



# Morrisville Town Council

Regular Meeting

March 24, 2026, 6:00 PM

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**Town of Morrisville Mission Statement:** Connecting our diverse community to an enhanced quality of life through innovative programs and services.

1. **Call to Order**
2. **Recognition of Sergeant at Arms**
3. **Invocation**
4. **Pledge of Allegiance**
5. **Adoption of Regular Agenda**  
Call for any conflicts of interest in relation to the proposed agenda.
6. **Consent Agenda**
  - 6.a [Approval of January and February Town Council Meeting Minutes](#)  
Kayla Bertling, Town Clerk  
[20260113 Minutes DRAFT.pdf](#)  
[20260122 Minutes DRAFT.pdf](#)  
[20260127 Minutes DRAFT.pdf](#)  
[20260123 Minutes DRAFT.pdf](#)  
[20260210 Minutes DRAFT.pdf](#)  
[20260224 Minutes DRAFT.pdf](#)  
[20260226 Minutes DRAFT.pdf](#)
  - 6.b [Termination of Incentive Agreement - Coriolis Pharma US, Inc.](#)  
Tiffany McNeill, Economic Development Director  
[2026-119-0 RES Terminate Coriolis Incentive Agreement.pdf](#)  
[2026-119-0 ATTH01 Coriolis Termination Letter.pdf](#)  
[2026-119-0 ATTH02 Coriolis Incentive Agreement.pdf](#)
  - 6.c [Approving Wake County Tax Reports \(October 2025 - January 2026\)](#)  
[2026-121-0 RES Approving Wake County Tax Reports \(October - January\).pdf](#)  
[2026-121-0 ATTH 01 October Tax Report.pdf](#)  
[2026-121-0 ATTH 02 November Tax Report.pdf](#)

[2026-121-0 ATTH 03 December Tax Report.pdf](#)

[2026-121-0 ATTH 04 January Tax Report.pdf](#)

**7. Items Pulled from Consent (if any)**

**8. Proclamations**

8.a [Proclamation Recognizing Women's History Month and Women in Public Office Day](#)

[2026-122-0 Proclamation Recognizing Women in Public Office Day and Women's History Month.pdf](#)

8.b [Proclamation Recognizing Child Abuse Prevention Month \(for reference only\)](#)

[2026-128-0 PROC Recognizing Child Abuse Prevention Month.pdf](#)

**9. Morrisville Speaks: Public Comment**

**10. Administrative Reports**

10.a [Website Redesign Post-Launch Update](#)

[Erin L. Hudson, Communications & Outreach Director](#)

[2026-123-0 ADMRPT-WebsiteRedesignUpdate-20260324.pdf](#)

**11. Presentations**

11.a [Life Saved by Courage, Teamwork, and Morrisville Firefighters](#)  
[Thomas Dooley, Fire Chief](#)

11.b [Presentation of National League of Cities Cultural Diversity Award](#)  
[Erin L. Hudson, Communication & Outreach Director](#)

11.c [Strategic Communications and Language Access Plan Update Presentation](#)  
[Erin L. Hudson, Communications & Outreach Director](#)  
[2026-124-0 PRES Strat Comms LAP Update.pdf](#)  
[2026-124-0 ATTH 01 Strategic Comms Plan.pdf](#)

11.d [Town Council Expenditures Rule](#)  
[Brandon Zuidema, Town Manager](#)  
[Work Session - March 10, 2026](#)  
[Brief - March 24, 2026](#)  
[Action - April 14, 2026](#)  
[2026-89-0 RES Rule 36 Council Expenditures.pdf](#)  
[2026-89-0 ATTH01 Draft Council Expenditure Policy UPDATED.pdf](#)  
[2026-89-0 ATTH02 Draft Council Expenditure Policy UPDATED CLEAN.pdf](#)  
[2026-89-0 ATTH03 Sample Engagement Schedule.pdf](#)

**12. Future Meetings, Events and Resident Involvement Opportunities** For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**13. Council and Manager Comments**

**14. Work Sessions**

14.a [Chamber of Commerce Annual Report](#)  
[Christie Moser, MCOOC President](#)  
[2026-112-0 ATTH01 Chamber Annual Report.pdf](#)

14.b [Chamber of Commerce Services Agreement](#)  
[Brandon Zuidema, Town Manager](#)  
[Christie Moser, MCOOC President](#)  
[Brief - March 24, 2026](#)  
[Action - June 9, 2026](#)  
[2026-113-0 RES MCOOC Services Agreement.pdf](#)  
[2026-113-0 ATTH01 Svcs Agreement with Edits.pdf](#)  
[2026-113-0 ATTH02 Svcs Agreement Clean.pdf](#)

**15. Closed Session**

15.a [Closed Session Pursuant to NCGS 143-318.11\(a\)\(1\) to Discuss a Confidential Matter](#)  
[Brandon Zuidema, Town Manager](#)

**16. Adjournment**

Thank you for attending this meeting of the Morrisville Town Council. We hope you plan to join us again! Please feel free to email your Town Council members at [TownCouncil@morrisvillenc.gov](mailto:TownCouncil@morrisvillenc.gov) or visit [www.MorrisvilleNC.gov/Council](http://www.MorrisvilleNC.gov/Council) for additional contact information.

# Town Council Agenda Item Report

Agenda Item No. 6.a

Submitted by: Kayla Bertling

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Approval of January and February Town Council Meeting Minutes  
Kayla Bertling, Town Clerk

## **Recommendation:**

Approve as presented

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

2026 Town Council meeting dates included for approval: January 13, January 22, January 23, January 27, February 10, February 24, and February 26.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Approve as presented or direct changes.

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [20260113 Minutes DRAFT.pdf](#)
- [20260122 Minutes DRAFT.pdf](#)
- [20260127 Minutes DRAFT.pdf](#)
- [20260123 Minutes DRAFT.pdf](#)

- [20260210 Minutes DRAFT.pdf](#)
- [20260224 Minutes DRAFT.pdf](#)
- [20260226 Minutes DRAFT.pdf](#)



Morrisville Town Council  
Regular Meeting Minutes  
January 13, 2026, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Johnson, Kesling, Garimella (*in at 6:12 p.m.*), Scroggins-Johnson, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones.

**Absent:** Council Member Patel

**Staff:** Brandon Zuidema, *Town Manager*  
John Letteney, *Assistant Town Manager*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Tom Dooley, *Fire Chief*  
Paul Huessard, *Strategic Performance Manager*  
Cindi King, *Parks, Recreation and Cultural Resources Director*  
Bret Martin, *Transportation Project Manager*  
Tiffany McNeill, *Economic Development Director*  
James Owens, *IT Support Technician*  
Mark Spanioli, *Engineer Director*  
Steven Spruill, *Interim Public Works Director*  
Michele Stegall, *Planning Director*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:00 p.m.
2. **Recognition of Sergeant at Arms** – Detective Johnson
3. **Invocation** – delivered by Mayor Cawley
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Adoption of Regular Agenda**  
Mayor Cawley shared a request from staff to postpone the recognition of Fire Training Chief Salter's retirement.

No conflicts of interest with the proposed agenda were reported.

**MOTION: Council Member Johnson moved to adopt the Regular Agenda with the exception. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously (5-0).**

6. **Consent Agenda**
  - 6.a. **Resolution Approving 2026 Special Event Road Closures (2026-15-0)**  
Justin Rosser, Chief of Police

**MOTION: Council Member Johnson moved to approve the Consent Agenda. The**

**motion was seconded by Mayor Pro Tem Robotti and carried unanimously (5-0).**

**6.b. Resolution Rescinding Award of Solar Installation Contract at Morrisville Aquatics & Fitness Center (2026-21-0)  
Steven Spruill, Interim Public Works Director**

**MOTION: Council Member Johnson moved to approve the Consent Agenda. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously (5-0).**

**7. Items Pulled from Consent (if any)**

No items were pulled for discussion.

**8. Morrisville Speaks: Public Comment**

Stefanie Reed, 1672 Legendary Ln, shared the creation of the launch of a YIMBY (Yes in My Back Yard) Action Group and a Strong Towns–aligned initiative for Morrisville. She shared housing statistics.

Patty Cheng, 304 Millet Dr., spoke on behalf of a group of residents who were concerned with the ongoing Airport Blvd extension project. She expressed concern for the plans and questioned the use of funds for a project with an extended timeline. Community Member Cheng called for the project to be paused until more information was provided, particularly relating to the nearby elementary schools. She felt there was no need for the project. She called for tree preservation.

Laine Close, 107 Bell Tower Way, recognized traffic issues in town but felt the ongoing Airport Blvd extension project was not the solution. He expressed concern for children walking to school and playing in the street, sharing statistics on road accidents involving children. Community Member Close questioned whether traffic took priority over children’s safety.

Edward Maney, 511 Trolley Car Way, asked Council to reconsider the ongoing Airport Blvd extension project. He advocated for McCrimmon Parkway to be widened instead and encouraged Council to consider the lasting impacts to the area wildlife. Community Member Maney also shared concerns over water resources, noting considerable growth in the area. He called on Council to consider water resources when making development decisions.

*Council Member Garimella in at 6:12 p.m.*

**9. Admin Reports – For information only unless Town Council pulls for specific questions.**

**10.a. Quarterly CIP Project Update (2026-22-0)**

**Mark Spanioli, P.E., Director of Engineering**

*There were no questions on this Administrative Report. Council Member Scroggins-Johnson asked a question later in the meeting, which is reflected under Council and Manager Comments.*

**10. Presentations**

**10.b. Data and Metrics Dashboard (2026-25-0)**

**Paul Huessard, Strategic Performance Manager**

Paul Huessard, Strategic Performance Manager, presented the new data and metrics dashboard, highlighting interactive elements. Strategic Performance Manager Huessard also shared the new website page educating residents on the Strategic Plan. He noted additional upcoming strategies to share data with the community.

Council Member Garimella appreciated the project, noting increased transparency for all departments. He asked that ongoing development and transportation projects be connected to the dashboard.

Council Member Johnson appreciated the dashboard. In response to Council Member Johnson, Strategic Performance Manager Huessard clarified most data was updated monthly and noted the dashboard did not yet reflect December 2025. Council Member Johnson thanked staff for the dashboard. She advised a speaker from the public comment period that there was data on water conservation.

Mayor Pro Tem Robotti was pleased with the dashboard. She asked that it be added to the Town website's homepage. She sought clarity on how the data was displayed and updated, noting the importance of consistency for manual updates. Strategic Performance Manager Huessard clarified the manual data was updated on the fifteenth of the following month. Mayor Pro Tem Robotti asked that a date showing when the last update was added. She was excited for future integrations and welcomed Strategic Performance Manager Huessard to the Town.

Council Member Scroggins-Johnson welcomed Strategic Performance Manager Huessard. She appreciated the dashboard, noting that many frequently asked community questions were answered. She echoed the request for a last updated date to be added. She sought clarity on the use of fiscal versus calendar years and asked that the definition of fiscal year be added to all fiscally related pages.

Council Member Kesling appreciated the dashboard was created by staff and its interactive components. Council Member Kesling provided feedback for specific metrics and displays. He asked that data be added about long term public infrastructure. He spoke to the importance of considering sustainability in budget decisions.

Mayor Cawley felt the dashboard was a great start. In response to Mayor Cawley, Strategic Performance Manager Huessard noted the public could provide feedback directly to staff. Mayor Cawley encouraged businesses to utilize the data.

Town Manager Zuidema emphasized the excellent work by Strategic Performance Manager Huessard, noting the dashboard was created in less than three months. He highlighted the dashboard would continue to evolve and that the Town would continue to use the data, particularly in upcoming budget discussions. Strategic Performance Manager Huessard thanked staff for their assistance.

**11. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**12. Council and Manager Comments**

Mayor Cawley noted the upcoming Town Council retreat. He encouraged the public to participate in an ongoing survey and noted the retreat agenda would be available to the public.

Mayor Pro Tem Robotti noted her attendance at the Town's recent MLK Day celebration, which was the first of its kind. She was happy the Town continued to add events that reflected the composition of the town. She thanked staff for continued improvements to the Town social media channels.

Council Member Scroggins-Johnson wished the community a happy New Year. She was excited for the first meeting of the new Council. In regard to the Quarterly CIP Project Update Administrative Report, Council Member Scroggins-Johnson asked that additional details about safety designs be included for the Airport Blvd extension project. She advised the community that the extension project was fully designed and did take into account the railroad crossing.

Council Member Garimella wished the community a happy New Year. He shared excitement for the upcoming Town Council retreat.

Council Member Johnson wished the community a happy New Year.

Council Member Kesling agreed with Council Member Scroggins-Johnson's comments on the Airport Blvd extension project. He thanked Mayor Pro Tem Robotti for a reminder to stay high-level during discussions.

**Recess – 7:10 p.m.**

**Reconvene – 7:27 p.m.**

**13. Work Sessions**

**13.a. Town Center District Branding/Wayfinding/Signage Master Plan Discussion (2026-27-0)**

**Jeanne Hooks, Director of Management Services**

**John Bosio, MERJE Project Manager**

Jeanne Hooks, Director of Management Services, led Council discussion on the Branding, Wayfinding, and Signage Master Plan for the Town Center district with consultant John Bosio, MERJE. They noted the project was in the information gathering phase and would present a completed master plan in summer 2026.

Council Member Scroggins-Johnson sought clarity on the purpose of the work session. She liked that the Town would have a unique logo for the downtown.

Council Member Kesling sought clarity on how else the space would be activated. Consultant Bosio clarified physical design of the space and event programming would be used. Director of Management Services Hooks also noted the creation of a social district which would have a unique branding component. In response to Council Member Kesling, staff clarified branding would be a wholistic approach based on the consultant's expertise, to most effectively use the public funds.

In response to Mayor Pro Tem Robotti, Consultant Bosio clarified digital signage could include different languages.

Council Member Garimella was in favor of technology-based signage. He spoke to the importance of promoting businesses in the area. Consultant Bosio noted the study would provide Council with all of the options for them to make decisions. In response to Council Member Garimella, Director of Management Services Hooks clarified the Master Plan was funded, but funding for implementation would come after pricing models were identified in the plan.

Council Member Kesling spoke to the importance of pedestrian mobility and felt wayfinding for pedestrians should be prioritized over vehicles.

Council took a visual preference survey to guide the master plan.

Council discussed names for the district. Council Member Scroggins-Johnson encouraged Council to consider names already in use throughout the town, noting some residential developments with similar names to those under consideration for the district.

Council Member Kesling advocated for referring to the district as Morrisville, with no specific name.

Council Member Johnson wanted a unique name.

Consultant Bosio encouraged Council to give the place a specific name, noting the importance for branding. Council indicated they were open to exploring additional names beyond Town Center.

Mayor Cawley recommended The Center or M. He discussed public art opportunities based on the name. Council Member Scroggins-Johnson noted a nearby development called The M.

Mayor Cawley asked about naming rights and sponsorship opportunities, to which Consultant Bosio noted both would come later and be defined by policy.

Council Member Kesling suggested Crossroads as a name, noting the historic and current ties to the town. He also spoke to the importance of design characteristics.

### **13.b. Comprehensive Transportation Plan Update (2025-403-0)**

**Bret Martin, Transportation Project Manager, Town of Morrisville**

**Allison Fluitt, Vice President, Kimley-Horn**

Bret Martin, Transportation Project Manager, led Council discussion on the Comprehensive Transportation Plan (CTP) Update, along with consultant Allison Fluitt, Vice President, Kimley-Horn. They highlighted initial community engagement results and data about the current state of transportation in the town.

Council Member Scroggins-Johnson advised Council that Morrisville Carpenter Rd had been opened since the last CTP was adopted, which impacted the data. Council Member Garimella sought clarity on shifted travel patterns. Transportation Project Manager Martin explained there was a significant difference between the available datasets; 2019 (last CTP), 2020 (pandemic), 2023 (data used for this update). In response to Mayor Cawley, Transportation Project Manager Martin explained the datasets were collected by the Triangle Regional Model and were used to remain compliant with Capital Area Metropolitan Planning Organization (CAMPO) funding requirements. He noted models were typically five years behind. Consultant Fluitt advised Council that the data model was a good fit for this project, and that the Town could do targeted analysis to look for specific data if desired.

Council Member Scroggins-Johnson liked the public engagement and asked when staff would finish meeting with the organizations identified. Transportation Project Manager Martin shared staff would continue making outreach efforts. Council Member Scroggins-Johnson encouraged engagement with seniors and the Public Safety Advisory Committee. She expressed concern that the data did not include more recent changes to Morrisville Carpenter Rd. Transportation Project Manager Martin clarified the Town could get traffic counts and make some estimations, but he noted that would not match the forecasting model.

Council Member Johnson appreciated the comparison of information from the last CTP, particularly the changes in traffic volume. She asked to also compare public engagement feedback. She appreciated the summary of the raw data and asked for the full data to be shared with Council for review. She echoed Council Member Scroggins-Johnson's comments about engagement. She asked for all advisory committees to be notified when the Town conducts a survey, noting a personal ask during a meeting might be most effective. Council Member

Johnson felt the Town should engage advisory committees beyond the established purpose of their committee.

Council Member Kesling expressed concern that infrastructure safety was not accounted for, and Strategic Plan goals had gaps. He advocated for alternative transportation to reduce traffic congestion. He spoke to the importance of related issues that impact transportation, such as parking maximums. He appreciated the public engagement. Council Member Kesling advocated for safety to be an organizing principle of the project, encouraging staff to explore crash response teams, temporary traffic devices, and updated street standards. He asked for projects to include bike and walk audits. He spoke to the relationship of work-from-home and walkability. Council Member Kesling advocated for increased pedestrian and transit opportunities, increased low speed areas, and Vision Zero principles. Transportation Project Manager Martin noted a recently adopted Transportation Safety Action Plan would support the CTP.

Council Member Kesling asked for Council to be more involved in major transportation projects, noting ongoing discussions about the Airport Blvd extension project. He asked for updated street standards. Council Member Scroggins-Johnson echoed the calls for more Council involvement, noting incorrect assumptions made about the Airport Blvd project. Council Member Kesling advocated for lower speed limits. He asked the CTP be used for all transportation areas, not just thoroughfares. He advocated for alternative transportation options.

Mayor Cawley sought clarity on which projects were unfinished from the 2019 CTP, noting the importance of getting them done. He asked for biking improvements. He advocated for long term planning. Mayor Cawley appreciated the feedback from the Planning & Zoning Board. He wanted to focus on walkability and connection. He encouraged staff to engage the airport and the Regional Transportation Alliance. Mayor Cawley wanted to work with Duke Energy to move utilities quicker.

Council Member Garimella felt traffic light timing was important to consider. Transportation Project Manager Martin clarified that while the CTP would not look at timing, there was an FY27 budget request to perform a study. Council Member Garimella noted a past project from CAMPO and the Town of Cary that was supposed to look at timing. Staff noted they would share an update on that project with Council. Council Member Garimella was concerned with the data not being from the past year and its impact on planning effectively for projects. Transportation Project Manager Martin noted the difficulty in gathering good data with the number of major changes in the past few years. Council Member Garimella asked if the Town should postpone the CTP update until completion of planned major transportation projects. Staff and the consultant advised Council that the CTP was an important document that identified the Town's priorities for staff and developers. They shared while the data was not perfect now, it would never be that way due to constant changes to the transportation network. They shared an update now would be beneficial to share lessons learned since 2019, plan phasing of major projects, and strengthen the Town's position when applying for funding opportunities.

Council Member Johnson asked that all members of Council go through CAMPO training.

Council Member Scroggins-Johnson noted upcoming changes to Aviation Parkway would also impact the data.

Council Member Kesling advocated for safety and walkability over vehicles. He noted the importance of a feeling of safety, noting some bike improvements do not feel safe for bikers. He

advocated against a funding restriction placed by the General Assembly regarding bikes. In response to Council Member Kesling, Transportation Project Manager Martin noted the Town follows certain federal street design standards. He advised that those standards were dependent on many components such as federal funding for a project. Council Member Kesling advocated for reduction of cars on the road. He felt NCDOT prioritized economic mobility rather than community mobility. Consultant Fluitt noted the CTP was Council's opportunity to influence those priorities.

**17. Adjournment**

**MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Johnson seconded the motion which carried unanimously (6-0).**

Mayor Cawley adjourned the meeting at 10:02 p.m.

DRAFT



Morrisville Town Council  
Annual Retreat Meeting Minutes  
January 22, 2026, 5:45 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley (*in at 5:58 p.m.*), Mayor Pro Tem Robotti, Council Members Garimella, Johnson, Scroggins-Johnson, Kesling, Patel, and Town Attorney Frank Gray.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriquez, *Deputy Town Manager*  
John Letteney, *Assistant Town Manager*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kimberly Kowanick, *Deputy Town Clerk*  
Tom Dooley Jr., *Fire Chief*  
Byron Hayes, *Chief Financial Officer*  
Erin Hudson, *Communications & Outreach Director*  
Cindi King, *Parks, Recreation and Cultural Resources Assistant Director*  
Bret Martin, *Transportation Project Manager*  
Phillip Vereen, *Senior Transportation Planner*  
James Owens, *IT Support Technician*  
Shandy Padgett, *Inspections Director*  
Justin Rosser, *Chief of Police*  
Mark Spanioli, *Engineering Director*  
Michele Stegall, *Planning Director*  
Steven Spruill, *Public Works Interim Director*  
Paul Huessard, *Strategic Performance Manager*

1. **Call to Order** – Mayor Pro Tem Robotti called the meeting to order at 5:54 p.m.

2. **Discussion Items**

Town Manager Brandon Zuidema welcomed everyone to the revised 2026 Town Council Retreat and thanked Council and staff for flexibility. He reviewed the plan to continue the retreat in-town on January 23, noting the cancellation of the January 24-25 meetings due to winter weather impacts.

Town Clerk Kayla Bertling introduced Kimberly Kowanick as the new Deputy Town Clerk.

**2.a. Alternate Transit Study Follow-Up (2026-2-0)**

**Bret Martin, Transportation Project Manager**

**Phillip Vereen, Senior Transportation Planner**

Bret Martin, Transportation Project Manager, and Phillip Vereen, Senior Transportation Planner, led Council discussion on the Alternative Transit Study. The study was previously discussed during the November 12, 2025, and November 25, 2025, Town Council Meetings. Transportation Project Manager Martin provided history on the project, noting Council provided input on the scope of the study in early 2025, discussed the next phase in June 2025, and reviewed the final report in November 2025.

Staff expressed the importance of accepting the final report and establishing a clear conceptual path forward. Staff emphasized that specific plans would come at a later time.

Staff shared that acceptance of the plan was important as it made the Town eligible for funding opportunities. Staff also explained Council could choose to make a decision against what was recommended in the study, so long as there was clear justification.

Council and staff discussed collecting demographics to assist with making changes to the program. Transportation Project Manager Martin noted the need to consider Title VI implications.

Council and staff discussed opportunities to change the type of vehicle used in the Smart Shuttle program. Transitioning to vans would ease issues with acquisition and licensing. Council asked staff to investigate if bike racks could be added to the vans.

Council discussed the current use of transportation nodes versus a potential fixed route.

**Recess – 7:25 p.m.**

**Reconvene – 7:39 p.m.**

Project Manager Martin advised Council on the ADA requirements for transit options.

Council indicated support to accept the results of the study with the additional background information added by staff.

In relation to the Smart Shuttle program, Council supported a transition to vans and creation of additional nodes. Council discussed potentially increasing the number of vehicles for the program. Council supported staff exploring other vendors beyond GoCary.

Council discussed the possibility of long-term implementation of a fixed route system.

**17. Adjournment**

**MOTION: Council Member Robotti motioned to recess the meeting until 10:30 a.m. tomorrow at Eastridge, 150 Perimeter Park Drive. Council Member Scroggins-Johnson seconded the motion which carried unanimously (7-0).**

Mayor Cawley recessed the meeting at 9:24 p.m.



Morrisville Town Council  
Regular Meeting Minutes  
January 27, 2026, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Johnson, Scroggins-Johnson, Patel, Kesling, Garimella, and Town Attorney Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez-Villanueva, *Deputy Town Manager*  
John Letteney, *Assistant Town Manger*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kimberly Kowanick, *Deputy Town Clerk*  
Thomas Dooley, Jr., *Fire Chief*  
Byron Hayes, *Chief Financial Officer*  
Cindi King, *Parks, Recreation and Cultural Resources Director*  
Josh Michael, *Planner II*  
Bryan Rhea, *Athletics Program Manager*  
Steven Spruill, *Interim Public Works Director*  
Michelle Stegall, *Planning Director*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:00 p.m.
2. **Recognition of Sergeant at Arms** – Sergeant Strickland
3. **Invocation** – delivered by Mayor Cawley
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Adoption of Regular Agenda**  
No conflicts of interest with the proposed agenda were reported.

**MOTION: Mayor Pro Tem Robotti moved to adopt the Regular Agenda. The motion was seconded by Council Member Johnson and carried unanimously 7-0.**

6. **Consent Agenda**  
Mayor Pro Tem Robotti and Council Member Kesling requested to pull item 6.a. Resolution Approving Updates to Morrisville Emergency Operations Plan and move to later in the meeting if time allowed or a future date.

Council Member Patel requested to pull 6.b. Resolution Authorizing the Town Manager to Surplus/Dispose of Property to clarify if the actual parcels were being sold.

- 6.c. **FY26 Budget Ordinance Amendments 3<sup>rd</sup> Quarter (2026-41-0)**  
**Byron Hayes, Chief Financial Officer**

**MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda with only FY26 Budget Ordinance Amendments 3rd Quarter included. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously 7-0.**

**7. Items Pulled from Consent (if any)**

**6.a. Resolution Approving Updates to Morrisville Emergency Operations Plan (2026-34-0)**

**Thomas Dooley Jr., Chief of Police**

Mayor Pro Tem Robotti requested to move the item to later in the meeting or a future date due to time constraints.

**MOTION: Council Member Johnson moved to postpone the Resolution Approving Updates to the EOP to a third work session if time permitted. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.**

**6.b. Resolution Authorizing the Town Manager to Surplus/Dispose of Property (2026-39-0)**

**Byron Hayes, Chief Financial Officer**

In response to Council's questions, staff explained no land was being sold. Only the structures on 219 Church Street and 119 Marcom Drive would be sold and the other structures would be destroyed with the potential for use in Fire Department controlled burn trainings.

**MOTION: Mayor Pro Tem Robotti moved to approve Resolution 2026-39-0 Authorizing the Town Manager to Surplus/Dispose of Property. The motion was seconded by Council Member Johnson and carried unanimously 7-0.**

**8. Proclamations**

**8.a. Proclamation Recognizing Human Trafficking Prevention Month (2026-35-0)**

Council formally recognized January as Human Trafficking Prevention Month and urged the residents of Morrisville to learn the human trafficking indicators, support anti-trafficking efforts, and take action to end human trafficking.

The proclamation was read by Council Member Garimella and was received by members of Shield N.C., Niki Miller and Kara Matthews. Shield N.C. Executive Director Niki Miller emphasized the most common myth of human trafficking was that most abduction occurred by a stranger and invited everyone to participate in current outreach programs within the Morrisville community.

**8.b. Proclamation Recognizing International Holocaust Remembrance Day (2026-43-0)**

Council formally recognized January 27 as International Holocaust Remembrance Day and urged the residents of Morrisville to join in solemn remembrance of the victims of the Holocaust, to educate themselves about its history and lessons, and to recommit to building a more just, tolerant, and compassionate society free from antisemitism and hatred of any kind.

The proclamation was read by Mayor Pro Tem Robotti and was received by Tamar Grinshpon. Tamar Grinshpon, daughter of Ela and Leo Weissberger, reflected on her father's escape from Mauthausen Slave Labor Camp and her mother's liberation from Terezin at age 12. She emphasized the importance of friendship, tolerance, and education to speak up against antisemitism, discrimination, and human rights violations of all kinds.

**9. Morrisville Speaks: Public Comment**

Stefanie Reed, 1672 Legendary Lane, Morrisville, advocated for building vertical to preserve

open space, maintain pedestrian friendly designs, and ensure sidewalks. She explained the need to reserve land for bus stations and contribute to affordable housing. Community Member Reed emphasized the need to balance growth and community benefits in Morrisville.

**10. Admin Reports – For information only unless Town Council pulls for specific questions.**

**10.a. Morrisville Grants Program Update (2026-36-0)**

*There were no questions on this Administrative Report.*

**10.b. FY2026 Mid-Year Q2 Budget-Financial Administrative Report (2026-40-0)**

**Byron Hayes, Chief Financial Officer**

**Micah McRea, Management & Budget Analyst**

*There were no questions on this Administrative Report.*

**11. Presentations**

**11.a. American Public Works Association (APWA) Reaccreditation Ceremony**

**Steven Spruill, Interim Public Works Director**

Steven Spruill, Interim Public Works Director, announced the reaccreditation of the Town's Public Works department by the American Public Works Association (APWA). Staff highlighted this was the third time Morrisville received the accreditation and emphasized Morrisville was one of two towns in NC that had APWA accreditation. APWA President, and former Morrisville Public Works Director, Jeffery Brown presented the award to members of the department.

**11.b. Rental Assistance and Security Deposit Program (2026-38-0)**

**Josh Michael, Planner II**

Josh Michael, Planner II, presented the Rental Assistance and Security Deposit Program. He highlighted the collaboration with NeighborUp (formerly Dorcas Ministries) and recognized Leigh Ann Miller, Vice President of Philanthropy, and Ande Curry, Senior Director of Community Services. He asked Council to consider eligibility requirements. Staff and NeighborUp recommended 60% AMI for rental assistance and 80% AMI for the security deposit program.

Council Member Scroggins-Johnson thanked staff and NeighborUp for bringing the program to Morrisville. She advocated for affordable housing, explaining rental assistance was an immediate solution. She recognized Morrisville was very expensive for housing and had limitations on not being able to expand horizontally due to town limits. She expressed support for altering eligibility requirements to the AMI schedule that would align with HUD.

In response to Council Member Scroggins-Johnson, Planner II Michael clarified a family could apply for both rental and deposit assistance and could already reside within Morrisville when applying. Council Member Scroggins-Johnson asked what demographics were captured in the application and asked that employment be voluntarily gathered from families to help evaluate results and future funding. Planner II Michael replied to Council Member Scroggins-Johnson's question that a quarterly report would be provided. He emphasized the initial report would contain applicants but limited additional details.

Mayor Pro Tem Robotti questioned if the program was truly providing affordable housing if a family could be expected to pay 80% of their rent costs under the program. She recognized that small amounts of funding to assist with rent was helpful, but she advocated for the Town to do more. In response to Planner II Michael, Mayor Pro Tem Robotti wanted to further reevaluate the eligibility criteria but supported changing to AMI with the given percentages.

Council Member Johnson thanked staff for the report and emphasized her support for affordable housing. She agreed the program needed to be tweaked as it developed, but emphasized she was thrilled the Town was partnering with NeighborUp. She supported 60% AMI eligibility criteria

recommendations and requested the criteria be evaluated and adjusted over time. After discussion with staff regarding report timing, she noted understanding that the first report would be limited and future reports would contain data to make additional decisions. She advocated for communicating the services within the community and ensuring people knew where to go for help.

Council Member Patel thanked staff for the report and questioned how the average subsidy amount provided in the presentation was determined for the program. Planner II Michael explained the amounts in the report were estimates from the consultant, NeighborUp, and actual amounts would vary depending on the assistance provided. Council Member Patel sought clarity on the total budget amount. Planner II Michael explained Council agreed to a total budget of \$166,000 and after an administrative fee for NeighborUp, the rental assistance and security deposit programs would receive \$74,700 each. He further explained that the funding was flexible and could be used across programs if one program needed funds the other was not using.

Council Member Patel sought clarity on the program which was projected to serve 40-50 households for deposits and 5-12 households for rental assistance. In response to Council Member Patel, Planner II Michael explained that Town employees, public servants, and teachers were currently the only groups eligible for assistance, but that could be reviewed after further data was gathered.

Council Member Kesling thanked everyone for making the program happen. Planner II Michael responded to his questions noting HUD used the Raleigh/Cary Metro area to determine monetary guidelines and the program considered family size when determining assistance. He explained consideration of family size was why staff were recommending using AMI for eligibility criteria. In response to Council Member Kesling's question, Planner II Michael explained HUD numbers were updated in April of every year. NeighborUp verified the current numbers were from 2025. Council Member Kesling requested to be updated with the new HUD numbers as they released.

