



STALLINGS TOWN COUNCIL  
A G E N D A  
August 14, 2017 7:00 p.m.

Invocation, Pledge of Allegiance and meeting called to order

Public Comments

Special Recognitions

Scout Projects

- Elisa Payne – Troop 2445
- Anderson Payne – Troop 144
- Connor Sabinske – Troop 120

Council will consider and take possible action on the following

Suggested  
starting time

- 7:15 1. Reports  
A. Report from the Mayor  
B. Reports from Council Members/Town Committees  
C. Report from Town Manager/Town Departments
- 7:45 2. Agenda Approval
- 7:47 3. Union County Tax Department  
A. 2016-17 Tax Settlement Report  
**Action Requested:** Approve annual report  
B. Tax Charge for 2017-18 Fiscal Year  
**Action Requested:** Charge Stan Duncan, Union County Interim Tax Administrator, for the collection of taxes for the 2017-18 fiscal year.
- 7:55 4. Mecklenburg County Tax Department  
A. 2016-17 Tax Settlement Report  
**Action Requested:** Approve annual report  
B. Tax Charge for 2017-18 Fiscal Year  
**Action Requested:** Charge Neil Dixon, Mecklenburg County Tax Administrator, for the collection of taxes for the 2017-18 fiscal year.
- 8:00 5. Capital Projects  
A. Public Works Building  
B. Government House/Civic Building  
C. Community Center  
**Discussion and Possible Action**

- 8:30 6. Small Area Plans Contract  
**Action Requested:** Approve small area plans for Downtown/Old Monroe Road and Greenways
- 9:00 7. 2017 Road Resurfacing Contract  
**Action Requested:** Approve contract
- 9:10 8. Resolution for NCDOT Regarding Design Standards for U-4714 (Old Monroe Road)  
**Action Requested:** Adopt Resolution
- 9:15 9. Committee Appointments
- 9:20 10. Town Manager Resignation and Interim Town Manager Appointment  
**Action Requested:** Accept Town Manager Resignation and appoint interim Town Manager
- 9:25 11. Closed Session Pursuant to NCGS 143-318.11(a)(6)
- 9:45 12. Adjournment

**STALLINGS TOWN COUNCIL**  
**Motion Page Addendum**  
**August 9, 2017**

Agenda Item	Motion Options
2.	I make the motion to: (1) Approve the Agenda as presented; <b>or</b> (2) Approve the Agenda with the following changes: _____.
3.A.	I make the motion to accept the 2016-17 Union County Tax Settlement Report.
3.B.	I make the motion to charge Stan Duncan, Union County Interim Tax Administrator, for the collection of taxes for the 2017-18 fiscal year.
4.A.	I make the motion accept the 2016-17 Mecklenburg County Tax Settlement Report.
4.B.	I make the motion to charge Neil Dixon, Mecklenburg County Tax Administrator, for the collection of taxes for the 2017-18 fiscal year.
6.	I make the motion to approve the Small Area Plans contract for the Downtown Area and Greenways at a cost not to exceed \$167,000.
7.	I make the motion to authorize the Town Manager to execute the 2017 resurfacing contract with _____ at a cost of \$ _____.
8.	I make the motion to adopt the Resolution for NCDOT Regarding Design Standards for U-4714 (Old Monroe Road).
10.	I make the motion to accept Town Manager Woods resignation and appoint _____ as Interim Town Manager.
11.	I make the motion to go into closed session pursuant to NCGS 143-318.11(a)(6)
12	I make the motion to adjourn.



Revenue Division  
500 N. Main St.  
Suite 119  
Monroe, NC 28112  
  
T. 704.283.3848  
  
[www.unioncountync.gov](http://www.unioncountync.gov)

Agenda Item  
# 3.A.

### PRELIMINARY REPORT FOR FISCAL YEAR 2016-2017

TO: Town of Stallings Council Members  
The Honorable Wyatt Dunn, Mayor

FROM: Stan C. Duncan, Interim Tax Administrator  
Vann Harrell, Division Director, Revenue

RE: Annual Settlement

DATE: August 2, 2017

In compliance with N.C.G.S. 105-373(a)(3), attached hereto is a report entitled "Settlement for Current Real Estate and Personal Property Taxes for Fiscal Year 2016-2017" dated August 2, 2017, setting forth my full settlement for all real and personal property taxes in my hands for collection for the fiscal year 2016-2017.

