

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON OCTOBER 1, 2018 AT 7:00 P.M. IN THE COUNCIL CHAMBER AT MIDWAY TOWN HALL, 426 GUMTREE ROAD, MIDWAY, NORTH CAROLINA**

**CALL TO ORDER**

Mayor John Byrum called the meeting to order and welcomed everyone present.

George Byrum former Mayor of Midway gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: John Byrum, Mike McAlpine, Todd Nifong, Keith Leonard and Jackie Edwards. Absent: Robin Moon. Town Attorney Jim Lanik, Interim Town Manager/Town Clerk Linda Hunt and Deputy Clerk Tammy Robertson were present.

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

No members of press were in attendance.

**APPROVAL OF MINUTES**

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Jackie Edwards, Council voted unanimously to approve the minutes of the September 4, 2018 Town Council regular meeting as presented.

**PUBLIC ADDRESS**

District Court Judge Mary Covington addressed Council stating that she was elected in 2002 to serve as District Court Judge. Judge Covington represents District 22B that serves Davidson and Davie counties. She briefly spoke about all of the political signs that line the roadways and wanted to explain that not everyone was running against the other. Judge Covington stated that she represents seat number one and is running against Attorney April Crowson. Seat number four has District Court Judge April Wood running against Attorney Roy McDonald II. Seat number six has District Court Judge Carlos Jane facing challenger Attorney Shelby Chase.

**ADOPT AGENDA**

On motion by Councilor Todd Nifong, seconded by Councilor Keith Leonard, Council voted unanimously to adopt the agenda as presented.

**REGULAR BUSINESS**

**CONTRACT – DILLON OUTDOORS – LAWN AND GROUNDS MAINTENANCE**

A proposed contract for lawn and grounds maintenance by Dillon Outdoors was submitted to Town Council for consideration. The proposal consists of the following:

**MONTHLY GROUNDS MAINTENANCE:**

- Mowing, edging, trimming of all grass areas and fence around Town Hall building
- Mowing grass in front of Gumtree Road fence line
- Mowing grass and maintaining along fence line on Country Lane
- Mowing/trimming grass around all four Town of Midway decorative signage:
  1. Front of sign at stoplight at intersection of Hickory Tree Road/Old Highway 52
  2. Follansbee Road/Old Highway 52
  3. Payne Road/Hickory Tree Road
  4. Near Carter Lumber Company on Old Highway 52

Cost: \$150 per week/\$600 per month – if dry weeks cause no growth, the lawn will be skipped that week and no charged will be billed. This stands for all areas of Town property.

ANNUAL PLANTINGS IN PLANT BEDS AT ALL FOUR DECORATIVE SIGNS  
(BEGONIAS/PANSIES)

Cost: Approximately 6 hours total labor - \$270, plus cost of plants

MOWING/WEED EATING BI-WEEKLY SERVICE

- Mowing/maintaining fence line and property at corner of Fred Sink/Hickory Tree Road property
- Mowing/maintaining behind fence line on Gumtree Road and both sides of fence on Country Lane
- Pump station on County Lane

Cost: \$230 every two weeks or \$460 per month

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to approve the contract with Dillon Outdoors for lawn and grounds maintenance.

CONTRACT – ONE STEP COMPUTER SOLUTIONS – IT SERVICES – BUDGET  
AMENDMENT NO. 19-02

At the regular meeting held on July 16, 2018, John Estep with One Step Computer Solutions presented a proposal to Council for IT related equipment and services fees for one year for the Town’s computer system.

The proposal includes the following services and equipment costs:

**Service Fees:**

**Exhibit A**

Emergency on site fee (same day not previously scheduled)	\$70										
Non-emergency or standard on site fee (previously scheduled)	\$50										
On site service will be billed with a one hour minimum and subtracted from agreement hours purchased											
Remote service will be billed with a one hour minimum and subtracted from agreement hours purchased											
Phone service will be billed with a fifteen minute minimum and will be subtracted from agreement hours purchased											
Hours must be used within one year from date of signing, unless rolled over into new agreement before expiration of that agreement. Hours rolled over must be less than total hours purchased through new agreement.	<table> <tr> <td>Hours</td> <td>40</td> </tr> <tr> <td>Rate</td> <td>\$70</td> </tr> <tr> <td>Price</td> <td>\$2,800</td> </tr> <tr> <td>Tax</td> <td>\$189</td> </tr> <tr> <td>Total</td> <td>\$2,989</td> </tr> </table>	Hours	40	Rate	\$70	Price	\$2,800	Tax	\$189	Total	\$2,989
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Total	\$2,989										

