



November 24, 2025
 Stallings Government Center
 321 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Consent Agenda A. Minutes from the following meetings: (1) 10-27-2025 B. 2026 Budget Schedule C. Employee Holiday Bonus D. Municipal Bridge Inspection Agreement with NCDOT	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 (1) 2026 Parks and Recreation Event Schedule	Council and Staff	NA
3.	7:30 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written
4.	7:35 p.m.	Annexation 59 – Chestnut Lane Resolution to Investigate	Erinn Nichols, Asst. Town Mgr.	Approve the Resolution
5.	7:37 p.m.	Splash Pad Potential Contract Award	Eunice Donnelly, Parks & Rec. Dir.	Award contract
6.	7:45p.m.	New Council Member Transition Plan	Alex Sewell, Town Manager	Information and discussion
7.	7:55 p.m.	Usage of Town Logo (Ayers)	Steven Ayers, Council Member	Discussion
8.	8:05 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 October 27, 2025, 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, Graham Hall, Brad Richardson and Laurie Wojtowicz.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Eunice Donnelly, Parks and Recreation Director; Max Hsiang, Planning Director; Kevin Parker, Engineering Director; Jessie Williams, Finance Officer; 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.

Special Presentation

Honoring Richard Tanner

Mayor Dunn presented Richard Tanner with a key to the Town and a proclamation honoring Mr. Tanner's over 30-year service to the Town. The *Proclamation Honoring Richard Tanner* is attached to these minutes and therefore incorporated herein.

Public Comments

No one was present to give public comment.

1. Consent Agenda

A. Minutes from the following meetings:

(1) 09-08-2025

(2) 09-22-2025

B. Amended Budget Ordinance 4 – Veterans Day Breakfast

C. Amended Budget Ordinance 5 – AC Unit Replacement at Stallings Municipal Park

D. U-4714AC – Old Monroe Road Widening, Pole Betterments, and Sidewalk Cost Share

E. Aringill Stormwater Repairs

Mayor Dunn requested to pull Consent Agenda Item 1.D. and 1.E. and add them to the regular Agenda.

Council Member Richardson made the motion to approve the Consent Agenda with the above changes. The motion was approved unanimously after a second from Council Member Ayers. *Amended Budget Ordinance 4 – Veterans Day Breakfast* and *Amended Budget Ordinance 5 – AC Unit Replacement at Stallings Municipal Park* is attached to these minutes and therefore incorporated herein.

2. Reports

A. Report from Mayor

Mayor Dunn stated that he enjoyed Stallings 50 Fest.

B. Report from Council Members/Town Committees

Council Member Hall enjoyed Stallween at Stallings Municipal Park.

Council Member Drake had no report.

Council Member Wojtowicz thanked Parks and Recreation for the Stallings 50 Fest.

Council Member Ayers reported there was a WUMA meeting last month.

Council Member Scholl enjoyed all the Parks and Recreation events that had happened recently.

Council Member Richardson had no report.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported the following:

- Reported that Parks and Recreation Events were going very well.
- Budget Line Items Transfer List – The *September 2025 Budget Line Item Transfer List* is attached to these minutes and therefore incorporated herein.
- Parks and Recreation Director Donnelly reported that the Veterans Day event was moving forward and was excited to host the breakfast.

3. Agenda Approval

Town Manager Sewell requested that the following items be changed on the Agenda:

- Add *WUMA Cost Share for State Lobbyist* as Agenda Item 11.D.
- Add *Stinson Farm Right-of-Way Condemnations and Amended Budget Ordinance 6* as Agenda Item 11.A.
- Remove Agenda Item 7, *TX25.09.01*

Mayor Dunn requested to:

- Move Agenda Item 10, *Callonwood Lighting*, to Agenda Item 3.A.
- Add Agenda Item 11.B. as Consent Agenda Item 1.D., *U-4714AC – Old Monroe Road Widening, Pole Betterments, and Sidewalk Cost Share*

- Add Agenda Item 11.C. as Consent Agenda Item 1.E., *Aringill Stormwater Repairs*

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

3.A. Callonwood Lighting

Original Agenda Item 10

Engineering Director Kevin Parker reminded the Council this was a follow-up from residents' concerns about streetlighting in Calloonwood Subdivision and perceived insufficient lighting. Residents requested the Town change the neighborhood lighting from standards lightbulbs to LED lightbulbs.