In compliance with N.C.G.S. 105-373(a)(4)(b), attached hereto is a report entitled "Fiscal Year 2016-2017 Settlement for Delinquent Real and Personal Property Taxes for Tax Year 2015" dated August 2, 2017, setting forth my full settlement for all delinquent real and personal property taxes collected during the fiscal year 2016-2017

Any delinquent accounts will remain in the hands of the Collector for further collection activities pursuant to the North Carolina General Statutes.

Further, I hereby certify that I have made diligent efforts on behalf of the Town of Fairview to collect the taxes owed by the delinquent taxpayers in such a manner that is reasonably necessary as prescribed and allowed by law.

Respectfully Submitted,

Stan C. Duncan, Interim Tax Administrator





Revenue Division  
 500 N. Main St.  
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 www.unioncountync.gov

**SETTLEMENT FOR CURRENT REAL AND PERSONAL PROPERTY TAXES FOR FISCAL YEAR 2016-2017**

**TO:** Town of Stallings Council Members  
 The Honorable Wyatt Dunn, Mayor

**FROM:** Stan C. Duncan, Interim Tax Administrator  
 Vann Harrell, Division Director, Revenue

**DATE:** August 2, 2017

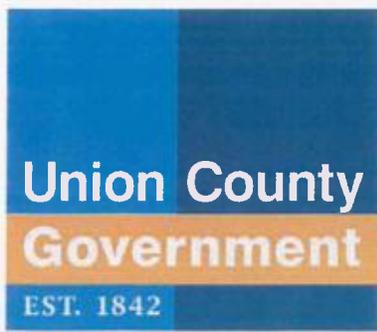
**CHARGES TO TAX COLLECTOR**

1. Total amount of all taxes & late list penalties placed in the Tax Collector's hands for collection for the year:	\$ 3,907,093.89
2. All interest, costs, and fees collected by the Tax Collector	\$ 8,770.47
<b>TOTAL:</b>	<b>\$ 3,915,864.36</b>

**CREDITS TO TAX COLLECTOR**

1. All sums deposited by the Tax Collector to the credit of the taxing unit or receipted for by the proper official:	\$ 3,892,650.61
2. Releases allowed by the governing body:	\$ 10,017.76
3. The principal amount of outstanding real and personal property taxes:	\$ 13,195.99
<b>TOTAL:</b>	<b>\$ 3,915,864.36</b>





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 Suite 119  
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**SETTLEMENT FOR DELINQUENT REAL AND PERSONAL PROPERTY TAXES FOR FISCAL YEAR 2016-2017**

**TO:** Town of Stallings Council Members  
 The Honorable Wyatt Dunn, Mayor

**FROM:** Stan C. Duncan, Interim Tax Administrator  
 Vann Harrell, Division Director, Revenue

**CC:** Darrell Baucom, Finance Director

**DATE:** August 2, 2017

**CHARGES TO TAX COLLECTOR**

1. Total amount of all taxes & late list penalties placed in the Tax Collector's hands for collection for the year:	\$ 17,852.94
2. All interest, costs, and fees collected by the Tax Collector	\$ 806.88
<b>TOTAL:</b>	<b>\$ 18,659.82</b>

**CREDITS TO TAX COLLECTOR**

1. All sums deposited by the Tax Collector to the credit of the taxing unit or received for by the proper official:	\$ 10,582.99
2. Releases allowed by the governing body:	\$ 2,456.82
3. The principal amount of outstanding real and personal property taxes:	\$ 5,620.01
<b>TOTAL:</b>	<b>\$ 18,659.82</b>





**Revenue Division**  
 500 N. Main St.  
 Suite 119  
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 T. 704.283.3848  
  
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**FY 16-17 Breakdown of Settlement for Delinquent Real and Personal Property Taxes for Tax Year 2015**

Charges to the Collector				
	Beginning Balance	Levy Added	Supplementals	Total Balance
2015	\$ 17,104.76	\$ 748.18	\$ -	\$ 17,852.94
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 17,104.76	\$ 748.18	\$ -	\$ 17,852.94

