WORK SESSION

Thursday, November 06, 2025 at 5:30 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

Present: Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher, Alderman Ryan Nelms, Alderman Darrell Overcash

Absent: Mayor Meredith B. Smith

Staff Present: Town Manager Michael Ambrose, HR Director/Town Clerk Madison Stegall, Attorney Rick Locklear, Planning Director Phil Collins, Fire Chief Jason Smith, Police Chief Matthew Geelen, Parks & Recreation Director Jessica St. Martin

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Pro-Tem Ashley Stewart called the meeting to order at 5:30 PM.

1.2 Welcome

Mayor Pro-Tem Stewart welcomed those in attendance.

1.3 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.
Moved By: Ryan Nelms, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

2. CONSIDERATIONS:

2.1 Consider Discussion of 2026 Board Meeting Calendar

Town Manager Michael Ambrose opened the discussion on the 2026 Board Meeting Calendar. The board reviewed the proposed meeting dates for 2026, focusing on any potential conflicts with holidays or other events.

A concern was raised about the March meeting date conflicting with Rowan County Schools spring break (March 9-13, 2026). It was suggested that the meeting be moved from March 9 to March 16, while keeping the work session on March 5. The board also discussed potential conflicts with the

August meeting and school events, including open houses and National Night Out, which typically occurs on the first Tuesday in August. The first day of school was noted to be August 12, 2026.

Alderman Nelms commented that it's difficult to determine the August schedule so far in advance, but the consensus was to leave the proposed date for now with the understanding it could be amended later. Manager Ambrose explained they were trying to establish the meeting calendar at least through June to input the dates into Civic Plus.

ACTION: A MOTION WAS MADE TO ADOPT THE 2026 BOARD MEETING CALENDAR WITH THE CHANGE OF MOVING THE MARCH 9TH MEETING TO MARCH 16TH.
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

2.2 Consider Discussion of Budget Retreat Information Format for Fiscal Year 2027 Budget Season

Manager Ambrose proposed a modified approach for the budget preparation process. Rather than having multiple separate meetings, the suggestion was to incorporate budget discussions into the beginning of regular work sessions in January, February, March, and April. This would allow for better strategic planning and provide more time to craft a balanced budget by May.

Manager Ambrose explained that traditionally, budget planning occurred in March, giving staff only a few weeks to finalize the budget. Starting earlier would provide four months to incorporate feedback into a balanced budget. Two additional budget sessions in March and April would be held if needed, but they would be shorter morning sessions of approximately two hours rather than taking a full morning.

The board agreed to this approach and tentatively scheduled two morning budget sessions on February 18 and March 18, 2026, from 9:00 AM to 11:00 AM.

ACTION: A MOTION WAS MADE TO APPROVE UTILIZING REGULAR WORK SESSIONS IN JANUARY, FEBRUARY, MARCH, AND APRIL TO INCORPORATE BUDGET DISCUSSIONS ALONG WITH ADDING TENTATIVE BUDGET DISCUSSION SESSIONS ON FEBRUARY 18 AND MARCH 18 FROM 9:00 – 11:00 AM.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

2.3 Consider Discussion of Priority Projects for Parks and Recreation, Including Landis Pool Area and S. Beaver Street Park

Town Manager Ambrose and Parks and Recreation Director Jessica St. Martin presented plans for improvements to two park areas: the South Beaver Street Park and the Landis Pool area.

For South Beaver Street Park, the proposal included:

- Moving the playground to a different location within the park
- Replacing the tennis court surface and creating a multi-sport area including pickleball
- Renovating the shelter and potentially adding a restroom facility
- Potentially enclosing and climate-controlling the shelter area to allow for year-round use and revenue generation

Manager Ambrose noted that South Beaver Street Park would need to be prioritized because it is part of a Part F grant, and the town cannot pursue other Part F projects until this park is brought up to acceptable standards.

Director St. Martin mentioned that the tennis court area is currently being used informally as a dog park. Board members suggested incorporating an official dog park into the plans, noting that it would be less expensive than resurfacing tennis courts and would address a frequent community request.