Staff found that:

- Several streetlights were blocked by overgrown trees.
 - Duke Energy would not trim the trees because the trees were not preventing crews from doing maintenance on the streetlights.
 - Trees belonged to the Callonwood HOA.
- A light audit would cost approximately \$20,000.
- Callonwood Crime
 - After investigation by the Stallings Police Department, it was the professional opinion of the Stallings Police Chief that the current streetlighting levels were not contributing to increased crime in the neighborhood.

Council held consensus to request Callonwood conduct a neighborhood survey regarding the amount of desired light and to talk about the issue further in budget discussions.

Council Member Richardson made the motion to suspend the rules to allow a citizen to speak. The motion was passed unanimously by Council after a second from Council Member Drake.

Tony Paren, resident of Callonwood, stated there were about 400 homes in the Stalling section of Callonwood and that approximately 20% of the lights in the neighborhood were blocked by trees. He also stated that the ordinance at the time of the neighborhood construction mandated lights every 300 ft. whereas today it was 200 ft.

4. Annexation 58 – Mill Creek Public Hearing

Recessed from 07-14-2025

The applicant requested the item be deferred until January 12, 2026. Council Member Ayers made the motion to defer Annexation 58 – Mill Creek Public Hearing until January 12, 2026. The motion was passed unanimously by the Council after a second from Council Member Richardson.

5. CZ25.02.01 - Mill Creek Public Hearing

Recessed from 07-14-2025

The applicant requested the item be deferred until January 12, 2026. Council Member Hall made the motion to defer CZ25.02.01 - Mill Creek Public Hearing until January 12, 2026. The motion was passed unanimously by the Council after a second from Council Member Scholl.

6. CZ25.02.03

A. 3191 & 3927 Pleasant Plains Rd Shop Front

Recessed from 09-08-2025

Planning Director Hsiang reminded the Council this conditional zoning was heard in July and September 2025 when Council requested revisions. Mr. Hsiang reminded that MONA-T LLC submitted a conditional rezoning request (CZ-TC) for parcels 07129296B and 07129296C, located at 3919 and 3927 Pleasant Plains Road, totaling approximately 2.63 acres. The proposed development included 12 shopfront units with ground-floor commercial or retail space and residential units above, as well as 23 townhomes located at the rear of the site.

Staff recommended approval of the conditional rezoning request, as the proposal aligned with the Town Center Small Area Plan and the Comprehensive Land Use Plan's designation of this area for Town Center development as the applicant had addressed Council's feedback and agreed to the conditions outlined above, ensuring the project meets both design and phasing expectations for the Town Center area. Staff's report on this item and the complete list of conditions are attached to these minutes and therefore incorporated herein.

The developer/applicant clarified that paver treatment between the alleyway would be determined during permitting and was intended to be decorative.

Council Member Richardson made the motion to approve CZ25.02.03 with conditions as presented by Staff, having those conditions recorded with the Register of Deeds. Council Member Scholl seconded the motion. The motion passed by a 5 to 1 vote with Council Member Wojtowicz opposing.

B. Statement of Consistency and Reasonableness

Mayor read into the record. Council Member Richardson made the motion to approve the Statement of Consistency and Reasonableness for CZ25.02.03 to which Council Member Scholl seconded. The motion was passed by Council with a 5 to 1 vote with Council Member Wojtowicz opposing. The *Statement of Consistency and Reasonableness for CZ25.02.03* is attached to these minutes and therefore incorporated herein.

7. TX25.09.01

This item was removed from the Agenda during Agenda Approval.

8. Planning Board Application Consideration

Council Member Wojtowicz made the motion to appoint Scott Dover as a full member of the Planning Board with a term expiration rate of 03-31-2028. The motion passed unanimously after a second from Council Member Scholl.

9. Ordinance to Amend Chapter 52 of the Code of Ordinances to Establish Inspection, Maintenance, and Enforcement Procedures for Stormwater Infrastructure and Stormwater Control Measures (SCMs)

Engineering Director Kevin Parker explained the ordinance was necessary to comply with the Town's MS4 Permit requirements and to ensure stormwater infrastructure was properly maintained throughout Stallings. The ordinance established a SCM inspection program and gave the Storm Water Manager (SWM) enforcement authority.