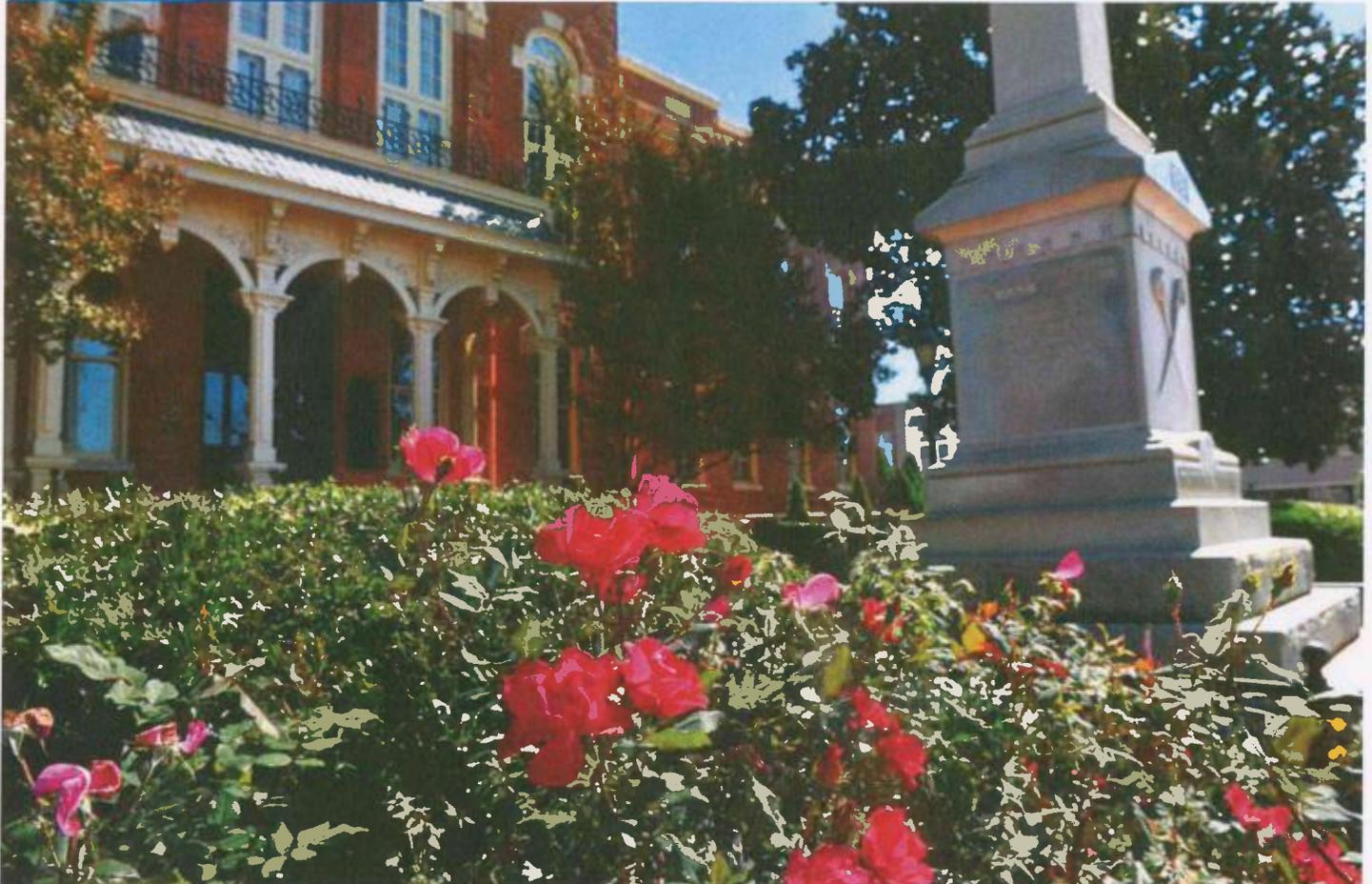
Credits to the Collector					
	Sums Deposited	Releases	Writeoffs	Balance of credits to Collector	Principal amount outstanding
2015	\$ 9,776.11	\$ 2,456.82	\$ -	\$ 12,232.93	\$ 5,620.01
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 9,776.11	\$ 2,456.82	\$ -	\$ 12,232.93	\$ 5,620.01



**Union County  
Government**

EST. 1842

Agenda Item  
# 3.B.