In response to Council Member Kesling's questions, Planner II Michael clarified that the average security deposit in Morrisville was approximately \$1,800 based on information from the consultant but the number did not take into consideration inflation from the current year. He verified that the assistance was for the full amount of the security deposit. NeighborUp stated that the Town of Cary Rental Assistance Program was the only other municipally funded program and shared they believed the Town of Morrisville would be first to offer security deposit assistance. In response to Council Member Kesling, staff clarified that the program was not being funded by a grant.

Council Member Kesling questioned what types of positions on Town staff would fall below the threshold to receive assistance, using the eligibility criteria example of \$55,000 income for a family of one. Staff explained all Town employees made or exceeded the Wake County Living Wage, which was \$50,000 annually, so only a small percentage of staff made around that amount. Town Manager Zuidema clarified most staff would not be eligible for assistance because pay scales were above the threshold unless the staff had a larger family size. Council Member Kesling noted the current eligibility criteria did not consider family size.

In response to Council Member Kesling's question, Planner II Michael explained there was no program interference for limiting rent, deposits, or the landlord/tenant relationship. He noted staff planned to provide information and resources to landlords to promote the program. Council Member Kesling asked if there was legal support or advocacy measures to ensure funds were paid back to the Town. Planner II Michael explained the Town could not mandate landlords return all of the deposit. He stated when a deposit was refunded it would be put back into the assistance fund. Planner II Michael also clarified that there was no restriction on types of

housing and staff would track which landlords and corporate communities would be receiving payments.

Mayor Cawley expressed support for using AMI to enlarge the pool of applicants. He asked Council to consider adding down payment assistance in the future to increase home ownership but recognized that it was a large amount of money. He thanked everyone for attending and presenting.

Council Member Garimella stated he was grateful the program had been started and thanked everyone for initiating the process. He expressed support for the AMI eligibility criteria and questioned if NeighborUp would recommend applicants on where they could find housing within a specific budget. Planning Director Michele Stegall stated the program offered housing guidance and avoided hindering an individual's financial responsibility to help them make an informed choice.

Council Member Garimella questioned if NeighborUp tracked the apartments already in Morrisville that offered affordable units. Planner II Michael explained staff tracked compliance within the incentive zoning policy. He identified Alta Wren and Slater Road as complexes that offered 80% AMI workforce housing. He stated there were opportunities for informational sessions with apartments that already offered these programs to begin including security deposit assistance. Council Member Garimella advocated that neighbors should know what was available within their community. Planner II Michael clarified that the program was open to anyone that wanted to move to Morrisville if they met the other eligibility requirements. Council Member Garimella thanked staff again and expressed he was looking forward to the program.

Council Member Scroggins-Johnson echoed Council Member Kesling's comments about the impact of the programs and wanted to ensure staff and teachers could be served based on pay scales. She advocated for a focus on the percentage that was subsidized to offer a larger impact. She explained that although most programs ensured no more than 30% of the recipient's income was spent on housing, she wanted to look at a smaller amount, such as 25%.

Council Member Patel sought clarification on how many staff members fell into the income bracket and how many staff lived in town. Town Manager Zuidema estimated less than 10% of Town employees lived in town and explained they would have to research out of the 10%, how many would fall into the eligibility category.

Council Member Kesling supported the recommendation to look at pay scales and cases that may be close to the threshold.

In response to Council Member Johonson's questions, Planner II Michael explained NeighborUp would open applications in late March, and corresponding data from those applications would come in May. He emphasized the first reports would give more data to consider if the thresholds needed to be changed.

Mayor Cawley thanked staff for their time.

**12. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**13. Council and Manager Comments**

Mayor Pro Tem Robotti thanked staff for the recent Town Council Retreat and flexibility due to winter storms. She noted it was a valuable experience. She thanked Public Works staff for responding quickly to winter storms.

Council Member Scroggins-Johnson recognized the Parks, Recreation and Cultural Resources Department for starting the planning phase of the Senior Center expansion, and for engaging with the public to gather ideas. She agreed the Council Retreat was nice. She advocated for more opportunities to have dialogue and less structured meetings to support team focus with the new Council. She recognized Public Works for managing storm preparations, and the Fire and Police Departments for their work during the storm. She reminded everyone it was still winter and hoped everyone would stay safe and warm.

Council Member Garimella expressed appreciation for the Town Council Retreat and the Public Works Department. He questioned if anyone in the town lost power. Town Manager Zuidema explained there was a limited number that lost power in Wake County and it was restored quickly. Council Member Patel stated individuals were well prepared and equipped and expressed thanks to staff and Public Works, emphasizing Interim Public Works Director Steven Spruill.

Council Member Johnson thanked staff for quick flexibility with the Town Council Retreat and stated it was a fabulous day. She supported Council Member Scroggins-Johnson's advocacy for additional events to connect with the new Council in a retreat style. She thanked Public Works for the storm work and congratulated them for receiving the APWA Accreditation.

Council Member Patel thanked everyone for quick movement on the Town Council Retreat and noted he enjoyed it. He thanked staff for the early session of budget overview and thanked Public Works for their quick response in the storm.

Council Member Kesling thanked staff for adapting through the storm and flexibility with the Town Council Retreat. He congratulated Public Works for the APWA Accreditation.

Council Member Kesling shared a phenomenon called "Smack Down" or "Snowy Neck Down" which was a buildup of snow on the road that had not been driven on or flattened by traffic especially at intersections. He advocated that because it marked where traffic did not go, those areas may mark where traffic calming measures (such as curb extensions or narrow lanes) could be safely implemented. Mayor Cawley expressed appreciation for the discussion and noted similar practices at universities to install sidewalks after observations.

Mayor Cawley congratulated Public Works on APWA Accreditation and recognized the significance that Morrisville had all four eligible departments accredited. He recognized Monks who had recently come through the area on a 120-day walk for peace. Mayor Cawley noted it being India Republic Day. He expressed appreciation for volunteers who packed meals across the region on MLK Day. He thanked staff who worked to ensure safety during winter storms and for rearranging the Town Council Retreat. He was grateful to the Wake County Commissioners for appointing him to the Go Triangle Board of Trustees and fellow Board members that appointed him to Vice Chair.

Town Manager Zuidema expressed thanks and appreciation to Public Works, emphasizing they stayed over 72 hours to get everything completed. He recognized how well the roads were maintained compared to other areas. He emphasized appreciation for Steven Spruill for taking on the Interim Director role and maintaining his traditional job duties. He complemented Public Works on their reaccreditation and recognized the significance of the Town holding 4 accreditations and being an All-American City. Town Manager Zuidema provided an update that new Public Works Director, Matt Wetherell, had been hired. He introduced Kimberly Kowanick as the new Deputy Town Clerk. He expressed appreciation to Sara Burgess McTyeire at King Street Properties for allowing the Town Council Retreat to be held there.

**Recess – 7:45 p.m.**

**Reconvene – 7:59 p.m.**

**14. Work Sessions**

**14.a. Cricket and Church Street Park-Next Steps (2026-4-0)**

**Brandon Zuidema, Town Manager**

**John Letteney, Assistant Town Manager**

**Cindi King, Parks, Recreation and Cultural Resources Director**

**Bryan Rhea, Athletics Program Manager**

**Steven Spruill, Interim Public Works Director**

Town Manager Zuidema led Council discussion on next steps for cricket within town and at Church Steet Park. Council previously discussed a Visioning Study on October 14, 2025. Council authorized a Capital Project Ordinance to upgrade lighting and make field improvements at Church Street Park on October 28, 2025. Town Manager Zuidema noted the Town would know if it received a grant to partially fund the project soon.

Mayor Pro Tem Robotti expressed concern about the phases included in the Visioning Study, expressing that Church Street Park would be dismantled before replacing amenities. She advocated to ensure a playground was available throughout the process. Mayor Pro Tem Robotti was concerned with the price tag and did not want to shut down the park for cricket.

In response to Council Member Kesling, staff explained the lighting and field improvements were intended for major league cricket not for potential Olympic warmups. In response to Council Member Kesling, Athletics Program Manager Bryan Rhea explained that Church Street Park hosted higher level youth, minor, major, and international leagues while Shiloh Park hosted community play. Council Member Kesling asked if the lighting and field improvements would support all the leagues. Staff explained the improvements would help all leagues utilize the field more effectively. Staff clarified the Visioning Study would make major improvements for international leagues, but the lighting and field improvements would also improve that level of play at the park.

Council Member Kesling sought clarity on ongoing changes and litigation between the international and USA cricket governing organizations.

Council Member Kesling sought clarity on the economic impact analysis associated with the Visioning Study. Assistant Town Manager John Letteney explained the breakdown of the economic impact included construction-related jobs, visitor spending, facility rental fees, and revenue from the proposed event center. He explained the impacts did not generate much tax revenue other than hospitality tax and sales tax. He noted the improvements in the Visioning Study could generate additional revenue that was not included in the economic impact analysis, because it would depend on revenue-sharing contracts with the leagues.

Council Member Kesling asked if the proposed structures in the Visioning Study could be moved to save the existing tennis courts. Staff noted topographical issues in the surrounding area and previous requests to protect the existing tree canopy.

Council Member Johnson expressed concern about the relationship between the international and USA cricket governing organizations. She was hesitant to make improvements to the park if major and minor leagues would not return to Morrisville. Town Manager Zuidema was confident both leagues would continue to be played in the country. It was very likely for minor league to return to the town; however major league largely depended on the proposed lighting

and field improvements. He emphasized implementation of the Visioning Study would not come for several years.

Council Member Johnson wanted to see a return on investment. She advocated for coordinating the Visioning Study with Research Triangle Park's next phase (RTP 3.0). She stated concern with state law not allowing annexation of Church Street Park into the town and questioned if RTP and the Town could request an annexation to the State.

Council Member Johnson stated support for limiting events that could damage the field at Church Street Park. She was open to case-by-case basis for other events and did not want to limit the use to only cricket. Athletics Program Manager Rhea clarified that with planned lighting and field improvements, the cricket season could expand which would increase usage of the field throughout the year. Council Member Johnson clarified the other amenities of the park would remain after the lighting and field improvements.

Council Member Scroggins-Johnson advocated for the lighting improvement due to increased revenue opportunities. She stated concern with the Visioning Study proposal which would remove the playground and tennis courts. She noted those changes would limit the community's use of the park.

Staff advised that special events with heavy participation or equipment could cause major damage to the field at Church Street Park. They noted a significant increase in play from youth and local leagues have also limited the availability of the field for non-cricket uses. They also noted logistical needs that limited the availability of the field, such as setup time and needed rest time for the field's grass.

Council Member Scroggins-Johnson advocated for specific criteria that would allow non-damage causing special events to use the field, noting past events that had not caused damage. She emphasized the importance of allowing use of the field for non-cricket community partners. Council Member Scroggins-Johnson also noted upcoming changes to the Town's agreement with Wake County Public Schools, which would limit community use of other fields throughout the town. Staff shared past events that had not damaged the field included food truck rodeos, Green Day Events, tennis tournaments, and shelter rentals. Staff advised that events where attendees walk across the field could leave damaging wear patterns. Staff explained that major events often needed additional time for preparation and clean-up that could take one to two weeks.

Council Member Scroggins-Johnson stated that the Visioning Study's costs were too much for the Town alone and advocated for a public-private partnership to share costs. She asked to evaluate ways to modify the Visioning Study to better attract a partner.

Council Member Patel requested information on what benefits the Town was getting from the agreement with major and minor league cricket. Staff noted positive recognition of the Town within the cricket community, economic impacts for the community, and emphasized the games were an amenity to the community.

Council Member Patel shared concern for traffic impacts from cricket games. Staff shared ongoing collaboration with nearby neighborhoods to direct traffic and parking elsewhere. Staff noted the Visioning Study focused on patrons' ability to walk or bus to the stadium due to limited parking options. Council Member Patel advocated to ensure there were sidewalks along the

paths and encouraged evaluation of alternative entrances to Church Street Park.

Council Member Patel preferred investments in infrastructure before improvements to the stadium. Mayor Cawley sought clarity on the statement. Council Member Patel emphasized the importance of sidewalks and advocated for widening Church Street to better handle traffic.

Council Member Garimella emphasized the importance of Church Street Park as a community park. He expressed concern that non-cricket events would continue to be limited despite the planned field improvements.

Council Member Garimella sought clarity on the Town's agreement with American Cricket Enterprise (ACE). Assistant Town Manager Letteney noted while the agreement limited the use of "competing tournaments," the Town was working with legal counsel to define that term to allow for other tournaments. Council Member Garimella noted the importance of responsible use of tax-dollars and advocated for the Town to increase revenues from the field. He wanted to establish a fee structure for organizations wanting to host tournaments on the field.

Council Member Garimella did not want to limit the Church Street Park field to only cricket. Interim Public Works Director Spruill explained logistical considerations that prevented constant use of the field. He noted damage from one special event totaled more than \$20,000, not considering staff time. In response to Council Member Garimella, staff clarified that even after the planned field improvements, the field could still be damaged. Council Member Garimella supported continued major and minor league use if revenue was generated. He wanted the field to be utilized during the cricket off season. He encouraged staff to learn what other communities were doing.

Mayor Cawley stated support to allow other events once the lights were installed but wanted to be careful of damaging the field within a week of broadcasted cricket games. He requested to explore offering some programs like volleyball, soccer, and youth organized sports to expand community usage. He stated support for the players pavilion (proposed in the Visioning Study) but did not want to lose tennis courts. He wanted Church Street Park to be a municipal park. He suggested adding the locker rooms and medical center proposed in the study.

Mayor Pro Tem Robotti did not support major league cricket. She wanted to explore making improvements and ensuring the park was used as a community asset. She wanted the field to be used every week by kids and the entire community.

Council Member Kesling expressed support for field improvements, especially with grants. He expressed concern with the Visioning Study's phasing. He did not support investing funds in cricket with no returned revenue. He was concerned with litigation between the international and USA cricket governing organizations.

Council Member Patel wanted Church Street Park as a community park and did not want to maintain it as a major league cricket park.

Council Member Johnson wanted to keep Church Street Park as a community park. She was open to an eventual change to a cricket park, but emphasized the timing was not right to do so immediately. She did not want to remove the tennis courts or the playground. She wanted to invest in the field and lighting to a degree. She requested postponing improvements until litigation between the international and USA cricket governing organizations was resolved.

Council Member Scroggins-Johnson supported enhanced lighting and drainage as well as keeping Church Street Park as a community park. She advocated for creating a new cricket field for expanded use, rather than enhance a single field.

Council Member Garimella expressed concern that tournament revenue would continue to be limited until the Town provided necessary amenities, such as locker rooms. He wanted to add a facility that met the basic functions. He wanted Church Street Park to be a community park, while also meeting the basic needs of cricket play.

Council Member Patel supported offering basic facilities, noting the importance for local teams as well.

Council Member Kesling supported keeping Church Street Park as a community park for the immediate future. He advocated for making small improvements to meet the next threshold, such as field improvements or locker rooms, and seeing how that expanded the cricket use. Mayor Cawley agreed with the recommendation. He suggested using the parking areas to add structures.

Council Member Garimella supported the Town exploring revenue from Church Street Park in relation to naming rights and sponsorship opportunities.

Mayor Pro Tem Robotti called for the Town to define success, noting Council needed to decide whether to focus on community amenities or revenue.

Council Member Johnson wanted to understand what a potential next improvement could be, such as locker rooms. She wanted to understand where funding would come from.

Council indicated support for maintaining Church Street Park as a community park and not a cricket venue for the immediate future. Council supported lighting upgrades and field improvements and wanted to understand how that impacted usage. Council requested staff to investigate player amenities and naming right opportunities.

#### **14.b. Council Rules of Procedure- Rules 25 and 35 (2026-10-0)**

##### **Kayla Bertling, Town Clerk**

Town Clerk Kayla Bertling led Council discussion on the Council Rules and Procedures, specifically looking at Rules 25 (proclamations) & 35 (Council participation at events). Discussion focused on determining a simple and equitable division of proclamations for 2026, so that each Council Member would have an opportunity to present.

Based on Council feedback, Town Clerk Bertling would return at a later meeting to present a recommendation.

Council Member Scroggins-Johnson expressed frustration with previous proclamation practices and advocated for fairness. She did not want Council Members to joint-read proclamations.

Mayor Cawley questioned if the maximum number of proclamations read per meeting should be raised to three. Town Clerk Bertling clarified there were no issues in 2025 with maintaining the current maximum of two.

Council would continue discussion of the two rules at a future meeting.

**15. Adjournment**

**MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Johnson seconded the motion which carried unanimously 7-0.**

Mayor Cawley adjourned the meeting at 10:09 p.m.

DRAFT



Morrisville Town Council  
Annual Retreat Meeting Minutes  
January 23, 2026, 10:30 a.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley (*in at 11:39 a.m.*), Mayor Pro Tem Robotti (*in at 10:45 a.m.*), and Council Members Johnson, Kesling, Garimella (*in at 1:40 p.m.*), Scroggins-Johnson (*in at 12:10 p.m.*), Patel, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez-Villanueva, *Deputy Town Manager*  
John Letteney, *Assistant Town Manager*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kimberly Kowanick, *Deputy Town Clerk*  
Shandy Padgett, *Inspections Director*  
Mark Spanioli, *Engineer Director*  
Michele Stegall, *Planning Director*

- 1. Call to Order** – Council began the meeting at 10:39 a.m. Town Manager Brandon Zuidema clarified that while quorum was not yet met, no action would be taken which allowed Council to begin.
- 2. Budget Orientation for New Council Members**  
Staff provided an overview of budget processes and principles for new Council Members Kesling and Patel.

*Mayor Pro Tem Robotti in at 10:45 a.m.*

Council and staff discussed internal fiscal controls. Staff emphasized their commitment to consistent evaluation of internal policies and procedures to ensure effective and transparent administration. Council called on themselves to understand the policies.

Chief Financial Officer Hayes explained the annual budget cycle and emphasized staff's job was to help contextualize information for Council and the public. Council felt budget messaging to the public had improved in recent years. Town Manager Zuidema highlighted the budget had been more closely tied to the Town's Strategic Plan, Council's priorities, performance outcomes, and data.

*Council Member Patel out at 11:35 a.m.*

Council and staff discussed internal fiscal controls and processes, the Town's culture of accountability, and statutory regulations around financial control compliance.

*Mayor Cawley in at 11:39 a.m.*

**Recess – 11:40 a.m.**

**Reconvene – 12:10 p.m.**

*Council Members Patel and Scroggins-Johnson in at 12:10 p.m.*

**3. Discussion Items**

**3.a. Brainstorming / Council Communications & Values**

Town Manager Zuidema led a Council discussion to allow Council members to brainstorm any ideas related to ongoing Council communications and an emphasis on their shared values.

Following the discussion, Town Manager Zuidema shared an update on the ongoing winter weather. Council indicated support for the Town to join Wake County's State of Emergency declaration.

**3.b. Budget Overview & FY2027 Council Priorities (2026-6-0)**

**Brandon Zuidema, Town Manager**

**Jeanne Hooks, Director of Management Services**

**Byron Hayes, Chief Financial Officer**

Chief Financial Officer Hayes shared a budget overview, Town budget history, and a look forward to the upcoming Fiscal Year 2027 (FY27) budget. He highlighted community engagement and strategic plan alignment.

Council asked staff to share with the public the benefits to the community from the most recent property revaluation. They discussed other data to share with the public such as inflation impacts. They emphasized relatability and tangible projects for the public.

*Council Member Garimella in at 1:40 p.m.*

Council discussed the importance of ensuring market comparability for contracted services overtime. Council Member Johnson called for a policy to ensure the current culture persevered over time.

Council shared concerns heading into the budget cycle, noting slowing growth rates and outside economic influences. They stressed the importance of Council understanding the full context of budget requests.

**Recess – 2:16 p.m.**

**Reconvene – 2:33 p.m.**

Council completed an exercise to identify internal strengths and aspirations, and external opportunities and results. Chief Financial Officer Hayes synthesized that the results all centered around community. Council would further discuss the results during upcoming budget discussions.

**3.c. Organizational Resiliency (2026-11-0)**

**Brandon Zuidema, Town Manager**

Town Manager Zuidema shared context for resilient practices already within the Town's operations.

Town Manager Zuidema noted limitations in place to prevent direct spending of funds by Council Members, but noted there was no policy in place. Council would further evaluate a policy as well as expenditure tracking at a future meeting.

**Recess – 4:26 p.m.**

**Reconvene – 4:37 p.m.**

**3.d. Town Center – Next Steps After Phase IA (2026-8-0)**

**Brandon Zuidema, Town Manager**

**Mark Spanioli, Town Engineer**

Staff and Eric Thomas from the UNC School of Government’s Development Finance Initiative shared an update on the Town Center project and led Council discussion on Phase 2. Council was supportive of exploring the creation of a Community Center for Phase 2, with the potential of including a new Town Hall within the Center. They discussed other opportunities for the area such as active spaces, walkability, homeownership, performance areas, and entertainment.

**3.e. Budget – CIP Projects (2026-7-0)**

**Jeanne Hooks, Director Management Services**

**Brandon Zuidema, Town Manager**

**Mark Spanioli, Town Engineer**

Staff shared an overview of the Town’s Capital Improvements Program (CIP), discussing policy, capacity, and current projects.

Council discussed past and future bond opportunities. They asked staff to bring back further discussion related to public education, transparency, and public trust.

Council discussed project updates for active CIP projects. Discussion would continue at a future meeting.

**17. Adjournment**

**MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Johnson seconded the motion which carried unanimously (7-0).**

Mayor Cawley adjourned the meeting at 6:32 p.m.



Morrisville Town Council  
Regular Meeting Minutes  
February 10, 2026, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please visit the Town website.

**Present:** Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Johnson, Scroggins-Johnson, Patel, Kesling, Garimella, and Town Attorney Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez-Villanueva, *Deputy Town Manager*  
John Letteney, *Assistant Town Manger*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kimberly Kowanick, *Deputy Town Clerk*  
Kathryn Boyle, *Planning Chief*  
Kimberly Conley, *Sustainability Coordinator*  
Thomas Dooley, Jr., *Fire Chief*  
Byron Hayes, *Chief Financial Officer*  
Erin Hudson, *Communications & Outreach Director*  
Justin Rosser, *Chief of Police*  
Mark Spanioli, *Director of Engineering*  
Steven Spruill, *Interim Public Works Director*  
Michelle Stegall, *Planning Director*  
Miranda Zwack, *Sustainability Intern*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:00 p.m.
2. **Recognition of Sergeant at Arms** – Officer Thompson
3. **Invocation** – delivered by Mayor Cawley
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Adoption of Regular Agenda**  
No conflicts of interest with the proposed agenda were reported.

**MOTION: Council Member Johnson moved to adopt the Regular Agenda. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.**

6. **Consent Agenda**
  - 6.a. **Approval of November and December 2025 Town Council Meeting Minutes**

**MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Johnson and carried unanimously 7-0.**

- 6.b. **Resolution and Capital Project Ordinance Amendment Authorizing Phase 2A Design-Build for the Public Works Facility Project (2026-31-0)**

**Mark Spanioli, Director of Engineering**

**MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Johnson and carried unanimously 7-0.**

**6.c. Resolution Award of Service Sidarm to Brad Manville (2026-56-0)  
Justin Rosser, Chief of Police**

**MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Johnson and carried unanimously 7-0.**

**6d. Resolution Appointing Advisory Committee Chairs & Vice-Chairs (2026-59-0)  
Kimberly Kowanick, Deputy Town Clerk**

**MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Johnson and carried unanimously 7-0.**

**7. Items Pulled from Consent (if any)**  
No items were pulled for discussion.

**8. Proclamations**

**8.a. Proclamation Recognizing Human Trafficking Prevention Month  
(2026-28-0)**

Council acknowledged a proclamation recognizing National Engineers Week.

**8.b. Proclamation Recognizing International Holocaust Remembrance Day (2026-57-0)**

Council acknowledged a proclamation recognizing Government Communicators Day.

**9. Morrisville Speaks: Public Comment**

Suresh Narayan, 803 Willingham Road, Morrisville, expressed appreciation that the community advocated for a speed radar to be installed in the Breckenridge area and to the Town for support. Community Member Narayan strongly advocated for a crosswalk light to be installed within Breckenridge.

Stefanie Reed, 1672 Legendary Lane, Morrisville, emphasized celebration that the U.S. House passed the Bipartisan 21<sup>st</sup> Century Housing Act. She explained the components of the bill and anticipated impacts on local communities. Community Member Reed advocated for everyone to maintain focus on the bill as it moved toward the U.S. Senate.

Ram Takkar, 1504 Ferntree Court, Morrisville, expressed gratitude for the Town of Morrisville's support of Triangle Cricket League (TCL) and described the growth of the various leagues. He explained the development of youth participation in cricket but expressed the increased costs associated with Shiloh Park have made it impossible to maintain the program. Community Member Takkar requested the Town and Council's assistance in reviewing the costs required.

Samantha Warren, 101 Chinabrook Court, Morrisville, submitted an online public comment which was read by Town Clerk Kayla Bertling. Community Member Warren commended the Morrisville department of Parks, Recreation and Cultural Resources for a fun and interactive program that commemorated Black History Month. She advocated for continued support of cultural programming and encouraged residents to share ideas and participate in offered programs.

**10. Presentations**

**10.a. Retirement Recognition of Sergeant Manville**

**Justin Rosser, Chief of Police**

Justin Rosser, Chief of Police, recognized the retirement of Sergeant Bradley Manville. Chief Rosser expressed deep appreciation for the experience and leadership that Sergeant Manville provided and emphasized he had been invaluable to the Town.

Sergeant Manville expressed his honor to have worked in Morrisville and emphasized the support and community.

Chief Rosser presented Sergeant Manville with a plaque that celebrated his 31 years of service, his badge, his engraved service duty firearm, and a patch.

**10.b. Retirement Recognition of Battalion Chief of Training Thomas “Chris” Salter**

**Thomas Dooley, Fire Chief**

Tom Dooley, Fire Chief, recognized the retirement of Battalion Chief of Training Thomas “Chris” Salter. Chief Dooley highlighted Battalion Chief Salter’s 26 years of service and expressed his lasting appreciation for the work and dedication that Battalion Chief Salter provided and emphasized he will be missed.

Battalion Chief Salter stated he had a great career due to the Town and the Fire Department in Morrisville.

Chief Dooley presented Battalion Chief Salter with a Town of Morrisville Leadership Coin in honor of his training and for assisting numerous colleagues in achieving their accreditation.

**10.c. Fire Department Gap Report FY25 (2026-55-0)**

**Thomas Dooley, Fire Chief**

Fire Chief Dooley presented the Fire Department Gap Report FY25, highlighting the commitment to collect accurate and meaningful data.

In response to Mayor Pro Tem Robotti, Fire Chief Dooley explained the department worked in three shift rotations that each required nineteen staff members. The ideal staffing would have twenty staff members per shift to allow for four-person units. Fire Chief Dooley noted that the addition of three firefighter positions would help reach ideal staffing levels.

In response to Council Member Scroggins-Johnson, Fire Chief Dooley explained tablets used by the department connected automatically to cellular service. He reviewed how the tablets were used for data collection, gathered information to assist on calls, and aided in safety.

Council Member Scroggins-Johnson sought clarity on how increased staffing levels would affect requests for mutual aid. Fire Chief Dooley stated that duties were scheduled based on a three-person unit and requests for mutual aid were called automatically.

In response to Council Member Scroggins-Johnson’s question on the cost of devices, Fire Chief Dooley explained the estimated cost for the cellular device was \$165 per truck, new automated traffic lights were estimated between \$20,000 and \$25,000, and upgraded lights were estimated at \$8,000.

In response to Council Member Kesling, Fire Chief Dooley clarified there were currently fifty-seven staff members and noted that the department had always operated with three person units. He explained although this posed a safety issue, the staff performed well. He noted the smaller unit size could be a reason for turnover.

Council Member Kesling sought clarity on when the department would be fully transitioned to

the traditional model. Fire Chief Dooley explained it would depend on when four-person units were funded and hired.

Council Member Kesling inquired when Council could expect different metrics based on recent Wake County EMS changes. Fire Chief Dooley explained the biggest metrics to observe would be time on scene, utilization of a secondary unit, and impacts on additional calls.

In response to Council Member Kesling, Fire Chief Dooley explained outdated firetrucks were surplus.

In response to Mayor Cawley, Fire Chief Dooley clarified traffic light upgrades would drastically decrease response time but incurred significant costs. Mayor Cawley requested data on amount of time the upgrades would save. Fire Chief Dooley explained the light at Morrisville Carpenter Road and N.C. 54 had the upgrade and there was a drastic difference in response time when staff utilized the feature.

**10.d. Sustainability Program FY2025 Update (2026-53-0)**  
**Kimberly Conley, Sustainability Coordinator**

Kimberly Conley, Sustainability Coordinator, presented the Sustainability Program FY2025 Update. Sustainability Coordinator Conley highlighted the current plan ran from 2023 to 2028 and had achieved goals 1-5, 10, and 11. She acknowledged an increase in gasoline consumption for goal 6 and ongoing tracking for goals 7, 8, and 9 based on new implementation.

Miranda Zwack, Sustainability Intern, reviewed Student Art Poster Project and Tree Canopy Implementation Plan. She invited Council and the community to participate in an Arbor Day Celebration.

Mayor Cawley acknowledged the department had done a great job and completed a lot in five years.

In response to Mayor Cawley's questions regarding accessibility to the community, Sustainability Coordinator Conley explained the textile collection at Public Works was for staff but there were donation options open to the community during Green Day and through a partnership with Goodwill. Mayor Cawley advocated to place containers for textiles next to food waste containers, build partnerships with private supermarkets to increase food waste collection, provide residents with information on household composting mills, and expand accessibility to chargers for electric vehicles in town.

Council Member Johnson wanted to ensure the correct measurement was used in determining gasoline consumption based on the increase in staff and events.

Council Member Johnson thanked staff for all their work. In response to Council Member Johnson, Sustainability Coordinator Conley explained the Environment and Stormwater Committee (MESCC) worked closely with staff in other departments based on similar objectives and overlapping projects.

Mayor Pro Tem Robotti acknowledged the team's fabulous work and sought clarity if the streetlights were solar powered. Sustainability Coordinator Conley stated larger areas such as Charlotte have piloted solar powered lights. The Town was waiting to review the trial findings but have considered future areas of utilization.

Council Member Kesling thanked staff for the presentation and work put into the program. He explained he sought information from Cross Walk Labs to determine carbon dioxide produced by the town, resulting costs to the town, as well as how it affected the global and United

States economy. He advocated for a Substantiable Development Code that would integrate pre-researched policy into the Town's processes. He advocated for a Car Dependency Reduction Plan and emissions reductions efforts within the community.

In response to Council Member Kesling, Town Manager Zuidema explained the 2018 Building Code was being used as the 2024 Building Code had not been adopted yet by the State.

In response to Council Member Kesling, Sustainability Coordinator Kimberly Conley stated the Town used LEED Standard 4.1 as a reference.

In response to Council Member Patel's question about options for fully electric vehicles, Sustainability Coordinator Conley explained that fully electric vehicles were considered when vehicles were replaced.

In response to Council Member Patel, Sustainability Coordinator Conley clarified the Town promoted a 70% minimum for native planting, but the recommendation was not required. She highlighted current projects had utilized that minimum.

Council Member Patel advocated for solar powered streetlights and promoting composting and recycling flyers.

Council Member Scroggins-Johnson complimented the report, noting it was very comprehensive and thoughtfully laid out. She sought clarity on conversion of streetlights to LED and advocated to partner with neighborhoods to assist with contributions. Sustainability Coordinator Conley explained that most streetlights were rented from Duke Energy and staff would need to determine the number of non-converted streetlights within neighborhoods.

Council Member Kesling advocated for investments in sustainability, promoted the Housing Rehabilitation Program, requested proper mulching of trees to avoid harm, and advocated to expand the native ecosystem.

Mayor Cawley advocated for solar powered streetlights, establishing a tree archive, planting more trees, and accurate recycling.

