

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON SEPTEMBER 3, 2019 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.

Pastor James C. Newsome, Jr., with Friedberg Moravian Church gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: John Byrum, Mike McAlpine, Jackie Edwards, Keith Leonard, Robin Moon, and Todd Nifong. Absent: None. Town Manager Tammy Michael, Town Clerk Linda Hunt, Town Attorney Jim Lanik 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 August 5, 2019 Town Council Regular meeting as presented.

**PUBLIC ADDRESS**

There were none.

**ADOPT AGENDA**

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

**PROCLAMATION**

Mayor Byrum proclaimed September 14-28, 2019 as "Fall Litter Sweep" time in Midway and encouraged citizens to take an active role in making their communities cleaner.

**PROCLAMATION  
FALL 2019 LITTER SWEEP**

**WHEREAS**, the North Carolina Department of Transportation organizes an annual fall statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

**WHEREAS**, the FALL LITTER SWEEP roadside cleanup encourages local governments and communities, civic, and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

**WHEREAS**, Adopt - A - Highway volunteers, Department of Transportation employees, Department of Public Safety – Division of Adult Correction inmates, community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools and environmentally concerned citizens conduct annual local cleanups during FALL LITTER SWEEP and may receive certificates of appreciation for their participation; and

**WHEREAS**, the great natural beauty of our state and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

**WHEREAS**, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

**WHEREAS**, the FALL LITTER SWEEP cleanup will be a part of educating the children of this great state regarding the importance of a clean environment to the quality of life in North Carolina;

**NOW, THEREFORE**, I John Byrum, Mayor of the Town of Midway do hereby proclaim September 14-28, 2019 as **“FALL LITTER SWEEP”** time in Midway and encourage citizens to take an active role in making their communities cleaner.

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the seal of the Town of Midway this the third day of September in the year of our Lord two thousand and nineteen.

**REGULAR BUSINESS**

**CONSIDER ADOPTION OF RESOLUTION IN SUPPORT OF DAVIDSON COUNTY COMPLETE COUNT COMMITTEE FOR THE 2020 DECENNIAL CENSUS – RESOLUTION NO. 03-20**

The Complete Count Committee is one of the core strategic elements of the Census Bureau’s partnership program for the 2020 Census.

This committee exists to plan and implement locally based outreach campaigns that raise awareness of the census and ultimately increase self-response and participation rates. The Complete Count Committee can achieve this goal through grassroots outreach efforts that promote the importance and benefits of responding to the census. One of the key reasons this committee is effective in raising awareness is because of the member’s knowledge and understanding of what it takes to engage and inspire others within their community.

The Census Bureau Partnership Specialists will serve as technical advisors and information resources for all Complete Count Committees; the daily management responsibilities rest solely with the community leader serving as chair of the Complete Count Committee.

On motion by Councilor Jackie Edwards, seconded by Councilor Robin Moon, Council voted unanimously to adopt a Resolution in Support of a Davidson County Complete Count Committee for the 2020 Decennial Census – Resolution No. 03-20.

**RESOLUTION NO. 03-20**

**RESOLUTION IN SUPPORT OF A DAVIDSON COUNTY COMPLETE COUNT COMMITTEE FOR THE 2020 DECENNIAL CENSUS**

**WHEREAS**, every ten years, in accordance with the Constitution, the United States Census Bureau conducts a count of all persons residing in the 50 states, Puerto Rico, and the island areas of the United States; and,

**WHEREAS**, the population totals from the census determine the number of seats each state has in the US House of Representatives and help determine how the State of North Carolina draws its state legislative districts; and,

**WHEREAS**, the Federal Government distributes approximately \$675 billion in federal funding each year based on census data; and,

**WHEREAS**, census data helps all levels of government forecast needs and plan programs and services to address those identified needs; and,

**WHEREAS**, responses provided to the US Census Bureau are confidential and protected by federal law, and are not shared with other agencies; and,

**WHEREAS**, a Davidson County Complete Count Committee will be a volunteer committee that will play an integral role in ensuring a complete and accurate count of residents as of April 1, 2020 National Census Day; and,

**WHEREAS**, Davidson County is committed to working with all local governments within its borders and community organizations to ensure every citizen is counted.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Midway supports the appointment and participation of a Complete Count Committee as well as Town of Midway employee participation in other activities intended to promote an accurate count of Davidson County citizens for the 2020 Decennial Census.