**Equipment Cost:**

**Exhibit B**

Quantity	Item Code	Description	Price Each	Amount
12	Misc. Part	Online Backup (monthly charge)(1year)	\$288	\$3,456
1	Misc. Part	New Firewall (Hardware Cost)	\$479	\$479

1	Network Cable	Networking cable, networking jack, network blank, RJ45 connectors hardware	\$70	\$70
		Estimated time to complete configurations and setup of above items is between 15 and 20 hours		
		NC Sales Tax 6.75%	6.75%	\$270.34
		Total		\$4,275.34

Councilor Jackie Edwards stated that she is in favor of the service fees that Mr. Estep has quoted but feels the firewall is the only piece of equipment from Exhibit B that the Town's computer system needs.

Mayor Pro Tem Mike McAlpine and Councilor Todd Nifong both are in agreement to having the firewall installed and also to install the networking cable, networking jack, network blank and RJ45 connectors that will correct signaling issues staff has had with a wireless scanner.

It was the consensus of Council to eliminate online backup from Exhibit B.

Interim Town Manager Linda Hunt stated that the costs associated with the installation of the equipment would come from the annual service fees quoted by Mr. Estep and not incur additional labor charges for the installation of equipment.

On motion by Councilor Jackie Edwards, seconded by Councilor Todd Nifong, Council voted unanimously to approve the contract with One Step Computer Solutions for IT services for the Town's computer system as quoted in Exhibit A for forty labor hours for one year at a cost of \$2,989 and for a new firewall (hardware cost) \$479 and a networking cable, network jack, face plate, network blank and RJ45 connectors hardware \$70 as quoted in Exhibit B for the Town's computer system.

Town Attorney Jim Lanik stated that Mr. Estep will need to submit an updated Exhibit B for equipment cost and to submit another quote for online backup, and if approved, will be attached as an addendum to the agreement.

The fiscal year 2018-2019 budget did not appropriate funds for IT services. Interim Town Manager Linda Hunt stated that funds for the IT services are included in the proposed Budget Amendment No. 19-02.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Jackie Edwards, Council voted unanimously to adopt Budget Amendment No. 19-02 to appropriate funds from Fund Balance for costs associated with IT Support Services.

Budget Amendment No. 19-02  
Town of Midway  
Budget Amendment  
For Year Ended June 30, 2019

BE IT ORDAINED by the Town Council of the Town of Midway, North Carolina, at its regular meeting on the 1<sup>st</sup> day of October, 2018 at 7:00 p.m. that the following budget amendment be adopted to appropriate for IT Support Services.

Increase  
(decrease)

**General Fund**

General Government

Contracted Services – One Step Computer Solutions – IT Support Services	\$7,325
Fund Balance Appropriated	(7,325)

**DISCUSSION – CONTRACT RENEWAL – RETAIL STRATEGIES – BUDGET AMENDMENT 19-03**

At their regular meeting held on November 6, 2017, Council approved a contract with Retail Strategies, a marketing company from Alabama with expertise in community development and marketing. Under the proposed agreement, Retail Strategies would conduct a community retail-potential analysis, followed by active marketing to retailers, matching community resources with potential site tenants on a national scale. Deliverables to the Town would include a study analysis, a retail strategy, marketing guide and identification of a minimum of thirty retailers that match Midway's demographic profile.

Mayor Byrum said that Retail Strategies came highly recommended from the City of Lexington and according to Retail Strategies, their best work comes in year two or three of a contract but that Council opted to contract with Retail Strategies for a year at a time. The Town has received an invoice for the second year and Mayor Byrum stated that it is up to Council as to whether or not to continue the relationship with Retail Strategies.

Funding for this project came from a \$75,000 State appropriated economic grant that the Town received. Council approved \$45,000 of the grant to be used to fund the project with Retail Strategies.

Council discussed whether to continue with the agreement with Retail Strategies for a second year.

Mayor Pro Tem Mike McAlpine referred to several items in the contract and whether or not the Town has received correspondence on those items.

- *Item number one under Exhibit A – I. CONSULTANT AGREEMENT A. Research. number 11. Monthly updates provided on retail industry trends.*

Mayor Pro Tem Mike McAlpine said that he has only received updates for the months of February, March, June and September and has staff received more.

- *Exhibit A – I. CONSULTANT AGREEMENT B. Boots on the Ground Analysis number 4. Active outreach to local brokers and landowners.*

Mayor Pro Tem Mike McAlpine said that he has surveyed landowners and they have not been contacted by Retail Strategies. Some of these landowners are currently under contract with Real Estate Brokers.