Council Member Richardson made the motion to approve Ordinance to Amend Chapter 52 of the Code of Ordinances to Establish Inspection, Maintenance, and Enforcement Procedures for Stormwater Infrastructure and Stormwater Control Measures (SCMs). The motion was passed unanimously by Council after a second from Council Member Scholl. The *Ordinance to Amend Chapter 52 of the Code of Ordinances to Establish Inspection, Maintenance, and Enforcement Procedures for Stormwater Infrastructure and Stormwater Control Measures (SCMs)* is attached to these minutes and therefore incorporated herein.

10. Callonwood Lighting

This item was moved to Agenda Item 3.A.

11. 2725 Old Monroe Road Use (Dunn)

Recessed from 09-22-2025

Mayor Dunn wanted to know if the Council wanted to expand the scoop for the broker. After discussion, the Council held consensus to allow the broker to continue with the current expressed interest. If an agreement with the current potential tenant was not finalized, then it requested the broker come back to Council to discuss potential other uses.

11.A. Stinson Farm Right-of-Way Condemnations and Amended Budget Ordinance 6

Town Attorney Cox explained that the Town had been able to negotiate a settlement with two property owners (Springsteed property and the Emmanuel Baptist Church of Indian Trail) that condemnations were not filed on; and a lawsuit was filed on the third property (Cunningham property) and settled. The motions below encompass those legal actions.

Council Member Scholl made the motion to approve a payment of \$63,000 to John and Taryn Springsteed for right of way acquisition of parcels: 07-057-007, 07-057-008A and 07-057-008. Council Member Ayers seconded the motion which passed unanimously by Council.

Council Member Scholl made the motion to approve payment of \$50,000 to Emmanuel Baptist Church of Indian Trail for right of way acquisition of parcel 07-057-009D. The motion was passed unanimously by Council after a second from Council Member Hall.

The motion was made by Council Member Hall to approve payment of \$42,625 to Donald and Doris Cunningham and agree to relocate the driveway at 15250 Idlewild Road to settle case 25CV003887-890 (parcel 07-057-015). Council Member Ayers seconded the motion to which the Council unanimously approved.

Council Member Hall made the motion to approve Amended Budget Ordinance 6 to appropriate additional funding and to recognize the corresponding reimbursements for costs related to these activities. Council unanimously approved the motion after a second from Council Member Ayers. The *Amended Budget Ordinance 6* is attached to these minutes and therefore incorporated herein.

11.B. U-4714AC – Old Monroe Road Widening, Pole Betterments, and Sidewalk Cost Share *Original Consent Agenda Item 1.D.*

Engineering Director Parker explained this agreement was the final updated cost share and betterment amounts for NCDOT Project U-4714AC (Old Monroe Road Widening). The agreement committed to two main betterments as a part of the Old Monroe Road Widening: 1) sidewalk extension; and 2) pole betterments. The project was scheduled to let in July 2026, awarded by December 2026, and construction in 2027. Town Council was requested to approve these updated numbers and authorize the Town Manager to execute the agreement with NCDOT.

Council Member Wojtowicz made the motion to approve U-4714AC – Old Monroe Road Widening, Pole Betterments, and Sidewalk Cost Share to which Council Member Drake seconded. The motion was passed unanimously by Council.

11.C. Aringill Stormwater Repairs

Original Consent Agenda Item 1.E.

Engineering Director Parker explained the Aringill Stormwater Repairs were necessary to complete ahead of the Town's resurfacing program, which would include milling and resurfacing Aringill Lane following the repair work. Addressing these issues now would protect the Town's investment in the new roadway surface and prevent premature damage.

Council Member Scholl made the motion approve the Aringill Lane Stormwater Repair Project with Red Clay Industries in the amount of \$62,150, plus an approximate 20% contingency, for a total project budget of \$75,000, to be funded from the Storm Water Budget. Council passed the motion unanimously after a second from Council Member Drake.

11.D. WUMA Cost Share for State Lobbyist

Council Member Ayers explained that at the WUMA meeting, Waxhaw stated it had a lobbyist in Raleigh who was bringing information back to Waxhaw about the decisions, etc. made in Raliegh. There was an option to cost share that lobbyist with Waxhaw.

After discussion, Council held the consensus to not to cost share as other identities such as NCLM already performed that service for the Town at no cost.

