

**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 22, 2018, at 6:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members John Martin, Lynda Paxton, and Deborah Romanow.

Those absent were: Council Members Kathy Heyse and Shawna Steele.

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

Invocation, Pledge of Allegiance and meeting called to order

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

Public Comments

No one was present for public comment.

Mayor Dunn expressed his disappointment in the press for not placing the information about the new hospital in Stallings in a prominent place on the newspaper.

1. Agenda Approval

Town Manager Sewell requested adding Agenda Item 9.A., Communications Task Force. Council Member Scholl made the motion to approve the Agenda with above noted change. The motion received Council's unanimous support after a second from Council Member Romanow.

2. Annexation 51 – Funderburk

Mayor Dunn opened the public hearing for Annexation 51 – Funderburk. Per applicant's request, Council Member Paxton made the motion to recess the public hearing until February 11, 2019. The motion was seconded by Council Member Romanow and passed unanimously.

3. 2020-2029 Transportation Improvement Program

Neil Burke, Planning Coordinator, CRTPO, presented the Council information on the 2020-2029 Transportation Improvement Program. The 2020-2029 Transportation Improvement Program presentation is attached to these minutes and therefore incorporated herein.

#### 4. Quarterly Financial Update

Finance Officer Marsha Gross presented the Council with the Quarterly Financial Update. Mrs. Gross also reported the audit went well however there was one finding regarding a missing pre-approved audit stamp on a few documents. Procedures had been developed so that the stamp was not excluded from invoices in the future. The Quarterly Financial Update ending September 30, 2018 is attached to these minutes and therefore incorporated herein.

#### 5. New Town Hall Financing RFP

Finance Officer Gross suggested the following regarding the Request for Proposals for the financing for the New Town Hall:

- Citing the loan amount at \$3M to allow for a reasonable buffer
- Exploring 7- and 10-year terms given the cash flow complications with the Pleasant Plains/Potters Road repayment from the state and county and the other major transportation projects on the horizon
- Requesting annual principal payments and monthly interest payments to allow for peak cash flow periods
- Not considering proposals with prepayment penalties
- Nov. 14 – RFP published in the newspaper
- Nov. 29 - deadline for RFP
- Dec. 10 - Council to approve financial institution and loan terms
- Jan. 9 – LGC approval of Town loan

Council held consensus to have a special meeting on Monday, Dec. 3 at 7 p.m. to discuss the New Town Hall financing proposals.

Council Member Romanow made the motion to have the Financing RFP published in the newspaper with the above listed perimeters on Nov. 7. The motion was passed unanimously after a second by Council Member Martin.

#### 6. Town Hall Streetscape

Town Manager Sewell reminded the Council that it had chosen to use \$20,000 of grant funds to fund the planning and engineering for the Town Hall Streetscape. Town Engineer Easterly would be doing the civil engineering on the project. Town Manager Sewell recommended using Destination by Design for all other engineering, design work, and construction documents on the project scheduled to be completed by Summer 2019.

In order utilize Destination by Design, Town Manager Sewell recommended approving the Resolution to Waive the Mini Brooks Act and to agree to the addendum of the Destination by Design Town

Center Master Plan contract to include the additional services for the Town Hall Streetscape design not to exceed \$20,000.

Mayor Dunn read the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS §143-64.31 to use Destination by Design for the Town Hall Streetscape design into the record. Council Member Romanow made the motion to approve the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS §143-64.31 to use Destination by Design for the Town Hall Streetscape design and to approve the addendum to the Destination by Design Town Center Master Plan contract. The motion was seconded by Council Member Scholl and passed unanimously by the Council.

The Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS §143-64.31 to use Destination by Design for the Town Hall Streetscape design is attached to these minutes and therefore incorporated herein.

#### 7. Transportation Improvement Analysis (TIA)

Town Engineer Easterly reminded the Council that it adopted a TIA Ordinance at its meeting in October. The TIA outlined the technical methodology, policy and procedures for traffic impact analysis for potential development. Due to this document, Engineer Easterly would be advertising an RFQ for a traffic engineering firm so that the Town could have a short list of qualified firms to be utilized on a rotating basis to conduct TIAs as development came to the Town.

Currently, a developer was looking to develop property at Chestnut and Weddington-Matthews Road. A TIA was warranted due to the nature of the intersection. Due to the fact that the Town had yet to approve a list of qualified firms to produce a TIA and that the developer had an aggressive schedule, the developer had requested the Town utilize the Design Resource Group to develop a TIA for that intersection. Therefore, staff requested the Council adopt the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS §143-64.31 to use Design Resource Group for the TIA at Chestnut and Weddington-Matthews Road not to exceed \$25,000.

After Council discussion, Council Member Paxton made the motion to change the resolution to utilize Kimley Horn for the TIA at Chestnut and Weddington-Matthews Road. The motion was passed unanimously after a second by Council Member Martin.

Council Member Paxton made the motion to change the resolution to a price not to exceed \$35,000. Council Member Romanow seconded the motion which was passed unanimously.

Council Member Romanow made the motion to approve the Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS §143-64.31 to use Kimley-Horn for the TIA at Chestnut and Weddington-Matthews Road and to authorize the Town Manager to go into contract with Kimley-Horn for the TIA project on at Chestnut and Weddington-Matthews Road. Council Member Paxton seconded the motion. The motion received Council's unanimous support.

The Resolution to Exempt the Town of Stallings from the Competitive Proposal Provisions of NCGS §143-64.31 to use Kimley-Horn for the TIA at Chestnut and Weddington-Matthews Road is attached to these minutes and therefore incorporated herein.

8. Closed Session Pursuant to NCGS 143.318-11(a)(5)

Council Member Romanow made the motion to go into closed session pursuant to NCGS 143.318-11(a)(5). Council unanimously passed the motion after a second by Council Member martin.

*Council went into closed session at 8:06 p.m. and reconvened in open session at 8:17 p.m.*

9. Whetstone Right-of-Way

Mayor Dunn opened the public hearing. Council Member Romanow made the motion to recess the public hearing until January 14, 2019. The motion received Council's unanimous support after a second by Council Member Scholl.

9.A. Communications Task Force

Town Manager Sewell explained to the Council that through a Communications Task Force Committee chaired by Deputy Town Manager Nichols, it was decided to not refill the Communications Specialist position and disburse the duties among the current staff. Council held consensus to concur with this decision.

10. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Romanow, and the motion received unanimous support. The meeting was adjourned at 8:25 p.m.

Approved on November 13, 2018.

*s/Wyatt Dunn*

Wyatt Dunn, Mayor

*s/Erinn Nichols*

Erinn E. Nichols, Town Clerk

Approved as to form:

*s/Cox Law Firm, PLLC*

Cox Law Firm, PLLC