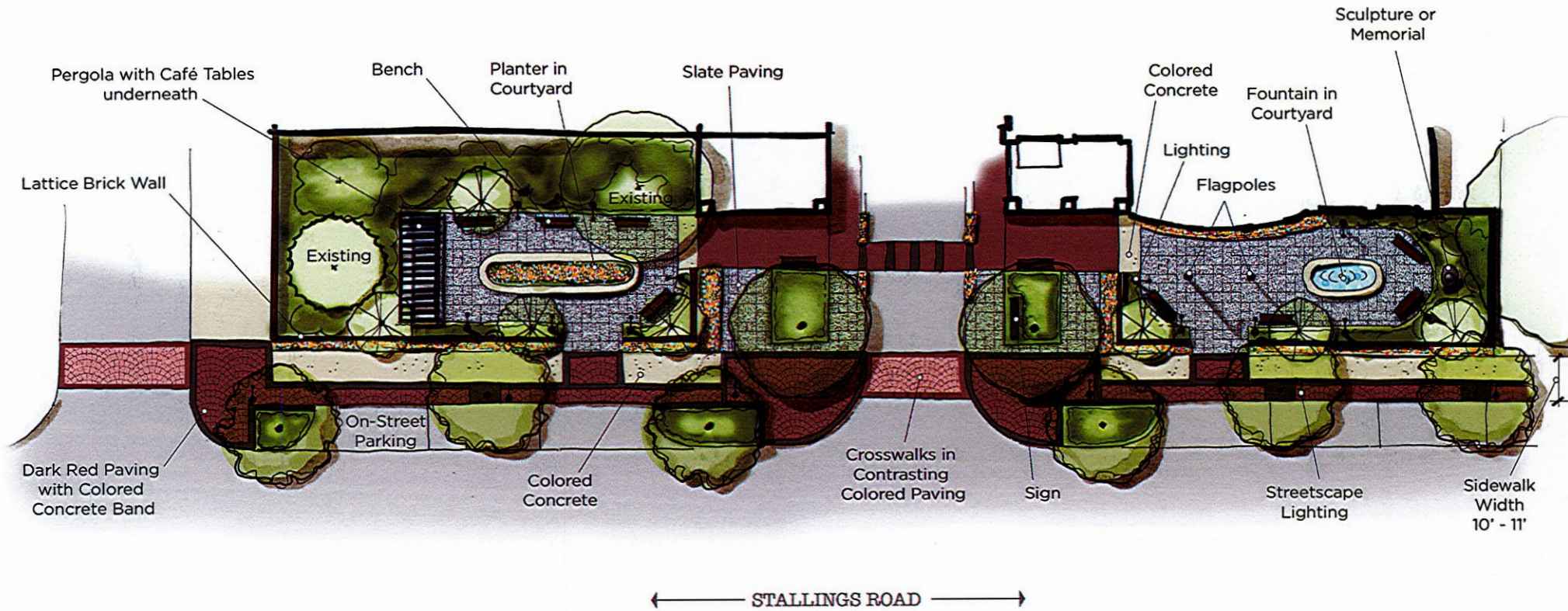
\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title Date

# EXHIBIT A1

[old town hall]

[new town hall]