# FY 17-18 Order of Collection

### Government Center

500 N. Main St.  
Monroe, NC 28112  
Phone: 704.283.3500

### Tax Administration

Stan Duncan,  
Interim Tax  
Administrator  
500 N. Main St.  
Monroe, NC 28112  
Phone: 704.283.3748

### Assessment Division

Robin Merry,  
Assessment Division  
Director  
500 N. Main St.  
Monroe, NC 28112  
Phone: 704.283.3624



# TAX CHARGE FOR FISCAL YEAR 2017-2018

TO: Stan Duncan, Interim Tax Administrator for the County of Union

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2017 tax records as filed in the Office of Tax Administrator, and in the tax receipts delivered to the Tax Administrator's Office in August 2017, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be first lien on all real property of the respective taxpayers in the Town of Stallings. You are further authorized, empowered, and commanded to collect the 2017 taxes charged and assessed as provided for by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law.

This Order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property and attach wages and/or other funds of such taxpayers, for and on account thereof, in accordance with the law.

The Tax Charge will be adjusted monthly according to releases, discoveries, and motor vehicle billings.

## Tax Charge

<b>General Tax</b>	<b>\$3,454,497.78</b>
<b>Storm water Fee</b>	<b>\$493,998.01</b>
<b>Late List Penalties</b>	<b>\$3,634.83</b>
<b>Total Tax</b>	<b>\$3,952,130.62</b>



## SIGNATURE PAGE

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_ 2017

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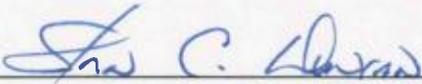
Mayor of Stallings

Attest:

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Town Clerk

Accepted:

  
\_\_\_\_\_

Stan Duncan, Interim Tax Administrator





MECKLENBURG COUNTY  
Office of the Tax Collector

July 14, 2017

Kevin Woods  
Town Manager  
P.O. Box 35  
Stallings, NC 28106

RE: TAX COLLECTOR'S SETTLEMENT FOR FISCAL YEAR 2017  
ORDER OF COLLECTION FOR TAX YEAR 2017

Dear Mr. Woods:

Please find the enclosed FY 2017 Tax Collector's Settlement. I am pleased to inform you that we achieved our collections objectives. We will continue to collect taxes for FY 2017 and other prior years as we move forward with the FY 2018 billing cycle (tax year 2017).

According to NCGS 105-373(3), the Tax Collector's Settlement must be entered into the official record of the governing board. Please have this document entered into the record to comply with statute.

I have also included an Order of Collection for tax year 2017 (FY 2018). The order must also be approved by your board after the settlement is received into the record. Your attention to both of these documents is greatly appreciated. Please approve the Order of Collection before September 1<sup>st</sup> and return a signed copy to my office.

It was my pleasure to serve you, your board, and your residents again this year. I welcome any feedback about our service to Stallings. Please contact me at [Neal.Dixon@MecklenburgCountyNC.gov](mailto:Neal.Dixon@MecklenburgCountyNC.gov) or 980-314-4488 if I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Neal L. Dixon", is written over a blue circular stamp or seal. The signature is fluid and cursive.

Neal L. Dixon  
Director/Tax Collector

c: Karen Williams, Director of Administration, Town of Stallings

ORDER OF COLLECTION

NORTH CAROLINA, STALLINGS

TO THE TAX COLLECTOR OF MECKLENBURG COUNTY

GENERAL STATUTE 105-321(b)

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records, filed in the office of the Tax Assessor and the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be first lien upon all real property of the respective taxpayers in Stallings and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real and personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor of Stallings (SEAL)

Attest:

\_\_\_\_\_  
Clerk of Board



**MECKLENBURG COUNTY**  
Office of the Tax Collector

**To: Kevin Woods, Stallings Town Manager**  
**From: Neal L. Dixon, Director/Tax Collector**  
**Date: July 14, 2017**  
**Subject: Tax Collector's Settlement for Fiscal Year 2017**

Pursuant to the provisions of N.C.G.S. 105-373, this memorandum is the Tax Collector's report of settlement to the Stallings Town Commission for Fiscal Year 2017 (tax year 2016).