Unanimously Passed and Approved this 3<sup>rd</sup> day of September, 2019.

**APPOINTMENT TO DAVIDSON COUNTY COMPLETE COUNT COMMITTEE FOR THE 2020 DECENNIAL CENSUS**

On August 19, 2019, Mayor John Byrum and Town Manager Tammy Michael met with Mr. Rick Farmer, Partnership Specialist with the United States Census Bureau, about the general process of what will be taking place with the 2020 Census. Mr. Farmer has met with City and County officials. Mr. Farmer advised the City of Lexington will conduct their own public awareness program independently of Davidson County and has begun a public awareness program encouraging citizens to participate in the census by completing the census forms.

Mr. Farmer also advised that there will be employment opportunities available during the census that will pay \$15-\$20 per hour working from home.

Councilor Robin Moon volunteered to serve on the Complete Count Committee for the 2020 Decennial Census for the Town of Midway and Councilor Jackie Edwards volunteered to serve as an alternate member to the committee.

It was the consensus of Council that Councilor Robin Moon would represent the Town of Midway on the Complete Count Committee for the 2020 Decennial Census and Councilor Jackie Edwards would represent the Town as an alternate member.

**CONTRACT RENEWAL – TOWN ATTORNEY JAMES C. LANIK – WALDREP LAW LLP**

Town Attorney Jim Lanik with Waldrep Law LLP thanked Council for putting their faith and trust in him to serve the Town of Midway for the last ten years. During his service, Mr. Lanik's hourly pay rate has not changed from \$185.00 per hour. Mr. Lanik informed Council that his rate will increase to \$300.00 per hour beginning on January 1, 2020, which is the court allowed rate for a Chapter Seven Trustee attorney, but below his regular rate of \$450.00 per hour.

Mr. Lanik made reference to a provision in the contract allowing Waldrep Law LLP to represent other municipalities including the City of Archdale and the Town of Jamestown of which Mr. Lanik currently serves as a backup to attorney Beth Koonce with Roberson, Hayworth & Reese, PLLC.

Councilor Jackie Edwards asked Mr. Lanik if the hourly rate charged by another attorney would be the same rate as his if an attorney would need to fill in for him. Mr. Lanik responded by saying that the rate would be lower. The attorney that backs him up has a lower rate than his. Every attorney has their own rate.

On motion by Councilor Todd Nifong, seconded by Councilor Robin Moon, Council voted unanimously to renew the contract with Town Attorney James C. Lanik with Waldrep Law LLP.

#### **CONTRACT RENEWAL – CANNON & COMPANY**

Cannon & Company, L.L.P. has submitted its proposed contract for providing accounting services to the Town for the period of July 1, 2019 to June 30, 2019. The cost of these services will remain at \$1,000.00 per month. There will not be any changes in the scope of services that Cannon & Company provides for the Town.

Town Attorney Jim Lanik has reviewed the contract and recommended removing paragraph number four "Other Relevant Information" on page three of the contract that states:

*The Town of Midway agrees to hold Cannon & Company, L.L.P. harmless from any and all claims of Town of Midway which arise from knowing misrepresentations to Cannon & Company, L.L.P. by the management/employees of the Town of Midway or the intentional withholding or concealment of information from Cannon & Company, L.L.P. by the management/employees of the Town of Midway. Town of Midway also agrees to indemnify Cannon & Company, L.L.P. for any claims made against Cannon & Company, L.L.P. by third parties which arise from any of these actions by the management/employees of Town of Midway. The provisions of this paragraph shall apply regardless of the nature of the claim, including the negligence of any party."*

Mr. Lanik stated that the Town cannot agree with the indemnification provisions in this paragraph because it would be tough under applicable law in North Carolina to enforce.

Mr. Lanik approved the contract with Cannon & Company subject to the negotiation of terms.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Todd Nifong, Council voted unanimously to renew the contract with Cannon and Company for the Town's accounting services for fiscal year 2019-2020 subject to the review and corrections as stated by Town Attorney Jim Lanik.