12. Closed Session Pursuant to NCGS 143-318.11(a)(3) and (6)

Council Member Hall made the motion to go into closed session pursuant to NCGS 143-318.11(a)(3) and (6) inviting Chief of Police Dennis Franks into the session. The motion was passed unanimously by the Council after a second from Council Member Ayers.

Council recessed into closed session at 8:47 p.m. and reconvened into open session at 9:07 p.m.

13. Adjournment

Council Member Ayers moved to adjourn the meeting, seconded by Council Member Scholl, and the motion received unanimous support. The meeting was adjourned at 9:07p.m.

Approved on _____, 2025.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT



FY 26-27 Priority & Budget Decision-Making Process

Goal – To develop an efficient/effective process where the Mayor and Council Members feel informed in making incredibly important financial and service decisions, foster collaboration between all parties, foster transparency, provide an opportunity for community input, and provide staff with clear Council direction for the FY 26-27 budget along with Council’s annual priorities.

A new approach is being proposed this year that rearranges some of the prior processes and begins with a big picture discussion before delving into the numbers. Establishing the goals and priorities first will enable staff to better develop an annual budget and future financial projections reflecting those goals and priorities.

November – Approve the Process

November 10, 2025	Council approves process
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January – Facilitator Preparation and Annual Retreat

December 8, 2025 – January 23, 2026	Facilitator (Curt Walton) will speak with the Mayor and Councilmembers individually to determine individual priorities for the FY27 budget and prepare a report for discussion at the January 24, 2026 Annual Retreat
January 24, 2026 9:00 AM – 2:00 PM	Annual retreat to review prior year priorities and update/establish priorities that will be used to prepare the budget • Facilitator – Curt Walton

February – Internal Budget Development

February 4, 2026	Staff meeting where Manager presents draft FY27 Council priorities to discuss implementation strategies and budget development
February 18, 2026	Departmental budget requests (including CIP, personnel and fee schedule) are due to Finance
February 25, 2026	Finance to meet with departments to discuss initial budget requests

March – Continued Internal Budget Development and Budget Retreat

March 4, 2026	Manager, Assistant Manager, Finance Officer and Finance staff meet with departments to discuss initial budget requests
March 30, 2026 5:30 PM	Budget Retreat • Facilitator – Curt Walton • Five-year forecast • Present CIP and other “big ticket” items • Present scenarios for the FY27 Budget

April – Work Session and Draft Budget Submission

April 13, 2026 5:30 PM	Budget work session, if needed, (regular Council meeting night)
April 30, 2026	Draft budget submitted to Council

May – Additional Work Sessions, if needed

May 4, 2026 5:30 PM	Budget work session, if needed (special Council meeting night)
May 11, 2026 5:30 PM	Budget work session, if needed (regular Council meeting night)
May 18, 2026 5:30 PM	Budget work session, if needed (regular Council meeting night)

June – Adopt the Budget

June 8, 2026	Budget Public Hearing and Adoption <i>Counties begin requesting adopted information in early June to update their systems prior to July 1</i>
June 22, 2026	Last day to adopt the budget (if regular meeting)



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Karen Reid, Human Resource Director
Date: November 19, 2025
RE: **Holiday Bonus**

The 2025–2026 budget includes funds for holiday bonus checks in the amount of \$150 for full-time employees and \$75 for part-time employees. This letter serves as a formal request for approval to issue these checks to Town employees, as provided by the Mayor and Council.

Thank you,

Karen Reid



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Kevin Parker, P.E., Town Engineer
Date: November 24, 2025.
RE: Approval of Municipal Bridge Inspection Agreement with NCDOT

Purpose

Staff is requesting Council approval of the updated Municipal Bridge Inspection Agreement with the North Carolina Department of Transportation (NCDOT) for the upcoming 2026 National Bridge Inspection Standards (NBIS) cycle.

Background

Federal law requires that all public bridges with spans greater than 20 feet be inspected at intervals not exceeding 24 months. The Town currently participates in NCDOT's program, under which NCDOT—through in-house staff or a retained consultant—performs all required NBIS inspections and load ratings on the Town's bridges.

NCDOT recently updated the standard agreement for the next inspection cycle and provided the following document for execution.