Total FY 2017 Tax Charged to the Tax Collector for collection: \$0.00

The Tax Collector has made diligent efforts to collect prior year taxes due by utilizing the remedies available to him for collection.

Prior Year Collections

Registered Motor Vehicle Tax:

<u>Tax Year</u>	<u>Net Levy</u>	<u>Collected in FY 2017</u>	<u>Uncollected</u>	<u>Pct. Collected</u>
2013	\$3,729.03	\$0.00	\$12.99	99.65%
2014	\$ 0.00	\$0.00	\$ 0.00	N/A
2015	\$ 0.00	\$0.00	\$ 0.00	N/A

North Carolina General Statute 105-373(3) requires that this settlement be submitted to the governing board. The settlement shall be entered into the minutes of the governing body. Please ensure that this settlement is entered into the minutes of the governing body as required by statute.

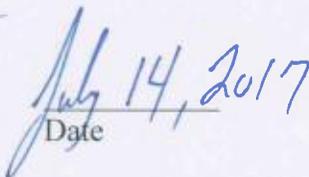
Please contact me at [Neal.Dixon@MecklenburgCountyNC.gov](mailto:Neal.Dixon@MecklenburgCountyNC.gov) or 980-314-4488 if you have any questions or comments regarding this settlement report.

**PEOPLE • PRIDE • PROGRESS • PARTNERSHIPS**

700 East Stonewall Street (28202) • P.O. Box 31457 • Charlotte, North Carolina 28231 • 980-314-4488

cc: Erinn Nichols, Town Clerk  
Karen Williams, Town of Stallings Tax Collector  
Marsha Gross, Town of Stallings Finance Officer  
Julissa Fernández, Deputy Tax Director  
Kimberly Deal, Deputy Tax Director

  
\_\_\_\_\_  
Tax Collector

  
\_\_\_\_\_  
Date

Sworn to and subscribed before me this 14 day of July, 2017

  
\_\_\_\_\_  
Notary Public

**Tiffany D. Gibson-McNair**  
NOTARY PUBLIC  
Mecklenburg County  
North Carolina  
My Commission Expires May 18, 2021

My Commission expires on May 18, 2021  
\_\_\_\_\_  
Date



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Town of  
**Stallings**

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## Memo

To: Town Council  
From: Lynne Hair, Planning and Zoning Administrator  
Date: August 9, 2017  
Re: Old Monroe Road/Greenway Plans Request

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### **REQUEST:**

Funding of a small area plan for Old Monroe Road and a town wide Greenway Plan.

Amount Requested:	Old Monroe Road SAP:	\$77,000
	Greenway Plan:	<u>\$70,000 - \$90,000*</u>
TOTAL		\$147,000 - \$167,000

\* The design schematics can be reduced to 4 or 5 and only do 1 or 2 pocket park concepts, and not do the custom signage package (this package includes design for custom kiosk, mile markers, pocket park signage, furnishings, etc.). We can get the price down to \$70 or \$75K.

### **REASON/BENEFITS:**

In an ongoing effort to control our development outcome, we are asking for funding of two additional small area plans that if approved, will provide a complete set of planning documents created to give us the tools necessary be in the driver's seat of our future.

### **Greenway Plan: \$70,000 - \$90,000**

Through our small area planning process an opportunity to create a town wide greenway amenity has been identified. As a part of this contract a town wide greenway system will be planned that connects into the regional greenway system including the Carolina Thread Trail, adjacent community greenway systems, our local parks, and future neighborhoods and commercial centers.

## **Benefits:**

**Property Value Increase:** National and local examples affirm the positive connection between green space and property values. Residential properties will realize a greater value the closer they are located to trails and greenscape. According to a recent survey of home buyers by the

National Homebuilders Association trails ranked as the second most important community amenity out of 18 choices

**NCDOT:** A Greenway Plan will give us the ability to work with NCDOT to ensure segments affected by future road projects are included in their plans.