In response to Mayor Cawley, Sustainability Coordinator Conley explained lithium batteries were collected at Green Day events and the Wake County Convenience Center would collect hazardous waste once re-opened.

Mayor Cawley asked which project provided the highest return on investment. Sustainability Coordinator Conley stated baking sustainability into the beginning of a project, utilizing solar energy, and planting additional trees.

In response to Mayor Cawley, Sustainability Coordinator Conley clarified recent changes to a solar installation project at the Morrisville Aquatics Fitness Center (MAFC) due to changes in federal funding requirements.

**11. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**12. Council and Manager Comments**

Council Member Johnson expressed appreciation to Public Works for handling the second round of snow and acknowledged the lack of rest between events. She echoed the online public comment of Samantha Warren, referring to the Black History Month event, sharing that staff did a fabulous job and the group from UNC was incredibly talented. She explained that during

the event she had to write a poem and it was fun to be with everyone.

Council Member Patel echoed Council Members Johnson's comment about Public Works and the tremendous job everyone had done.

Council Member Kesling congratulated Sergeant Manville and Chief Salter on their retirements and thanked Public Works for their efforts. He expressed satisfaction with the new public works facility for the utilization of an existing building that would be retrofitted, stating it was a sustainable option and an efficient use of public funds. He appreciated recent lighting additions to a Town sign that reduced reliance on outside energy. Council Member Kesling stated the lighting project emphasized the Town could have sustainability in all operations.

Mayor Cawley echoed Council Member Kelsing's comments regarding the lighting project. He expressed support for the other Council Members' comments.

Mayor Pro Tem Robotti acknowledged Council Member Johnson's participation in the Black History Month event.

Town Manager Zuidema stated the Town was informed it would receive a \$250,000 federal funding award that would be used to support the Town Center Project. Town Manager Zuidema explained the Town applied for a hospitality tax grant to support a renovation at Church Street Park. He stated the Wake County Commissioners recommended the project be funded for the requested \$2,000,000. He explained the application required approval from both the Commissioners and the Raleigh City Council. Town Manager Zuidema recognized staff for their efforts during recent winter storms and expressed appreciation for Public Works.

**Recess – 8:13 p.m.**

**Reconvene – 8:31 p.m.**

**13. Work Sessions**

**13.a. Council Rules of Procedure- Rule 25 & 35**

**Kayla Bertling, Town Clerk**

Town Clerk Bertling presented an overview of the Council's selected proclamations for presentation at future Council meetings. Town Clerk Bertling led Council discussion on ensured accuracy of preferences and ensured all selections were received. Council requested all Council Members are notified when a proclamation is read outside of a Council Meeting, to promote participation and opportunity for collaboration.

**15. Adjournment**

**MOTION: Council Member Johnson made a motion to adjourn the meeting. Mayor Pro Tem Robotti seconded the motion which carried unanimously 7-0.**

Mayor Cawley adjourned the meeting at 8:51 p.m.



Morrisville Town Council  
Regular Meeting Minutes  
February 24, 2026, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Johnson, Patel, Kesling, Garimella, and Town Attorney Gray (*in at 7:39 p.m.*), and Assistant Town Attorney Jones.

**Absent:** Council Member Scroggins-Johnson

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez-Villanueva, *Deputy Town Manager*  
John Letteney, *Assistant Town Manger*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kimberly Kowanick, *Deputy Town Clerk*  
Erin Hudson, *Communications & Outreach Director*  
Brittany Johnson, *Planning Manager*  
Cindi King, *Parks, Recreation and Cultural Resources Director*  
Bret Martin, *Transportation Project Manager*  
Shandy Padgett, *Inspections Director*  
James Owens, *IT Support Technician*  
Rick Ralph, *IT Director*  
Justin Rosser, *Chief of Police*  
Michelle Stegall, *Planning Director*  
Phillip Vereen, *Senior Transportation Planner*  
Matt Wetherell, *Public Works Director*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:00 p.m.
2. **Recognition of Sergeant at Arms** – Sergeant Strickland
3. **Invocation** – delivered by Mayor Cawley
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Adoption of Regular Agenda**  
No conflicts of interest with the proposed agenda were reported.

Town Manager Zuidema shared a request to amend the agenda to move the action items before the presentations to ensure discussion was had while quorum was present.

**MOTION: Mayor Pro Tem Robotti moved to adopt the Regular Agenda with the change. The motion was seconded by Council Member Johnson and carried unanimously 6-0.**

6. **Consent Agenda**

**6.a. Resolution Recommending Appointment of PZB ETJ Member (2026-65-0)  
Kimberly Kowanick, Deputy Town Clerk**

**MOTION: Council Member Johnson moved to approve the Consent Agenda. The motion was seconded by Council Member Kesling and carried unanimously 6-0.**

**7. Items Pulled from Consent (if any)**

*No items were pulled from the Consent Agenda.*

**8. Proclamations**

**8.a. Proclamation Recognizing Black History Month  
(2026-66-0)**

Council acknowledged a Proclamation Recognizing Black History Month and encouraged all residents to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful, and prosperous for all.

Council Member Kesling read the proclamation. Community Member Earl Smith accepted the proclamation. He thanked the Town on behalf of the Shiloh Baptist Church and noted he would share it with the congregation.

**8.b. Proclamation Recognizing Read Across America Day (2026-67-0)**

Council acknowledged a Proclamation Recognizing Read Across America Day.

**9. Morrisville Speaks: Public Comment**

Stefanie Reed, 1672 Legendary Lane, spoke about homelessness highlighting the ties between the issue and housing costs. She noted Wake County and City of Raleigh recently held a meeting together to discuss the topic. She called for increased housing to address shortages and shared statistics. Community Member Reed noted the upcoming YIMBY (Yes In My Back Yard) conference would be held in Raleigh and invited the community to attend.

Naveen Muppidi, 1004 Lower Shiloh Way, shared public safety concerns regarding a divider between commercial properties along Shiloh Glen Drive. Community Member Muppidi shared that drivers consistently went over the divider. He asked the divider be replaced with a four-way stop sign.

**10. Admin Reports – For information only unless Town Council pulls for specific questions.**

**10.a. Community Innovation Group Quarterly Update (2026-64-0)  
Rick Ralph, Chief Information Officer**

*There were no questions on this Administrative Report.*

**10.b. Comprehensive Transportation Plan (CTP) Update - Follow-Up on Town Council Feedback and Requests for Information (2026-76-0)**

**Bret Martin, AICP, Transportation Project Manager**

*There were no questions on this Administrative Report.*

**12. Action Items**

**12.a. Alternative Transit Study Final Report and Recommendations (2025-389-0)  
Bret Martin, AICP, Transportation Project Manager  
November 12, 2025 - Brief/Presentation  
November 25, 2025 - Brief/Presentation  
February 24, 2026 - Action**

Bret Martin, Transportation Project Manager, reviewed the Alternative Transit Study Final Report. Council previously discussed the results of the study on November 12 and November 25,

2025. After Council tabled discussion on November 25, 2025, Transportation Project Manager Martin presented an in-depth overview of the process during the Town Council Retreat on January 22, 2026. He highlighted that specific details of the recommended plans would be decided following the acceptance of the study's results. He noted additional information was added to the study to address concerns previously expressed by Council and add additional context.

In response to Council Member Patel, Transportation Project Manager Martin clarified the largest neighborhoods could have more than one node (pick-up and drop-off locations).

Council Member Patel questioned why the Town would explore a fixed-route partnership with Town of Cary if fixed-route was not a priority for Morrisville. Transportation Project Manager Martin clarified the Town wanted to better understand the benefits compared to the cost-per-hour. In response to Council Member Patel, Transportation Project Manager Martin clarified the numbers used in the presentation were developed in Fiscal Year 2025-26. He noted the projected numbers for Fiscal Year 2027 (FY27) were higher than comparable market rates. Staff would investigate benefits received by the GoCary partnership that were not explored in the study.

Mayor Pro Tem Robotti thanked staff for providing the additional information. In response to Mayor Pro Tem Robotti, Transportation Project Manager Martin clarified staff would be able to apply for funding despite the delay in the acceptance of the study's results. He also clarified the Community Funding Area Program (CFAP) would increase its funding in FY27 from 50% to 65%.

In response to Council Member Kesling, Transportation Project Manager Martin clarified the Town could not apply for three vehicles in November 2026 to service the Smart Shuttle program. The Town could support two vehicles at all service hours of the program in November 2026 and request the third vehicle in April 2027. This restriction was due to funding restrictions within the CFAP. Transportation Project Manager Martin also noted the CFAP preferred to make changes slowly to fully evaluate effectiveness. Council Member Kesling acknowledged the Town could wait for the third vehicle. Transportation Project Manager Martin noted Council could decide to fund the third vehicle without external funding.

Council Member Kesling was excited about a potential inter-municipal fixed route option. He requested updated branding so that Morrisville was highlighted. He appreciated the additional information added to the study, specifically Appendix H: Fixed Route Feasibility Factors. He advocated for similar factors be brought to Council when considering development projects. Transportation Project Manager Martin clarified there would likely need to be an ordinance amendment to require that data from developers.

Mayor Cawley supported accepting the study. He was willing to wait for a third shuttle to leverage funding. He wanted to evaluate the GoCary partnership.

**MOTION: Mayor Pro Tem Robotti moved to adopt Resolution 2025-389-0 Accepting the Results of the Transit Alternatives Evaluation Final Report. The motion was seconded by Council Member Kesling and carried unanimously 6-0.**

## **11. Presentations**

### **11.a. Introduction of Public Works Director Matt Wetherell Brandon Zuidema, Town Manager**

Town Manager Brandon Zuidema introduced the new Public Works Director, Matt Wetherell, highlighting his people-centered leadership. Public Works Director Wetherell shared excitement for joining the team and serving the community.

**11.b. Sponsorship Policy Update (2026-78-0)**  
**Erin L. Hudson, Communications & Outreach Director**  
**John Letteney, Assistant Town Manager**

John Letteney, Assistant Town Manager, and Erin L. Hudson, Communications & Outreach Director, presented a proposed update to the Town's Sponsorship Policy which would combine and update policies relating to sponsorship and facility naming rights. The changes would also align the policy with the professional services agreement the Town entered with its sponsorship contractor, The Superlative Group, Inc. (Superlative).

Mayor Pro Tem Robotti preferred Council review all proposals valued at or over \$25,000. She advocated to start at that limit and re-evaluate as time went on.

In response to Mayor Cawley, Communications & Outreach Director Hudson clarified that the valuations provided in the 2025 Superlative study were confidential.

Council Member Johnson wanted to know how many proposals would be coming to Council for review at the recommended limit. She agreed with Mayor Pro Tem Robotti to start slowly. Town Manager Zuidema noted the number of proposals would likely be less than twenty. Council Member Johnson did not want to slow the process but advocated for Council to review all proposals initially regardless of valuation. Council Member Garimella supported her comments.

In response to Council Member Patel, Communications & Outreach Director Hudson clarified the valuations were determined by a study produced by Superlative in 2025. She also noted that the valuations were flexible. Council Member Patel agreed with Council Members Johnson and Garimella to review all proposals initially.

Council Member Kesling was in favor of reviewing all proposals. He expressed concern with the sponsorship program, worrying the Town could lose its civic identity. He felt if the Town would ban political groups, then they should also ban companies who lobby.

Mayor Cawley appreciated Council Member Kesling's suggestion but felt it would be hard to find companies who did not lobby. He was supportive of establishing a valuation threshold for Council review but was willing to go with the majority who did not want a limit initially. He asked staff to reshare the valuations in a closed session.

Mayor Pro Tem Robotti was not supportive of Council reviewing all proposals and wanted to establish a threshold. While she did not expressly agree with Council Member Kesling's suggestion, she was open to further exploring the possibility of limiting companies who lobbied.

Council Member Garimella felt companies lobbied for specific purposes and did not always impact town business.

In response to Council Member Garimella, staff clarified the updated policy reviewed each proposal case by case to allow for negotiations. The negotiations varied by conditions and were outlined by Superlative.

Council Member Patel was not comfortable making a decision until he received the valuations, which were shared with Council prior to him taking office. He was interested in exploring Council Member Kesling's proposal.

Council Member Johnson wanted to review all proposals to build Council confidence in the program. She was supportive of changing the policy as time went on. She felt reviewing all proposals might also address the concerns about individual companies.

Council indicated support to review all proposals initially and evaluate a threshold later on.

Mayor Cawley raised concerns about limiting free speech if the Town said no to certain sponsors. In response to Mayor Pro Tem Robotti, Communications & Outreach Director Hudson clarified the policy reserved the right of the Town to reject sponsors. Assistant Town Attorney Lori Jones acknowledged the concerns and noted her office would review the policy prior to it returning to Council.

Council Members Patel and Kesling asked for additional training on the program prior to the item returning to Council.

Council indicated support for Phases 2 & 3 of the Superlative agreement to continue while the policy was refined.

**11.c. Public Art - Icon Design Details Selection (2025-203-0)**  
**Brittany Johnson, Planning Manager**

Brittany Johnson, Planning Manager, presented design details for the Town's public art icon program. Council previously selected the butterfly as the Town's icon at the November 25, 2025, Town Council meeting.

Following discussion, Council indicated support for the icon's design to be based on the Swallowtail butterfly with a broad wingspan. They also indicated support for the icon's base to be artistically designed if it met cost considerations.

**Recess – 7:52 p.m.**

**Reconvene – 8:08 p.m.**

**11.d. Special Events Process and Updates (2026-75-0)**  
**Shandy Padgett, Inspections Director / Special Events Coordinator**

Shandy Padgett, Inspections Director / Special Events Coordinator, presented updates to the Town's special event process and shared proposed fee changes. She highlighted the changes aimed at ensuring a more efficient and user-friendly experience and better aligning costs with service levels.

Mayor Pro Tem Robotti thanked staff for the high-quality work. Discussing a proposed fee addition to allow rentals of Town parking lots, Mayor Pro Tem Robotti expressed concern that no one else could rent or use the facilities. She felt the Town would not be compensated fairly in those situations. Staff clarified pedestrians and cyclists could still reach the parks. They also noted past requests had been for off-peak times, typically not conflicting with other rentals. In response to Mayor Pro Tem Robotti, staff noted there would be a time limit to when the rentals could be requested. Mayor Pro Tem Robotti was supportive of the fee with that restriction which would allow opportunities for rentals of the full park first.

Mayor Pro Tem Robotti shared a positive experience she had with planning a special event in town. She felt there were ways to improve the process specifically related to times when the process involved outside entities.

In response to Council Member Patel, staff clarified the parking lot rentals would be for the full lot. Council Member Patel advocated for reserving some spots for general park use. Council Member Patel sought clarity on a proposed fee for cricket pitch special use field preparation.

Mayor Cawley was not supportive of renting parking lots during the weekends, unless spots were reserved for general park use. He acknowledged enforcement would be an issue, but he wanted

the parks to be used.

Mayor Cawley advocated for the Town to partner with cultural organizations planning special events by offering discounts on fees in exchange for Town branding to be used. He hoped the idea would encourage the wider community to participate in cultural events.

Council Member Garimella asked to go through the process himself to learn more, noting the public had shared past issues with him. Special Events Coordinator Padgett highlighted changes made to improve past issues with permits not being issued on time. Council Member Garimella felt a majority of issues in the process were with outside entities. He asked if the Town could be authorized to give approvals that rested with other jurisdictions.

Council Member Kesling wished the community utilized more alternative transit options to reach parks, but he was interested in reserving sports for public use if the parking lots were rented. In response to Council Member Kesling, Parks, Recreation and Cultural Resources Director Cindi King clarified that a majority of requests to rent parking lots came from events that already had parking on site but wanted more.

Council Member Kesling supported the proposed fee changes for food trucks, noting it was more equitable.

Council Member Kesling advocated for fee waivers for underfunded or grassroot organizations.

Council Member Johnson was supportive of most of the changes presented. She expressed concern about the parking lot rental. She asked for more information on rentals in FY25 to evaluate how often the parks were available to the public.

**13. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**14. Council and Manager Comments**

*In their comments, Council discussed a major structure fire at the Camden Westwood apartments as well as a fatal shooting that happened the same night.*

Council Member Johnson thanked Town Manager Zuidema for keeping the Council updated on fire and police incidents that happened the night prior. She thanked Communications & Outreach Director Hudson and Fire Chief Tom Dooley for their excellent work on the news during the events. She thanked the community for wanting to help.

Council Member Patel echoed Council Member Johnson's comments. He thanked the firefighters from Cary, Apex, and Morrisville. He thanked staff for supporting the displaced residents and thanked community members who showed up to help.

Council Member Kesling echoed Council Member Johnson's comments. He appreciated being able to share information with community members on how to help. He noted an upcoming roundtable item related to updated 2024 building codes, which he felt was relevant to the tragedy.

Mayor Cawley shared that when speaking with residents, he heard how quickly first responders arrived and how well they performed. He advised the community that staff would help direct those who wished to help. Mayor Cawley noted the community would build back stronger. He celebrated the support received from the region.

Mayor Pro Tem Robotti shared a quote from Mr. Rogers, "look for the helpers." She felt the

bright spot of the tragedies was the support from EMS, staff, and the entire community. Mayor Pro Tem Robotti congratulated Council Member Kesling on his recent wedding, wishing him many happy years.

Town Manager Zuidema noted the importance of investing in Fire Department training and equipment. He also highlighted the Cary-Apex-Morrisville (CAM) model of response, in which all three jurisdictions respond together to fire emergencies without consideration of jurisdictional-boundaries. Under the CAM model, all three departments train together. Town Manager Zuidema noted the CAM model allowed firefighters to work quickly during the emergency to save lives and surrounding buildings. He complimented police staff for their traffic control during the emergency, while also dealing with the homicide investigation. He noted other fires in the area at the time, which were able to be addressed due to the CAM model. He noted support from Communications & Outreach Director Hudson, Public Works staff, local and state fire marshals, and the State Bureau of Investigation. He complimented the Red Cross and NeighborUp for their quick response, noting that 70 people were displaced. He thanked Council for supporting staff.

**15. Adjournment**

**MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Garimella seconded the motion which carried unanimously 6-0.**

Mayor Cawley adjourned the meeting at 9:15 p.m.



Morrisville Town Council  
Regular Meeting Minutes  
February 26, 2026, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please visit the Town website.

**Present:** Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Johnson, Scroggins-Johnson, Patel, Kesling, Garimella (*in at 6:50 p.m.*), and Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez-Villanueva, *Deputy Town Manager*  
John Letteney, *Assistant Town Manger*  
Kayla Bertling, *Town Clerk*  
Kimberly Kowanick, *Deputy Town Clerk*  
Erin Hudson, *Communications & Outreach Director*  
Josh Michael, *Planner II*  
Tiffany McNeill, *Economic Development Director*  
James Owens, *IT Support Technician*  
Justin Rosser, *Chief of Police*  
Michele Stegall, *Planning Director*

**1. Call to Order** – Mayor Cawley called the meeting to order at 6:00 p.m.

**2. Discussion Items**

**2.a. Rental Assistance and Security Deposit Program (2026-38-0)**

**Josh Michael, Planner II**

**Presentation – January 27, 2026**

**Work Session – February 26, 2026**

Josh Michael, Planner II, presented the Rental Assistance and Security Deposit Program. Planner II Michael provided additional context on program parameters that included Area Median Income (AMI) benchmarks.

In response to Council Member Scroggins-Johnson, Planner II Michael clarified that subsidy amounts provided to recipients would depend on the qualifications of the recipient.

In response to Council Member Kesling, Planner II Michael clarified the average rent values for the Morrisville area were grouped by the zip code 27560.

Planner II Michael reviewed Fair Market Rent (FMR) standards, eligibility estimates for Town employees and Wake County teachers, and gave assistance scenarios based on household size and income.

In response to Council Member Kesling, Planner II Michael explained subsidies would be based on FMR and if rent was above the FMR, the individual would be required to make up the difference.

Mayor Cawley asked for clarification on utility fees and if the program assisted with additional fees. Planner II Michael explained the scope of the program was focused on rent and security

deposits only. He acknowledged some units may include utilities in the rent amount. Mayor Cawley advocated for future opportunities to assist with additional fees.

Council Member Johnson sought clarity on the proposal. Planner II Michael confirmed the threshold of 60% AMI for rental assistance and 80% AMI for security deposit.

Council Member Patel asked if there was assistance with utilities. Planner II Michael explained NeighborUp had many opportunities for additional information and subsidies available to applicants and they would provide this information to families.

In response to Council Member Patel, Planner II Michael explained income thresholds for family sizes were based on HUD standards. He elaborated that the program used HUD standards in anticipation of future funding that would ensure recipients remained eligible for subsidies if funding was approved by HUD.

In response to Council Member Kesling, Planner II Michael explained Raleigh-Cary area FMR (Fair Market Rent) for Fiscal Year 2025 was lower than the Morrisville FMR for Fiscal Year 2025, and there was no prior data for the Morrisville FMR.

Council Member Kesling advocated to expand the program to assist with utilities, gather data on the cost of utilities and additional fees, and provide additional educational resources that focused on utility cost conservation for families.

Council supported 60% AMI threshold for rental assistance, 80% AMI threshold for security deposit, and program updates after three months.

**2.b. Economic Development Incentive Policy Review (2026-73-0)**  
**Tiffany McNeill, Economic Development Director**

Tiffany McNeill, Economic Development Director, reviewed the Economic Development Incentive Policy, sharing recommended changes.

In response to Mayor Pro Tem Robotti, Economic Development Director McNeill explained that the capital investment threshold was 10 million dollars, and the Town used the Wake County assessed tax value to determine investment. She explained the current structure resulted in businesses not eligible for incentives due to depreciation, while other communities took into consideration depreciation as long as the company maintained all other thresholds. Council Member Johnson clarified the Town did not reimburse more than the company paid in tax revenue.

Economic Development Director McNeill continued with a comparison of other communities' incentive models and opportunities for policy direction. When Mayor Cawley asked about payouts for incentives, Economic Development Director McNeill explained payout would be 1% of the assessed value.

Council Member Scroggins-Johnson sought clarification on eight-year depreciation cycles. Economic Development Director McNeill explained most other communities did not use longer depreciation cycles unless the capital investment was higher with longer grant terms. Council Member Scroggins-Johnson asked the advantages of the longer depreciation cycle. Economic Development Director McNeill stated it was an advantage to the recipient and a competitive marketing advantage for the Town. In response to Council Member Scroggins-Johnson, Economic Development Director McNeill stated reinvestments were not taken into consideration for incentives under the current model. She explained this could be included under percentage of new tax growth or incentive of assessed value.

Council Member Johnson asked if depreciation had been an issue in the past.

*Council Member Garimella in at 6:50 p.m.*

In response to Council Member Johnson, Economic Development Director McNeill stated depreciation was identified as a concern during a previous recruitment meeting. She explained depreciation rates were dependent on project types.

Economic Development Director McNeill continued with options for policy direction. Council Member Garimella asked for projected examples of the last three or four projects using the Tiered-Performance Model. Council Member Kesling asked for a scenario in which the depreciation would be under the threshold, and the resulting incentive amount and benefit to the Town.

In response to Council Member Johnson, Economic Development Director McNeill explained there was more risk with the Tax Growth Model due to reevaluation, compliance, and grant management. She recommended keeping the 1% or 1.5% payout but adjusting the way it was implemented.

In response to Council Member Garimella, Economic Development Director McNeill explained an opportunity to improve the current model and recommended reevaluation of the current threshold to explore varying amounts of investments. Council Member Garimella advocated to be competitive.

In response to Council Member Patel, Economic Development Director McNeill clarified current issues within the policy included the difference between capital investment and assessed value, not consideration for depreciation, and use of a single threshold for all project types.

Economic Development Director McNeill reviewed staff recommendations for policy direction. Mayor Cawley sought clarity on the recommendations relating to investment thresholds for non-targeted industries. Staff would update the policy recommendation for clarity. Mayor Cawley sought clarity on how the policy's wage requirements met the living wage. Mayor Cawley expressed support for the recommendations.

In response to Economic Development Director McNeill's question on if Council supported adjusting minimum investment and job thresholds, Mayor Pro Tem Robotti stated she did not support target industry flexibility at the time, but it could be evaluated later. She expressed support for the remainder of the recommendations.

Council Member Kesling expressed hesitation in allowing private companies to take public funds. He expressed support for the current policy with some adjustments. He advocated for incentivizing worker co-ops or B corporations if allowed in NC, not using greenfield sites, and ensuring safeguards against inequality when using average wage.

In response to Council Member Patel, Economic Development Director McNeill explained the 50-job minimum had been in place since the policy was adopted in 2016. In response to Mayor Cawley, Economic Development Director McNeill explained most companies met the minimum job threshold and provided an example of a company that did not. Mayor Cawley expressed concern with the loss of potential tax revenue from that company. Council Member Garimella advocated for an incentive package as leverage when competing for new projects.

Council and staff reviewed the Peak Assessment Confirmation Model for Council Member Garimella. Council Member Garimella stated he was fine with the model.

Council and staff discussed preferences on a single recommended policy framework or two complete draft alternatives for comparison. Council Member Kesling expressed concern with effects on the community such as loss of water, higher electricity rates, and adding a new development to the greenfield site. Council Member Kesling stated he did not support the Peak Assessment.

Council and staff discussed average job creation per industry. Mayor Cawley reminded Council to focus on the policy overall because each company that comes was different. Mayor Pro Tem Robotti emphasized smaller industries would not meet the threshold for incentives. Council Member Kesling acknowledged the current policy could change to allow a lower job creation threshold. Council Member Garimella asked for clarification on how the policy could be written to clarify average wage equations.

Mayor Pro Tem Robotti expressed support for a single recommended policy framework.

Council Member Johnson expressed support for a single recommended policy framework and advocated for cyclical review of the policy. She advocated to support smaller industries and companies that would invest and grow within the community.

Mayor Cawley expressed support for a single recommended policy framework.

**2.c. Resolution Approving Updates to Morrisville Emergency Operations Plan (2026-34-0)**

**Brandon Zuidema, Town Manager**

Brandon Zuidema, Town Manager, presented updates to the Morrisville Emergency Operations Plan. Town Manager Zuidema reviewed the summary of recommended changes.

Council supported the replacement of the existing definition "Civil Disorder" with two separate definitions, one for "Civil Disorder" and one for "Lawful Demonstrations."

**Recess – 7:54 p.m.**

**Reconvene – 8:04 p.m.**

**2.d. Town Council Roundtable (2026-77-0)**

**Giselle Rodriguez, Deputy Town Manager**

Giselle Rodriguez, Deputy Town Manager, facilitated the Town Council Roundtable.

Mayor Pro Tem Robotti introduced the idea of an entrepreneurship subsidy program in Perimeter Park, advocating to support small businesses with a one-year rental assistance program.

Council Member Scroggins-Johnson wanted to know if this was to support new businesses entering the area or would there be a centralized area that offered lower rent and smaller space. Mayor Pro Tem Robotti was interested in exploring either option. Council Member Scroggins-Johnson advocated to support entrepreneurs and suggested other unused areas within the town.

Council Member Johnson agreed with the idea to support local businesses. She expressed reservation on the Town being viewed as displaying favoritism. She recommended gathering input from staff on what would be the best support for small businesses by having staff reach out directly to them. Mayor Pro Tem Robotti agreed with the suggestions to look at available space within the town.

Council Member Kesling supported the incentive and noted the value it offered to individuals who worked from home by providing the option to transition into office space. Mayor Pro Tem

Robotti echoed Council Member Kesling's comments.

Council Member Garimella advocated for business specific incentives and for staff to track the information on open unused areas.

Council indicated support for staff to investigate the proposal options.

Council Member Scroggins-Johnson introduced the idea of an assessment of the Pugh House and advocated for the Town to restore the historic structure and open it for public use. She noted requirements for handicap accessibility. Council discussed support for an assessment of the current condition and restoration expenses.

Council Member Johnson noted previous assessments. Deputy Town Manager Rodriguez explained there were past reports from 2019 and 2024 and the cost of restoration. Next steps depended on the intended use of the building. She explained that because Council was unable to reach a decision on the intended use in 2024, the project came to a halt.

Council Member Johnson requested the previous reports and an additional list of required improvements. Deputy Town Manager Rodriguez stated that while the exterior of the building had been maintained, the interior had not been updated. Council Member Johnson requested a tour of the site and stated she was hesitant to take on funding due to the potential expenses.

Council Member Kesling asked if the Town was maintaining the building. Deputy Town Manager stated only the exterior of the building was maintained. Mayor Pro Tem Robotti suggested the second floor be removed to open a vaulted ceiling. She noted this would remove the need for an elevator. Deputy Town Manager Rodriguez explained that design plans would depend on the intended use of the building.

Council Member Garimella asked what events would be planned and expressed concern for allocation of funds to the house when other programs required funding. He suggested investing in minimal updates to open the first floor.

Council Member Patel requested to review the previous reports. Council Member Kesling advocated for Council to identify potential functions for the building. Mayor Cawley advocated for an assessment and stated the home was an asset and wanted to explore ideas for usage. Council Member Johnson advocated to explore the least expensive way to make the house usable and suggested further restoration in the future.

Council Member Scroggins-Johnson referred to the Historic Christian Church and the timeline it took to get to its current state. She advocated focusing on the ground floor, keeping the second floor off limits, and holding community meetings on the ground floor.

Staff would share past assessments with Council for review, investigate potential costs based on various uses, and consider the project within the Town's Capital Improvement Plan for future funding opportunities.

Council Member Scroggins-Johnson requested past assessment information and supported ideas for intended use. She suggested exploration of grants to alleviate complete Town funding. Deputy Town Manager Rodriguez explained staff considered the option to partner with other organizations but that required a utilization plan. She noted restoration was ineligible for many grants because of no intended-use plan.

Mayor Cawley requested an assessment of the deterioration of the stairs and for Council to determine the end goal. He noted the structure was an asset that needed to be used. Council

Member Kesling introduced the idea of a community center or historic museum. He echoed exploration of grant options.

Mayor Pro Tem Robotti strongly urged Council to focus solely on the question regarding roundtable support and save discussion for when the item returned to Council.

Council indicated support for staff to investigate the proposal.

Council Member Scroggins-Johnson introduced the idea to establish an art advisory board or art league. Mayor Cawley expressed support as long as it did not divert from existing programs. Council Member Johnson suggested a partnership with the Parks, Recreation & Cultural Resources Department and clarified it would be more than murals and icons. She emphasized the need to clearly define the goal and ensure it was broad and comprehensive. Council Member Kesling suggested it be more than art and wanted to explore architecture options.

Council indicated support for staff to investigate the proposal of a work group or art advisory committee.

Mayor Cawley introduced the idea of a non-profit support policy for Morrisville that would fund assistance for non-profits within the community. In response to Mayor Pro Tem Robotti, Mayor Cawley explained that Apex had a similar policy. Mayor Pro Tem Robotti expressed support for the policy.

Council Member Johnson provided information on the Morrisville Community Fund which provided grants to non-profit agencies.

Deputy Town Manager Rodriguez requested clarification on how the proposal was different from previous proposals. Mayor Cawley explained the increased need for support due to inflation and the need to retain agencies in Morrisville. Council Member Kesling voiced support but asked to examine the type of relationship the Town was permitted to have with non-profits.

Council Member Garimella expressed concern with how the policy would be structured, the complexity to define support for individual programs, and noted funding restraints.

Council Member Scroggins-Johnson discussed past partnerships and how the Town was unable to support specific services. She expressed hesitation to prioritize certain organizations over others.

Council Member Johnson discussed the Morrisville Community Fund was established to alleviate the financial burden on the Town. In response to Council Member Johnson, Mayor Cawley explained grant funds would be used to support nonprofits. Council Member Johnson expressed concern with the Town choosing which nonprofits would receive assistance. She noted some residents would be hesitant for tax dollars to support organizations selected by the Town.

Council Member Kesling requested to examine other municipal policies for reference. Council Member Patel echoed the request to review policies from other towns. Council Member Kesling requested staff review what was legally permitted.

Council indicated support for staff to investigate the proposal.

Council Member Patel introduced the idea of integrating a veteran's recognition element into Town Center and offered several examples. Council Member Johnson expressed support for recognition of service within the Town but emphasized not duplicating the anticipated Veteran's Memorial. Council Member Patel expressed concern with the timeline for construction of the

Memorial and indicated he was open to any ideas for recognition. Council Member Johnson highlighted the Morrisville Veteran's Memorial Foundation was exploring various grants and funding to move construction forward.