Key Details of the Agreement

- NCDOT performs all NBIS bridge inspections, load ratings, and reporting on behalf of the Town in accordance with federal and state standards.
 - There is no cost to the Town for inspection services.
 - Inspections are funded 80% with federal funds, and the remaining 20% is paid by NCDOT.
 - The Town's responsibilities under the agreement include:
 - Providing available bridge plans and location information;
 - Designating a point of contact (Engineering & Public Works Director);
 - Responding to critical or priority safety notices within federally required timelines.
 - Any bridge repairs identified during inspection remain the Town's responsibility, but these are repairs the Town would be responsible for regardless of this agreement.
 - The agreement has a 10-year term, with either party able to cancel with 30 days' notice.
-

Requested Action:

Staff requests Council approval to execute the Municipal Bridge Inspection Agreement with NCDOT.

North Carolina

_____ County

**North Carolina Department of Transportation
and the City/Town of _____
Municipal Agreement
Inspection of Bridges on the Municipal Street System
F.A. Project BRZ-NBIS (22)**

THIS AGREEMENT is made and entered into on the last date executed below, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the Department, and the City/Town of _____, a municipal corporation, hereinafter referred to as the Municipality.

W I T N E S S E T H

WHEREAS, the National Bridge Inspection Standards (NBIS) requires that all structures defined as bridges located on public roads must be inspected on a cycle, not to exceed twenty-four (24) months.

WHEREAS, the Municipality has requested the Department or a Consultant retained by the Department to inspect and analyze all public bridges located on its Municipal Street System in compliance with the National Bridge Inspection Standards; and

WHEREAS, the Department and the Municipality are authorized to enter into an agreement for such work under the provisions of G.S. 136-18(12), G.S. 136-41.3, and G.S. 136-66.1; and,

WHEREAS, the Municipality has approved the herein above referenced inspections and analysis and the Municipality has agreed to participate in certain costs thereof in the manner and to the extent as hereinafter set out.

NOW, THEREFORE, the Department and the Municipality agree as follows:

GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, as stated in this Agreement and in the Department's published guidelines and procedures.

1. The Department or a Consulting Engineering firm retained by the Department shall inspect, load rate, and prepare the necessary inspection reports for all National Bridge Inventory (NBI) bridges on the Municipal street system in accordance with the National Bridge Inspection Standards.
2. All work shall be done in compliance with the following documents.
 - (A) National Bridge Inspection Standards (23 CFR, Chapter 1 Part 650).
 - (B) AASHTO *Manual for Bridge Evaluation* (current edition) including all interim revisions.

(C) *Specifications for the National Bridge Inventory* (SNBI) (current edition) including all updates and revisions.

3. The Municipality shall furnish all data in the possession of the Municipality that can be released that will help the Department or its Consultant in the accomplishment of the work including but not limited to appropriate municipal maps showing the location of the bridges and plans for the bridges when available.
4. During the inspection process, some repairs may be discovered that require immediate attention or repair, or a regulatory sign may be missing, damaged, or incorrect. A Critical Finding Notice, Priority Maintenance Notice or Regulatory Sign Notice will be issued in these cases. It is required that the Municipality resolve or notify the Department of their plans to resolve Priority Maintenance Notices and Regulatory Sign Notices within thirty (30) days of issuance. Critical Findings require a response within ten (10) days of notice.
5. The Municipality shall designate a responsible Municipal official with whom the Department or its Consultant will coordinate the work.
6. It is understood by the parties hereto that the Federal Highway Administration, through the Department, is to participate in the costs of the work to the extent of eighty percent (80%) of actual costs, subject to compliance with all applicable federal policy and procedural rules and regulations. All costs not participated in by the Federal Highway Administration shall be borne by the Department.
7. It is the policy of the Department not to enter into any Agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this Agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State Department or Agency.
8. This Agreement shall have an effective term of ten (10) years beginning upon execution by all parties and ending on the same date ten (10) years later, subject to the following termination conditions:
 - (A) At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the Municipality, this Agreement may be canceled by the City Manager and/or his designee.
 - (B) Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.
9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).
10. AMENDMENT:

If any Party desires to amend the Agreement, then the proposed amendment and the reasons for the proposed amendment shall be communicated in writing to the other Party. If the Parties agree to the proposed amendment, then the amendment shall be effected by entering a written amendment to the Agreement. An amendment that does not change the substantive or financial commitments of the Agreement may be executed by the Chief Engineer and the Municipality. Any other amendment to the

terms of this Agreement to be effective must be in the form of a written instrument properly authorized and executed by the governing boards of each Party to this Agreement. Any amendment to this Agreement to be effective must be in writing and signed by both Parties.