- *Exhibit A – I. CONSULTANT AGREEMENT C. Retail Recruitment number 2. City Marketing Guide created to highlight retail landscape and relevant demographic factors.*

Mayor Pro Tem Mike McAlpine stated that he had taken the Town's marketing guide from Retail Strategies to several developers. Mr. McAlpine said that some had their own marketing guide and felt that they look better than our own guide that Retail Strategies had prepared for Midway.

- *Number 5. Updates on new activity will be provided to Client's designated primary point of contact (Section II-A) via Basecamp, telephone, or email on a monthly basis and/or as needed basis.*

Mr. McAlpine asked how many updates had staff received from Retail Strategies.

- *Number 7. ICSC conference representation-updates provided according to the yearly conference schedule.*

Mr. McAlpine said that he has looked on Retail Strategies website and that the Town was not listed anywhere on the site.

Mr. McAlpine said he would like to know what Retail Strategies' expectations for the Town of Midway are for 2019 and if the Town is a viable candidate for a potential grocery store.

It was the consensus of Council to postpone renewing the contract with Retail Strategies until their next meeting on November 5, 2018 and to coordinate a Special Meeting with Retail Strategies via a conference call within the next three weeks in order to get some questions answered. Mayor Byrum asked Council to prepare questions that they would like to have answered by Retail Strategies and give them to staff by October 8, 2018 so that questions can be compiled and presented to Retail Strategies representatives for discussion at the Special Meeting.

For information only.

#### **TOWN PARK UPDATE**

Mayor Pro Tem Mike McAlpine, Chairman of the Town Park Committee, gave an update on the progress of the Midway Town Park. Mr. McAlpine met with Marty Marion, Architect with Metropolis Architecture, about the specifications for the structures for the Town Park. Mr. Marion plans to put together a presentation for Council for the November 5, 2018 regular meeting.

Plans for the walking trails have twice been sent out for bids. No quotes have been received at Town Hall from contractors for the construction of the walking trails. Mr. McAlpine had a conference call with Mr. John Grey with The Wooten Company regarding the trails and not receiving quotes on the project. In the specifications portion of the contract, sixty days were allowed to complete the walking trail project. With the economy doing so well at this time, most contractors are backlogged and would not be able to complete the project within a sixty day window of time. Mr. Grey will be reworking the bid specifications and using input gathered from contractors to update the current plans. Also, three weeks will be allowed for contractors to bid on the project. Mr. Grey also has gone to the State website to licensed general contractors, grading specifically, in order to open up the bidding to contractors outside of the local area.

The next bid opening is scheduled for October 25, 2018 at 2:00 p.m. at Town Hall. With the changes made in the specifications, the completion date for the walking trails is anticipated to be extended five to six months.

For information only.

#### **TOWN MANAGER'S REPORTS**

##### **MONTHLY FINANCIAL REPORT**

Council was provided monthly financial reports for September 2018 as follows:

##### **SEPTEMBER 30, 2018**

Total Income	\$ 452,039	35.5% overall budget
Total Expenses	\$ 146,176	11.5% of overall budget

For information only.

At their September 4, 2018 regular meeting Council discussed investment options for a maturing \$500,000 certificate of deposit that the Town has invested with First National Bank. It was the consensus of Council to roll the money over into a money market account to be able to use for the expenses of the walking trails as needed.

With the delay in construction of the walking trails, Interim Town Manager Linda Hunt recommended investing at least half of the \$500,000 into another certificate of deposit in order to earn more return on the investment since the money needed to finance the walking trails will be delayed five or six months. With a second certificate of deposit maturing in November, Mrs. Hunt said that she would look at different investment options for the money.

Mayor Byrum acknowledged Planning Board members Jamie Hester, James Smith, Charles Waddell and Carl Tuttle who were in attendance.

(Mayor Byrum called for a five minute recess)

**RECESS TO CLOSED SESSION**

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Todd Nifong, Council voted unanimously to recess to closed session in accordance with N.C.G.S. 143-318.11(a)(6) to discuss matters pertaining to personnel.

**RECONVENE TO OPEN SESSION**

On motion by Councilor Jackie Edwards, seconded by Councilor Todd Nifong, Council voted unanimously to reconvene to open session.

**ADJOURNMENT**

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to adjourn the meeting at 8:28 p.m.

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John E. Byrum, Mayor

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Tammy H. Robertson, Deputy Clerk