Council Member Scroggins-Johnson supported the idea to incorporate a recognition element in Town Center but advocated to ensure it was respectful and honored the service. She suggested highlighting the history of Morrisville veterans. Council Member Patel supported the suggestion to share the story of Morrisville veterans.

Council discussed how many veterans resided in Morrisville and how many participated on the Morrisville Veteran's Memorial Foundation. Council Member Kesling supported the proposal and recommended to offer outreach to veterans within Morrisville. Council Member Patel stated he spoke with two veterans but wanted to propose the idea before engaging additional veterans.

Mayor Cawley supported the proposal and advocated to support the Morrisville Veteran's Memorial with potential funding. Council Member Patel clarified the proposal would be an addition to the memorial.

Council indicated support for staff to investigate the proposal.

Council Member Kesling introduced the proposal to implement the 2024 Building Codes for municipal buildings. He advocated for the Town to voluntarily use the 2024 codes before they became mandatory by the State.

Council Member Scroggins-Johnson and Council Member Kesling discussed Morrisville potentially being the first to adopt the standards early. Mayor Cawley advocated to defer to staff guidance on code implementation and assessment.

Council Member Garimella advocated to look at the code as a guideline. He expressed concern with requiring community members to update current conditions for a new code. Council Member Kesling strongly advocated the benefits of safety improvements in the new code.

Town Manager Zuidema clarified the Town was unable to adopt the 2024 Building Codes and noted the code must be applied in full to an entire project. Council discussed the clarification that partial code adoption was not permitted and expressed trust in staff to incorporate what was appropriate.

Town Manager Zuidema stated facilities already under construction cannot transition from the current code. In response to Council Member Johnson, Town Manager Zuidema stated there was no expectation of significant change to the 2024 Building Code prior to adoption.

Mayor Pro Tem Robotti strongly expressed concern with the length of discussion for the roundtable proposals.

Council indicated they did not support staff to further investigate the proposal.

Council Member Kesling introduced the idea to explore a Sustainable Development Code resource and to identify opportunities to incorporate sustainable development practices into the Town's UDO (Unified Development Ordinance) and other related places. He advocated for staff to review the Code and decide on how recommendations would be implemented. Council and staff discussed the presentation being discussed at the next update for the UDO or Sustainability Master Plan, or recommending it to MESC (Morrisville Environmental and Sustainability Committee) for review.

Council indicated they did not support staff to further investigate the proposal.

Council discussed a previous proposal to incorporate trees within the median on Morrisville Carpenter Road and how the project could be funded. Town Manager Zuidema stated staff would review projected costs for the project and update Council at a later time.

**MOTION: Council Member Kesling made a motion to excuse Mayor Pro Tem Robotti from the remainder of the meeting. The motion was seconded by Council Member Patel and carried unanimously (6-0).**

Mayor Pro Tem Robotti was excused at 9:46 p.m.

**3. Closed Session**

**3.a. Closed Session Pursuant to N.C.G.S. 143-318.11 (a)(3)(4) to Discuss to protect Attorney Client Privilege and discuss a matter of economic development.**

**MOTION: Council Member Scroggins-Johnson made a motion to enter in to Closed Session pursuant to N.C.G.S. 143-318.11 (a)(3)(4) to protect Attorney Client Privilege and discuss a matter of economic development. The motion was seconded by Council Member Patel and carried unanimously (6-0).**

Town Council entered Closed Session at 9:48 p.m.

**MOTION: Council Member Scroggins-Johnson made a motion to end Closed Session and resume Open Session. The motion was seconded by Council Member Kesling and carried unanimously (6-0).**

Town Council resumed Open Session at 10:48 p.m.

**4. Adjournment**

**MOTION: Council Member Scroggins-Johnson made a motion to adjourn the meeting. Council Member Johnson seconded the motion which carried unanimously 6-0.**

Mayor Cawley adjourned the meeting at 10:49 p.m.

# Town Council Agenda Item Report

Agenda Item No. 6.b

Submitted by: Tiffany McNeill

Submitting Department Economic Development

Meeting Date: March 24, 2026

## **SUBJECT**

Termination of Incentive Agreement - Coriolis Pharma US, Inc.  
Tiffany McNeill, Economic Development Director

## **Recommendation:**

Approve the Resolution authorizing the Town Manager to terminate the Incentive Agreement between the Town of Morrisville and Coriolis Pharma US, Inc.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

In August 2025, the Town of Morrisville entered into an Incentive Agreement with Coriolis Pharma US, Inc. related to a proposed project with the Town (ATTH02).

Since that time, the project has not moved forward as originally anticipated, and the company has requested termination of the incentive agreement due to moving the project outside the Town of Morrisville (ATTH02).

No incentive payments have been made under the agreement. The attached Resolution will authorize termination of the agreement.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Approve the Resolution authorizing the Town Manager to terminate the Incentive Agreement between the Town of Morrisville and Coriolis Pharma US, Inc.Â

**Staff Recommendation:**

None

**ATTACHMENTS**

- [2026-119-0 RES Terminate Coriolis Incentive Agreement.pdf](#)
- [2026-119-0 ATTH01 Coriolis Termination Letter.pdf](#)
- [2026-119-0 ATTH02 Coriolis Incentive Agreement.pdf](#)



**RESOLUTION (2026-119-0) OF THE MORRISVILLE TOWN COUNCIL AUTHORIZING THE TERMINATION OF AN INCENTIVE AGREEMENT WITH CORIOLIS PHARMA US INC.**

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**WHEREAS**, on August 12, 2025, the Morrisville Town Council approved an Economic Development Incentive Agreement with Coriolis Pharma US, Inc. in support of the company's proposed establishment of a U.S. headquarters and research facility in the Town of Morrisville; and

**WHEREAS**, the Incentive Agreement provided for up to \$162,190.50 in performance-based incentive payments over eight years, contingent upon the company meeting specified job creation and investment requirements; and

**WHEREAS**, no incentive agreements have been made under the Agreement to date; and

**WHEREAS**, Coriolis Pharma US, Inc. has notified Town staff in writing that the company will not establish operations in Morrisville and has requested termination of the Incentive Agreement; and

**WHEREAS**, because the project will not be completed in Morrisville, the performance requirements of the Incentive Agreement cannot be satisfied; and

**WHEREAS**, the Town Council finds it appropriate and in the best interest of the Town to formally terminate the Incentive Agreement with Coriolis Pharma US, Inc.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby terminates the Incentive Agreement between the Town of Morrisville and Coriolis Pharma US, Inc.; and

**BE IT FURTHER RESOLVED**, that the Town Manager, or their designee, is authorized to execute any documents necessary to effectuate this termination and to provide written notice of the Council's action to Coriolis Pharma US, Inc.

Adopted this the 24<sup>th</sup> day of March 2026.

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TJ Cawley, Mayor

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Kayla Bertling, Town Clerk



Coriolis Pharma US Inc.  
455 E Eisenhower Pkwy  
Suite 300, #1130  
Ann Arbor, MI 48108  
United States

Phone: +1 (256) 400-4491

[www.coriolis-pharma.com](http://www.coriolis-pharma.com)

Coriolis Pharma US Inc. | 455 E Eisenhower Pkwy | Suite 300, #1130

**January 26, 2026**

Town of Morrisville  
Attn: Tiffany Hall McNeill, MPA, CEcD  
100 Town Hall Drive  
Morrisville, NC 27560

Dear Tiffany,

Coriolis Pharma US Inc. hereby provides formal notice that it will not be establishing operations in Morrisville, North Carolina. Accordingly, Coriolis Pharma US Inc. will not be applying for an incentive grant offered by the Town of Morrisville.

We appreciate the Town's time, effort and consideration.

Sincerely,

A handwritten signature in black ink that reads "John P. Gabrielson".

John P. Gabrielson  
President, Coriolis Pharma US Inc.

## INCENTIVE GRANT AGREEMENT

This Incentive Grant Agreement (the “**Agreement**”) is made and entered into as of the 12th day of August 2025 (the “**Effective Date**”) by and between Town of Morrisville, a municipal corporation of the State of North Carolina, 100 Town Hall Drive, Morrisville, North Carolina, USA (the “**Town**”), and Coriolis Pharma US Inc. a Delaware corporation, currently located at 455 E Eisenhower Pkwy PMB1130 STE 300, Ann Arbor, MI, 48108 (the “**Company**”). The Town and the Company may from time-to-time hereinafter be referred to individually as a “**Party**” and collectively as the “**Parties**”.

### Recitals:

- A. WHEREAS, the “Local Development Act of 1925”, as amended (Article 1, Chapter 158 of the North Carolina General Statutes) grants the Town the authority to make appropriations for economic development purposes, if determined by the governing body of the Town to increase the population, taxable property, employment, or business prospects of the Town; and
- B. WHEREAS, the Company proposes to locate a facility in the Town to offer comprehensive drug product development, analytical, and manufacturing services for biological therapeutic modalities to be located in Spark Nova Building (the “**Developer**”) at 4877 McCrimmon Pkwy in Morrisville (the “**Location**); and
- C. WHEREAS, the Location will be the U.S. Headquarters of the Company; and
- D. WHEREAS, the Company proposes to upfit the facility at the Location with improvements to real estate and installation of additional machinery, fixtures and equipment to accommodate the Company’s operations (the “**Facility**”); and
- E. WHEREAS, the Company anticipates employing substantial new, full-time employees at the Location; and
- F. WHEREAS, the Town Council has determined, following a public hearing on August 12, 2025 that the proposed activity by the Company will tend to increase the population, taxable property, employment, and business prospects of the Town, and that a grant to the Company by the Town will encourage the Company to undertake the project described in these recitals (the “**Project**”); and
- G. WHEREAS, on May 27, 2025, the Morrisville Town Council met in closed session regarding the Company and its location possibilities and determined that (i) the Project would tend to increase the population, taxable property base and business prospects of the Town, (ii) an incentive grant would encourage the Company to locate and provide jobs in Morrisville, and (iii) it would be in the public interest to provide assistance as authorized by N.C. Gen. Stat. § 158-7.1, and approved the negotiation of a business investment grant agreement for the Project; and
- H. WHEREAS, as the result of negotiations between the Town and the Company, the Town has agreed to provide to the Company the Grant described herein, as authorized by Town policy and as an incentive to undertake the Project, with the intent on the part of the Town of causing an indirect benefit to the community-at-large in the form of additional investment

in the community and additional jobs, and not as compensation for specific quantifiable services rendered by Company; and

- I. WHEREAS, the Town Council has determined that the consideration the Town will receive, based on prospective tax revenues to be generated over the Grant Period, will exceed the amount of the Grant described herein; and
- J. WHEREAS, the Grant payments by the Town will allow the Company to qualify for incentive grant funds from Wake County, North Carolina.

NOW, THEREFORE, in consideration of the premises, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

### **1. Payment of Grant.**

**1.1 Incentive.** In order to provide an incentive to the Company for creating jobs and making capital investments within the Town, the Town will pay to the Company a cash grant (the “**Grant**”), to partially reimburse the Company for the costs of the Improvements (as defined below) and associated personal property that the Company or the Developer incurs for the Project. The Grant will equal a percentage of the taxable property base of such Improvements, as determined by the County Tax Assessor as more specifically set forth in Section 1.2.

### **1.2 Computation and Timing.**

Provided the Company has met the performance requirements set forth in Section 2 and has submitted the required documentation under Section 3, the Company will be eligible to receive Grant payments as described herein. The Grant payments shall begin the year after the taxable property base of the Improvements with respect to the Project and associated personal property as determined by the County tax assessor first meets or exceeds \$10,812,700. The exact date of payments during each Grant year shall be at the discretion of the Town but shall be made during the period from January 1 through March 31. The first year of eligibility for a Grant payment from the Town would be 2030. The Company may request that the Grant payments begin at a later date.

The aggregate amount of the Grant payments to be paid by the Town to the Company shall be 1.5% of the assessed value of the Improvements with respect to the Project and associated personal property, paid over a period of eight years (the “**Grant Period**”). For each of the eight years of the Grant Period, the Grant payment to be paid by the Town to the Company shall be equal to .1875% of the assessed value of the Improvements with respect to the Project and associated personal property as of January 1 of the preceding calendar year.

**Example :** Assume that during the calendar year ending December 31, 2029 the Company achieves the requisite thresholds of \$10,812,700 in investments, as set forth in Section 2.1, and 50 New Employees, as set forth in Section 2.2, and the assessed value of the Improvements with respect to the Project and associated personal property is \$10,812,700 as of January 1, 2030. The Company will be entitled to a Grant payment of  $\$10,812,700 \times 0.015 \div 8 = \$20,273.81$ , payable in each of eight years beginning in 2030. Assuming the Company continues to meet the requisite thresholds of investment and New Employees as of December 31, 2030 and each December 31 thereafter through 2033, the Company will be entitled to the same Grant payment in calendar years 2031 through 2037. No Grant payments will be made following 2037.

The obligation of the Town to make Grant payments shall not be limited or restricted to any particular source of funds but such reimbursement may be paid from any funds lawfully available to the Town for such purpose.

1.3 Limitation. The amount of the Grant payment to be paid by the Town to the Company in any calendar year shall in no event exceed the aggregate of the ad valorem taxes paid by the Company or the Developer on the assessed value of the Improvements with respect to the Project and associated personal property for the preceding calendar year.

1.4 Directed Payment. Grant payments are to be made payable to the Company and mailed to the Company at the address provided in Section 7.1.

## **2. Performance by Company.**

This Agreement and the expenditure of Town funds for the Grant is expressly contingent upon Company achieving certain performance requirements and within the time period set forth herein. The requirements are set out in this Section 2.

2.1 Investment in Real Estate Improvements and Equipment. The Company shall make, or cause to be made, investments for improvements to real estate and for acquisitions of tangible personal property (together, the “**Improvements**”), which shall total at least \$10,812,700, which shall occur on or before December 31, 2029. The Improvements shall include all real and personal property (excluding land) related to the Project.

2.2 Employment. The Company shall have employed at the Location as of December 31, 2029 at least 50 New Employees with an average annual wage of at least \$150,000, excluding bonuses and benefits, which the Parties agree is at least 120% of the 2025 average annual wage for the County as determined by the North Carolina Department of Commerce. For purposes of grant payments, proposed new jobs as outlined in this section represent the minimum number of jobs that will be created. The term “**New Employee**” as used in this Agreement means a full-time employee who represents a net increase in the Company’s full-time employees based in the Town of Morrisville. A “**full-time employee**” is a person who is employed by the Company for at least 35 hours per week and whose wages are subject to withholding.

2.3 Use. The improvements shall be made to accommodate the intended purpose as a drug product development, analytical services and manufacturing services facility of the Company.

2.4 Payment of Taxes by Company. The Town must receive confirmation from the County Tax Assessor’s Office that all taxes due and payable on the assessed value of the Facilities have been paid by the Company, the Developer, or the then current landlord of the Company.

## **3. Documentation from the Company.**

In connection with each request for a Grant payment, the Company shall deliver to the Town’s Finance Director a performance letter (each, a “**Performance Letter**”) on or before January 31 of each Grant Year, certifying that (a) the Company, and to the best of the Company’s knowledge, the Developer have satisfied the requirements enumerated in Section 2; (b) that at the date of the letter, the Facility has been substantially completed in accordance with the established timeline, a

Certificate of Occupancy has been issued therefor, and the Facility is in operation. If the Company does not meet all of the conditions required to be certified in the Performance Letter, the Company shall not qualify for a Grant payment for that calendar year. Upon the request of the Town's Finance Director, the Company shall present to the Town such evidence as may be reasonably requested to confirm the facts in the Performance Letter, especially those relating to employment. The Company also authorizes the Town Finance Director to request and receive information from the N.C. Department of Commerce to verify the information contained in the annual Performance Letter. To the full extent allowed by law, such requested evidence shall not be considered a public record, shall be kept confidential and shall remain the property of the Company to be returned after the Town's review.

The Town, through its auditors, shall have the right, upon reasonable notice and during normal business hours, to inspect, audit, examine and copy corporate records pertaining to capital expenditures made in respect of the Facility and the wages paid to the Company's employees. All records revealed by the Company to the Town's internal or external auditors are not "**Public Records**" as that term is defined by N.C. Gen. Stat. § 132-1 and shall remain confidential and may be used by the Town only for audit purposes to the full extent allowed by law.

The Company acknowledges that it has been informed by the Town that the Town is required by law, upon request, to disclose Public Records. Notwithstanding the immediately preceding sentence, the Town acknowledges that some or all of the information made available by the Company to the Town pursuant to this Agreement may be exempt from disclosure as a Public Record pursuant to N.C. Gen. Stat. §§ 132-1.2 and/or 132-6(d), and that all such information may be proprietary. Some or all of the information made available to the Town pursuant to this Agreement may be designated by the Company as confidential and as a trade secret at the time of disclosure to the Town. The Town, to the fullest extent allowed by North Carolina law, will hold such designated information as confidential. The Town shall, if it receives a request for disclosure of any such information, notify the Company of such request so that the Company may defend any claims or disputes arising from efforts of others to cause such trade secrets to be disclosed as a Public Record, and the Town shall refrain from making any such disclosures unless or until it (a) receives the Company's written permission to do so; or (b) is compelled to do so by the final order of a court of competent jurisdiction. The Company shall have the right to direct any litigation of such dispute and shall indemnify the Town for any legal fees and expenses incurred by the Town in opposing such request for disclosure. The Company acknowledges that the Town has satisfied the disclosure requirements set forth in N.C. Gen. Stat. § 132-1.11(b).

#### **4. Construction of Facilities.**

The Facility shall have been designed, constructed, and completed in accordance with the applicable standards established by federal, state, local, and Town regulations and laws; and

The Town shall not be responsible for any aspect of the design or construction of the Facility.

#### **5. Compliance.**

The Company acknowledges that it will be subject to North Carolina state law and applicable Town ordinances, policies, procedure, and other regulations.

#### **6. Term and Termination.**

The term of this Agreement (the “**Term**”) will commence on the Effective Date and will terminate at the conclusion of the final year of the Grant Period.

**7.Miscellaneous.**

**7.1 Notices and Payments.** Any notice or payment provided or permitted to be given under this Agreement must be in writing, shall be given when actually received if transmitted by hand delivery, and in the case of notices shall be deemed given three days after deposit or transmittal if deposited in the United States mail (which must be postage prepaid and registered or certified, with a return receipt requested) or if transmitted by Federal Express (with provision made for the fees thereof), and in the case of either method addressed as follows:

If to the Town, to:

Town of Morrisville

Attn:Town Manager

100 Town Hall Drive

8/29/2025

Morrisville, North Carolina 27560

If to the Company, to:

For notices:

**Coriolis Pharma US Inc.**

**Attn: Johannes Clemens, President**

4877 McCrimmon Pkwy

Morrisville, North Carolina 27560

For payments:

**Coriolis Pharma US Inc.**

**Attn: André Steingröver, Treasurer**

4877 McCrimmon Pkwy

Morrisville, North Carolina 27560

A party may change its address for notices and payments by giving notice thereof in the manner hereinabove provided.

**7.2 Jurisdiction.** Any controversy or claim arising out of this Agreement shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

7.3 Governing Law. The Parties agree that this Agreement is to be governed and construed by the laws of the State of North Carolina. The provisions of this Agreement will be upheld by the Town to the extent allowed by North Carolina law. The Town will be held harmless to any provisions of this Agreement deemed illegal in a North Carolina court of law.

7.4 Entire Agreement; Amendment. This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof and there are no other representations, inducements, or other provisions other than those expressed in this writing. All amendments, changes, additions, or deletions to this Agreement must be in writing and signed by all Parties.

7.5 Authority. The undersigned hereby represent, warrant and affirm that they have executed this Agreement with full authority to bind and the Parties each hereby represent, warrant, and affirm that they have executed and delivered such with full capacity and intent to bind hereby.

7.6 Parties. This Agreement shall be binding upon and shall inure to the benefit of the Parties and their successors and assigns. As used herein, words in the singular include the plural and the masculine includes feminine and neuter genders, as appropriate.

7.7 Assignment. The Company may assign all or part of its rights and/or obligations under this Agreement to one or more affiliates designated by the Company.

7.8 Paragraph Headings. The subject headings of the sections and paragraphs of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.


7.9 Counterparts. This Agreement may be executed in two counterparts, each of which so executed in conjunction with the other shall be deemed an original and shall constitute one and the same Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be fully executed as of the date and year first above written.

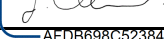
**TOWN:**

Town of Morrisville


By:   
Name: Brandon V. Zuidema  
Title: Town Manager

**COMPANY:**

Coriolis Pharma US Inc.

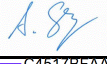
By:   
Name: Johannes Clemens  
Title: President

**ATTEST:**

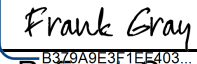
Signed by:   
Name: Kayla Bertling  
Title: Town Clerk



**ATTEST:**

Signiert von:   
Name: André Steingröver  
Title: Treasurer

Approved as to form:

  
Name: R. Frank Gray  
Title: Town Attorney

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

Signed by:   
Town of Morrisville – Chief Financial Officer

8/29/2025  
Date

# Town Council Agenda Item Report

Agenda Item No. 6.c

Submitted by: Kayla Bertling

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Approving Wake County Tax Reports (October 2025 - January 2026)

## **Recommendation:**

Approve resolution

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Town Council is asked to review and approve the Wake County Non-Cash Rebates, Tax Exemptions and Penalties Reports for October 2025 through January 2026.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Approve resolution or direct changes.

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-121-0 RES Approving Wake County Tax Reports \(October - January\).pdf](#)
- [2026-121-0 ATTH 01 October Tax Report.pdf](#)
- [2026-121-0 ATTH 02 November Tax Report.pdf](#)
- [2026-121-0 ATTH 03 December Tax Report.pdf](#)
- [2026-121-0 ATTH 04 January Tax Report.pdf](#)



**RESOLUTION 2026-121-0 APPROVING THE TAX  
REPORTS AS ADOPTED BY THE WAKE COUNTY  
BOARD OF COMMISSIONERS FROM OCTOBER 2025  
THROUGH JANUARY 2026**

---

**WHEREAS**, the Wake County Board of Commissioners in its regular session has approved and accepted the monthly tax reports for the Town of Morrisville; and

**WHEREAS**, the Wake County Board of Commissioners has now submitted these tax reports for review and acceptance by the Morrisville Town Council; and

**WHEREAS**, the Morrisville Town Council has no corrections or deletions regarding these tax reports.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby accepts the Wake County Non-Cash Rebates, Tax Exemptions and Penalties Reports for October 2025 through January 2026, as submitted.

Adopted this the 24<sup>th</sup> day of March 2026.

---

TJ Cawley, Mayor

ATTEST:

---

Kayla Bertling, Town Clerk



**Board of Commissioners**  
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

SUSAN P. EVANS, CHAIR  
DON MIAL, VICE-CHAIR  
VICKIE ADAMSON  
SAFIYAH JACKSON  
CHERYL STALLINGS  
SHINICA THOMAS  
TARA WATERS

December 2, 2025

Ms. Kayla Bertling, MPA  
Town Clerk  
Town of Morrisville  
100 Town Hall Drive  
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on December 1, 2025, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in black ink, appearing to read "Yvonne Gilyard".

Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

Wake County Board of Commissioners Report

Date: 12/01/2025

DocuSigned by:  
**Approved by:** *Kim Lombacher*  
48E99562550A408...

Consideration of Requests for Taxes, Interest and Penalties **BETWEEN \$100 AND \$500 FOR MORRISVILLE**

No. Payee	Account Number	Tax & Penalty Rebated	Total Rebated	Total Refunded
1 PATEL, AMI KIRAN 1316 CORWITH DR MORRISVILLE NC 27560 9540	0007007304-2024-2023-0000000	City 55.89 County 43.63	99.52	102.26
2 PATEL, HEMINABEN KIRAN 1316 CORWITH DR MORRISVILLE NC 27560	0007006974-2024-2023-0000000	City 65.31 County 59.49	124.80	128.23
		City 121.20 County 103.12	224.32	230.49

\*Total refunded may differ from total rebated due to payee's remittance of interest or application of payment to other balances owed by the taxpayer.

Marcus D. Kinrade  
Wake County Tax Administrator

Signed by:  
*Marcus Kinrade*  
03C5063B04D7486...

WAKE COUNTY TAX ADMINISTRATION

10/01/2025 - 10/31/2025

DATE 11/17/2025  
TIME 11:00:52 AM

Rebate Detail Report

MORRISVILLE

REBATE NUM	PROPERTY TAG	CITY LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	FOR YEAR	BILLING TYPE	OWNER	
<b>BUSINESS ACCOUNTS</b>											
936026	31.12	0.00	0.00	0.00	31.12	10/6/2025	0006143986	2025	2025	000000	EDWARD D JONES & CO LP
<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>31.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31.12</b>	<b>31.12</b>		<b>1</b>	<b>Properties Rebated</b>		
<b>BUSINESS REAL ESTATE ACCOUNTS</b>											
937429	124.57	0.00	0.00	0.00	124.57	10/3/2025	0000274291	2025	2025	000050	312MM LLC
<b>SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS</b>	<b>124.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>124.57</b>	<b>124.57</b>		<b>1</b>	<b>Properties Rebated</b>		
<b>INDIVIDUAL REAL ESTATE ACCOUNT</b>											
937497	1,120.88	0.00	0.00	0.00	1,120.88	10/3/2025	0000407223	2025	2025	000000	AJAY SHAH & VARSHA SHAH TRUST
<b>SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS</b>	<b>1,120.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,120.88</b>	<b>1,120.88</b>		<b>1</b>	<b>Properties Rebated</b>		
<b>TOTAL REBATED FORMORRISVILLE</b>	<b>1,276.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,276.57</b>	<b>1,276.57</b>		<b>3</b>	<b>Properties Rebated for City</b>		



**Board of Commissioners**  
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

DON MIAL, CHAIR  
SAFIYAH JACKSON, VICE-CHAIR  
VICKIE ADAMSON  
SUSAN P. EVANS  
CHERYL STALLINGS  
SHINICA THOMAS  
TARA WATERS

January 6, 2026

Ms. Kayla Bertling, MPA  
Town Clerk  
Town of Morrisville  
100 Town Hall Drive  
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on January 5, 2026, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in black ink that reads "Yvonne Gilyard".

Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

**WAKE COUNTY TAX ADMINISTRATION**

11/01/2025 - 11/30/2025

DATE 12/01/2025  
TIME 3:55:08 PM

**Rebate Detail Report**

**MORRISVILLE**

REBATE NUM	PROPERTY	CITY LATE TAG LIST INTEREST	BILLED	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	FOR YEAR	BILLING TYPE	OWNER	
942116	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007054602	2025	2025	000000	YJ 2021 INC
942119	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007032111	2025	2025	000000	WMK LLC
942125	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007032575	2025	2025	000000	EXPRESS BTM LLC
942144	109.38	0.00	10.94	0.00	120.32	11/5/2025	0006995768	2025	2025	000000	TRIANGLE BADMINTON & TABLE TENNIS SHOYU LLC
942211	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007003121	2025	2025	000000	ELITE CORE STUDIOS INC
942236	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007017017	2025	2025	000000	RUSHD INC
942266	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007021001	2025	2025	000000	SIP N SPICES MORRISVILLE LLC
941920	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007044779	2025	2025	000000	CAROLINA PERIMETER HOSPITALITY LLC
941941	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007022887	2025	2025	000000	COMFY FLORALS LLC
941979	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007048085	2025	2025	000000	RISE TOP FORM LLC
941988	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007048230	2025	2025	000000	NOOR HALA MEAT LLC
942010	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007048489	2025	2025	000000	MILO'S CAFE LLC
942026	109.38	0.00	10.94	0.00	120.32	11/5/2025	0007027460	2025	2025	000000	
<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>1,421.94</b>	<b>0.00</b>	<b>142.22</b>	<b>0.00</b>	<b>1,564.16</b>		<b>1,564.16</b>				<b>13 Properties Rebated</b>

**BUSINESS REAL ESTATE ACCOUNTS**

943439	12,231.85	0.00	0.00	0.00	12,231.85	11/14/2025	0000357020	2025	2025	000000	GRACE PARK DEVELOPMENT LLC
943440	5,874.68	0.00	0.00	0.00	5,874.68	11/14/2025	0000357021	2025	2025	000000	GRACE PARK DEVELOPMENT LLC
943402	10,566.68	0.00	0.00	0.00	10,566.68	11/14/2025	0000168961	2025	2025	000000	MORRISVILLE OWNER LLC
943986	36,207.50	0.00	0.00	0.00	36,207.50	11/19/2025	0000498507	2025	2025	000000	LCG2MF MORRISVILLE APARTMENTS LLC

**4 Properties Rebated**

<b>SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS</b>	<b>64,880.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64,880.71</b>	<b>64,880.71</b>					
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**INDIVIDUAL PROPERTY ACCOUNTS**

944464	103.15	30.00	10.31	0.00	143.46	11/24/2025	0007000685	2025	2025	000000	N & B LOGISTICS OF NC INC
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**1 Properties Rebated**

<b>SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS</b>	<b>103.15</b>	<b>30.00</b>	<b>10.31</b>	<b>0.00</b>	<b>143.46</b>	<b>143.46</b>					
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**INDIVIDUAL REAL ESTATE ACCOUNT**

944030	854.76	0.00	0.00	0.00	854.76	11/19/2025	0000287886	2025	2025	000000	MEHTA, HARSHADRAY M
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**1 Properties Rebated**

<b>SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS</b>	<b>854.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>854.76</b>	<b>854.76</b>					
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**WILDLIFE BOAT ACCOUNTS**

941739	66.96	0.00	6.70	0.00	73.66	11/5/2025	0004223747	2025	2025	000000	WILSON, JEFFREY SCOTT
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**1 Properties Rebated**

<b>SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS</b>	<b>66.96</b>	<b>0.00</b>	<b>6.70</b>	<b>0.00</b>	<b>73.66</b>	<b>73.66</b>					
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**TOTAL REBATED FORMORRISVILLE**

	<b>67,327.52</b>	<b>30.00</b>	<b>159.23</b>	<b>0.00</b>	<b>67,516.75</b>	<b>67,516.75</b>		<b>20</b>	<b>Properties Rebated for City</b>		
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**Board of Commissioners**  
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

DON MIAL, CHAIR  
SAFIYAH JACKSON, VICE-CHAIR  
VICKIE ADAMSON  
SUSAN P. EVANS  
CHERYL STALLINGS  
SHINICA THOMAS  
TARA WATERS

February 3, 2026

Ms. Kayla Bertling, MPA  
Town Clerk  
Town of Morrisville  
100 Town Hall Drive  
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on February 2, 2026, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in black ink that reads "Yvonne Gilyard".

Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

12/01/2025 - 12/31/2025

DATE 01/15/2026  
TIME 9:10:29 AM

Rebate Detail Report

MORRISVILLE

REBATE NUM	PROPERTY TAG	CITY LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
<b>BUSINESS ACCOUNTS</b>									
947875	348.97	0.00	0.00	0.00	348.97	12/30/2025	0006523585	2025	000050 PNC EQUIPMENT FINANCE LLC
<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>348.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>348.97</b>			<b>1</b>	<b>Properties Rebated</b>
<b>INDIVIDUAL PROPERTY ACCOUNTS</b>									
945137	111.54	30.00	0.00	0.00	141.54	12/1/2025	0006960009	2022	2021 000000 GANESAN, BALASUBRAMANIAM
<b>SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS</b>	<b>111.54</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>141.54</b>			<b>1</b>	<b>Properties Rebated</b>
<b>INDIVIDUAL REAL ESTATE ACCOUNT</b>									
946595	618.93	0.00	0.00	0.00	618.93	12/12/2025	0000298027	2025	000000 MARTUSCIELLO, GIOVANNI
<b>SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS</b>	<b>618.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>618.93</b>			<b>1</b>	<b>Properties Rebated</b>
<b>TOTAL REBATED FORMORRISVILLE</b>	<b>1,079.44</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,109.44</b>			<b>3</b>	<b>Properties Rebated for City</b>



**Board of Commissioners**  
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

DON MIAL, CHAIR  
SAFIYAH JACKSON, VICE-CHAIR  
VICKIE ADAMSON  
SUSAN P. EVANS  
CHERYL STALLINGS  
SHINICA THOMAS  
TARA WATERS

March 3, 2026

Ms. Kayla Bertling, MPA  
Town Clerk  
Town of Morrisville  
100 Town Hall Drive  
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on March 2, 2026, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in cursive script that reads "Yvonne Gilyard".


Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

**Wake County Board of Commissioners Report**

Date: 03/02/2026

Approved by:

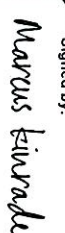
DocuSigned by:  
  
 48E0Z96Z239A0D9...

Consideration of Requests for Taxes, Interest and Penalties **OVER \$500 FOR MORRISVILLE**

No. Payee	Account Number	Tax & Penalty Rebated	Total Rebated	Total Refunded
1 SHILOH GROVE SENIOR LIVING 2909 HOMEBROOK LN MORRISVILLE NC 27560 7175	0000162247-2025-2025-000000	City 224.10 County 331.09	555.19	555.19
2 WMK LLC 4199 KINROSS LAKES PARKWAY, STE 300 RICHFIELD OH 44286	0007032111-2025-2025-000050	City 312.10 County 461.11	773.21	773.21
		City 536.20 County 792.20	1,328.40	1,328.40

\*Total refunded may differ from total rebated due to to payee's remittance of interest or application of payment to other balances owed by the taxpayer.

Marcus D. Kinrade  
 Wake County Tax Administrator

Signed by:  
  
 03C5083B04D7486...

**WAKE COUNTY TAX ADMINISTRATION**

01/01/2026 - 01/31/2026

Rebate Detail Report

**MORRISVILLE**

DATE 02/12/2026  
TIME 3:35:44 PM

REBATE NUM	PROPERTY	CITY LATE TAG LIST INTEREST	BILLED	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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BUSINESS ACCOUNTS												
949070		192.50	0.00	19.25	0.00	211.75	1/7/2026	0006869854	2025	2025	000000	ROOT BIOSCIENCE NC LLC

SUBTOTALS FOR BUSINESS ACCOUNTS		192.50	0.00	19.25	0.00	211.75				1	Properties Rebated	
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**WILDLIFE BOAT ACCOUNTS**

949430		42.38	0.00	0.00	0.00	42.38	1/15/2026	0004224110	2025	2025	000000	WALDROP, JUSTIN MATTHEW
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SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS		42.38	0.00	0.00	0.00	42.38				1	Properties Rebated	
--------------------------------------	--	-------	------	------	------	-------	--	--	--	---	--------------------	--

TOTAL REBATED FORMORRISVILLE		234.88	0.00	19.25	0.00	254.13				2	Properties Rebated for City	
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# Town Council Agenda Item Report

Agenda Item No. 8.a

Submitted by: Kayla Bertling

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Proclamation Recognizing Women's History Month and Women in Public Office Day

### **Recommendation:**

None

### **Updates/History of Briefing:**

Not Applicable

### **Executive Summary and Background Information:**

Women's History Month is celebrated annually in March and Women in Public Office Day is celebrated annually on March 19.

### **Advisory Board/Committee Review:**

None

### **Insert Date of Advisory Board/Committee Review:**

### **Advisory Board/Committee Recommendation and/or Vote:**

None

### **Potential Options:**

None

### **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-122-0 Proclamation Recognizing Women in Public Office Day and Women's History Month.pdf](#)



# Proclamation

*Celebrating Women's History Month &  
Women in Public Office Day*

**WHEREAS**, the month of March is Women's History Month and celebrates the significant contributions women of all races, ethnicities, and backgrounds have made to the world; and

**WHEREAS**, women have played and continue to play critical economic, cultural, social, and civic roles in every sphere of life—constituting a substantial portion of the labor force both inside and outside the home, providing the majority of the Nation's volunteer labor, and serving our country courageously in the military; and

**WHEREAS**, the leadership, service, and dedication of women are essential to the vitality, diversity, and success of communities across the country, including the Town of Morrisville, where women serve as vital contributors and leaders in public life; and

**WHEREAS**, although the twentieth century marked significant progress for women entering politics, women remain underrepresented in many areas of public service, making it imperative that we support, uplift, and recognize women who serve in public office; and

**WHEREAS**, acknowledging and celebrating women in public office not only honors their essential work but also inspires future generations to pursue leadership roles and contribute to their communities.

**NOW, THEREFORE**, the Town Council of the Town of Morrisville does hereby proclaim March 19, 2026, as Women in Public Office Day and calls upon the people of Morrisville to unite as we support the success of women in public office. We also invite all people to visit [www.WomensHistoryMonth.gov](http://www.WomensHistoryMonth.gov) to learn more about the generations of women who have left enduring imprints on our history.

---

TJ Cawley, Mayor

---

Kayla Bertling, Town Clerk

# Town Council Agenda Item Report

Agenda Item No. 8.b

Submitted by: Kayla Bertling

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Proclamation Recognizing Child Abuse Prevention Month *(for reference only)*

### **Recommendation:**

None

### **Updates/History of Briefing:**

Not Applicable

### **Executive Summary and Background Information:**

Child Abuse Awareness Month is recognized annually in April. The proclamation will be presented at a Pinwheel Ceremony on April 7.

### **Advisory Board/Committee Review:**

None

### **Insert Date of Advisory Board/Committee Review:**

### **Advisory Board/Committee Recommendation and/or Vote:**

None

### **Potential Options:**

None

### **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-128-0 PROC Recognizing Child Abuse Prevention Month.pdf](#)



# Proclamation

*Recognizing National Child Abuse Prevention Month*

**WHEREAS**, children are vital to our state's future success, prosperity, and quality of life as well as being our most vulnerable assets; and

**WHEREAS**, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

**WHEREAS**, preventing child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

**WHEREAS**, communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

**WHEREAS**, effective child abuse prevention strategies succeed because of partnerships created among residents, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

**WHEREAS**, prevention remains the best defense for our children and families.

**NOW THEREFORE**, the Town Council of the Town of Morrisville does hereby recognize the month of April as National Child Abuse Prevention Month in the Town of Morrisville and urges all residents, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

---

TJ Cawley, Mayor

---

Kayla Bertling, Town Clerk

# Town Council Agenda Item Report

Agenda Item No. 10.a

Submitted by: Erin Hudson

Submitting Department Communications

Meeting Date: March 24, 2026

## **SUBJECT**

Website Redesign Post-Launch Update

Erin L. Hudson, Communications & Outreach Director

## **Recommendation:**

Receive Admin Report

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Administrative Report will provide high level overview of redesigned Town website performance and functionality since launch on October 6, 2025.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Receive Admin Report

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-123-0 ADMRPT-WebsiteRedesignUpdate-20260324.pdf](#)



# Morrisville

Live connected. Live well.

---

**To:** Town Council  
**From:** Erin L. Hudson, Communications & Outreach Director  
**Date:** March 24, 2026  
**Re:** Website Redesign Post-Launch Update

Morrisville launched a redesigned website on October 6, 2025. The redesign was prompted by user feedback received over time from both internal and external stakeholders, who had experienced challenges with search/navigation functions, mobile capabilities, inconsistent or outdated information, general site aesthetics, as well as from internal users who had experienced challenges with the back-end user platform.

Staff began working internally in summer 2024 to cull webpages, then engaged the public throughout the fall through surveys and user-testing with our website vendor. In early 2025, using the feedback received, staff presented a wireframe design to Town Council, then proceeded through the spring into early summer building on the wireframe approval to develop the site. Staff training and site editing continued through the end of the summer into early fall 2025.

Goals identified for a redesigned site are highlighted below:



**Find what they are looking for**

(without understanding, or with limited understanding, of the business of government)



**Understand what steps they are required to take**

(in plain language, with clear, step-by-step instructions)



**Accomplish what they need to, then and there**

(at any time, on any device, with minimum steps)



**Be informed, and be engaged**

(without asking, based on implicit needs)

Staff also wanted to ensure that the redesign was approached objectively and that both quantitative and qualitative approaches were considered.

QUANTITATIVE – Data, Testing Process	QUALITATIVE - Outcomes
Heat Maps Community Survey User Testing Content Rationalization Workshop User Experience Workshop Wire Frame Development Culling Pages/Rationalizing Content	Enhanced overall user experience Improved search capabilities Improved navigation and content discoverability Streamlined website maintenance and updates Modern, community-focused online presence

Opportunities identified in the comprehensive redesign included the following:

- Improved user interface for staff and back-end users (user-friendly Content Management System for staff)
- Improved user experience for the public (improved navigation in simplified menus, enhanced search function, and organized content structure)
- Enhanced integrative opportunities & capabilities [Rep'd, Artificial Intelligence (AI) Chat Bot, calendars, forms and other useful tools]
- Device-agnostic design that would provide the same form and function across all devices (desktop, laptop, tablet, and mobile)
- Enhanced accessibility for all members of Morrisville's diverse community (simplified design, incorporated Morrisville's Language Access Plan), compliant with Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) mandates for state and local government websites
- Updated design/branding to reflect Morrisville's community aesthetic

Immediately following launch, a link was available on the site for visitors to report broken links or issues. A total of 40 reports were received in the first 30 days following the site launch, all of which were resolved within an average of 10 hours, and none of which impacted the overall function or operation of the site. After the first 30 days, a total of 30 reports were received, all of which were resolved within 12 hours or less, and none of which impacted the overall function or operation of the site.

The CommsHelp ticket system was implemented in July 2025 and has continued to serve as a useful tool for staff to share requests or issues, both related to the website and non-website related. In the first 30 days following site launch (outside of the website link), 19 additional CommsHelp tickets were submitted by staff, almost all related to staff directory needs. After the first 30 days, 30 additional tickets have been submitted by staff, mostly related to site access or new user account needs, training needs, or internal inquiries.

The Town's Rep'd video chatbot engagement tool (previously launched on the site in February 2025) saw continued success on the site. The prior website design featured both the Rep'd platform and an AI chatbot. In coordination and collaboration with the

Information Technology Department, Rep'd was integrated with the "Ask Morris" AI Chatbot in early December 2025. When queried, Morris provides results from the Town's Rep'd repository as well as the Town's website search returns, which is designed to make accessing information and services easier.

There was an increase in the number of queries following both the website redesign launch and the integration of Rep'd/Morris, indicating usefulness of the tool to website visitors.

From our Rep'd vendor:

- October 14 (one-week post-relaunch)
  - 576 Resident Engagements
  - 70 Resident Queries answered
  - Average watch time = 1:07\*
  - Video Completion Rate = 54%
    - \*Two of the highest numbers seen across all Rep'd partners nationwide.*
- October 20 (two weeks post-relaunch)
  - Average watch time = 1:40\*
    - \*Highest mark seen across all Rep'd partners nationwide*

*"The number underscores that your video content is exceptional, y'all have done a particularly good job training staff and following best practices and you're holding resident attention really, really effectively as a result." - Mark Friese, Rep'd*



Total Rep'd Video Views	Avg. Watch Time	Completed Watch Rate %	Engagements	Queries
May 2025				
121	0:48	46.5	685	N/A
June 2025				
79	1:04	76.6%	624	N/A
July 2025				
64	0:56	62.2%	500	67

August 2025				
124	0:46	58.2%	521	22
September 2025				
21	0:58	64.7%	224	10
October 2025 ( <i>Website Redesign Launch</i> )				
114	1:19	72.9%	1180	147
November 2025				
27	1:09	82.6%	973	194
December 2025 ( <i>integrated with Ask Morris AI Chatbot</i> )				
44	1:17	63.3%	992	294
January 2026				
35	1:33	85.7	870	209
February 2026				
48	1:44	76.3%	792	341

Communications & Outreach staff launched an educational campaign over a period of five weeks (10/29 – 12/5), highlighting varied elements of the redesign and pointing visitors to the “why” behind the changes. Informative and engaging messaging was shared via social media and Next Week in Morrisville (NWIM) (these are quick, engaging, communication tools since messaging changed weekly).

DATE	MESSAGE	ENGAGEMENT
10/29	<b>PUBLIC LAUNCH</b> Messaging to “Stay Tuned” for more to come over next several weeks; Facebook graphic, Instagram video reel, Town facility posters, digital message boards at Morrisville Aquatics and Fitness Center (MAFC) and Cedar Fork Community Center (CFCC).	9 Likes 3 Shares 0 Comments 9 Link Clicks
11/5	<b>ACCESSIBILITY</b> We’re proud to launch a redesigned site that reflects our commitment to accessibility, equity, and inclusion: <ul style="list-style-type: none"> <li>• High contrast colors for better visibility</li> <li>• Full keyboard navigation</li> <li>• Screen reader compatibility</li> <li>• Adjustable text size and zoom</li> <li>• Alt text on all images and videos</li> <li>• Mobile-friendly design</li> <li>• Plus: Instant translation to Chinese, Hindi, Spanish and Vietnamese!</li> </ul> Your experience matters. Your language matters. Your access matters. Check it out at <a href="http://morrisvillenc.gov">morrisvillenc.gov</a> .	7 Likes 1 Share 1 Comment 10 Link Clicks

11/13	<p><b>FEEL/EASE OF USE</b></p> <p>We redesigned our website with YOU in mind—so finding what you need is faster, simpler, and stress-free.</p> <ul style="list-style-type: none"> <li>• All you need, just 2-3 clicks away! Our new website puts everything at your fingertips straight from the home page—fast, simple, seamless.</li> <li>• Just moved to Morrisville? All the resources you need are in one place.</li> <li>• No more endless tabs. No more digging. Just clear paths to the info that matters most.</li> </ul> <p>Explore the new site at <a href="http://morrisvillenc.gov">morrisvillenc.gov</a>.</p>	<p>7 Likes 0 Comments 7 Link Clicks</p>
11/21	<p><b>LOOK/DESIGN</b></p> <p>Did you hear? We’ve redesigned our website with a clean, modern layout to make your experience smoother and more accessible. The grayscale and neutral color palette enhance readability, letting vibrant images and graphics shine. You’ll also notice a unique “honeycomb” background—a subtle nod to nature, innovation, and community connection.</p> <p>Explore the new site and see how we’re building a more connected, sustainable future—one pixel at a time—at <a href="http://morrisvillenc.gov">morrisvillenc.gov</a>.</p>	<p>4 Likes 0 Comments 10 Link Clicks</p>
12/5	<p><b>FUNCTION</b></p> <p>One website. One device. Every resident. No matter how you connect—phone, tablet, or desktop, the Town of Morrisville’s redesigned website delivers the same consistent experience. It’s fully device agnostic—meaning the layout, design, and content adapt seamlessly to your screen, not the other way around.</p> <ul style="list-style-type: none"> <li>• With built-in language translation to support our vibrant, diverse community, the site ensures that every resident can find the information they need—in the language they prefer.</li> <li>• This redesign isn’t just about technology, it’s about accessibility, equity, and connection. We’re proud to serve a community as diverse and dynamic as Morrisville. Explore our website today at <a href="http://morrisvillenc.gov">morrisvillenc.gov</a>.</li> </ul>	<p>4 Likes 0 Comments 0 Link Clicks</p>

Staff followed our educational campaign with a short user experience poll available January through February 2026. The poll was advertised through social media, NWIM, Homeowners Association (HOA) and Small Business monthly newsletters, and through

staff visits to Advisory Committees. The desired outcome of the poll was to gain further insight into how users felt about the updated website experience, without being overly burdened through a fully formatted survey. The poll asked four questions along with three optional demographic questions.

The poll returned 18 responses, with participants taking an average of 65.5 seconds to complete. Respondents shared that almost two-thirds of them were easily able to find the information they were seeking, and they liked the overall design and appearance of the site. Almost 90% of respondents were satisfied or indicated a neutral feeling toward the site’s accessibility features, and almost 45% of respondents indicated they primarily access the site through a mobile phone or tablet.

1. How easy was it to find the information you were looking for on the redesigned website?	Very Easy = 3 Somewhat Easy = 8 Neutral = 1 Somewhat Difficult = 2 Very Difficult = 4
2. How would you rate the website’s design and overall appearance?	Excellent = 6 Good = 5 Fair = 3 Poor = 4
3. How satisfied are you with the website’s accessibility features (e.g. ADA compliance, screen reader compatibility)?	Very Satisfied = 3 Satisfied = 5 Neutral = 8 Very Dissatisfied = 2
4. What device do you primarily use to access the website?	Desktop/Laptop = 10 Mobile Phone = 6 Tablet = 2
<i>OPTIONAL Demographic Questions</i>	
Your Age	18-34 = 3 35-54 = 3 55+ = 6 Did not respond = 6
Race/Ethnicity	Asian (Other) = 2 Black/African American = 3 White/Caucasian = 10 Did not respond = 3
Check All that Apply	Live in Morrisville = 13 Live and own a business in Morrisville = 1 Live and work in Morrisville = 3 Work in Morrisville = 1

## IN PERSON OUTREACH & ENGAGEMENT

Staff received feedback within the first couple of weeks following the website redesign that members of the Morrisville senior community were experiencing some challenges with the site. Communications staff coordinated with the Morrisville Senior Center to host in-person website review and training opportunities, which were advertised during classes, on social media, and in NWIM. Over two days in November, the Communications team held five hours of open drop-in opportunities, were able to engage with six attendees, provided guided overviews of the website and answered questions. Communications staff remained available and accessible for emailed questions or phone calls for anyone experiencing challenges with the redesigned layout.

Understanding Town Council's desire to tap into Advisory Committees as a valuable resource, Communications & Outreach Director Hudson has been visiting with each Advisory Committee. Since November, Committees have been provided with a general overview of Communications operations, including the redesigned website, and feedback received thus far from Parks Recreation and Cultural Resources Advisory Committee (PRCRAC), Morrisville Environmental and Stormwater Committee (MESOC), Planning and Zoning Board (PZB) and Senior Advisory Committee (SAC) has been largely positive. Director Hudson is scheduled to present to the Public Safety Advisory Committee (PSAC) at its May meeting.

## NEXT STEPS

In April 2024, the United States Department of Justice issued its final rule for regulations of Title II of the Americans with Disabilities Act to ensure that web content and mobile applications are accessible to people with disabilities<sup>1</sup>. This ruling applies to all local and state government websites, as well as documentation provided to the public on those websites. Compliance deadlines are dependent on population and Morrisville's deadline is April 2027. With knowledge of this upcoming mandate, Morrisville's redesigned site is fully compliant with both ADA and WCAG guidelines. Staff have begun discussions on the best approach for a full audit of documents contained on the website to ensure compliance ahead of the April 2027 deadline.

## GLOSSARY OF TERMS

Engagements – Level of interaction an audience has with content (likes, comments, shares, clicks)

Queries – Questions being asked answered each month (on Rep'd platform)

Watch Rate – Percentage of an online video that a viewer watches

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<sup>1</sup> ADA.gov

## PREVIOUS PRESENTATION REFERENCES

Website Redesign Update Work Session – January 12, 2025 – PRES 2025-1-0  
Website Redesign Update Presentation – October 28, 2025 – PRES 2025-374-0

# Town Council Agenda Item Report

Agenda Item No. 11.a

Submitted by: Tom Dooley

Submitting Department Fire

Meeting Date: March 24, 2026

## **SUBJECT**

Life Saved by Courage, Teamwork, and Morrisville Firefighters  
Thomas Dooley, Fire Chief

## **Recommendation:**

Recognize Engineer Lynn, Master Firefighter Nicklow, and Firefighter Santiago for Valor saving the life of a non-ambulatory person at the Camden Westwood Apartment fire.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Morrisville Fire-Rescue responded to a significant structure fire at the Camden Westwood Apartment Complex that truly tested the strength, training, and teamwork of our crews and our neighboring departments.

First arriving units were met with heavy fire conditions extending from the first floor through the third floor, with fire beginning to penetrate the attic space. Engine 21 was the first arriving pumping apparatus and immediately went to work.

In the first critical minutes of the incident, the Engine 21 crew, working alongside a Cary Battalion Chief, successfully located and removed the first victim — a non-ambulatory resident from a first-floor apartment. Their swift, coordinated actions made an immediate life-saving impact.

As the incident progressed, fire personnel removed a total of six residents from the structure. Thanks to the rapid response, coordinated operations, and seamless communication between agencies, there were no lives lost.

This fire was a true testament to the power of partnership between multiple fire jurisdictions. When departments train together, respond together, and trust one another, it directly benefits not only our crews — but most importantly the residents we are honored to protect every single day.

Their professionalism, courage, and commitment to service exemplify the very best of the Morrisville Fire Department.

## **Advisory Board/Committee Review:**

None

**Insert Date of Advisory Board/Committee Review:**

**Advisory Board/Committee Recommendation and/or Vote:**

None

**Potential Options:**

Recognize Engineer Lynn, Master Firefighter Nicklow, and Firefighter Santiago for Valor saving the life of a non-ambulatory person at the Camden Westwood Apartment fire.Â

**Staff Recommendation:**

None

ATTACHMENTS

# Town Council Agenda Item Report

Agenda Item No. 11.b

Submitted by: Erin Hudson

Submitting Department Communications

Meeting Date: March 24, 2026

## **SUBJECT**

Presentation of National League of Cities Cultural Diversity Award

Erin L. Hudson, Communication & Outreach Director

## **Recommendation:**

Announce Award

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Communications staff submitted for and was selected as one of two finalists for the 2026 National League of Cities Cultural Diversity Awards in the Population Under 50,000 Category. Morrisville was selected as the Runner Up at the Celebrate Diversity Breakfast at the Congressional City Conference on March 17 in Washington, D.C., where staff were in attendance to receive a certificate commemorating the Town's participation and submission.

A total of 29 submissions were received, with first place and runner up awardees named in four population categories for a total of eight awards. Staff will present the certificate at the March 24 meeting.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Announce Award

**Staff Recommendation:**

None

ATTACHMENTS

# Town Council Agenda Item Report

Agenda Item No. 11.c

Submitted by: Erin Hudson

Submitting Department Communications

Meeting Date: March 24, 2026

## **SUBJECT**

Strategic Communications and Language Access Plan Update Presentation  
Erin L. Hudson, Communications & Outreach Director

## **Recommendation:**

Receive presentation

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Town Council last received a full strategic communications update from former Communications & Outreach Director Glenn in January 2023, and a broader department presentation in February 2025. As the local government Communications landscape can shift quickly, staff felt it prudent to provide a comprehensive update at this time.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Receive presentation and ask questions of staff

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-124-0 PRES Strat Comms LAP Update.pdf](#)
- [2026-124-0 ATTH 01 Strategic Comms Plan.pdf](#)

# Strategic Communications Plan Update

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Town Council Meeting  
March 24, 2026

Erin L. Hudson  
Communications & Outreach Director

# Plan Overview

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- What it is & what it does
- Communications Department Mission and Connect Morrisville Strategic Plan Alignment
- Communications Department Overview, Structure & Responsibilities
- How we communicate, who we want to reach and why
- Department Goals & KPIs
- Current challenges & opportunities
- Perspectives we consider

# What is a Strategic Communications Plan?

---

- Provides a framework
  - Defines goals, objectives, initiatives, audiences, messaging, and tools
- Tells the story of the Town and the Department
- Demonstrates alignment to Connect Morrisville Strategic Plan

# Department Mission & Connect Morrisville

## Mission/Vision Alignment

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### Communications & Outreach Department Mission:

- To foster relationships with those who live, work, visit and engage in our Town through transparent, effective and ongoing communication.

### Town of Morrisville Mission:

- Connecting our diverse community to an enhanced quality of life through innovative programs and services.

### Town of Morrisville Vision:

- A sustainable and thriving community that celebrates diversity and inclusion while enhancing the well-being of people who live, work and play in Morrisville.

# Department/Connect Morrisville Strategic Plan Alignment

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## Goal 3: Engaged, Inclusive Community

- Obj. 3.1 – Validate Community interests/desires/needs
- Obj. 3.3 – Enhance communication tools to increase involvement in activities, programs and opportunities for public engagement and collaboration
- Obj. 3.4 – Create and promote both a community and staff environment that is welcoming to, inclusive of, and values diverse populations and perspectives

## Goal 6: Operational Excellence

- Obj. 6.1 – Enhance community-facing programs and services
- Obj. 6.3 – Enhance efficiency and productivity opportunities for staff

## Goal 7: Organizational Resiliency

- Obj. 7.1 – Enhance communication tools to increase involvement in activities, programs and opportunities for public engagement and collaboration

# Department Overview, Structure & Responsibilities

Communications & Outreach Director	Public Information Officer	Social Media Coordinator	Community Relations Liaison	Communications Specialist
Develop and plans comprehensive communications, long-range and strategic initiatives	Lead role for website coordination and management	Lead coordinator for Town/primary social media channels; oversight for department social media channels	Primary liaison to HOAs and faith-based organizations within community; maintains/manages relevant databases	Lead coordinator for Language Access Plan (LAP), related training, and management of translation and interpretive tools
Supervisory responsibility for all department staff	Coordinates weekly e-newsletter and bi-annual digital newsletter	Serves on special project teams and assists in special project work as assigned	Assists with specific annually recurring projects, i.e. Creek Week	Serves on special project teams and assists in special project work as assigned
Assists with photography, videography, copy writing and copy editing	Assists with videography, video editing, copy writing and copy editing	Assists with graphic design, photography, videography, video editing, copy writing and copy editing	Assists with graphic design, photography, videography, copy writing and copy editing	Assists with graphic design, photography, videography, copy writing and copy editing
Primary spokesperson for the Town	Secondary spokesperson for the Town	Primary oversight for Town brand compliance	Assists Economic Development/Small Business in outreach and promotion of events	
		Assists in Communications coordination and promotion of Town special events		

# How we communicate, who we want to reach, and why

- We are storytellers
  - Ask the important questions + Share relevant information
  - Strategic communication > Inundating communication
  - Our focus is to be open, honest, transparent, accurate and timely
- Variety of channels and tools for use
  - We have to know which and channel(s) and which tool(s) are appropriate for each situation
  - Strategic selection will result in higher long-term engagement
- Audience
  - Varies; Depends on the situation
  - Default is to be more inclusive rather than exclusive
- What is our message?
  - Align with our Connect Morrisville Strategic Plan Goals
  - Align with Town Council and community priorities
  - Specific to event or situation



*\*View Appendix A at end of ATTH01 Strategic Communications Plan for detailed chart of Communications Tools*

# Department Goals and KPIs – Social Media (1 of 2)

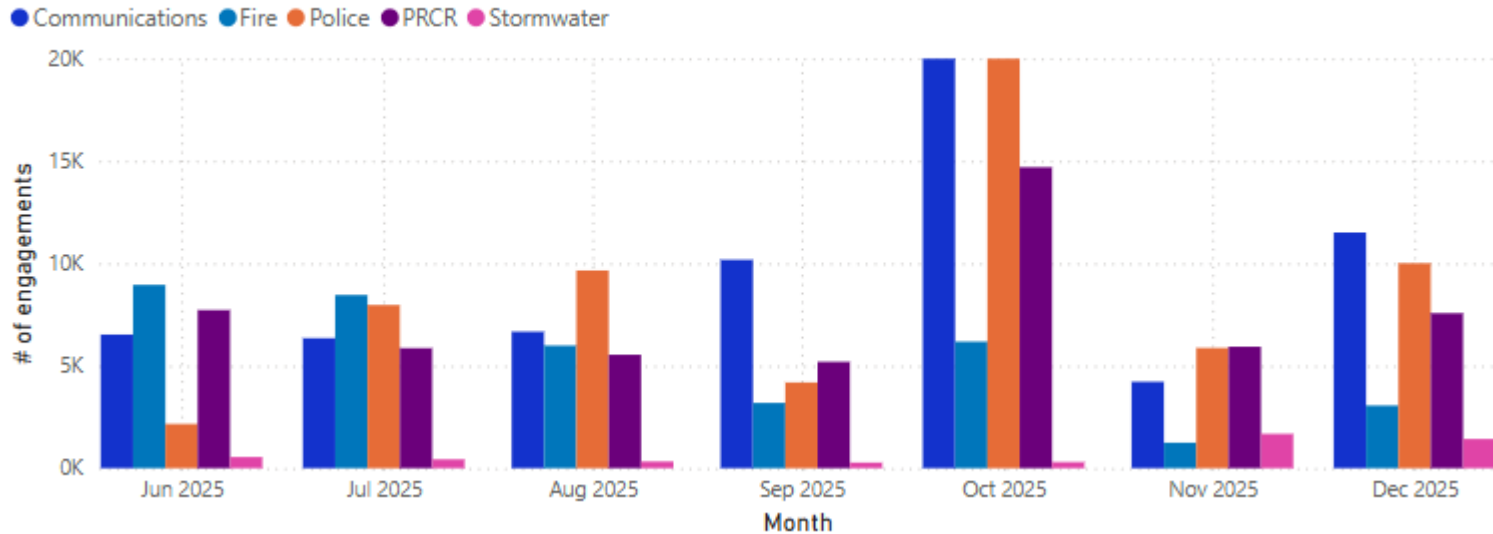
Visit the Town of Morrisville Strategic Performance Dashboard!

<https://opendata.morrisvillenc.gov/pages/spdashboard/>

Engagement Rate with Town Social Media Profile Posts (Calendar Year)



# of Engagements with Town Social Media Platforms



# Department Goals and KPIs – Social Media (2 of 2)

Visit the Town of Morrisville Strategic Performance Dashboard!

<https://opendata.morrisvillenc.gov/pages/spdashboard/>

Median # of Engagements with Posts on Town Social Media Platforms (CY)



**Choose a network to see individual site level trends!**

Network

- Facebook
- Instagram
- LinkedIn
- X
- YouTube

Month by Month Net Audience Growth (CY)



**What does this mean?**

Audience growth; the increase in the number of individuals interacting with our engagement efforts, is an important metric for understanding the reach of our online communication. A larger audience means we are connecting with more individuals; making it easier to spread important information to our community!

# Department Goals and KPIs – Rep'd

Visit the Town of Morrisville Strategic Performance Dashboard!

<https://opendata.morrisvillenc.gov/pages/spdashboard/>

Rep'd Video Engagement Platform integrated with Ask Morris providing website visitors with an engaging search tool

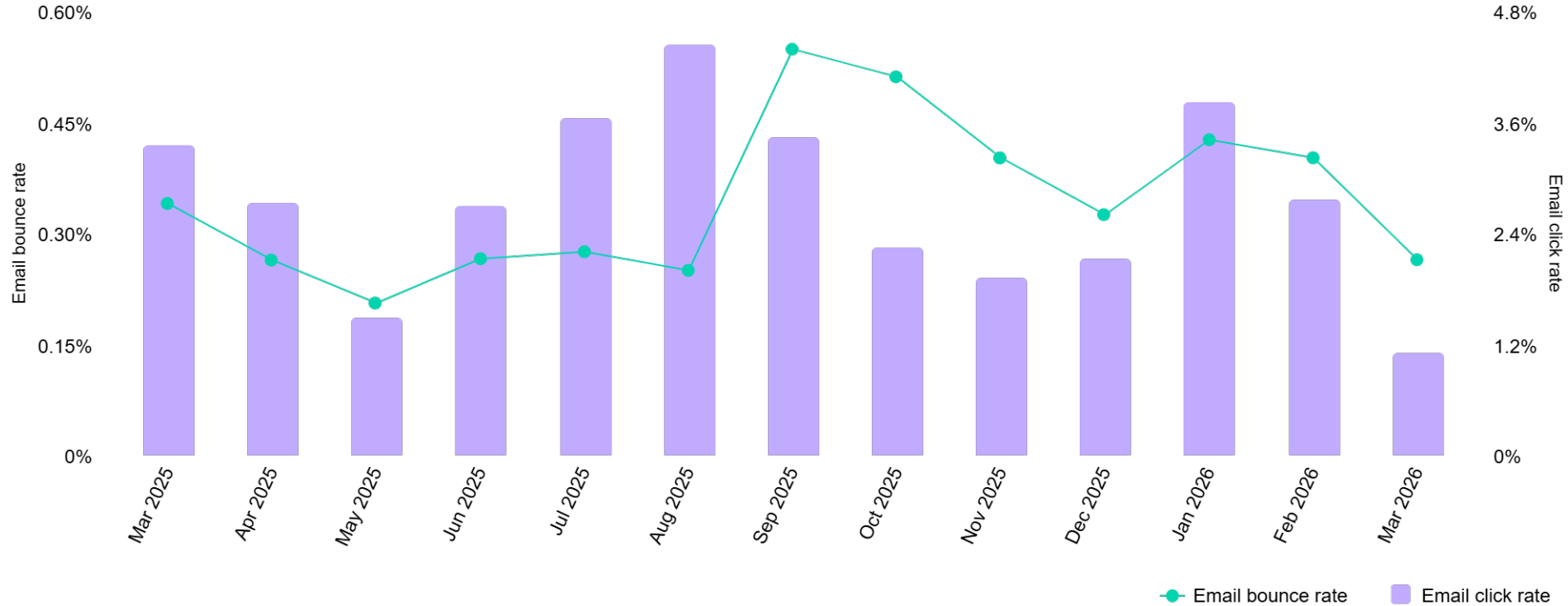


Total Rep'd Video Views	Avg. Watch Time	Completed Watch Rate %	Engagements	Queries
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November 2025				
27	1:09	82.6%	973	194
December 2025 ( <i>integrated with Ask Morris AI Chatbot</i> )				
44	1:17	63.3%	992	294
January 2026				
35	1:33	85.7	870	209
February 2026				
48	1:44	76.3%	792	341

# Department Goals and KPIs – Email (1 of 2)

Visit the Town of Morrisville Strategic Performance Dashboard!