#### **ADOPT –MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULES**

- A. 2012 Municipal Retention and Disposition Schedule – Resolution No. 01-20**
- B. 2019 Municipal Retention and Disposition Schedule – Resolution No. 02-20**

Town Manager Tammy Michael presented to Council the proposed Town of Midway 2012 and 2019 Municipal Retention and Disposition schedules for adoption stating that the General Statutes of North

Carolina Chapters 121 and 132 set forth the guidelines for retention and disposition of public records. The North Carolina Department of Cultural Resources agrees that certain records possess only brief administrative, fiscal, legal, research, and reference value and should be retained and disposed of according to the adopted schedules. The North Carolina League of Municipalities strongly encourages the adoption of the retention and disposition of the public records schedules.

Mrs. Michael said that Resolution No. 01-20 "Records Retention and Disposition Schedule," dated September 10, 2012 addresses the core schedule which lists all records (applicable and non-applicable to the Town of Midway). Deputy Clerk Tammy Robertson has worked diligently to identify and designate the appropriate retention length and disposition schedule for the Town of Midway's public records. Mrs. Robertson has worked with other local municipalities and staff believes the Town of Midway's retention and disposition schedule accurately mirrors the other municipalities' schedules and satisfies the General Statutes guidelines.

Resolution No. 02-20 "Records Retention and Disposition Schedule" dated March 1, 2019 provides updates and/or any changes adopted by the Department of Cultural Resources. Again, Deputy Clerk Tammy Robertson reviewed and researched the changes and has detailed the recommendations on the schedule attached to the resolution.

Summaries have been created for both retention and disposition schedules detailing the applicable retention and disposition standards for the Town of Midway's records. The page, record title, and retention years are identified and conveniently noted for Town Council to aid in Council's review.

Page ii "Executive Summary" and pages iii through vi "Managing Public Records in North Carolina." Provides detailed explanations on rationale of why the Town of Midway should adopt the original and revised schedules. The summary and question and answers pages provide a better understanding on why the Town of Midway should adopt the schedules.

Town Manager Tammy Michael recommended that Town Council adopt Resolution No. 01-20 "Municipal Records and Disposition Schedule" dated September 10, 2012 and Resolution No. 02-20 "Municipal Records and Disposition Schedule" dated March 1, 2019.

On motion by Councilor Jackie Edwards, seconded by Councilor Keith Leonard, Council voted unanimously to adopt the September 10, 2012 Municipal Retention and Disposition Schedule – Resolution No. 01-20.

**RESOLUTION NO. 01-20**  
**MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE**

**WHEREAS**, in accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed; and**

**WHEREAS**, the Town of Midway and the North Carolina Department of Cultural Resources agree that certain records possess only brief administrative, fiscal, legal, research and reference value. These records

have been designated by retention periods which allow these records to be destroyed when “*administrative value ends*,” and

**WHEREAS**, it is furthered agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Midway, North Carolina, does hereby take the following action:

**Section 1.** Approve the Agreement (Exhibit A) dated September 10, 2012, between the Town of Midway and the North Carolina Department of Cultural Resources for approval of the Municipal Records Retention and Disposal Schedule;

**Section 2.** Authorize the Mayor, Town Clerk and Town Manager to execute the Agreement described in Section 1; and

**Section 3.** This Resolution shall become effective upon its adoption and approval.

Adopted this the 3<sup>rd</sup> day of September 2019

**EXHIBIT A**

**TOWN OF MIDWAY  
RECORDS RETENTION AND DISPOSITION SCHEDULE  
CONCERNING WHEN ADMINISTRATIVE VALUE ENDS**

<b>PAGE</b>	<b>STANDARD</b>	<b>YEARS</b>
<b>ADMINISTRATION AND MANAGEMENT RECORDS</b>		
1	Abstracts of Municipal Elections	2 years
1	Agenda and Meeting Packet File	2 years
2	Associations and Organizations File	1 year
3	Business Certification Records	5 years
3	Bulletins	1 year
3	Census File Project	5 years
4	Citizen Rebate Program Records	2 years
4	Citizen Surveys	2 years
4	Conference and Workshops File	1 year
5	Correspondence and Memoranda	3 years
5	Customer Call Center Recordings	N/A
5	Employee Security Records	1 year
8	Grant Proposals	5 years
8	Legislation and Regulatory Records	2 years
9	Mailing and Distribution Records	2 years
10	Minutes of Public Bodies	10 years
10	Minutes (Staff Meetings)	N/A
11	Miscellaneous (Non-Building) Applications and Permits	5 years
11	Notices of Public meetings	1 year
11	Ordinances	10 years
12	Planning and Development Files	3 years
13	Public Hearing Records	3 years
15	Reports and Studies (Internal Administration)	1 year