11. All Parties hereby respectively confirm that the individuals executing the Agreement are authorized to execute this Agreement and to bind the respective entities to the terms contained herein. All Parties confirm they have read this Agreement, conferred with counsel, and fully understand its contents.
12. All matters relating to this Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

IT IS UNDERSTOOD AND AGREED that the approval of the work by the Department is subject to the conditions of this agreement, and that no expenditure of funds on the part of the Department will be made until the terms of this agreement have complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:	TOWN/CITY OF _____
BY: _____	BY: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

(SEAL)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance/Billing Address:

Town/City of _____

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____



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

WHEREAS, a petition requesting annexation of an area described in said petition at the corner of Chestnut Lane and Matthews-Wedington Road was received on October 23, 2025, by the Town of Stallings; and

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

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

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

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

Approved this the 24th day of November, 2025.

Wyatt Dunn, Mayor

Attest:

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



MEMO

To: Mayor and Council
Via: Alex Sewell, Town Manager
From: Eunice Donnelly, Parks and Recreation Director
Date: 11.18.2025
RE: **Stallings Municipal Park Splash Pad Re-Design**

Background/Issue:

In the FY26 budget, Town Council approved \$110,000 for the Stallings Municipal Park Splash Pad Redesign Project. This funding was designated to update the existing splash pad to address safety concerns and update the chlorination system to remain in compliance with county requirements. These improvements are essential to ensuring the continued safe use of this highly visited amenity.

The project was advertised on the Town's website beginning Friday, September 26th. Despite extending the bid period twice to encourage broader participation, the bid window officially closed on November 14th, 2025, with only one bid received.

We believe the limited response is largely due to the complex nature of the splash pad's existing design. The company that submitted the bid is the original designer and therefore has internal knowledge of the system's layout, infrastructure, and operational needs. Because of this familiarity, we feel they are well-suited to complete the redesign efficiently and accurately. As the proposed contract exceeds \$30,000, Town Council approval is required before the project can move forward.

Proposal/Solution:

The submitted bid includes the installation of a new chemical cabinet to house the chlorination system. While this cabinet appears to comply with current State Code requirements, Union County Environmental Health will ultimately determine whether it may be used for safely containing the chemical pumps. If the County does not approve the cabinet as proposed, staff will need to explore alternative options to ensure full compliance.

The bid also includes three different design options to address the removal of the existing decorative spheres at the splash pad—features that have increasingly become a safety concern due to children climbing, jumping, and standing on them. To eliminate these hazards, all three redesign options replace the spheres with flush, ground-level or low-profile features that create a safer and more modernized space while reducing long-term maintenance needs.

Bid Options Submitted:

- **Flush Jets Option Fountain Installation – \$37,940.00**
- **MH Shower Option Fountain Installation – \$49,790.00**
- **Alternating Jet/Shower Option Fountain Installation – \$43,865.00**