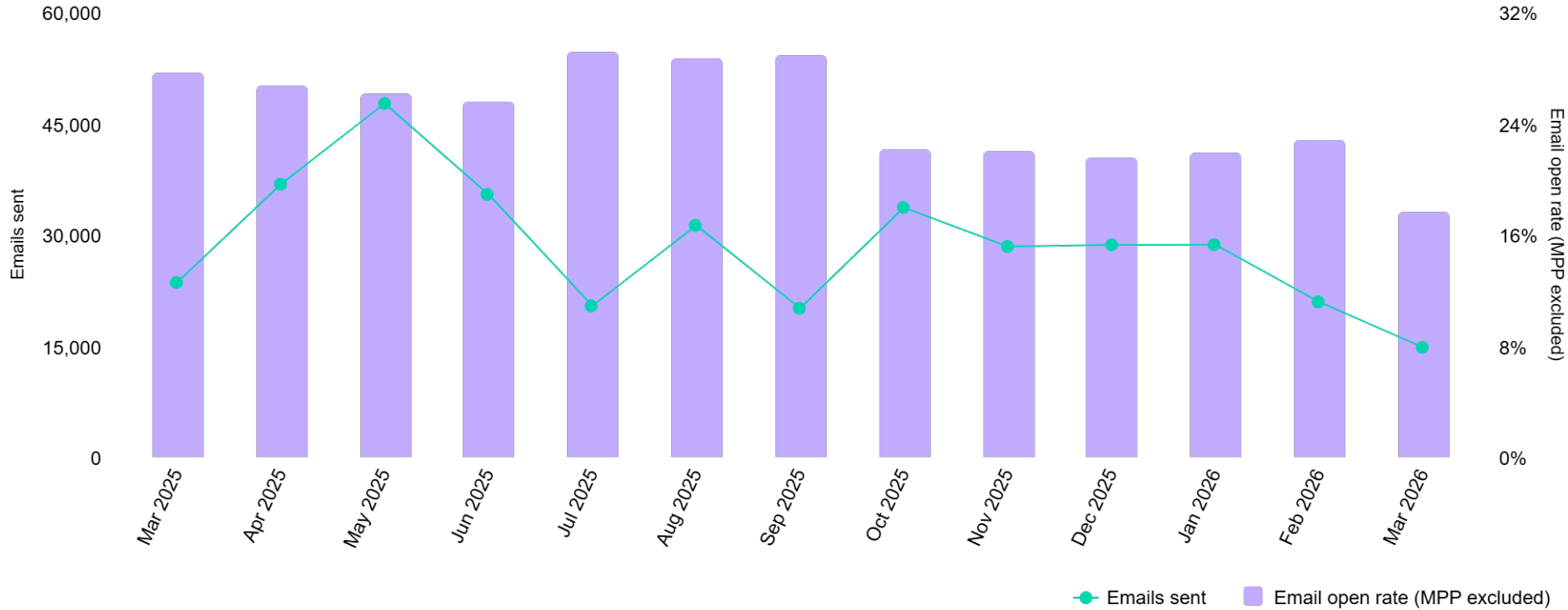
<https://opendata.morrisvillenc.gov/pages/spdashboard/>



# Department Goals and KPIs – Email (2 of 2)

Visit the Town of Morrisville Strategic Performance Dashboard!

<https://opendata.morrisvillenc.gov/pages/spdashboard/>



# Current Challenges

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- Community expectations for clarity of information and responsiveness are high for relatively small staff team
- Continued management of “information overload” – balancing volume and timing of multiple, competing messages
- Continuous monitoring of social media, constant need for responses/engagement
- Evaluation of evolving technologies within department roles and within organization
- Adjustment in procedures, addition of tools/resources, and some staff transition over time has led to staff need to identify/recreate procedural information for further reference

# Current Opportunities

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- Building standardized communication protocols across the organization
- Staff desire to seek professional development to grow and expand in their current roles and beyond
- Broadening and maintaining external stakeholder engagement groups
- Observed and recommended options for restructure of workload within positions and within department to provide better alignment of skills and workload balance
- Tool and resource enhancements to provide more effective and efficient ways to work

# Perspectives we consider

## Equal Access

- Review all communication products for equity and accessibility
- Ensure availability across multiple mediums so that all residents have equal opportunity to access
- Ensure communication products are written at an accessible level for all – in clear, concise and straightforward language – and distributed in methods that are open and accessible to all cultures.



## Language Access Plan

- Provide an over-the-phone interpretation line for Public Safety Agencies including Fire and Police
- Tested and implemented “Pocketalk” translation devices within the Police Department
- Facilitated cultural training to Town Staff in partnership with the Hindi Vikas Mandal
- Facilitated translation of over 55 documents in 7+ languages
- Continue to work with departments to identify and translate “vital documents,” and designing/printing language accessible signage for Town facilities
- Designed Morrisville LAP-branded materials to share with staff and distribute at outreach events

# Perspectives we consider - Continued

## Sustainability & Fiscal Responsibility

- Review and seek opportunities to demonstrate department commitment to sustainability
- 2025
  - Successfully implemented digital business cards to replace paper business cards
  - Discontinued printing hard copy New Resident packet and information and distribution by staff; replaced with a QR-coded post card that is mailed monthly
  - Connection Newsletter was migrated from three times per year to bi-annual, and distribution converted to digital format.
    - Residents may still “opt-in” for mailed newsletter – 56 requested to continue receiving via mail
    - Hard copies remain available by request and in limited quantities at Town facilities

# Engage with us!

Website: [morrisvillenc.gov](http://morrisvillenc.gov)



Department sites for Morrisville Fire, Morrisville Parks, Recreation and Cultural Resources, Morrisville Police, and Morrisville Stormwater are also available



# QUESTIONS?



# Morrisville

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Communications & Outreach

## Strategic Communications Plan FY2026 – FY2029

Erin L. Hudson  
Communications & Outreach Director  
March 2026

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## **Strategic Communications Plan Overview**

The purpose of this Strategic Communications Plan is to clearly define the goals, objectives, initiatives, audiences and tools the Town of Morrisville will use when communicating with all stakeholders. The plan ensures the Morrisville story is told effectively, and engagement between the Town and the community is implemented in an accurate, timely, effective, open and inclusive manner. The plan will identify further opportunities to share the Town's messages and distribution methods for enhanced clarity.

Transparent and open communication is a basic obligation of local government and an essential component of public service. Communicating with residents, businesses, and visitors to our community is vital to the ongoing success of Morrisville. Through consistent and engaged communication, Morrisville can continue to see informed community participation, enhanced focus on community needs and services, enhanced community engagement and improved overall livability.

Communications & Outreach aims to increase all stakeholder engagement, both internal and external, and community understanding of Town services, initiatives and resources available. This can be achieved through the delivery of accurate and timely information, increased two-way engagement, and Americans with Disabilities Act (ADA) compliance, and standardized processes for consistency.

The Strategic Communications Plan is designed to align with the Connect Morrisville Strategic Plan approved by Town Council on July 22, 2025, for FY2026 to FY2029.

## Town of Morrisville Overview

Morrisville is in Wake County, outside the capital city of Raleigh, and is adjacent to Research Triangle Park (RTP). At just over nine square miles, and with a population estimated just over 34,000 as of October 2025, it continues to be one of the most diverse towns in North Carolina. Morrisville is viewed as a desirable location for people to live, work, play, and visit and was previously recognized as an All-America City in June 2021, one of only 10 communities nationwide to earn that distinction.

In 2025, Morrisville received the following recognition:

- #1 of 185 Best Suburbs for Young Professionals in NC
- #2 of 509 Best Places to Live in NC
- #2 of 185 Best Suburbs to Live in NC
- #3 of 509 Best Places to Raise a Family in NC
- #3 of 185 Best Suburbs to Raise a Family in NC
- #5 of 355 Places with the Best Public Schools in NC
- #5 of 185 Suburbs with the Best Public Schools in NC

These accolades reflect the warm, community connection that residents say make Morrisville so unique. The community is being further enhanced by the Town Center, which broke ground in September 2025, which will create a downtown destination that will include a Town Green, amphitheater, and a mix of cottage-style retail. The broader Town Center District includes the Morrisville Community Library, the Morrisville Dog Park, Indian Creek Trailhead and playground, and the Western Wake Farmers Market and Community Education Garden.

Morrisville's proximity to RTP – a national hotbed of technological development, hosting over 385 companies and 55,000 workers with more than \$6 billion of research investment, along with other national and world-wide companies, influences the Town's economy and demographics. With highly skilled, professional and technology-based industries, particularly with the recent expansion in life sciences and advanced manufacturing, Morrisville's population is diverse, affluent and highly educated. As a result, the local median household income is now \$125,396<sup>1</sup>, almost 70% higher than the state average of \$73,958<sup>2</sup>.

Morrisville is close to both Raleigh and Durham and is easily accessible by Interstates 40 and 85, offering residents access to amenities found in larger cities. The Town is conveniently located within 10 minutes of the Raleigh-Durham International Airport (which is also growing), offers a node-based Morrisville Smart Shuttle, and works closely with regional partners to enhance and establish

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<sup>1</sup> U.S. Census 2024 Estimates

<sup>2</sup> 2024 American Community Survey Estimates

additional transit and mobility options.

The Wake County Public School System (ranked #4 of 115 Best School Districts in North Carolina 2026 by Niche.Com) provides excellent educational opportunities for Morrisville families, including the Wake Early College of Information and Biotechnologies, and Morrisville's first high school, set to open in Fall 2027. Wake Technical Community College's RTP Campus is located in Morrisville, and residents are within 30 minutes of several major public and private colleges and universities, including Duke University, UNC-Chapel Hill, North Carolina State University, Durham Technical Community College, Meredith College, North Carolina Central University, William Peace University, Saint Augustine's College, and Shaw University.

People visit and stay in Morrisville because of the superb quality of life. Town Council, staff, residents, stakeholders, and volunteers are committed to maintaining Morrisville as a mid-sized community that maintains its small-town charm. Morrisville is a warm and welcoming community, validating the Town's ideology and philosophy, "Live connected. Live well."

Morrisville is a place where diverse people and businesses connect to a world of opportunity – and we are all better for it.

## **Department Mission and Strategic Alignment**

### The Communications & Outreach Department Mission

To foster relationships with those who live, work, visit, and engage in our Town through transparent, effective, and ongoing communication.

### Town of Morrisville Mission

Connecting our diverse community to an enhanced quality of life through innovative programs and services.

### Town of Morrisville Vision

A sustainable and thriving community that celebrates diversity and inclusion while enhancing the well-being of people who live, work and play in Morrisville.

### Town of Morrisville Values

Dedication – Integrity – Courtesy – Innovation

### Town of Morrisville Goal Alignment

#### Goal 3: Engaged, Inclusive Community

Obj. 3.1 – Validate Community interests/desires/needs

Obj. 3.3 – Enhance communication tools to increase involvement in activities, programs and opportunities for public engagement and collaboration

Obj. 3.4 – Create and promote both a community and staff environment that is welcoming to, inclusive of, and values diverse populations and perspectives

#### Goal 6: Operational Excellence

Obj. 6.1 – Enhance community-facing programs and services

Obj. 6.3 – Enhance efficiency and productivity opportunities for staff

#### Goal 7: Organizational Resiliency

Obj. 7.1 – Enhance communication tools to increase involvement in activities, programs and opportunities for public engagement and collaboration

## **Communications & Outreach Department Overview**

The Communications & Outreach Department's goal is to be open, honest, and transparent with all stakeholders. We do that through the provision of accurate, clear, concise, proactive, and timely information to our community, including residents, businesses, Town employees, Town Council, news media, and visitors.

The Communications & Outreach Department is responsible for the production and/or dissemination of information about Town operations and related business, as well as dissemination of information in coordination with the Town's strategic partners. We focus on interdepartmental coordination and collaboration, community outreach and engagement, social media, public relations, interpretation and translation, and the Town website.

Communication is a critical component of the Connect Morrisville Strategic Plan, illustrated throughout various goals, objectives and initiatives. An engaged, inclusive community is informed, feels valued and will desire to be a collaborative partner with the Town.

## **Department Structure & Responsibilities**

### **Communications & Outreach Director**

- Develops and plans comprehensive communications, long-range and strategic initiatives
- Supervisory responsibility for all department staff
- Assists with photography, videography, copy writing and copy editing
- Primary spokesperson for the Town

### **Public Information Officer**

- Lead role for website coordination and management
- Coordinates weekly e-newsletter and bi-annual digital newsletter
- Secondary spokesperson for the Town
- Assists with videography, video editing, copy writing and copy editing

### **Social Media Coordinator**

- Lead coordinator for Town/primary social media channels; oversight for department social media channels
- Assists in Communications promotion of Town special events
- Assists in special project work as assigned
- Assists with graphic design, photography, videography, video editing, copy writing and copy editing

### **Community Relations Liaison**

- Primary liaison to HOAs and faith-based organizations within community; maintains/manages relevant databases
- Assists with specific annually recurring projects, i.e. Creek Week
- Assists Economic Development/Small Business in outreach and promotion of events
- Assists with graphic design, photography, videography, copy writing and copy editing

### **Communications Specialist**

- Lead coordinator for Language Access Plan (LAP), related training, and management of translation and interpretive tools
- Assists in special project work as assigned
- Assists with graphic design, photography, videography, copy writing and copy editing

## Department Structure & Responsibilities – Proposed FY2027 and Beyond

Following ongoing assessment of staff work, independent roles, overlapping work, and prioritized long-term needs for the Communications & Outreach Department, the Communications & Outreach Director shared a proposed restructuring as part of the FY2027 Department Budget Review. The proposed restructuring of current positions and roles would better balance current workloads and provide long-term efficiencies to support ongoing and future work.

### Communications & Outreach Director

- Develops and plans comprehensive communications, long-range and strategic initiatives
- Supervisory responsibility for all department staff
- Assists with copy writing and copy editing
- Serves as primary Public Information Officer and primary spokesperson for the Town

### Communications Manager – Former Social Media Coordinator - Proposed

- Lead role in coordinating staff within Communications to evaluate, develop, plan, coordinate, and implement marketing and program design needs for events
- Lead responsibility for management of Communications Digital and Physical Asset inventory
- Lead responsibility for management of the Town Brand
- Supervisory responsibility for Communications Graphics Specialist
- Supports graphic design, photography, videography, video editing, copy writing and copy editing as needed
- Serves as backup Public Information Officer and secondary spokesperson for the Town
- Acts as Communications Director in their absence

### Website Coordinator – Former Public Information Officer - Proposed

- Lead role for all website coordination and management amongst internal and external stakeholders
- Serves as ongoing compliance manager for site and documents (ADA, WCAG, LAP and Town Brand compliance)
- Lead role for staff training on effective web communications and user access
- Supports photography, videography, copy writing and copy editing as needed

Communications Graphics Specialist – Former Community Relations Liaison -  
Proposed

- Lead role for graphic design, photography, photo editing, videography, video editing
- Lead coordinator for Town/primary social media channels; oversight for department social media channels
- Collects and analyzes data for compilation of Town statistical reports and demographics
- Assists with copy writing and copy editing

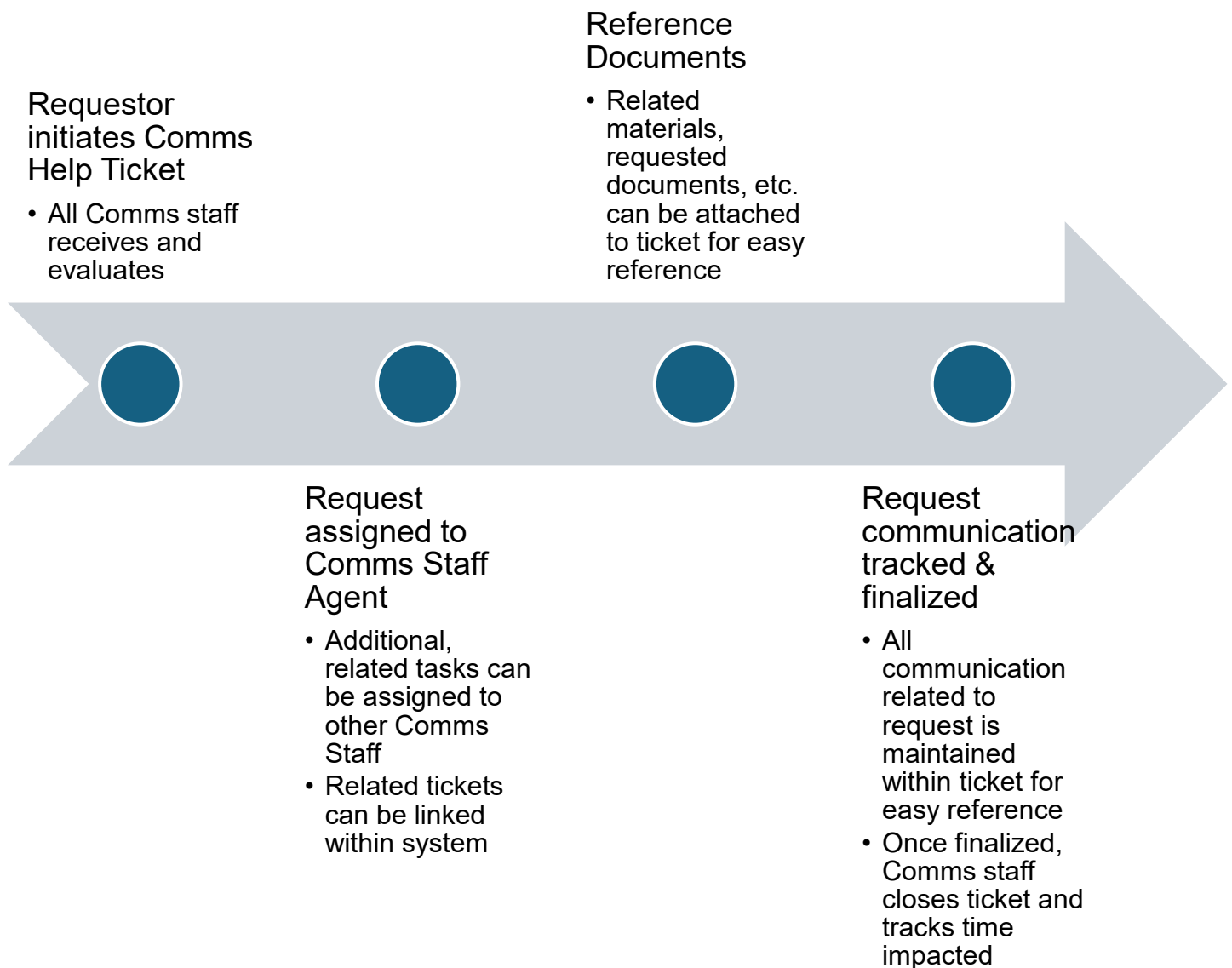
Communications Specialist – Enhanced Responsibilities

- Lead coordinator for Language Access Plan (LAP), related training, and management of translation and interpretive tools
- NEW - Primary liaison to HOAs and faith-based organizations within community; maintains/manages relevant databases
- NEW - Assists Economic Development/Small Business in outreach and promotion of events
- NEW - Coordinates weekly e-newsletter and bi-annual digital newsletter
- Supports graphic design, photography, videography, copy writing and copy editing as needed

## Processes & Workflows

Communications & Outreach serves as an organizational support partner to all staff and elected officials, available for all needs from collaborating on project tasks to facilitating with the media.

We implemented a “CommsHelp” ticket system in July 2025 to help facilitate collaboration and coordination between the Communications & Outreach team and interdepartmental staff. The ticketing system allows all members of the team to receive notification with each request, determine how to best allocate current resources or capacity, assign tasks, assess time involved with each request, determine any patterns in requests to understand if additional training or education may be needed, or if additional tools may need to be explored.



## Communication Channels & Tools

Communications & Outreach serves the organization and broader community through a variety of channels and public-facing distributions and utilizes several systems and tools to help us create and manage messaging.

<b>Channels (Digital unless otherwise noted)</b>	<b>Tools</b>
Email	Outlook Mailchimp – Large distribution groups or high volume of emails in short period of time
Events	Fliers/Brochures – Hard copy as requested Signage – Digital, graphic, or hard copy as requested
Newsletters	Connection Newsletter Bi-Annual – <i>Hard copy available upon request</i> HOA Monthly e-Newsletter Next Week in Morrisville Weekly e-Newsletter
Social Media	Social media ( <i>Staff uses software tools to manage all accounts collectively</i> ) <ul style="list-style-type: none"> <li>• Town of Morrisville: Facebook, Instagram, X (formerly Twitter), LinkedIn, YouTube, Nextdoor</li> <li>• Fire: Facebook, Instagram, LinkedIn</li> <li>• Parks: Facebook, Instagram</li> <li>• Police: Facebook, X (formerly Twitter), LinkedIn</li> <li>• Stormwater: Facebook, X (formerly Twitter)</li> <li>• Paid advertising – Use determined on case-by-case basis</li> </ul>
SMS Text Alerts	Enabled through 3 <sup>rd</sup> party software; recipients may opt-in or opt-out for specific uses
News Outlets	Interviews (print, radio, online, TV) Press Releases/Media Advisories
Website	QR Codes Rep'd Videos <ul style="list-style-type: none"> <li>• Merged December 2025 with Ask Morris ChatBot; hosted on website</li> </ul> Traditional Town Calendar Special Events Calendar

As Requested	<p>Banners (designated uses and locations)</p> <p>Evaluations</p> <ul style="list-style-type: none"> <li>• Digital Analytics (social media insights, website analytics, help ticket analytics)</li> <li>• Surveys (digital, hard copy, or in-person)</li> <li>• Polls (digital, hard copy, or in-person; not a formalized survey)</li> </ul> <p>Graphic Design</p> <p>Interpretation &amp; Translation services (LAP)</p> <p>New Resident Welcome Info – post card and website content</p> <p>Photography</p> <ul style="list-style-type: none"> <li>• Camera equipment</li> <li>• Professional backdrop, lighting, flash, and filter tools used to produce content</li> </ul> <p>Staff training</p> <ul style="list-style-type: none"> <li>• Media interaction</li> <li>• Social media</li> <li>• Website</li> </ul> <p>Videography</p> <ul style="list-style-type: none"> <li>• Mobile tool with Bluetooth connectivity (easily controlled through mobile device)</li> <li>• Software tool used to edit and produce content</li> </ul>
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**See Appendix A for further detail on Communications tools**

## **Target Audiences**

- Residents (including underserved and multilingual communities)
- Businesses (current and potential)
- Homeowners Associations (HOA), faith-based groups and neighborhood leaders
- Town of Morrisville Advisory Committees
- Media
- Visitors and tourists
- Partner agencies and jurisdictions
- Internal staff and leadership
- Town Council

## **Key Messages**

- Sustainable, livable community growth through thoughtful and responsible planning.
- Public safety preparedness through operational readiness, prevention and education.
- Engaged, inclusive community through events, open forums, polls, surveys.
- Community mobility through enhanced accessibility and connectivity.
- Economic prosperity by supporting a business-friendly environment.
- Operational excellence through a highly skilled, and effective workforce.
- Organizational resiliency through adaptability and preservation.
- Proactive sharing of information for a transparent, accessible government.

## Department Goals, Initiatives, Outcome Measures & Key Performance Indicators

### Communications & Outreach Department Strategic Plan Goals

GOAL 1: Enhance end-user experience of communication tools	GOAL 2: Enhanced Language Access Plan programming
INIT. 1: Comprehensive redesign of morrisvillenc.gov and rollout marketing plan to public.	INIT. 1: Continue to identify areas of need at Town facilities and with first responders for interpretation services.
INIT. 2: Further engage and enhance two-way communications with residents via Rep'd video platform.	INIT. 2: Collaborate with Town staff to identify vital documents and facilitate their translation into the four core languages.
INIT. 3: Social media posts driving engagement and meaningful communications with stakeholders.	INIT. 3: Identify and assess current and potential accessibility tools such as the Morrisville Central mobile app, handheld devices.
INIT. 4: Refined Town Brand Standards Guide to foster a consistent experience that builds trust and loyalty with our stakeholders.	INIT. 4: Identify opportunities for community engagement and outreach to promote awareness of Language Access Program.
OM 1: Leverage Google Analytics and Granicus to gain analytics and metrics on high-traffic areas and adjust/optimize content on low performing sites.	OM 1: Track rate of translation/publication to website or making publicly available as measure of effectiveness
<i>2026 Status: Staff obtaining data for evaluation</i>	<i>2026 Status: Continually working with departments to identify and translate "vital documents," and designing/printing language accessible signage for Town facilities</i>
OM 2: Website resident/user satisfaction rate over time	OM 2: Frequency of engagement in translation/interpretation services - AND- languages most frequently engaged
<i>2026 Status: Brief website user satisfaction poll conducted in early 2026, but broad user satisfaction survey work not yet begun; Staff anticipates facilitating the next Community Survey using a statistically significant survey tool this summer to gauge resident satisfaction</i>	<i>2026 Status: Staff utilize translation services provider through established vendor contract</i>

OM 3: Social media posts and resulting engagement	
<i>2026 Status: Information is being shared on the Strategic Performance Dashboard</i>	
OM 4: Timeliness on sharing information that impacts our community (typically public safety issues but could be others)	
<i>2026 Status: Open click rate and response(s) from Mailchimp</i>	

### Key Performance Indicators

Sub-measures that help staff measure and gauge performance.

MEDIA COVERAGE	
News Releases	The number of releases reacted to by the media
News Sentiment	The sentiment of mentions, articles or interviews published by the media – positive, negative or neutral
Reach	The reach of advertisements and news stories in media outlets. Examples include ads and news stories in print and online and the number of people who saw it based on the number of publications printed or the number of people who visited the webpage where the content is located
E-NEWSLETTERS	
Subscribers	The number of people who have signed up to receive the communication
Open Rate	The average percentage of recipients who open the email or notification
Click-Through Rate	The average percentage of recipients who click on an active link within the email or publication
WEBSITE	
Unique Visits	The number of distinct individuals visiting the site
Page Views	The number of times a page on the site has been viewed
Top Pages	The pages that are visited most frequently
Bounce Rate	The percentage of people that navigate away from the site after only viewing one page. A lower bounce rate means that people are exploring the page and finding the information they need.
Search Terms	The more frequently a term is searched, the more likely it is that visitors are not finding what they need and suggest it may need to be displayed more prominently.
SOCIAL MEDIA	
Followers	The number of people who subscribe to, and follow, the Town's pages.
Engagement	The number of people who interact with the Town's pages including likes, comments, tags, or shares
Reach	The number of people who saw the Town's posts
OTHER	
Council feedback	
Video views	
Tracked participation in Town polls and surveys	

## Department Assessment

### Challenges

- Community expectations for clarity of information and responsiveness are high for relatively small staff team
- Continued management of “information overload” – balancing volume and timing of multiple, competing messages
- Continuous monitoring of social media, constant need for responses/engagement
- Evaluation of evolving technologies within departmental roles and within the organization
- Adjustment in procedures, addition of tools/resources, and some staff transition over time has led to staff need to identify/recreate procedural documentation for further reference

### Opportunities

- Building standardized communication protocols across the organization
- Staff desire to seek professional development to grow and expand in their current roles and beyond
- Broadening and maintaining external stakeholder engagement groups
- Observed and recommended options for restructure of workload within positions and within department to provide better alignment of skills and workload balance
- Tool and resource enhancements to provide more effective and efficient ways to work

## Perspectives for Consideration



### Equity & Accessibility

Communications & Outreach staff reviews all communication products ensuring availability across multiple mediums so that all residents have equal opportunity to access. Staff ensures communication products are written at an accessible level for all – in clear, concise and straightforward language – and distributed in methods that are open and inclusive to all cultures.

### Language Access Plan (LAP)

Since the adoption of Morrisville’s LAP in 2024, and the addition of a Communications Specialist to the Communications & Outreach Department in July 2025 to provide full-time oversight to the LAP, staff have made significant efforts towards accessibility and language equity for residents through the following steps:

- Provided an over-the-phone interpretation line for public safety agencies, including Morrisville Fire and Police
- Tested and implemented “Pocketalk” devices within the Police Department – handheld devices that support real-time, two-way translation in over 92 languages
- Facilitated cultural training to Town Staff in partnership with the Hindi Vikas Mandal
- Facilitated the translation of over 55 documents in 7+ languages
- Continually working with departments to identify and translate “vital documents,” and designing/printing language accessible signage for Town facilities
- Designed Morrisville LAP-branded materials to share with staff and provide for distribution at outreach events.

Completed recommendations from the Language Access Plan include:

- Providing Cultural Training for Town staff.
- Printing and designing signage and cue cards for all Town buildings and facilities.
- Translation and identification of vital documents.
- Utilizing interpretation services and technology.
- Marketing and promotion of the Language Access Plan.

Language access in Morrisville is no longer a project or initiative to be explored, but rather it is a fully incorporated aspect of staff's work. All departments are aware of the responsibility we have to ensure our information is accessible to the community we serve - and that responsibility does not end with documentation – but begins with the languages each of us is most comfortable communicating.

#### Sustainability & Fiscal Responsibility

Communications & Outreach staff seek opportunities to demonstrate our commitment to sustainability. In 2025, we successfully implemented digital business cards to replace paper business cards and discontinued hard copy New Resident packet distribution to be replaced with a QR-coded post card. The Connection Newsletter was migrated from three times per year to bi-annual in 2025, and distribution converted to digital format. Hard copies remain available by request and at select Town facilities.

#### **Summary**

Through the processes and plans outlined herein, the Communications & Outreach Department will continue to support all stakeholders through open, honest, and transparent communication. We will continue to share information that is accurate, clear, concise, proactive, timely, and accessible to all in our community, including residents, businesses, Town employees, Town Council, news media, and visitors.