**Grant Funds:** There are several resources of grant money available for trail planning and construction. An adopted systemwide plan is a crucial component of a successful grant application. A part of the greenway contract includes grant writing services.

**Shovel Ready Project:** Right of way for the Vickery/Blair Mill trail is secured. This is a .58 mile trail located along the back of the Vickery neighborhood and traverses through Blair Mill Park. With this plan we can immediately go after grant funds to begin construction of this trail showing immediate success to our residents.

## **Old Monroe Road Small Area Plan - \$77,000**

NCDOT plans to widen Old Monroe Road with right of way acquisition set to begin in 2021. The proposed alignment is to create a super street in this area limiting the ability to make a left turn off of Old Monroe Road onto Stallings Road. Staff is of the opinion that a small area plan in this area is crucial.

## **Benefits:**

**NCDOT:** A small area plan will allow coordination with NCDOT ensuring streetscape and intersection construction is in keeping with our planning efforts of creating a downtown in this area.

**Super Street:** A small area plan showing our ideas for the alignment of Old Monroe Road will assist in convincing NCDOT that a full access intersection at Stallings Road and Old Monroe Road is crucial to our planning efforts.

**Guiding Development:** A small area plan will assist us in guiding and attracting development in a pattern that benefits the Town from an economic development and place making stand point.

# 1. Old Monroe Road Evaluation and Small Area Plan

## 1.1 Research and Preliminary Analysis

- 1.1.1 *Data Collection.* Collect GIS data and conduct an inventory of existing conditions throughout the study area, including, but not limited to current zoning, existing land uses, bicycle and pedestrian infrastructure, water/sewer infrastructure, etc.
- 1.1.2 *Review of Previous Plans.* DbD will review local and regional plans with implications for small-area plan development. Town of Stallings staff will assist with acquiring this information.
- 1.1.3 *Framework Planning.* DbD will develop supporting information, which may include diagrams that highlight the following: regional structure and/or existing conditions; the concept of neighborhood planning; public buildings and spaces; private lots; open space network; vehicular network; and land use density and intensity of the various developed areas.
- 1.1.4 *Stakeholder Interviews and meetings.* DbD will work with Town staff to identify and meet with key stakeholders and landowners. These meetings may take place at various times throughout the planning process.

## 1.2 Plan Development

- 1.2.1 *Transportation Engineering for Old Monroe Road.* DbD staff and its transportation engineer will evaluate NCDOT plans, coordinate up to three (3) meetings with NCDOT staff, and produce a revised complete street design in accordance with Town Council and staff direction.
- 1.2.2 *Ideation and Preliminary Concept Development.* Develop preliminary site-specific master plans for the small-area study areas in “plan view” (2-D) showing the location and platting of all private property, public tracts and surface infrastructure, as well as the schematic design of parks and other neighborhood amenities.

- 1.2.3 *Staff Meeting.* Share initial concepts with staff, Council, and other stakeholders to receive comment and direction to proceed.
- 1.2.4 *Draft Master Plans.* Based on staff comments, complete a draft master plan. Included as part of concept plan drawings, provide written annotation that describes the plan elements. Include companion diagrams and supporting text that further supports and describes the plan principles.
- 1.2.5 *Tax Production Analysis.* Prepare a tax production analysis that identifies the cost/benefit associated with various forms of possible development within the study areas.
- 1.2.6 *Zoning Framework.* Develop a preliminary framework that outlines how the Town's Zoning Ordinance might be improved to accommodate and promote development in alignment with the small-area plan design concepts.

### **1.3 Public Engagement**

- 1.3.1 *Public Meeting.* DbD will work with town staff to determine the best method for engaging the public, whether through a large public meeting or a series of small workshops.

### **1.4 Final Plan Development**

- 1.4.1. *Final Report.* Using information gleaned from the public meeting, prepare final plans and develop a report that describes the planning process and goals, and includes all analysis, plans, and illustrations. The final report will outline specific actions for plan implementation, including final zoning change recommendations. Provide a digital copy and ten (10) bound copies of final plan.
- 1.4.2 *Final Presentation.* The consultant team will present the final plan to Town Council for adoption.

