

MINUTES OF MIDWAY TOWN COUNCIL SPECIAL MEETING HELD ON NOVEMBER 30, 2015 AT 7:00 P.M. AT TOWN HALL, 125 GUMTREE ROAD, MIDWAY, NORTH CAROLINA

CALL TO ORDER

Mayor Norman L. Wilkes called the meeting to order and welcomed everyone present.

Councilors present were: Mike McAlpine, John Byrum, Keith Leonard, Robin Moon, and Todd Nifong
Absent: None. Town Manager Ryan Ross, Town Attorney Jim Lanik, Town Clerk Linda Hunt, and Administrative Support Specialist Cynthia Ramsey were present.

Each Councilor had been furnished an agenda prior to the meeting.

No members of press were in attendance.

The purpose of this Special Meeting is to discuss, and possibly take action on, the following business items pertaining to the new Town Hall located at 426 Gumtree Road in Midway, North Carolina.

REGULAR BUSINESS

CONTRACT – ERIC W. MORRISON, P.A. – ARCHITECTURAL/ENGINEERING SERVICES

Town Manager Ryan Ross stated Eric W. Morrison has submitted a proposed contract for the architectural, plumbing, mechanical and electrical design and engineering services he provided in connection with the Town Hall renovation project at a cost of \$6,111.49. Referencing the wording in the contract between the Town of Midway and General Contractor Frank Thomas, Mr. Ross questioned whether the Town owes that amount to Mr. Morrison or if that cost was covered in the bid submitted by Mr. Thomas.

Discussion followed.

Mayor Pro Tem Mike McAlpine questioned the timeline when the architectural/engineering services were actually provided. The concern was if the service was provided before or after the bid was presented.

Councilor John Byrum asked if any amount had been paid for any architectural services. Town Manager Ryan Ross replied that nothing has been paid because the cost of these services was assumed to have been covered under the renovation contract with Frank Thomas.

Mayor Wilkes stated he felt the Town should cover the cost of the services.

Councilor Todd Nifong commented Town Council had approved the drawings and contract at the beginning of March, 2015.

Mr. Ross added that Mr. Thomas had presented a PowerPoint presentation to Town Council in February prior to Town Council approval of the contract.

Town Attorney Jim Lanik remarked that the way the contract is worded leaves the contract open for interpretation as to who is responsible to cover the cost of the architectural services.

Councilor Nifong said that basically, the Town has a set of plans that were used for the renovations and per his understanding with Mr. Thomas, the cost of the architect was not included in his bid price for the job.

Councilor Byrum stressed that Council needs to learn from this experience and be more cautious going forward.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Todd Nifong, Council voted to approve the contract with Eric Morrison, PA for Architectural/Engineering Services in the amount of \$6,111.49 by a 4 to 1 split vote. Voting in favor were Councilors: Byrum, Leonard, McAlpine, and Nifong. Voting against was Councilor Moon.

Councilor Moon stated he voted against approval of the contract with Eric Morrison because he felt it was unclear in the Renovations Contract who was supposed to pay the cost for the architectural services.

CONTRACT – LANDSCAPING SERVICES – ZAC DILLON, AAS – DILLON OUTDOORS

Town Manager Ryan Ross asked if the Council had had an opportunity to read over the proposed contract with Zac Dillon for landscaping services at Town Hall according to the landscape plans for plant specification and design layout as drafted by Mayor Pro Tem Mike McAlpine. Mr. Ross pointed out that the contract is for labor and equipment only as the Town is providing the materials.

Town Attorney Jim Lanik commented that the proposed contract is insufficient as drawn up and he recommended preparing an Independent Contractor's Agreement setting forth the terms and conditions in a more formal contract between the Town of Midway and Dillon Outdoors. This would be the same form of contract as was used with Warren Hill for to provide roadway trash pickup services for the Town.

On motion by Councilor Robin Moon, seconded by Councilor John Byrum, Council voted unanimously to approve an Independent Contractor Agreement between the Town of Midway and Dillon Outdoors (Zac Dillon, AAS) for landscaping services at the new Town Hall located at 426 Gumtree Road in the amount of \$14,600, contingent on approval by the Town Attorney.

SIGN/CLOCK/SEAL

Clock: Councilor Todd Nifong, Chairman of the Town Hall Renovations Committee, informed Council that the total cost for the illuminated 36-inch clock to be installed in the cupola at the new Town Hall will be \$3,725 (\$3,300 for clock plus \$425 for electrician). Council was in agreement with proceeding with the purchase and installation of the clock.

Sign: Following discussion, Council agreed that the sign to be installed at the front of the new Town Hall would only contain Town of Midway wording so as to pertain to all the Town property and not just the Town Hall building. Town Manager Ryan Ross reported Signs Now (246 Jonestown Road in Winston-Salem, NC) had informed him that the timeframe for completion of the sign would be about four weeks from the order date. The estimated cost of the sign is \$7,200 and a deposit would be required when the order is made. Council was in agreement with the design of the sign. A contract with Signs Now will be presented to Town Council at its next regular meeting on December 7, 2015 for approval.

FURNITURE/EQUIPMENT

There was general discussion regarding the needed furniture and equipment for the new Town Hall.

- There is enough furniture in storage to furnish the office of the Town Manager.
- Committee is narrowing down the furniture for the front office and the reception area.
- Committee has narrowed down the choice of file cabinets (one lateral and one fireproof).
- Committee is working on finalizing the price for the gallery chairs.
- Window Treatments
 - Faux wooden blinds for the windows at a total cost of \$1,639 plus tax. No additional cost for installation.
 - Possibility of installing window shades in Council Chamber instead of blinds.

- Following discussion, it was the consensus of Council to install the faux wooden blinds in all the windows, except in the Council Chamber which will have blinds installed.

ADJOURNMENT

On motion by Councilor Robin Moon, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adjourn the meeting.

Norman L. Wilkes, Mayor

Linda A. Hunt, Town Clerk