15	Requests for Proposals	2 years
16	Research and Studies File (Administrative)	4 years
16	Resolutions	10 years
16	Telephone Usage Logs and Reports	N/A

**ANIMAL CONTROL AND SHELTER RECORDS  
CONTRACT WITH DAVIDSON COUNTY**

22	Animal Cruelty Records	N/A
23	Impoundment Records	N/A

**BUDGET, FISCAL AND PAYROLL RECORDS**

27	Budget Resolutions and Ordinances	10 years
32	Popular Annual Finance Report	N/A

**BUILDING INSPECTION RECORDS (Contract with Davidson County)**

35	Blueprints and Specifications	N/A
36	Building Permits and Applications	N/A
36	Burning Permits (Building Inspections)	N/A
37	Construction Reports	N/A
37	Encroachments of Right-of-Way Applications and Permits	N/A
37	Inspector Worksheets	N/A
38	Maps, Plats and Drawings	Permanent
38	Miscellaneous (Building) Applications and Permits	N/A
40	Trade Permits (Electrical, Gas, Mechanical and Plumbing)	N/A

**EMERGENCY SERVICES AND FIRE DEPARTMENT  
RECORDS (Contract with Davidson County and local Volunteer Fire Department)**

43	Disaster and Emergency Management Plans	10 years
45	Federal Assistance Programs Reference Records	10 years
46	Fire Investigation Records	N/A
47	North Carolina Fire Association Records	N/A
49	Radiological Data Station File	N/A
49	Resolutions on Establishment of Local Agency	Permanent
49	Safety Committee Agenda and Meeting Packets File	N/A
50	Safety Committee Minutes	N/A
51	Training and Education File	N/A

**INFORMATION TECHNOLOGY RECORDS**

54	Computer and Network Usage Records	N/A
57	System Access Records	N/A
58	System Maintenance Records: Records Backup	Permanent

**LAW ENFORCEMENT RECORDS (Contract with Davidson County)**

61	Alarm Call Reports	N/A
61	Alerts File	N/A
63	Bingo License Records	N/A

65	Case History File: Cases Not Officially Investigated	N/A
65	Chemical Analysis Records	N/A
66	Complaints File	N/A
66	Composite Interviews	N/A
67	Crime Analysis Records	N/A
67	Crime Prevention Records	N/A
67	Criminal History Records	N/A
68	Daily Bulletins	N/A
70	Domestic Violence Case Files: Closed (Copies)	N/A
70	Driving While Impaired (DWI) Reports File	N/A
72	Federal Firearms Notification Records	N/A
72	Field Observation Reports	N/A
73	Firearms Range File	N/A
74	House and Special Check Requests	N/A
75	Incident/Offense Reports	N/A
75	Informant Records	N/A
76	Inmate Commitment Records	N/A
78	Internal Affairs Case Records	N/A
79	List of Inmate Reports	N/A
80	Multiple Firearms Sales Reports	N/A
80	Mutual Aid Agreement Records	N/A
81	Parole Commission Notification Reports	N/A
82	Permission to Search Records	N/A
82	Personal Histories of Known or Suspected Law Breakers	N/A
82	Personnel Inspection Reports	N/A
83	Polygraph and Drug Screening Program	N/A
88	Uniform Crime Reports (UCR)	N/A
89	Wanted Persons File	N/A
89	Warrants Register	N/A
<b>LEGAL RECORDS</b>		
94	Legal Review Records	10 years
<b>PARKS AND RECREATION RECORDS</b>		
96	Birth Certificates (Reference Copies)	N/A
97	Facilities Use Permits	3 years
98	Parks and Recreation Agenda and Meeting Packets File	10 years
98	Parks and Recreation Board Minutes	10 years
99	Parks Planning File	3 years
100	Ticket Stubs	N/A
<b>PERSONNEL RECORDS</b>		
101	Abolished Position File	1 year
102	Deferred Compensation File	1 year
107	Employee Performance Review File	1 year
107	Employee Suggestions	N/A
107	Employee Training and Educational Records	1 year
108	Employee Work Schedules and Assignment Records	N/A
110	Fringe Benefits File	1 year