- **Chemical Cabinet and System Renovations – \$11,370.00**

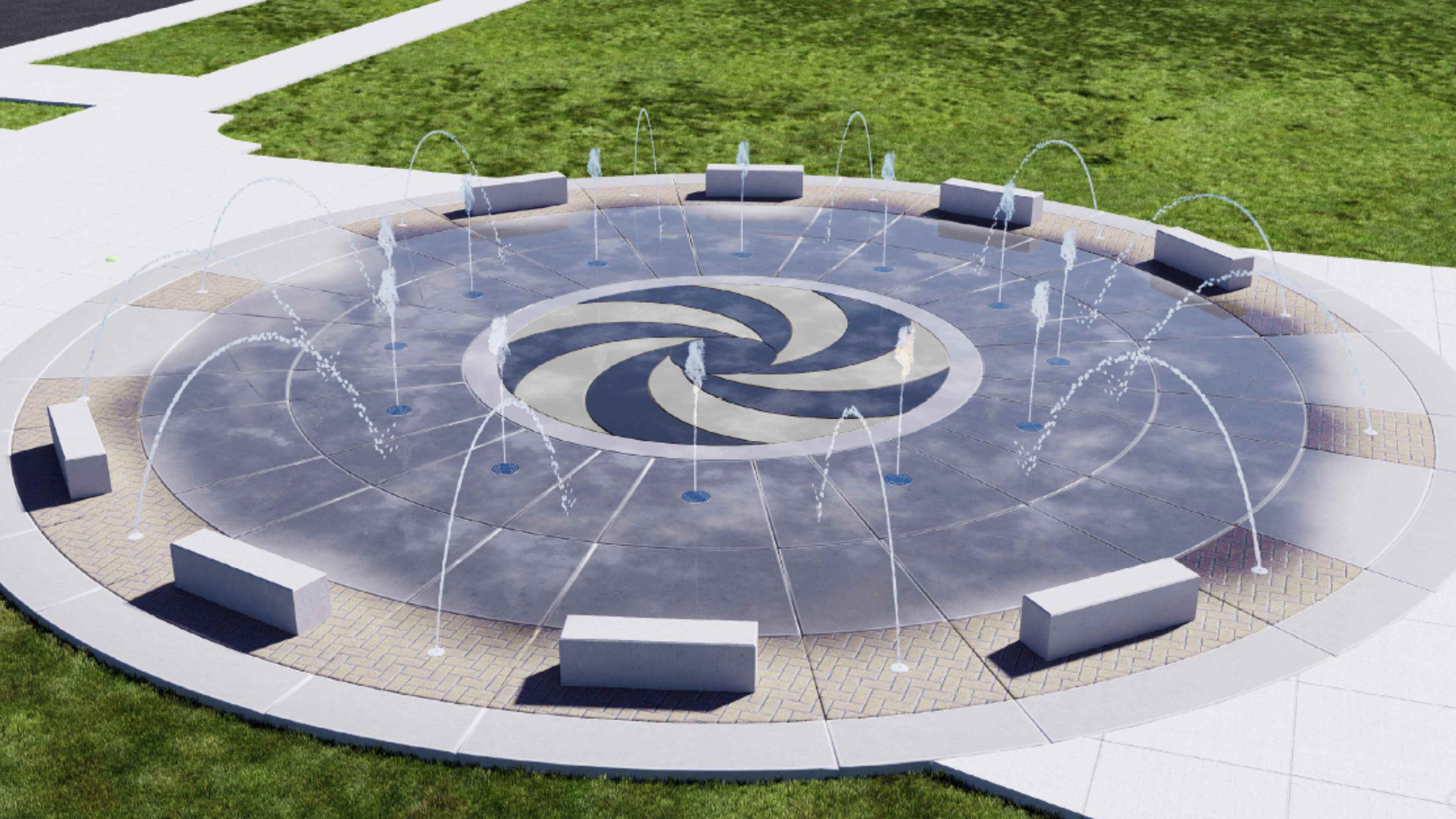
Staff recommend moving forward with the **Flush Jets Option**, the lowest-cost alternative at **\$37,940**, paired with the **Chemical Cabinet & System Renovations** at **\$11,370**.

Total Recommended Cost: \$49,310.00

Given their original involvement in designing the splash pad and their internal knowledge of the system, Fountain People—the only company to submit a bid—remains the most appropriate contractor for this project. Staff recommends awarding the contract to Fountain People with the condition that the project cannot exceed the **\$110,000** allocated in the FY26 budget.

Requested Actions:

1. Staff request that Town Council approve awarding the Splash Pad Renovation Project to Fountain People and authorize staff to proceed with the Flush Jets Option and Chemical Cabinet & System Renovations, not to exceed the \$110,000 allocated in the FY26 budget.





MEMO

To: Mayor and Council
From: Alex Sewell, Town Manager
Date: November 5, 2025
RE: **2026 Draft Town Council Transition Support Plan**

Purpose: This memorandum provides a draft 2026 Town Council Transition Support Plan for the Council's review and consideration.

Background: Newly elected Town Council Members will be sworn in at the December 8, 2025, Town Council Meeting.

Draft Transition Support Plan: A draft plan to support the new Town Council transition is enclosed below. The goal of the plan is to support the education, integration, and required state ethics training of all newly elected officials so the new Town Council can operate as an ethical, effective, and functional governing board.