## 2. Scope of Work for Greenway Master Plan

### 2.1 Direction Setting

- A. *Project Oversight Committee (POC)*. Attend and conduct a kick-off meeting with the POC to ensure a clear understanding of expectations and the planning process timeline. DbD will develop the following:
  - a. Develop a directory of key public information contacts
  - b. Develop a project identification and theme brand for all public information materials
  - c. Develop a public information schedule for the entire project coordinated with key planning milestones
- B. *Acquire Information from Regional Trail Leaders*. The consultant team will initiate planning efforts by developing a series of working maps and meeting with Stallings staff, regional trail leaders, and surrounding local governments to understand all key information about the planning corridor. This “download” of information will provide a foundation for an efficient planning process.

### 2.2 Research and Preliminary Analysis

- A. *Existing Conditions and Inventory*. DbD will collect GIS data and undertake an extensive inventory of the complete study area, including, but not limited to:
  - a. public land
  - b. existing land use
  - c. water and sewer infrastructure
  - d. soils, slopes, etc.
  - e. historical, cultural, civic assets
  - f. natural features, streams, etc.
- B. *Plan Review*. DbD will review any other existing plans, such as recreation, greenway, and land use plans that have implications within the planning corridor.
- C. *Analysis and Field Visit*. DbD will analyze the inventory of existing conditions and other plans and then conduct an extensive field visit of the planning corridor. Collectively, this information will be used to generate preliminary recommendations. This will include field meetings (2 days) with surrounding communities.
- D. *Framework Plan*. The framework plan will capture the analysis of the overall planning corridor and highlight various alternatives and key considerations for advancing the plan. DbD will share a draft of this plan with local partners for critique and improvement. The framework plan will include, but is not limited to:

- a. Key asset for connectivity
- b. Opportunities and Barriers
- c. Identification of various route options
- d. Alternative trail routes that minimize the impact on private landowners and avoid other environmental barriers to the extent possible
- e. Identify opportunities for dual use easements, particularly in concert with water and sewer infrastructure

### **2.3 Public Engagement**

- A. After a draft trail network is developed, DbD will work with town staff to determine the best method for engaging the public.

### **2.4 Draft Plan Development, Branding, and Facility Design**

- A. *Route Alternatives.* DbD will utilize information from the research and public engagement phases to create a draft master plan for the overall planning area.
- B. *Renderings and Schematics.* DbD will develop approximately 10 custom design schematics, including up to three (3) pocket park site plan renderings that demonstrate trail character and how the trail might promote economic development, revitalization, and quality of life.
  - a. *DbD will develop a rendering specific to the Chestnut and Matthews Weddington Rd. intersection*
- C. *Branding and Wayfinding.* DbD will develop a custom branding and wayfinding signage package for recreation support facilities.
- D. *Opinion of Probable Cost.* Cost estimates will be provided for plan alternatives.
- E. *Grants and Funding.* DbD will outline grant funding opportunities and implementation strategies.
- F. *Plan Review.* The plan will be made available to the regional leaders, local government staff, and the public. The consultant team will work with the Project Oversight Group to determine necessary changes for the final plan.

### **2.5 Final Plan Development**

- A. *Final Plan Preparation.* DbD will create a final plan that will include an overview of the planning process, highlights of the public meeting, and all final plans and illustrations.
- B. *Final Plan Presentation.*



# Memo

**To:** Mayor and Town Council  
**From:** Kevin P. Parker, E.I., Assistant Town Engineer  
**Date:** August 09, 2017  
**Re:** Contract Execution Concurrence  
 2017 Resurfacing Contract

In accordance with the Stallings Bid Policy for road construction/repair, staff advertised the project manual for the 2017 resurfacing contract in accordance with the formal bidding procedures as described in NCGS §143-129 on July 24, 2017. The submittal deadline is August 11, 2017 at 2:00 p.m. The bids will be opened and read at 2:15 p.m. on August 11, 2017.

The bids will be reviewed by staff for clarity and completeness. The apparent low bidder for the contract will be recommended for the contract. The bid tabulation will be distributed prior to the meeting.