**APPENDIX A – Communications Tools Detail Chart**

<b>Comms Tool</b>	<b>Estimated Reach</b>	<b>Frequency</b>	<b>Lead Time</b>	<b>Suggested Use</b>	<b>Distribution Format</b>	<b>Resources/ Notes</b>
5 W's (Who, What, When, Where, Why)	Comms Team (5 staff)	ALL	5 business days	ALL	n/a	Communications Program 5 W's Form
Connection Newsletter	Print – 50 Digital – 301 Posted on website	2x/year	6 weeks; notifications about deadlines are sent to staff	Short articles covering recent or upcoming Town events/programs/ initiatives, quarterly calendar of events/mtgs; Short DYK or ads (sign-ups for social, etc.)	Digital	Archived Issues for content reference available on Town Website
Website	Varies, greatly depending on website page. Site receives 2,000-4,000 visits per week. Wed., Tues., Mon., and Thur. receive the most traffic	As needed. Website includes news, closings, public notices, splash pages and landing pages.	At least 3 business days UNLESS there is an immediate closing or delay.	Parent source for all Town information.	Digital	Website Redesign launched 10/6/25* <i>*Suggest no material content changes within first 6 months of launch to track usage</i>
Email Distribution Lists	HOA – 161 Small Business – 419 Special Event Invitations - varies	HOA – Monthly newsletter (approx. 15 <sup>th</sup> ) and as needed announcements Small Business – Monthly newsletter and as needed announcements	At least 3 business days	Share information with large volume of users at specific time or referencing specific topic	Digital	
Welcome Packet (New Resident)	Average 100 new residents monthly	Monthly	At least 5 business days; post card delivery w/ QR Code	Share Town information to new Morrisville residents	Printed	QR code links to website information

<b>Comms Tool</b>	<b>Estimated Reach</b>	<b>Frequency</b>	<b>Lead Time</b>	<b>Suggested Use</b>	<b>Distribution Format</b>	<b>Resources/ Notes</b>
Next Week in Morrisville (NWIM) e-Newsletter	3,749 email addresses (opt-in)	Weekly, emailed on Friday afternoon	Information must be received by 9 a.m. Friday, unless otherwise noted	Share timely information for upcoming week; road closures, development notice	Digital	Info links to website as parent source of info
Facebook	10,000 followers	5-10 posts/week	At least 3 business days	Local info; timely public service updates/alerts (road closures/development notice); DYKs/public education; community engagement (holidays, events, survey promotion, etc.)	Digital	Social Media Coord. Builds annual content calendar  Info links to website as parent source of info
X	5,950 followers	3+ posts/day	At least 3 business days	Breaking news; government/local media engagement; emergency updates; link to longer updates provided elsewhere; hashtags; tag partner agencies	Digital	Info links to website as parent source of info
Instagram	5,653 followers	5-10 posts/week	At least 3 business days	Visual/graphic; event recap/highlights; can be interactive w/ polls/quizzes; Millennial/Gen Z preference	Digital	Info links to website as parent source of info
Nextdoor	12,532 followers	1-2 posts/week	At least 3 business days	Local/neighborhood-based; resident concerns; hard to reach groups; neighborhood-specific alerts; neighborhood Q&A; surveys/event promotion; road closures/development notices	Digital	Info links to website as parent source of info
LinkedIn	3,044 followers	5-10 posts/week	At least 3 business days	Econ Devel.; recruitment; business-focused; partner agencies/ government peers; awards	Digital	Info links to website as parent source of info

Comms Tool	Estimated Reach	Frequency	Lead Time	Suggested Use	Distribution Format	Resources/ Notes
Press Releases	Local media outlets, department heads, Town Council (73)	As needed	2 weeks out for planned events, urgent issues as needed	Press notification – <i>not Town notification</i>	Digital	
Graphic Design	Varies based on audience/needs	As needed	At least 5 business days (based on size)	Includes flyers, postcards, display pieces, logos, brochures, display boards, etc.	Physical/Digital	Cost for graphic design will be billed to requesting department
Digital Message Boards	Cedar Fork Community Center and MAFC	As needed	At least three business days	Event promotion; project notice; development notice/road closures	Digital	Cost for digital message board will be billed to requesting dept
Direct Mailings	14,100 households (all Morrisville residents)	Limited/ specified use; approximate cost (\$5,000 postcard mailer)	At least 10-20 business days (design, proof, approval, printing, and mailing)	Dependent on topic matter (road closures/development notice)	Physical	Cost for print and postage will be billed to requesting dept
Town Banner System	Nine (9) Banners placed throughout the Town	Banner locations are scheduled.	4-6 weeks for printing and scheduling	See guidelines	Physical	Town Banner Guidelines
Language Access/Translation Services	Varies based on requests. Similar to website and social media reach.	As needed	At least 2 business days to process the request, 2 weeks for a completed translation (not including edits).	Sharing information with larger communities, public notices, or essential information.	Digital or In-Person	Cost for translation requests will be billed to requesting department
Rep'd Video (short) *Ask Morris Chatbot	Avg. 736 engagements/month	As requested	At least one week for planned videos	Quick info share; response to inquiry; FAQ; Hot topics	Digital	Content should be 'evergreen' – does not change/update frequently

Comms Tool	Estimated Reach	Frequency	Lead Time	Suggested Use	Distribution Format	Resources/ Notes
YouTube Video (full-length)	1,230 subscribers	As requested	At least 2 months	Broader explanation; Council Mtg video archive; education/how-to; project updates; dept/employee spotlight; event highlights; bonus for playlists	Digital	
Photography	N/A	As requested	At least 1 week	Dependent on topic matter	Digital	
Videography	N/A	As requested	At least 1 week	Dependent on topic matter	Digital	
Survey	Varies; based on distribution methods chosen	Limit 1 per month; May restricted to Budget outreach survey ONLY	3-4 weeks prior to public launch; additional time required for translation needs	Submit Survey Proposal Form; Follow Survey Guidelines; avoid 'survey fatigue' & duplication of efforts	Digital	Survey Guidelines Survey Proposal Form
Ticket System	Comms Team (5 staff)	ALL	5 business days	ALL		
<b>UPCOMING</b>						
Podcast		Current goal: once a month	At least 2 months	Featured guests/speakers; specific topics	Digital	

# Town Council Agenda Item Report

Agenda Item No. 11.d

Submitted by: Brandon Zuidema

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Town Council Expenditures Rule

Brandon Zuidema, Town Manager

Work Session - March 10, 2026

Brief - March 24, 2026

Action - April 14, 2026

## **Recommendation:**

Adopt the Resolution establishing Town Council Rule 36, "Town Council Expenditures."

## **Updates/History of Briefing:**

Council reviewed and provided feedback on the draft rule at the March 10 Council meeting. Based on that feedback, the following highlighted changes have been made to the draft rule (all changes can be viewed in ATTH01 - Updated which is attached to this item; ATTH02 shows the updated policy with the changes accepted).

- Clarified that meal per diem is available and must be requested in advance of travel.
- Added the ability for Council members to be reimbursed for mileage (more than 50 miles from Town Hall) and/or the cost of travel to attend training.
- Added the ability for Council members to be reimbursed for parking while attending Town business.
- Clarified that memberships directly related to the role of the mayor would not count against the mayor's annual training allocation.
- Clarified that reimbursement will not be required from a Council member if they are ill or having extenuating circumstances that prevent them from attending scheduled training.
- Updated the terminology to clarify that Council members shall not be issued P-Cards.

Additionally, Council asked for a sample schedule of what Council activities for conferences, meetings, and training might include over the course of a year. That information is included in ATTH03.

## **Executive Summary and Background Information:**

During conversations at the January 2026 Council Retreat, Town Council raised questions regarding expenditure policies for the Town as a whole and particularly for policies addressing

Council member expenditures. During those conversations, Council reiterated their commitment to transparency in the expenditure of Town funds, emphasized the importance of equity and consistency among the Council members, and focused on the use of Town funds to support the Town's implementation of Council's vision and strategic goals and priorities.

After those conversations, Council gave direction to the Town Manager to draft a rule (policy) that would provide direction for Council expenditures of Town funds while emphasizing transparency for the community. A draft policy is attached (ATTH01) and will be discussed with Council. Following that feedback, this item will be brought back on March 24 for a briefing with any requested changes and then, with Council's direction, it will appear on the April 14 consent agenda for approval.

**Advisory Board/Committee Review:**

None

**Insert Date of Advisory Board/Committee Review:**

**Advisory Board/Committee Recommendation and/or Vote:**

None

**Potential Options:**

Adopt the Resolution establishing Town Council Rule 36, "Town Council Expenditures."

Request changes and adopt the Resolution establishing Town Council Rule 36, "Town Council Expenditures."

Do not adopt the Resolution establishing Town Council Rule 36, "Town Council Expenditures."

**Staff Recommendation:**

None

**ATTACHMENTS**

- [2026-89-0 RES Rule 36 Council Expenditures.pdf](#)
- [2026-89-0 ATTH01 Draft Council Expenditure Policy UPDATED.pdf](#)
- [2026-89-0 ATTH02 Draft Council Expenditure Policy UPDATED CLEAN.pdf](#)
- [2026-89-0 ATTH03 Sample Engagement Schedule.pdf](#)



**RESOLUTION 2026-89-0 OF THE MORRISVILLE TOWN COUNCIL AMENDING THE TOWN COUNCIL RULES OF PROCEDURE TO ADD RULE 36 ADDRESSING COUNCIL EXPENDITURES**

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**WHEREAS**, Town Council, during the January 2026 Council Retreat, discussed their interest in a Town Council policy to address Council expenditures as authorized in the annual operating budget; and

**WHEREAS**, staff has determined that such a policy would be most appropriately included as a rule in the Town Council Rules of Procedure; and

**WHEREAS**, the new rule, proposed as Rule 36, provides guidance to Town Council and staff on Council expenditures as a part of their official duties; and

**WHEREAS**, the rule identifies guidelines and requirements for Council to follow when expending Town funds; and

**WHEREAS**, the rule ensures that there is equity among Council Members in access to training and other resources to support their work as elected officials; and

**WHEREAS**, the rule ensures that all Council expenditures are transacted in a transparent manner consistent with established rules and guidelines.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby approves an amendment to the Town Council Rules of Procedure that adds Rule 36 to address Council expenditures and to ensure equity and transparency in those expenditures.

Adopted this the 14<sup>th</sup> of April, 2026.

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TJ Cawley, Mayor

ATTEST:

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Kayla Bertling, Town Clerk

## Rule 36 - Town Council Expenditure Guidelines

The purpose of this policy is to establish guidelines for the authorization of expenditures by Council members and the limitations associated with those expenditures. This policy aims to ensure fiscal responsibility, equity in resource allocation among all Council members, and transparency in spending by the Council and the Town.

All expenditures must be related to a public purpose, which in the context of Council spending includes activities that benefit the community and enhance the effectiveness of Council operations (including individual Council member knowledge and performance).

Council members are required to adhere to the travel policy established in the Town's *Comprehensive Fiscal/Financial Policies and Procedures* in the *Travel, Training, and Business Expenses* section. This policy will be provided to Council annually at the Council Retreat.

**Application:** This policy applies to all elected officials of the Town of Morrisville, including the Mayor and all Council members.

**Council Member Compensation:** As prescribed in Section 11 of the Town's Charter, Council members receive compensation for their service. This compensation is intended to cover incidental costs associated with their roles as Council members at the discretion of the individual Council member.

“Incidental Costs” include (but are not limited to) cell phones or cell phone service, Internet service, [television or streaming service](#), home office supplies, subscriptions to magazines or periodicals, routine travel expenditures (i.e. fuel, parking) not related to approved training and travel, and other items that may be used outside of regular meetings to support the work of a Council member.

**Expenditure Guidelines:** In addition to annual compensation, individual Council members are typically allocated funds within the Governing Body line in the General Fund. This budget is based on Council and staff recommendations and is approved by the Town Council during the annual budget process.

Allowable expenses typically include, but are not limited to, the following:

- Conference registration fees, lodging, and meals (based on approved per diem requested in advance), and transportation associated with pre-approved travel. Lodging, and meals, and transportation must comply with the guidelines identified in this policy.
- Transportation associated with pre-approved travel, including (but not necessarily limited to) airfare, bus, rental car, rideshare (most commonly Lyft or Uber), or train. Council members are eligible for mileage reimbursement if they drive their personal vehicle to an approved event or training that is more than 50 miles from Town Hall. Reimbursement will be paid at the current IRS reimbursement rate.

- [Parking cost while attending an approved conference, meeting, or training will be reimbursed by the Town upon the presentation of a receipt for the parking payment.](#)
- Professional memberships for individual Council members participating in associations that return benefit to the Council and/or Town based on their involvement. Examples include, but are not limited to, the following:
  - o National League of Cities
  - o NC Women in Local Government
  - o Wake County Mayors Association

These memberships are normally identified during the budget process with a cost and are then specifically acknowledged in the annual budget when approved. Expenses may not exceed the amount budgeted for this category of expenses. Any membership not included in the annual budget must be brought before Council for majority approval through a request to the Town Clerk.

[\(Note Exceptions:](#)

- o [Group memberships such as the Central Pines Regional Council and the North Carolina League of Municipalities are not considered an expenditure by any individual Council member.](#)
- o [Memberships directly related to the role of the Mayor such as the Wake County Mayors Association, the North Carolina Mayors Association, and the Metro Mayors Association are not considered an expenditure by the Mayor against their annual allocated funds.](#)
- Training registration fees:
  - o Training must be pre-approved through the annual budget process or must be deemed relevant to the role and responsibilities of a Council member by the Town Manager. If the Town Manager identifies a training request that is not deemed relevant, it will be brought to the full Council for approval.
  - o Pre-approved classes and categories of training are included in Appendix A (*Acceptable Training Classes and Programs*).
  - o Council attendance at classes and training will be tracked by the Town Clerk's office.
  - o [In the event a Council member does not attend a class they are registered for and does not make the Town Clerk's office aware they are not attending with enough notice to receive a full refund, the Council member is responsible for reimbursing the Town for any funds that were not recovered within 10 business days.](#)
  - o [In the event a Council member falls ill or has extenuating circumstances that result in them not attending a scheduled training class, reimbursement will not be required, and an effort will be made by staff to get a refund for the training.](#)
  - o Council members may only take a class one time (excluding annual ethics training) with Town funding; any additional registration for the same class is at the cost of the individual Council member.

The following are not allowable expenditures by a Council member:

- Expenditures for personal items.
- Expenditures not directly related to their role as a Council member.
- Tuition assistance or any expenditures related to the pursuit of a college degree or any training deemed not relevant to their role as a Council member.

Any single expenditure or any combination of travel and training expenses for a single trip by a Council member exceeding \$500 must either be pre-approved through the budget process or, if not specified in the budget, must receive pre-approval by the full Council on a Council meeting agenda.

Expenditures by Council members may not exceed the allocated annual budget. Any expenditure requested beyond the allocated budget requires prior majority approval from the full Council, to include identification of an alternate funding source in the budget by staff or a budget ordinance amendment appropriating fund balance with majority approval by the full Council.

***Equity in Resource Allocation:*** The annual budget for Town Council shall be implemented in a manner which ensures equity in resource allocation. Any adjustments to the adopted budget must be approved by the Town Council.

Each Council member will have the opportunity to request professional memberships as a part of the budget process. Should a new membership opportunity arise during the fiscal year, a Council member may bring a request to the full Council for consideration.

Each Council member will be provided an equal allowance for training and travel annually. It is at the discretion of each Council member to determine what training from the list in Appendix A they wish to attend. In the event an individual Council member expends all of their annual allowance and wishes to attend additional training, the Council member will need to bring that request to the full Council to seek additional allowance (which will come from unspent allowance from another Council member(s) or will require a budget amendment appropriating fund balance with majority approval by the full Council).

Exceptions to this include the following:

- Mandatory training such as ethics training and new Council member training and/or orientation are not counted against the individual Council member training and travel allowance.
- Group participation in the annual NCLM “City Vision” conference will not be counted against the individual Council member training and travel allowance.
- Other group participation can be exempted at the discretion of a majority of the full Council.

The Town Clerk shall provide the Council with a quarterly report of detailed expenditures for:

- Items from the discretionary funding in the annual budget (normally including but not limited to the *Dues and Subscriptions* and the *Travel and Training* lines in the Governing Body budget);
- Any supplies utilized by Council members (including business cards, Town branded clothing, pins, etc.); and
- Any other items requested by the Council or deemed noteworthy by the Town Manager.

**Payment & Reimbursement:** The Town Clerk's office is responsible for processing payments for all approved expenses. Payments will be made directly to vendors whenever possible. Council members ~~are not~~shall not be issued P-Cards.

Out-of-pocket expenses should normally be addressed by each Council member using their annual compensation. Any exceptions to this must be pre-approved by the Town Manager as being authorized in the annual budget and in compliance with this policy. Approved reimbursement requests will be processed upon submission of itemized receipts and appropriate documentation.

Council members are required to submit expense reports, including itemized receipts, to the Town Clerk's office within 30 days of incurring the expense. Staff will provide the necessary report templates to Council members.

**Reservations:** All reservations for travel, lodging, and conference registrations must be made through the Town Clerk's office. Council members must provide the necessary details and documentation to the Town Clerk's office at least 30 days in advance of the planned expenditure. Exceptions must be out of the Council member's control and must be approved by the Town Manager.

**Transparency in Use of Public Funds:** All expenditures by Council members shall be publicly disclosed. As noted above, the Town Clerk's office will complete a quarterly report detailing individual Council members' expenses as an administration report on a regular Council agenda.

The Town's Financial Services department will conduct an annual audit of Council members' expenses to ensure compliance with this policy. Any discrepancies or violations will be reported to the Town Manager and Town Council for review and action.

Council members are expected to adhere to the highest ethical standards and exercise sound judgment in the use of public funds. Any misuse of funds or violations of this policy will be subject to censure by the full Council and, where applicable, criminal charges.

**Policy Review and Amendments:** This policy shall be reviewed annually by the Town Council as a part of the budget process and amended as necessary to ensure its continued effectiveness and alignment with the Town's goals and objectives.

***Effective Date:*** This policy shall become effective immediately upon adoption by the Town Council.

## APPENDIX A – Acceptable Training Classes

The following classes have been deemed acceptable classes for Council members as they relate directly to the work of a Morrisville Town Council member. [Other courses may be requested by Council members in accordance with this policy.](#)

### UNC School of Government:

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## **Sample Schedule of Council Member Engagements**

**(This is not intended to relate to any one Council Member  
and is not intended to be inclusive of all Council Opportunities)**

### July

- Chamber of Commerce “Coffee & Connections”
- Red, White and Boom – Special Event

### August

- Chamber of Commerce “Coffee & Connections”
- Greater Raleigh Convention and Visitors Bureau (GRCVB) Annual Meeting
- Music in the Park – Special Event
- Regional Transportation Alliance (RTA) Brunch
- S’Morrisville – Special Event

### September

- Chamber of Commerce “Coffee & Connections”
- Chamber of Commerce Life Sciences After Hours
- Chamber First Responders Appreciation Event
- International Festival – Special Event
- Music in the Park – Special Event
- NC Mayor’s Association Summer/Fall Meeting

### October

- Boo Bash – Special Event
- Diwali Celebration – Special Event
- Movie in the Park – Special Event

### November

- Veterans Day – Special Event
- Veterans Memorial Foundation Walk/Run Fundraiser



## December

- Holiday Tree Lighting – Special Event
- Menorah Lighting – Special Event
- New Council Member Orientation - NCLM
- Newly Elected Council Member Ethics Training

## January

- Council Retreat
- RTA Annual Meeting

## February

- State of Morrisville
- NC Mayor's Association Winter Meeting
- Triangle Community Coalition Annual Meeting

## March

- Holi Celebration – Special Event

## April

- Movie in the Park – Special Event
- NC Mayor's Association Annual Meeting
- Peeps in the Park – Special Event
- Springfest – Special Event

## May

- Music in the Park – Special Event
- NCLM City Vision Conference (typically Tue-Thu)

## June

- Music in the Park Celebrates Pride – Special Event
- Music in the Park Celebrates Juneteenth – Special Event

# Town Council Agenda Item Report

Agenda Item No. 14.a

Submitted by: Brandon Zuidema

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Chamber of Commerce Annual Report

Christie Moser, MCOC President

## **Recommendation:**

Receive report and ask questions.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Per the Services Agreement in place between the Town and the Morrisville Chamber of Commerce, the Chamber will provide Town Council with an annual report in March. Chamber President Christie Moser will discuss the last year's activity and achievements for the Chamber with Town Council.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Receive report and ask questions.

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-112-0 ATTH01 Chamber Annual Report.pdf](#)

# MORRISVILLE CHAMBER UPDATE

March 2026

## Updates

- Hired new CPA last year. Jeff Weegar
- Creating a finance committee
- Office space at Wake Tech RTP Campus
- Created a Life Sciences committee
- Life Sciences Summit slated for 2027
- Switched chamber software to ChamberMate in November
- December Operating Results: Financial performance was favorable compared to budget by ~\$9,000. While revenues were slightly short of budget, most expense categories were favorable as spending was significantly below budget while chamber activities were limited around the holidays.

## Key Metrics

206

Members

21

Board  
Members

14

Ambassadors

48

Total  
Events in  
2025

## Member Potential (snapshot)

- Dewberry
- LS3P
- PPD
- Foundry Commercial
- Octagon
- Hanbury
- MacKenan Property Group
- Millenium Print Group
- Paymaster Pro
- The Umstead Hotel & Spa
- Bobbitt
- Brasfield & Gorrie
- Phoenix Commercial
- Novartis
- NC Life Sci
- Fount
- Milo's Cafe
- Seegar's Fence
- Rosati's Pizza
- New York Life
- The Assembly
- Two Men and a Truck
- Hana Group
- Swinerton

## New Members (since November)

- ARAPL RaaS International LLC
- Charles Schwab
- CNS Vital Signs LLC
- Community Emergency Medical Training and Preparedness (CEMTP)
- Exit Factor
- FocusCFO
- Hooters of Raleigh Airport
- Kare Good
- NAY Orthodontics
- Ovesco Endoscopy
- Perspire Sauna Studio Morrisville
- Sunrock Industries LLC
- The Evergreen Station
- TriProperties, Inc
- TrueTrust Partners, LLC
- Unity Beauty Global

## Town Partnerships - 2025

- June 11th: Sustainable Solutions for Businesses
- July 17th: HUB Workshop
- August 26th: Morrisville Business Voices: A Focus Group & Roundtable Discussion
- September 9th: Access to Capital Event
- October 29th: Structuring Your Business for Success - Legal and Financial Foundations with Charles Sexton & Ganesh Om
- November 12th: Small Business Resource Fair

## Events for 2026

- State of Morrisville, February
- Annual Meeting, April
- Golf Classic, June
- First Responders, September
- Coffee & Connections, Monthly
- Life Sciences After Hours, Quarterly
- Knowledgeable Network of Women, Quarterly
- Lunch & Learn "Expanding through Exports" with US Department of Commerce and SBTDC, March
- How to Start a Small Business Workshop, April
- Restaurant Roundtable, May
- C-Suite Conversations, May
- HUB/Small Business Workshop, July
- LAUNCH Morrisville, August-November
- Leadership Morrisville
- Member Orientation, Bi-annual
- Board Meetings, Monthly
- Ambassador Meetings, Bi-monthly
- Ribbon Cuttings
- After Hours
- Wake GPS with Cary Magazine/S&A Communications

A **Morrisville Candidates forum** - held in October 2025, potential for Commissioners in Fall 2026

A minimum of two (2) other **Public Policy Forums** –  
C-Suite & Town Forum May 2025, Wake GPS December 2025  
C-Suite Forum slated for May 2026, Wake GPS for 2026

A minimum of **four (4) industry-specific forums** and / or networking events -  
2025 - hosted Life Science Networking events at: RobotLab (March), King  
Street Properties (August), & plus Perk up Your Business Workshop (April),  
Cocktails with Contractors (July)

2026 - Life Sciences After Hours at SouthPort & Susteon March, Lenovo in  
June, Schneider Electric in August, & Ovesco Endoscopy in November

The Chamber will **survey** their members a minimum of once annually on key  
issues identified in advance by the Chamber and the Town.  
Survey is forthcoming in 2026. Completed 2 in 2025.

Designation of the Town as a Community Partner

**Connected Voices** (formerly Power of Inclusion) - this program is no longer  
included in 2026

**Knowledgeable Network of Women (KNOW)** - continues quarterly  
**Coffee & Connections** - monthly

**The Chamber Day Of Service** - is no longer a program

Added Town of Morrisville to the **President's Circle Visionary Level** which is  
promoted throughout the year

Small Business Resource Events 2025

June 17: Business Workshop - Strategic Clarity for Effective Planning

June 25: Navigating Employee Benefits

## Strategic Plan

We are going to be working on an updated strategic plan!

**EDUCATION & WORKFORCE DEVELOPMENT OBJECTIVE:** Partner with stakeholders to develop the talent that supports our rapid and competitive economic growth.

*In 2026, we will work with Life Sciences, Advanced Manufacturing, Wake Tech Community College & Morrisville's Economic Development department to support these efforts.*

**BUSINESS RETENTION, EXPANSION & ATTRACTION OBJECTIVE:** Support a thriving economy with sustainable growth in new and existing companies.

*Partnering with Governor Stein's office (Doug Warf) as he is the new business retention specialist for the State of NC. Slated to have him at C-Suite discussion in May.*

**SMALL BUSINESS & ENTREPRENEUR SUPPORT OBJECTIVE:** Cultivate opportunities for small businesses to launch, grow, and succeed.

*Continuing our numerous program offerings targeting small business in cooperation with Amelia Hosine at the Town. Launch Morrisville was very successful last year with 15 graduates. We will have a fall cohort for 2026.*

**PUBLIC POLICY & ADVOCACY OBJECTIVE:** Advocate on issues important to the Morrisville business community.

*We continue to partner with the Town, residents, and business owners to advocate for the community. The candidates forum is a way of educating constituents in the area.*

### **Dropped Members - since November (after software migration)**

- Bookkeeping helpers (retired)
- Deanna Jones Now
- The Diversity Movement
- NGH Scientific Consultants, LLC
- ICC Logistics Services, Inc.
- Zenaviv Inc.

# Town Council Agenda Item Report

Agenda Item No. 14.b

Submitted by: Brandon Zuidema

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Chamber of Commerce Services Agreement

Brandon Zuidema, Town Manager

Christie Moser, MCOC President

Brief - March 24, 2026

Action - June 9, 2026

## **Recommendation:**

Approve the Resolution agreeing to a Services Agreement with the Chamber of Commerce for FY2027-FY2029.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

The Town and the Chamber of Commerce agreed to a Services Agreement for FY2026; this followed a one-year Services Agreement that was adopted for FY2025. The FY2026 Services Agreement expires on June 30, 2026. Town and Chamber staff have collaborated on a review of the existing Services Agreement and are recommending minor adjustments to language in the Agreement to reflect changes in Chamber programming and the Chamber having sold the building at 260A Town Hall Drive to the Town. Town and Chamber staff are also recommending that the next Services Agreement be for a three-year window covering FY2027 - FY2029 given the efforts of the Chamber in meeting the requirements of the Services Agreement the past two years. There is not an increase proposed in the Town's annual support of \$50,000 for the Chamber. Town Manager Zuidema and Chamber President Christie Moser will share the recommend changes with Council at the March 24 Council meeting and will then propose adoption of the agreement on consent at the June 9 Council meeting (after the anticipated budget adoption at the May 28 meeting).

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

**Advisory Board/Committee Recommendation and/or Vote:**

None

**Potential Options:**

Approve the Resolution agreeing to a Services Agreement with the Chamber of Commerce for FY2027-FY2029.

Request changes and approve the Resolution agreeing to a Services Agreement with the Chamber of Commerce for FY2027-FY2029.

Do not approve the Resolution agreeing to a Services Agreement with the Chamber of Commerce for FY2027-FY2029.

**Staff Recommendation:**

None

**ATTACHMENTS**

- [2026-113-0 RES MCOC Services Agreement.pdf](#)
- [2026-113-0 ATTH01 Svcs Agreement with Edits.pdf](#)
- [2026-113-0 ATTH02 Svcs Agreement Clean.pdf](#)



**RESOLUTION 2026-113-0 OF THE MORRISVILLE TOWN  
COUNCIL AUTHORIZING A SERVICES AGREEMENT  
WITH THE MORRISVILLE CHAMBER OF COMMERCE**

---

**WHEREAS**, the Town of Morrisville (the “Town”) and the Morrisville Chamber of Commerce (a 501(c)(6) corporation) (the “Chamber”) entered into a one-year Services Agreement (the “Agreement”) in 2025; and

**WHEREAS**, the Town and Chamber reviewed the progress and performance related to the Agreement during a Council Work Session on March 24, 2026; and

**WHEREAS**, the Agreement has been reviewed by Town staff, the Town Attorney, and Chamber staff and changes have been recommended; and

**WHEREAS**, the Town and Chamber both acknowledge the value of providing support to economic development, particularly including small businesses in the Morrisville community; and

**WHEREAS**, the Town and the Chamber both wish to continue to collaborate to provide economic development and small business services and support; and

**WHEREAS**, the Town and the Chamber both wish to proceed with the recommended modified agreement; and

**WHEREAS**, the Town and the Chamber have worked together to draft this proposed Services Agreement to clearly define the collaborative relationship going forward.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby authorizes the Town Manager to execute the proposed Services Agreement with the Morrisville Chamber of Commerce for a three year period effective July 1, 2026.

Adopted this the 9<sup>th</sup> day of June, 2026.

---

TJ Cawley, Mayor

ATTEST:

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Kayla Bertling, Town Clerk

## Town of Morrisville and Morrisville Chamber of Commerce FY2027-FY20296 Services Agreement

This Services Agreement (“Agreement”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2026, by the Town of Morrisville, a municipal corporation of the State of North Carolina (“Town”) and the Morrisville Chamber of Commerce Inc., a 501(c)(6) non-profit organization (“Chamber”). The Town and Chamber may hereafter be referred to individually as a “party” or collectively as the “parties” to this Agreement.

### RECITALS

WHEREAS, the Town of Morrisville, as the lead economic development agency, desires to partner with the Chamber of Commerce to leverage their resources and collaborate on key issues and opportunities to foster a vibrant business environment in Morrisville, with shared goals of promoting capital investment, encouraging new jobs, retaining existing businesses, and recruiting businesses that positively contribute to the local economy and environment; and

WHEREAS, the Chamber will further support the Town by providing resources and expertise to cultivate and support small businesses, and the Town and Chamber will collaborate on programs and initiatives designed to enhance the success of small businesses in Morrisville, thereby contributing to the overall economic vitality of the community. Furthermore, the Chamber will support the Town's efforts by promoting Morrisville as a desirable business location, thereby enhancing its visibility and attractiveness to prospective businesses and residents; and

WHEREAS, the services, goods, and programs offered by the Chamber constitute a public purpose benefitting the residents and businesses of the Town of Morrisville and support the Town’s Strategic Plan Goal #6 – “Economic Prosperity”; and

WHEREAS, the Town will designate funds to support the Chamber’s mission in exchange for the services identified in Exhibit A.

NOW THEREFORE, for and in consideration of the sum of \$50,000 and additional in-kind services as outlined herein, the Chamber hereby agrees to initiate and provide the following goods, services, and programs:

**Sec. 1. Scope of Services.** Chamber has agreed to provide the Town with small business support and economic vitality support as described in **Exhibit A**. Town has agreed to provide the Chamber with direct compensation and operational support as described in **Exhibit B**.

**Sec. 2. Performance.** The Chamber shall perform any work in accordance with the standard of care, skill, and diligence exercised by members of the same profession providing similar services under similar conditions.

The Chamber shall make their best effort to ensure their programming is not in conflict with any Town events or programming prior to scheduling. The Chamber shall notify the Town of their anticipated programmatic schedule with as much advance notice as possible, ideally with a minimum of sixty days' notice. Each party shall treat the other as a partner, with an emphasis on collaboration, information sharing, and shared successes.

**Sec. 3. Complete Work without Extra Cost.** Unless otherwise provided, the Chamber shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the services identified in Exhibit A.

**Sec. 4. Compensation.** The Town shall not be obligated to pay the Chamber any payments, fees, expenses, or compensation other than those authorized by this Agreement.

**Sec. 5. Chamber's Billings to the Town.** Chamber shall submit its invoice to the Town after ~~the signing of this Agreement by both parties~~ July 1 of each year the Agreement is in place. Chamber shall comply with any requirements of the Town regarding the form of such invoice.

**Sec. 6. Term and Termination.**

(a) The term of this Agreement shall be effective July 1, 202~~65~~<sup>66</sup>, and will continue through June 30, 202~~96~~<sup>97</sup>, unless earlier terminated in accordance with the terms of this Agreement. The parties may mutually agree to extend this Agreement past ~~three~~<sup>three</sup> years; such extension must be approved by both parties at least sixty (60) days prior to the expiration of this Agreement.

~~(b)~~ If the parties mutually agree to extend this Agreement beyond the initial three-year term, the extension shall specify the duration of the extension (up to an additional three years) and any agreed-upon adjustment to the terms of the Agreement.

~~(b)~~<sup>(c)</sup> The Town and Chamber shall meet no later than March 30, 202~~76~~<sup>77</sup> (and no later than every March 30 thereafter that the ~~Agreement is in effect~~<sup>is continued</sup>) in order to evaluate the progress made toward the services identified in **Exhibits A and B**. This meeting shall precede any decision as to mutual agreement to extend the contract.