Requested Action: Staff are seeking Council's approval and feedback on the following items:

- 1.) **Approval and Implementation:** Approve the draft 2026 Town Council Transition Support Plan and authorize the Town Manager to implement the plan.
- 2.) **Essentials Course Participation:** Provide feedback on Council Members' interest in attending the UNC School of Government's *Essentials of Municipal Government* course, including those needing to complete the state required ethics training.
- 3.) **Annual Retreat Location:** Provide direction on whether to hold the 2026 Annual Retreat at an offsite location or at the Government Center lobby.
- 4.) **Team-Building Activity:** Provide direction on whether the Town Council would like to participate in an organized team-building activity.



2026 Town Council Transition Support Plan

Goal:

Support the education, integration, and required ethics training of all elected officials so that the new Town Council can operate as an ethical, effective, and functional governing board.

Desired Outcomes:

- New Council Members have the confidence and foundational knowledge needed to make informed decisions.
- Strong, respectful working relationships among the Mayor, Council Members, and Town Manager.
- All elected officials complete state required ethics training.
- A unified and clearly articulated set of Council priorities with agreed-upon next steps.
- All Council Members feel heard, respected, and valued as contributors to the governing body.

Step 1 – Orientation for New Council Members

Objective: Provide new Council Members with foundational knowledge to make informed decisions and operate effectively and ethically within the Town's organizational structure.

Actions:

- Send new Council Members reference materials and information to begin building foundational knowledge.
- Conduct a “New Council Member Bootcamp” orientation to provide practical working knowledge and relationship-building opportunities.

Proposed Bootcamp Agenda:

- **Mac McCarley, Former Charlotte City Attorney / Stallings Town Land Use Attorney**
 - Council-Manager Form of Government
 - Q&A Roundtable Discussion
- **Erinn Nichols, Assistant Town Manager/Town Clerk**
 - Town Council Procedures (agenda process, voting, Robert’s Rules of Order, etc.)
 - “Mock” Board Meeting Demonstration to illustrate how discussion and voting occur under the Town’s Rules of Procedure
- **Lunch with the Mayor**
- **Town Manager & Department Heads**
 - Overview of Current Council Priorities
 - Organizational Structure Review
 - Status of Key Projects
 - Department-by-Department Overview

Cost: Can be absorbed within the existing budget.

Step 2 – Continuing Education and Ethics Training (Optional for Council Members not just elected/re-elected)

Objective: Build deeper understanding of municipal governance, ensure completion of required ethics training, and foster positive working relationships.

Actions:

- Encourage all Council Members to attend the *Essentials of Municipal Government* course offered by the UNC School of Government.
- This course covers:
 1. Fundamentals of municipal law, authority, and practice
 2. Core functions, structure, and purpose of municipal government
 3. Roles and responsibilities of elected officials
 4. Legal and ethical duties of elected officials and staff
 5. Habits of high-performing governing boards, including relationship-building with staff and external partners
- The UNC School of Government encourages newly elected officials to attend alongside their municipal managers.

Proposed Dates & Locations:

- January 15–16, 2025 – Asheville
- January 22–23, 2025 – Wilmington
- February 12–13, 2025 – Rocky Mount
- February 19–20, 2025 – Greensboro
- February 26–27, 2025 – Chapel Hill (*Likely the most cost-effective in-person option*)

Cost: Estimated at \$1,100–\$1,500 per person, depending on location (includes course fees, travel, hotel, and meals). Depending on number of

Council Members participating, a budget amendment may be necessary.

Note: An online option may become available later (this has happened historically), but none has been posted as of now.

Step 3 – Annual Retreat and Council Priority Setting

Objective: Build a unified set of Town Council priorities in which all members feel heard, respected, and aligned on next steps.

Actions:

- Engage **Curt Walton, Former Charlotte City Manager**, to facilitate the 2026 Council Annual Retreat.
 - **Pre-Retreat Interviews:** Conduct one-on-one discussions with the Mayor and each Council Member to identify priorities, concerns, and opportunities.
 - **Retreat Facilitation:**
 - Present a synthesis of the input gathered
 - Integrate findings into the 2026 workplan
 - Guide the Council in establishing next steps and measurable priorities

Optional: Consider holding the Annual Retreat at an off-site location to enhance focus and team connection.

Cost: Can be absorbed within the existing budget, except for optional travel-related expenses.

Step 4 – Optional Team-Building Activity

Objective: Strengthen working relationships among Council Members and integrate new members as collaborative participants in collective decision-making.

Actions:

- Staff will present optional team-building opportunities for Council consideration.

Cost: TBD, depending on Council interest.