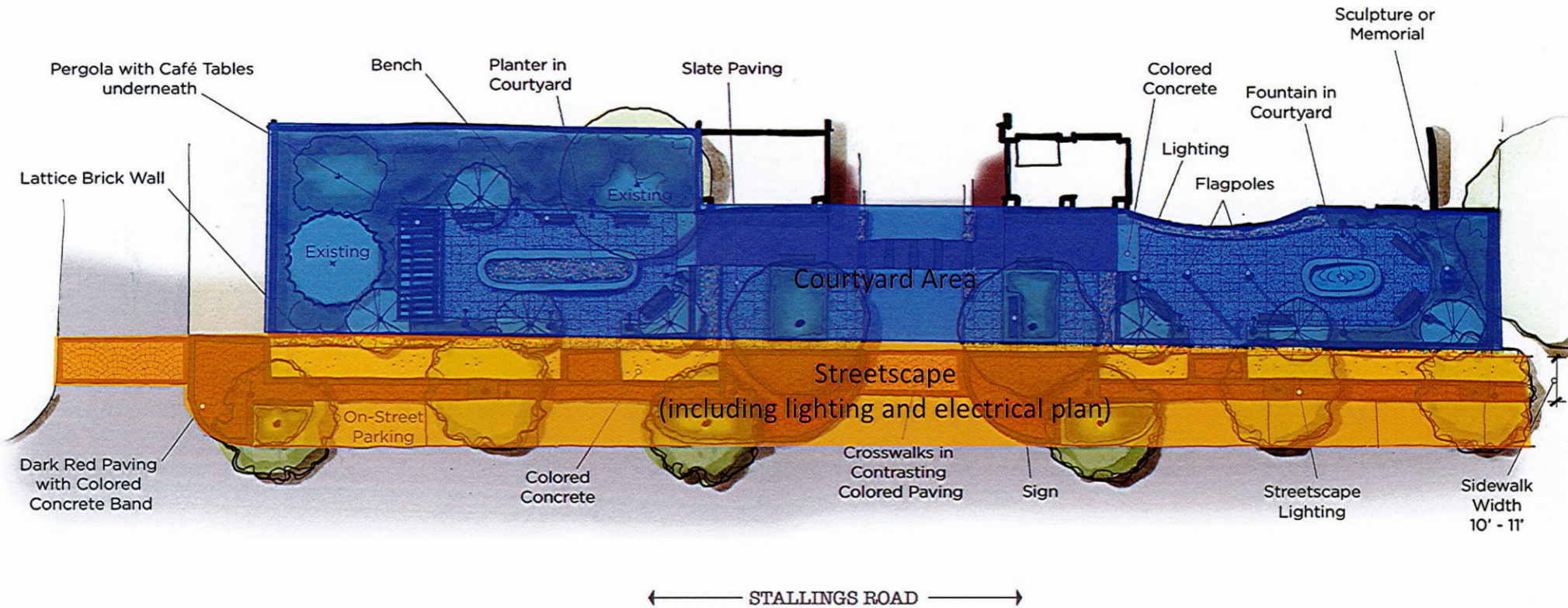


stallings town hall concept

# EXHIBIT A2

[old town hall]

[new town hall]



stallings town hall concept

**DESTINATION BY DESIGN**  
planning | design | promotion





# Memo

**To:** Mayor and Town Council  
**From:** Christopher J. Easterly, P.E., Town Engineer  
**Date:** October 17, 2018  
**Re:** Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS 143-64.31 (Mini Brooks Act).

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The Stallings Town Council adopted the Traffic Impact Analysis Ordinance during the scheduled meeting on October 8, 2018. A transportation engineering consultant shall develop a traffic impact analysis document for warranted site development applications. A Request For Qualifications package shall be advertised by the Town to acquire on-call professional traffic engineering services with multiple qualified firms.

A developer has engaged the Town pertaining to a potential site development project at the intersection of Chestnut Lane / Matthews – Weddington Road. Traffic safety and congestion issues exist at the intersection. A roundabout with turn lanes is currently in the design phase with NCDOT. A traffic impact analysis will be warranted at this intersection.

The developer has requested to utilize the Design Resource Group with a not to exceed fee of twenty five thousand (\$25,000) to conduct this work. Since the Town currently does not have an on-call list for these services, Staff is requesting an exemption of NCGS 143-64.31 (Mini Brooks Act) to engage this firm for this project. The Town has had positive experiences with this firm with other transportation related projects within the jurisdiction. This will also enable the process to keep moving forward.

## **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).



**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 Traffic Impact Analysis; 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 the Design Resource Group for the purpose of providing transportation engineering services for a traffic impact analysis 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 the Design Resource Group because of the nature of the project and their previous work with the Town of Stallings regarding transportation;

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 22<sup>th</sup> day of October, 2018.

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

Attest:

\_\_\_\_\_  
Erinn Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Melanie Cox, Town Attorney