~~(c) In the event both parties wish to extend this agreement past one year, the parties will also agree as to whether there is an annual increase to the payment from the Town to the Chamber.~~

(d) The Town may terminate this Agreement at any time for just cause, including but not limited to, inadequate performance by the Chamber of its obligations under this Agreement; the criminal behavior of any Chamber staff member or member of the Chamber's Board of Directors; or any other conduct by any Chamber staff member or member of the Chamber's Board of Directors that might injure or tarnish the reputation of the Town, as determined in the Town's sole discretion.

In the case of inadequate performance, the Town must supply a written description of this performance with a 60-day period for the Chamber to address such performance. Upon such termination, neither party shall have any further obligation to the other, except for those obligations that survive termination pursuant to language set forth in this Agreement.

**Sec. 7. Attachments.** The following attachments are made a part of this Agreement and incorporated herein by reference: **Exhibits A and B.** In case of conflict between an attachment and the text of this Agreement excluding the attachment, the text of this Agreement shall control.

**Sec. 8. Notice.**

(a) All notices and other communications required or permitted by this Agreement shall be in writing and shall be given either by personal delivery, electronic delivery, or certified United States mail, return receipt requested, addressed as follows:

To the Town:

Brandon Zuidema  
Town Manager  
Town of Morrisville  
100 Town Hall Dr.  
Morrisville, NC 27560  
[bzuidema@morrisvillenc.gov](mailto:bzuidema@morrisvillenc.gov)

To the Chamber:

Christie Moser  
President  
Morrisville Chamber of Commerce  
10908 Chapel Hill Road, Suite 244  
Morrisville, NC 27560  
[christie@morrisvillechamber.org](mailto:christie@morrisvillechamber.org)

(b) Change of Address, Date Notice Deemed Given: A change of address or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this Agreement shall

be deemed given at the time of actual delivery if it is personally delivered or, if by email, when it is sent and acknowledged as received by email. If the notice or other communication is sent by certified mail, it shall be deemed given upon actual delivery.

**Sec. 9. Indemnification.** To the maximum extent allowed by law, the Chamber shall defend, indemnify, and hold harmless the Town of Morrisville, its agents, officers, elected officials, and employees from and against all Charges that arise in any manner from, in connection with, or out of this Agreement to the extent proximately caused in whole or in part by the negligent acts, errors or omissions of the Chamber or Chamber’s contractors or vendors or anyone directly or indirectly employed by any of them.

In performing its duties under this section, the Chamber shall at its sole expense defend the Town of Morrisville, its agents, officers, elected officials, and employees with legal counsel reasonably acceptable to the Town. As used in this subsection – “Charges” means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney’s fees, and amounts for alleged violations of North Carolina law or federal law. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this Agreement. This section shall remain in force despite termination of this Agreement (whether by expiration of the term or otherwise) and termination of the services under this Agreement.

**Sec. 10. Miscellaneous.**

- (a) **Choice of Law and Forum.** This Agreement shall be deemed made in Wake County, North Carolina. This Agreement shall be governed by and construed in accordance with the laws of North Carolina. The exclusive forum and venue for all actions arising out of this Agreement shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.
- (b) **Waiver.** No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out this Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
- (c) **Performance of Government Functions:** Nothing contained in this Agreement shall be deemed or construed so as to in any way stop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

- (d) **Severability.** If any provision of this Agreement shall be unenforceable, the remainder of this Agreement shall be enforceable to the extent permitted by law.
- (e) **Assignment, Successors and Assigns.** Without the Town's written consent, the Chamber shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this Agreement, except as acknowledged in Section 2 above. Unless the Town otherwise agrees in writing, the Chamber and all assigns shall be subject to all of the Town's defenses and shall be liable for all of the Chamber's duties that arise out of this Agreement and all of the Town's claims that arise out of this Agreement.

Without granting the Chamber the right to assign, it is agreed that the duties of the Chamber that arise out of this Agreement shall be binding upon it and its heirs, personal representatives, successors, and assigns.

- (f) **Compliance with Law.** In performing all of the services contained herein, the Chamber and Chamber's employees shall comply with all applicable state and federal laws and regulations pertaining to such services.
- (g) **Town Policy.** THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS PARTNERS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS.
- (h) **EEO Provisions.** During the performance of this Agreement the Chamber agrees as follows:
1. The Chamber shall not discriminate against any employee or applicant for employment because of race, natural hair or hairstyles, ethnicity, creed, color, religious belief or non-belief, sex, pregnancy, sexual orientation, gender identity or expression, marital or familial status, national origin or ancestry, National Guard or veteran status, political affiliation, age, disability, genetic information, or other protected characteristic (collectively "protected characteristics"), in accordance with applicable federal, state and local laws. The Chamber shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to the aforementioned protected characteristics, in accordance with applicable federal, state and local laws. The Chamber shall post in conspicuous places available to

employees and applicants for employment, notices setting forth these EEO provisions.

2. The Chamber shall, in all solicitations or advertisements for employees placed by or on behalf of the Chamber, state all qualified applicants will receive consideration for employment without regard to the aforementioned protected characteristics.
3. The Chamber shall be familiar with and make their best effort to comply with the requirements of the Town's Language Access Plan to ensure effective communication will all members of the Morrisville community.

- (i) **No Third Party Right Created.** This Agreement is intended for the benefit of the Town and the Chamber and not any other person.

**Sec. 11. Iran Divestment Act Certification.** Chamber certifies that as of the date that this Agreement is entered into, the Chamber is not identified on the Iran List. It is a material breach of this Agreement for the Chamber to be identified on the Iran List during the term of this Agreement or to utilize on this Agreement any contractor or vendor that is identified on the Iran List.

"Iran List" means the Final Divestment List - Iran, the Parent and Subsidiary Guidance List- Iran, and all other lists issued from time to time by the N.C. State Treasurer to comply with N.C.G.S. §143C-6A-4 of the N.C. Iran Divestment Act.

**Sec. 12. Attorney's Fees.** Should either party deem it necessary to retain an attorney or other counsel to defend and/or pursue the enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the Town of Morrisville and the Chamber have caused this Agreement to be executed under seal by their respective duly authorized agents or officers.

**SIGNATURE PAGE FOLLOWS**



**TOWN OF MORRISVILLE:**

**MORRISVILLE CHAMBER OF COMMERCE INC.:**

By: \_\_\_\_\_  
Brandon Zuidema, Town Manager

By: \_\_\_\_\_  
Christie Moser, Chamber President

**ATTEST BY:**

**ATTEST BY:**

By: \_\_\_\_\_  
Kayla Bertling, Town Clerk

By: \_\_\_\_\_  
Amy Hoke, Chamber Board Chair

**SEAL:**

**SEAL:**

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

\_\_\_\_\_  
Byron Hayes, Chief Financial Officer

\_\_\_\_\_  
Date

## EXHIBIT A

### CHAMBER RESPONSIBILITIES TO THE TOWN

In exchange for a payment of \$50,000, the Chamber will ensure the following programs and services are provided to or in collaboration with the Town:

Programming and Training – the Chamber will plan, facilitate, and host:

- A Morrisville Candidates forum – During election years, the Chamber will coordinate and host a forum to hear from candidates for Morrisville Town Council and their stands on issues of importance to the business community.
- A minimum of two (2) other Public Policy Forums – may include (but are not limited to):
  - *Candidates Forum* – During election years, the Chamber will coordinate and host forums to hear from candidates for Wake County Commissioners, Wake County Public School System Board of Education, and/or North Carolina or federal candidates and their stands on issues of importance to the business community.
  - *Issues Forum* – The Chamber will coordinate and host forums designed to focus on an important issue that requires our community’s attention. The forum will feature a keynote speaker and/or a panel of local leaders to discuss an emerging issue that has a direct impact on our businesses and our local community.
  - *Public Policy Forum* – The Chamber will engage with local governments and elected officials to provide the business community a direct link to the people and initiatives shaping our region and policies that affect their everyday lives. These forums, designed for both small and large businesses, will gather experts in a particular area of interest to discuss current challenges impacting our local community. Areas of focus for potential programming include public education, mobility, and quality, well-planned growth as well as initiatives regarding the arts, higher education and more.
  - *Small Business Forum* – The Chamber will partner with the Town to host a staple annual forum connecting small businesses with business resource providers.

- NOTE: The Chamber requests that a member of the town staff participates in the planning committee for these forums to ensure that the Chamber is delivering upon desired content.
- A minimum of four (4) industry-specific forums and / or networking events for Morrisville's targeted industries (advanced manufacturing, business and financial services, clean technology, life sciences and technology. One event per year must focus on the life sciences industry.

The State of Morrisville Address will take place in the first quarter of the year following the Town Council Retreat and will reflect the economic forecast, an address from the Town Council, and updates on major Town initiatives and economic development. The State of Morrisville will include recognition of the Town as a Platinum sponsor, and the opportunity for the Town to present on the preceding year of economic development activity.

- The Chamber will support the Town in the facilitation of training for small business owners to become aware of and certified for Historically Underutilized Business (HUB) certification.
- The Chamber will ~~either lead the coordination or identify the persons responsible for leading of~~ the Launch Morrisville program facilitated by Wake Technical Community College. Furthermore, the Chamber will assume responsibility for any coordination elements not comprehensively covered by the designated lead group. Wake Tech Community College facilitates ~~†~~ This free ten-week, free small business training course will, scheduled to be held annually each fall. ~~The Town will participate on the program's planning committee.~~
- Collaborate with the Town to develop and maintain the Morrisville Business Resource Guide.
- Other programming and training with relevant content intended to support Economic Development and Small Business growth and retention in Morrisville. The town will work with the Chamber to further define the goals and deliverables.
- The Chamber may be asked or may volunteer to participate in other meetings with the Town in order to enhance collaboration and advance Chamber and Town priorities. Any such participation will be at the discretion of the Chamber given staffing and resource availability.

#### General Services:

- The Chamber agrees to use their network to advertise Town events that are related to Economic Development and Small Business support.

- The Chamber agrees to proactively expand their membership and their social media reach in order to reach a greater number of businesses in Morrisville while also expanding the opportunity for the Town to benefit from that expanded reach for networking and information sharing.
- The Chamber agrees to make their best effort to actively recruit members that are businesses within the Morrisville municipal limits.
- The Chamber will survey their members a minimum of once annually on key issues identified in advance by the Chamber and the Town.
- The Chamber will utilize their database to analyze and provide data to the Town that supports Town priorities and initiatives related primarily to Economic Development, Small Business support, and community development.
- The Chamber agrees to support and, when appropriate, serve as a co-applicant for Town applications for grants intended to support Economic Development, Small Business support, and community development.

#### Event and Recognition Services:

- Membership dues for the Town - approximately \$2,000.
- Presidential Partner level recognition with the Town logo on the Chamber homepage - \$5,000.
- Town recognized as a Gold Sponsor for the Chamber's annual meeting - \$2,500.
- Town recognized as a Platinum Sponsor for the State of Morrisville - \$5,000.
- Town recognized as a Launch Morrisville Program Sponsor - ~~\$3500~~ (if led by the Chamber of Commerce); per session for a total of \$5,000.
- Town recognized as a Leadership Morrisville Program Sponsor – ~~value~~ ~~TBD~~ \$1,500.
- Designation of the Town as a Community Partner at Chamber recognition events (with 2 seats included) including, but not limited to, the following:
  - ~~Connected Voices (formerly Power of Inclusion);~~
  - Knowledgeable Network of Women (KNOW) (held quarterly), and
  - Coffee & Connections (held a minimum of 10 times each year), ~~and~~

~~○ The Chamber Day Of Service.~~

\$500 per event = (145 total) ~~\$7,065~~ \$500.

Total value: ~~\$21,850~~ \$13,000

- All town employees attend events/programs at the Chamber's member rate (value to be determined over the course of the Agreement).
- ~~• Town information displayed in the Chamber building (not valued).~~
- ~~• Town information shared in Chamber new member bags (not valued).~~
- ~~• The Town will have occasional one-day use of the Chamber's conference room at no expense as determined feasible by the Chamber President. Longer use will require rental by the Town in accordance with Chamber rental policies. The Town will endeavor to notify the Chamber of usage needs with as much advance notice as possible.~~

Administrative and Financial Reporting:

- The Chamber will provide, at a minimum, quarterly updates to the Town at a Town Council meeting to share their progress on the aforementioned responsibilities. These updates may be either written or in-person at the discretion of the Town. These updates will occur in March, June, September, and December.
- The Chamber will provide the Town with an annual formal Agreement update no later than March ~~±30 of each year of the Agreement, 2025~~ that will, at a minimum, include the following:
  - Their progress toward each of the ~~four~~ pillars in their current Strategic Plan.
  - Their performance related to the responsibilities identified in this Agreement not otherwise included in the Strategic Plan update, specifically including any required programs or services.
  - Their total membership at the beginning of this Agreement up through the date of the report to include any additions and any members that left the Chamber.
- The Chamber will provide the Town Manager with information related to their financial status, to include the following:
  - Checking and savings / fund balance starting and ending balances.

- Summary budgeted vs. actual expenditures and revenues overall.
- Specific budgeted vs. actual expenditures related to the \$50,000 payment from the Town.
- A summary of total outstanding debt at the beginning and end of this period of time.
- Whether the Chamber has any accounts, loans, or other liabilities not in good standing.

This information will be shared with Town Council as deemed necessary by the Town Manager in evaluating the Chamber's performance related to this Agreement. This is not being shared directly with Council in an open meeting based on NCGS § 132-1.2, "Confidential Information."

- The Chamber will provide the Town Manager with copies of the Chamber of Commerce ~~and Morrisville Innovation Fund~~ annual financial reports once completed and will make their CPA available to discuss if so desired by the Town Council or Town Manager. This information may also be maintained as confidential as described above.
- The Chamber will provide the Town Manager with a copy of their operating budget for the funds allocated to the Chamber for ~~the FY2026~~ each fiscal year subsequent to its adoption. Requests for additional funds for future fiscal year allocation shall be submitted to the Town no later than March 1 of the current fiscal year to be considered as part of the Town's budget approval process. This information may also be maintained as confidential as described above.
- The Chamber will provide the Town with a copy of any policies they maintain related to financial stability and operations.

## EXHIBIT B

### TOWN RESPONSIBILITIES TO THE CHAMBER

The Town agrees to provide the Chamber with the following in accordance with this Agreement:

- A one-time payment of \$50,000 in exchange for the responsibilities identified in Exhibit A.
- Voice Over IP (VoIP) Phone and voicemail for the Chamber offices - \$600.
- ~~Internet & Primary Rate Interface (PRI) for the Chamber building—\$2250.~~
- ~~Networking Infrastructure and firewall services—\$2665.~~
- Posting of Chamber information in Town Hall (not valued).
- Mention/Link to Register for upcoming Chamber events (as requested) in the Next Week in Morrisville (NWIM) weekly e-newsletter and on social media (not valued).
- Collaboration on Economic Development and Small Business programming and training.
- Education and guidance on the Town's Economic Development philosophy and plan.

## Town of Morrisville and Morrisville Chamber of Commerce FY2027-FY2029 Services Agreement

This Services Agreement (“Agreement”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2026, by the Town of Morrisville, a municipal corporation of the State of North Carolina (“Town”) and the Morrisville Chamber of Commerce Inc., a 501(c)(6) non-profit organization (“Chamber”). The Town and Chamber may hereafter be referred to individually as a “party” or collectively as the “parties” to this Agreement.

### RECITALS

WHEREAS, the Town of Morrisville, as the lead economic development agency, desires to partner with the Chamber of Commerce to leverage their resources and collaborate on key issues and opportunities to foster a vibrant business environment in Morrisville, with shared goals of promoting capital investment, encouraging new jobs, retaining existing businesses, and recruiting businesses that positively contribute to the local economy and environment; and

WHEREAS, the Chamber will further support the Town by providing resources and expertise to cultivate and support small businesses, and the Town and Chamber will collaborate on programs and initiatives designed to enhance the success of small businesses in Morrisville, thereby contributing to the overall economic vitality of the community. Furthermore, the Chamber will support the Town's efforts by promoting Morrisville as a desirable business location, thereby enhancing its visibility and attractiveness to prospective businesses and residents; and

WHEREAS, the services, goods, and programs offered by the Chamber constitute a public purpose benefitting the residents and businesses of the Town of Morrisville and support the Town’s Strategic Plan Goal #6 – “Economic Prosperity”; and

WHEREAS, the Town will designate funds to support the Chamber’s mission in exchange for the services identified in Exhibit A.

NOW THEREFORE, for and in consideration of the sum of \$50,000 and additional in-kind services as outlined herein, the Chamber hereby agrees to initiate and provide the following goods, services, and programs:

**Sec. 1. Scope of Services.** Chamber has agreed to provide the Town with small business support and economic vitality support as described in **Exhibit A**. Town has agreed to provide the Chamber with direct compensation and operational support as described in **Exhibit B**.

**Sec. 2. Performance.** The Chamber shall perform any work in accordance with the standard of care, skill, and diligence exercised by members of the same profession providing similar services under similar conditions.

The Chamber shall make their best effort to ensure their programming is not in conflict with any Town events or programming prior to scheduling. The Chamber shall notify the Town of their anticipated programmatic schedule with as much advance notice as possible, ideally with a minimum of sixty days' notice. Each party shall treat the other as a partner, with an emphasis on collaboration, information sharing, and shared successes.

**Sec. 3. Complete Work without Extra Cost.** Unless otherwise provided, the Chamber shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the services identified in Exhibit A.

**Sec. 4. Compensation.** The Town shall not be obligated to pay the Chamber any payments, fees, expenses, or compensation other than those authorized by this Agreement.

**Sec. 5. Chamber's Billings to the Town.** Chamber shall submit its invoice to the Town after July 1 of each year the Agreement is in place. Chamber shall comply with any requirements of the Town regarding the form of such invoice.

**Sec. 6. Term and Termination.**

- (a) The term of this Agreement shall be effective July 1, 2026, and will continue through June 30, 2029, unless earlier terminated in accordance with the terms of this Agreement. The parties may mutually agree to extend this Agreement past three years; such extension must be approved by both parties at least sixty (60) days prior to the expiration of this Agreement.
- (b) If the parties mutually agree to extend this Agreement beyond the initial three-year term, the extension shall specify the duration of the extension (up to an additional three years) and any agreed-upon adjustment to the terms of the Agreement.
- (c) The Town and Chamber shall meet no later than March 30, 2027 (and no later than every March 30 thereafter that the is in effect) in order to evaluate the progress made toward the services identified in **Exhibits A and B**. This meeting shall precede any decision as to mutual agreement to extend the contract.

- (d) The Town may terminate this Agreement at any time for just cause, including but not limited to, inadequate performance by the Chamber of its obligations under this Agreement; the criminal behavior of any Chamber staff member or member of the Chamber’s Board of Directors; or any other conduct by any Chamber staff member or member of the Chamber’s Board of Directors that might injure or tarnish the reputation of the Town, as determined in the Town’s sole discretion.

In the case of inadequate performance, the Town must supply a written description of this performance with a 60-day period for the Chamber to address such performance. Upon such termination, neither party shall have any further obligation to the other, except for those obligations that survive termination pursuant to language set forth in this Agreement.

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To the Town:

Brandon Zuidema  
Town Manager  
Town of Morrisville  
100 Town Hall Dr.  
Morrisville, NC 27560  
[bzuidema@morrisvillenc.gov](mailto:bzuidema@morrisvillenc.gov)

To the Chamber:

Christie Moser  
President  
Morrisville Chamber of Commerce  
10908 Chapel Hill Road, Suite 244  
Morrisville, NC 27560  
[christie@morrisvillechamber.org](mailto:christie@morrisvillechamber.org)

- (b) Change of Address, Date Notice Deemed Given: A change of address or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this Agreement shall be deemed given at the time of actual delivery if it is personally delivered or, if by email, when it is sent and acknowledged as received by email. If the notice or other communication is sent by certified mail, it shall be deemed given upon actual delivery.

**Sec. 9. Indemnification.** To the maximum extent allowed by law, the Chamber shall defend, indemnify, and hold harmless the Town of Morrisville, its agents, officers, elected officials, and employees from and against all Charges that arise in any manner from, in connection with, or out of this Agreement to the extent proximately caused in whole or in part by the negligent acts, errors or omissions of the Chamber or Chamber’s contractors or vendors or anyone directly or indirectly employed by any of them.

In performing its duties under this section, the Chamber shall at its sole expense defend the Town of Morrisville, its agents, officers, elected officials, and employees with legal counsel reasonably acceptable to the Town. As used in this subsection – “Charges” means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney’s fees, and amounts for alleged violations of North Carolina law or federal law. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this Agreement. This section shall remain in force despite termination of this Agreement (whether by expiration of the term or otherwise) and termination of the services under this Agreement.

**Sec. 10. Miscellaneous.**

- (a) **Choice of Law and Forum.** This Agreement shall be deemed made in Wake County, North Carolina. This Agreement shall be governed by and construed in accordance with the laws of North Carolina. The exclusive forum and venue for all actions arising out of this Agreement shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.
- (b) **Waiver.** No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out this Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
- (c) **Performance of Government Functions:** Nothing contained in this Agreement shall be deemed or construed so as to in any way stop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.
- (d) **Severability.** If any provision of this Agreement shall be unenforceable, the remainder of this Agreement shall be enforceable to the extent permitted by law.
- (e) **Assignment, Successors and Assigns.** Without the Town’s written consent, the Chamber shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this

Agreement, except as acknowledged in Section 2 above. Unless the Town otherwise agrees in writing, the Chamber and all assigns shall be subject to all of the Town's defenses and shall be liable for all of the Chamber's duties that arise out of this Agreement and all of the Town's claims that arise out of this Agreement.

Without granting the Chamber the right to assign, it is agreed that the duties of the Chamber that arise out of this Agreement shall be binding upon it and its heirs, personal representatives, successors, and assigns.

- (f) **Compliance with Law.** In performing all of the services contained herein, the Chamber and Chamber's employees shall comply with all applicable state and federal laws and regulations pertaining to such services.
- (g) **Town Policy.** THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS PARTNERS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS.
- (h) **EEO Provisions.** During the performance of this Agreement the Chamber agrees as follows:
  - 1. The Chamber shall not discriminate against any employee or applicant for employment because of race, natural hair or hairstyles, ethnicity, creed, color, religious belief or non-belief, sex, pregnancy, sexual orientation, gender identity or expression, marital or familial status, national origin or ancestry, National Guard or veteran status, political affiliation, age, disability, genetic information, or other protected characteristic (collectively "protected characteristics"), in accordance with applicable federal, state and local laws. The Chamber shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to the aforementioned protected characteristics, in accordance with applicable federal, state and local laws. The Chamber shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions.
  - 2. The Chamber shall, in all solicitations or advertisements for employees placed by or on behalf of the Chamber, state all qualified applicants will receive consideration for employment without regard to the aforementioned protected characteristics.

3. The Chamber shall be familiar with and make their best effort to comply with the requirements of the Town's Language Access Plan to ensure effective communication with all members of the Morrisville community.

- (i) **No Third Party Right Created.** This Agreement is intended for the benefit of the Town and the Chamber and not any other person.

**Sec. 11. Iran Divestment Act Certification.** Chamber certifies that as of the date that this Agreement is entered into, the Chamber is not identified on the Iran List. It is a material breach of this Agreement for the Chamber to be identified on the Iran List during the term of this Agreement or to utilize on this Agreement any contractor or vendor that is identified on the Iran List.

"Iran List" means the Final Divestment List - Iran, the Parent and Subsidiary Guidance List- Iran, and all other lists issued from time to time by the N.C. State Treasurer to comply with N.C.G.S. §143C-6A-4 of the N.C. Iran Divestment Act.

**Sec. 12. Attorney's Fees.** Should either party deem it necessary to retain an attorney or other counsel to defend and/or pursue the enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the Town of Morrisville and the Chamber have caused this Agreement to be executed under seal by their respective duly authorized agents or officers.

**SIGNATURE PAGE FOLLOWS**



**Morrisville**  
Live connected. Live well.



**TOWN OF MORRISVILLE:**

**MORRISVILLE CHAMBER OF  
COMMERCE INC.:**

By: \_\_\_\_\_  
Brandon Zuidema, Town Manager

By: \_\_\_\_\_  
Christie Moser, Chamber President

**ATTEST BY:**

**ATTEST BY:**

By: \_\_\_\_\_  
Kayla Bertling, Town Clerk

By: \_\_\_\_\_  
Amy Hoke, Chamber Board Chair

**SEAL:**

**SEAL:**

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

\_\_\_\_\_  
Byron Hayes, Chief Financial Officer

\_\_\_\_\_  
Date

## EXHIBIT A

### CHAMBER RESPONSIBILITIES TO THE TOWN

In exchange for a payment of \$50,000, the Chamber will ensure the following programs and services are provided to or in collaboration with the Town:

Programming and Training – the Chamber will plan, facilitate, and host:

- A Morrisville Candidates forum – During election years, the Chamber will coordinate and host a forum to hear from candidates for Morrisville Town Council and their stands on issues of importance to the business community.
- A minimum of two (2) other Public Policy Forums – may include (but are not limited to):
  - *Candidates Forum* – During election years, the Chamber will coordinate and host forums to hear from candidates for Wake County Commissioners, Wake County Public School System Board of Education, and/or North Carolina or federal candidates and their stands on issues of importance to the business community.
  - *Issues Forum* – The Chamber will coordinate and host forums designed to focus on an important issue that requires our community’s attention. The forum will feature a keynote speaker and/or a panel of local leaders to discuss an emerging issue that has a direct impact on our businesses and our local community.
  - *Public Policy Forum* – The Chamber will engage with local governments and elected officials to provide the business community a direct link to the people and initiatives shaping our region and policies that affect their everyday lives. These forums, designed for both small and large businesses, will gather experts in a particular area of interest to discuss current challenges impacting our local community. Areas of focus for potential programming include public education, mobility, and quality, well-planned growth as well as initiatives regarding the arts, higher education and more.
  - *Small Business Forum* – The Chamber will partner with the Town to host a staple annual forum connecting small businesses with business resource providers.

- NOTE: The Chamber requests that a member of the town staff participates in the planning committee for these forums to ensure that the Chamber is delivering upon desired content.
- A minimum of four (4) industry-specific forums and / or networking events for Morrisville's targeted industries (advanced manufacturing, business and financial services, clean technology, life sciences and technology. One event per year must focus on the life sciences industry.

The State of Morrisville Address will take place in the first quarter of the year following the Town Council Retreat and will reflect the economic forecast, an address from the Town Council, and updates on major Town initiatives and economic development. The State of Morrisville will include recognition of the Town as a Platinum sponsor, and the opportunity for the Town to present on the preceding year of economic development activity.

- The Chamber will support the Town in the facilitation of training for small business owners to become aware of and certified for Historically Underutilized Business (HUB) certification.
- The Chamber will lead the coordination of the Launch Morrisville program facilitated by Wake Technical Community College. This free ten-week small business training course will be held annually each fall.
- Collaborate with the Town to develop and maintain the Morrisville Business Resource Guide.
- Other programming and training with relevant content intended to support Economic Development and Small Business growth and retention in Morrisville. The town will work with the Chamber to further define the goals and deliverables.
- The Chamber may be asked or may volunteer to participate in other meetings with the Town in order to enhance collaboration and advance Chamber and Town priorities. Any such participation will be at the discretion of the Chamber given staffing and resource availability.

#### General Services:

- The Chamber agrees to use their network to advertise Town events that are related to Economic Development and Small Business support.
- The Chamber agrees to proactively expand their membership and their social media reach in order to reach a greater number of businesses in Morrisville while also expanding the opportunity for the Town to benefit from that expanded reach for networking and information sharing.

- The Chamber agrees to make their best effort to actively recruit members that are businesses within the Morrisville municipal limits.
- The Chamber will survey their members a minimum of once annually on key issues identified in advance by the Chamber and the Town.
- The Chamber will utilize their database to analyze and provide data to the Town that supports Town priorities and initiatives related primarily to Economic Development, Small Business support, and community development.
- The Chamber agrees to support and, when appropriate, serve as a co-applicant for Town applications for grants intended to support Economic Development, Small Business support, and community development.

#### Event and Recognition Services:

- Membership dues for the Town - approximately \$2,000.
- Presidential Partner level recognition with the Town logo on the Chamber homepage - \$5,000.
- Town recognized as a Gold Sponsor for the Chamber's annual meeting - \$2,500.
- Town recognized as a Platinum Sponsor for the State of Morrisville - \$5,000.
- Town recognized as a Launch Morrisville Program Sponsor - \$500 per session for a total of \$5,000.
- Town recognized as a Leadership Morrisville Program Sponsor – \$1,500.
- Designation of the Town as a Community Partner at Chamber recognition events (with 2 seats included) including, but not limited to, the following:
  - Knowledgeable Network of Women (KNOW) (held quarterly), and
  - Coffee & Connections (held a minimum of 10 times each year).

\$500 per event = (14 total) \$6,500.

Total value: \$13,000
- All town employees attend events/programs at the Chamber's member rate (value to be determined over the course of the Agreement).

### Administrative and Financial Reporting:

- The Chamber will provide, at a minimum, quarterly updates to the Town at a Town Council meeting to share their progress on the aforementioned responsibilities. These updates may be either written or in-person at the discretion of the Town. These updates will occur in March, June, September, and December.
- The Chamber will provide the Town with an annual formal Agreement update no later than March 30 of each year of the Agreement that will, at a minimum, include the following:
  - Their progress toward each of the pillars in their current Strategic Plan.
  - Their performance related to the responsibilities identified in this Agreement not otherwise included in the Strategic Plan update, specifically including any required programs or services.
  - Their total membership at the beginning of this Agreement up through the date of the report to include any additions and any members that left the Chamber.
- The Chamber will provide the Town Manager with information related to their financial status, to include the following:
  - Checking and savings / fund balance starting and ending balances.
  - Summary budgeted vs. actual expenditures and revenues overall.
  - Specific budgeted vs. actual expenditures related to the \$50,000 payment from the Town.
  - A summary of total outstanding debt at the beginning and end of this period of time.
  - Whether the Chamber has any accounts, loans, or other liabilities not in good standing.

This information will be shared with Town Council as deemed necessary by the Town Manager in evaluating the Chamber's performance related to this Agreement. This is not being shared directly with Council in an open meeting based on NCGS § 132-1.2, "Confidential Information."

- The Chamber will provide the Town Manager with copies of the Chamber of Commerce annual financial reports once completed and will make their CPA available to discuss if so desired by the Town Council or Town Manager. This information may also be maintained as confidential as described above.

- The Chamber will provide the Town Manager with a copy of their operating budget for the funds allocated to the Chamber for each fiscal year subsequent to its adoption. Requests for additional funds for future fiscal year allocation shall be submitted to the Town no later than March 1 of the current fiscal year to be considered as part of the Town's budget approval process. This information may also be maintained as confidential as described above.
- The Chamber will provide the Town with a copy of any policies they maintain related to financial stability and operations.

## **EXHIBIT B**

### **TOWN RESPONSIBILITIES TO THE CHAMBER**

The Town agrees to provide the Chamber with the following in accordance with this Agreement:

- A one-time payment of \$50,000 in exchange for the responsibilities identified in Exhibit A.
- Voice Over IP (VoIP) Phone and voicemail for the Chamber offices - \$600.
- Posting of Chamber information in Town Hall (not valued).
- Mention/Link to Register for upcoming Chamber events (as requested) in the Next Week in Morrisville (NWIM) weekly e-newsletter and on social media (not valued).
- Collaboration on Economic Development and Small Business programming and training.
- Education and guidance on the Town's Economic Development philosophy and plan.

# Town Council Agenda Item Report

Agenda Item No. 15.a

Submitted by: Brandon Zuidema

Submitting Department Administration

Meeting Date: March 24, 2026

## **SUBJECT**

Closed Session Pursuant to NCGS 143-318.11(a)(1) to Discuss a Confidential Matter  
Brandon Zuidema, Town Manager

## **Recommendation:**

Closed session discussion.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Closed Session Pursuant to NCGS 143-318.11(a)(1) to Discuss a Confidential Matter. The information is made confidential by NCGS 132-1.2(1)(d).

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Closed session discussion.

## **Staff Recommendation:**

None

ATTACHMENTS