For the Landis Pool area, plans included potentially eliminating the ball field, though Manager Ambrose stated he needed to research whether the field was part of another Part F grant. Alderman Nelms expressed concern about removing the ball field before addressing the Lynn Field ball field area, as ball fields generate revenue through rentals.

Director St. Martin explained that the pool area is currently being resurfaced, and they are obtaining quotes for a pool cover to protect the new surface during the off-season.

ACTION: A MOTION WAS MADE TO MOVE FORWARD WITH THE PLANS AS PRESENTED.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

2.4 Consider Discussion of Design Options for the 2025 Board Christmas Card
The board was presented with three design options for the 2025 Board Christmas Card. After brief discussion, the board unanimously agreed on the first option.

ACTION: A MOTION WAS MADE TO APPROVE THE PRESENTED DESIGN #1 FOR THE 2025 BOARD CHRISTMAS CARD.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

2.5 Consider Discussion of the Agenda Packet for the November 10, 2025, Regular Scheduled Meeting in Order to Provide Opportunities for Board Members to Study Issues, Gather and Analyze Information, and Clarify Direction for Staff
Town Manager Ambrose reviewed several items for the upcoming November 10 meeting:

- Item 2.2 - The DCFL Foundation 501(c)(3) Foundation Board has requested to purchase all old street name signs in town for $1 to use for fundraising. This would be formalized through Resolution 2025-11-10-1.
- Item 2.3 - The 2025 longevity pay for full-time employees is included in the budget and would be on the consent agenda.
- Item 3.1 -A date and time for elected officials' ethics training would need to be set.
- Item 6.2 – The 2026 meeting calendar would be removed from the agenda since it was already addressed during the Work Session.
- Item 6.3 - Concerns approval to install an automatic gate at Lake Courier Park office. This would allow people inside the park after closing hours to exit without assistance and staff to enter using badges.
- Item 6.4 - Addresses establishing a partial boundary at Lake Courier Park to determine the town's boundary after clearing had occurred.

- Item 6.6 - Relates to restroom type recommendations for the DCFL park. Director St. Martin explained the committee's recommendation to make individual restrooms unisex rather than gender-specific, especially for events.
- Item 6.7 - Proposes approval of a brick in recognition of Mr. Thomas, the DCFL groundbreaking photographer, who provided photographs at no cost.
- Item 6.8 - Concerns approval to award the electric substation civil site and below grade construction to Draw Enterprises of Charlotte for $713,465.00 (Project 25-68).
- Item 6.9 - Proposes approval to award the new town hall roof (flat portion) bid to Carolina Construction Entities for $29,913.00 (Project 26-142). Town Manager Ambrose explained the roof has been leaking for two years, affecting employees' workspaces. After discussion about the urgency of the roof repair, the board decided to approve this item during the work session rather than waiting until the regular meeting.

ACTION: A MOTION WAS MADE TO AWARD THE NEW TOWN HALL ROOF PLAT PORTION BID (PROJECT 26-142) TO CAROLINA CONSTRUCTION ENTITIES FOR $29,913.00.
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

- Item 6.10 - Proposes approval of Budget Amendment #11 to allocate funds for the new town hall roof project (Project 26-142).

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #11 TO ALLOCATE FUNDS FOR THE NEW TOWN HALL ROOF PROJECT (PROJECT 26-142).
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

- Item 6.11-6.13 – Concerned setting public hearings for zoning map amendments on 0 West Hoke Street, 1335 Mount Moriah Church Road, and 0 West Ryder Ave.
- Item 6.14 – Concerned setting a public hearing for an LDO change regarding traffic impact analysis requirement for developments with 30 or more front doors. Staff were still in talks with the NCDOT regarding specific requirements.

Town Manager Ambrose noted that the financial report format has been updated to include all projects on the right-hand side, allowing better tracking of expenditures and revenues for specific projects, especially grant projects.

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 6:13 PM.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

Respectfully Submitted,

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Madison T. Stegall, Town Clerk