Below are some key items:

- 45 day construction period for each contract
- \$500/day liquid damages
- Performance bond retained through warranty period
- Resource loaded schedule
- Individual mailer, website and social media notification

### 2017 Resurfacing Contract List of Roads

Road Name	Subdivision	Road Type	From	To	PCI Value
LAWRENCE DANIELS	Woodbridge	DR	Brook Path Rd.	Creek Ct.	19
MILL STREAM	Hunley Creek	CT	Mill House Ln.	Cul-de-sac	20
WEATHERLY	Stonewood	WAY	Pine Pointe St.	Cul-de-sac	20
LAWRENCE DANIELS	Woodbridge	DR	Lawrence Daniels Dr.	Brook Path Rd.	22
SHANNAMARA	Shannamara	DR	Stevens Mill Rd.	Caernarfon Ln	23
CARL	Community Park	RD	Community Park Dr.	End	25
MAPLE SHORE	Stonewood	DR	Pine Pointe St.	Cul-de-sac	25
MULBERRY	Willowbrook	CT	Bent Oak Dr.	Cul-de-sac	25
BROOK PATH	Woodbridge	RD	Lawrence Daniels Dr.	Stallings Rd.	26
CASHEL	Shannamara	CT	Ballymote Ct.	Cul-de-sac	28

BUNKER	Emerald Lake	CT	Emerald Lake Dr.	Cul-de-sac	29
COMMUNITY PARK	Community Park	DR	West Circle Rd.	End	35
WEST CIRCLE	Community Park	RD	End	Community Park Dr.	35
SHORT	Community Park	ST	Community Park Dr.	End	60

**Action Requested:**

Requesting motion to authorize the Town Manager to execute the 2017 resurfacing contract.



## RESOLUTION FOR NCDOT REGARDING DESIGN STANDARDS FOR U-4714 (Old Monroe Road)

**WHEREAS**, in 2013 the North Carolina General Assembly passed the Strategic Transportation Initiative (STI), which subsequently allowed for additional funding to be transferred to the urban areas of the state in order to address congestion; and

**WHEREAS**, enhancing the small-town character of Stallings is a top priority for the Stalling Town Council, its citizens and staff; and

**WHEREAS**, furthering planning efforts of creating a downtown in the Old Monroe Road area by implementing the approved Downtown Masterplan; and

**WHEREAS**, the intersection of Old Monroe Road and Stallings Road is a crucial intersection in Stallings downtown master plan; and

**WHEREAS**, as superstreet design at the said intersection will prohibit Stallings downtown growth and development; and

**WHEREAS**, it is critical that U-4714 be designed to enable Stallings to build its small-town character.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Stallings formally requests the North Carolina Department of Transportation to include in the Old Monroe Road design, in no particular order, the following:

- Maximize Real Estate and Development Opportunities
- Unify the Town on both sides of Old Monroe Road
- Further efforts of encouraging and promoting development in the "downtown" area
- Move Traffic efficiently through the area while maintaining an inviting sense of place.
- Eliminate loons and required u-turns - reduce size to accommodate passenger vehicles only for retained locations.
- Make Stallings/Potter Road full access at intersection of Old Monroe Road – full pedestrian accommodations (crosswalks, curb ramps, dome landing pads)
- Introduce Complete Streets Concept
- Protect character of the corridor
- Signalized intersection, pedestrian safety, left turns protected. Reduces crash potential

**ADOPTED** this the 14<sup>th</sup> day of August, 2017.

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

ATTEST:

Approved as to form:

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

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



# MEMO

Agenda Item  
# 9

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To: Mayor and Town Council  
From: Erinn Nichols  
Date: 08-09-17  
RE: Agenda Item 9

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On April 27, 2017, the Council extended all expiring committee member terms, excluding the Planning Board/Board of Adjustment, for 90 days in order to allow for the Committee on Committees to complete its boards/committees organizational review.

The Council has since adopted the Committee on Committees reorganizational plan for committees. However, to appoint/reappoint positions on these committees would be premature at this point due to the fact that these appointments in most cases would conflict with the existing organizational documents for the committees. In the case of the new committees, the organizational documents have yet to be developed and adopted by the Council.

Staff would suggest extending all committee members terms until these organizational documents can be developed or amended.