112	Personnel Records (Reference Copy)	1 year
113	Position Control File	N/A
113	Position Requisition and Analysis Records	N/A
113	Salary Survey Records	1 year
115	Workers Compensation Program (Administrative) File	1 year
<b>PLANNING AND ZONING RECORDS (Contract with Davidson County)</b>		
116	Appearance Commission Agenda and Meeting Packets File	N/A
117	Appearance Commission Minutes	N/A
117	Appearance Commission Project File	N/A
117	Assessment Records File	N/A
118	Board of Adjustment Agenda and Meeting Packets File	5 years
119	Board of Adjustment Minutes	Permanent
120	Conditional Use Permit Records and Index	N/A
120	Easement Release Request File	N/A
122	Photographs and Negatives (Aerial)	Permanent
122	Planning and Zoning Board Agenda and Meeting Packets File	5 years
123	Planning and Zoning Board Minutes	Permanent
123	Planning and Zoning Studies	Permanent
124	Preliminary Subdivision and Group Development Site Plans	5 years
124	Redevelopment Planning Records	5 years
124	Referred Projects	5 years
<b>PUBLIC RELATIONS RECORDS</b>		
131	Agency Publications	N/A
131	Audio-Visual Recordings (Public Relations)	N/A
132	News and Press Releases	3 years
132	Speeches	N/A
<b>PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS</b>		
142	Cable Television Franchise Records	N/A
142	Comprehensive Solid Waste Management Plan and Amendments	5 years
143	Construction Drawings	Permanent
143	Customer Account Histories	Permanent
144	Daily Report of Operations and Costs	N/A
145	Driver's Daily Reports	N/A
147	Engineering Reports File	Permanent
147	Erosion and Sediment Control Exhibit Records	3 years
148	Final Inspection Reports	3 years
149	Inspector Worksheets/Notes	6 years
152	Notice of Violations for Improper Discharge or Disposal File	N/A
153	Recycling Material Reports	5 years
154	Scale House Video Monitoring Recordings	N/A
156	Tap and Hook Up Records	Permanent
156	Valve Operation File	N/A
157	Water and Wastewater Facility Engineering and System Plans	20 years
159	Water Conservation Violation Notices	N/A

**RISK MANAGEMENT RECORDS**

<b>162</b>	Insurance Audits, Surveys and Reports	3 years
<b>162</b>	Loss Control Inspection Reports	3 years
<b>163</b>	Respirator Program Records	N/A
<b>163</b>	U.S. Bureau of Labor Statistics and Summary File	N/A

**STREET MAINTENANCE, PUBLIC WORKS AND  
ENGINEERING RECORDS (Owned and Maintained by NCDOT)**  
N/A

**TAX RECORDS (Contract with Davidson County)**

On motion by Councilor Robin Moon, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adopt the March 1, 2019 Municipal Records Retention and Disposition Schedule – Resolution No. 02-20.

**RESOLUTION NO. 02-20  
MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE**

**WHEREAS**, in accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specifies herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed; and**

**WHEREAS**, the Town of Midway and the Department of N.C. Department of Cultural Resources agree that certain records possess only brief administrative, fiscal, legal, research and reference value. These records have been designated by retention periods which allow these records to be destroyed when “*administrative value ends;*” and

**WHEREAS**, it is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reasons they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Midway North Carolina, does hereby take the following action:

**Section 1.** Approve the Agreement (Exhibit A) dated March 1, 2019, between the Town of Midway and the N.C. Department of Cultural Resources for approval of the Municipal Records Retention and Disposition Schedule;

**Section 2.** Authorize the Mayor, Town Clerk and Town Manager to execute the Agreement described in Section 1; and

**Section 3.** This Resolution shall become effective upon its adoption and approval.

Adopted this the 3<sup>rd</sup> day of September 2019.

**EXHIBIT A**

**TOWN OF MIDWAY  
RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES  
CONCERNING WHEN ADMINISTRATIVE VALUE ENDS**

<b>PAGE</b>	<b>STANDARD</b>	<b>YEARS</b>
<b>ADMINISTRATION AND MANAGEMENT RECORDS</b>		
1	Abstracts of Municipal Elections	2 years
1	Agenda and Meeting Packets	2 years
2	Applications for Appointment	1 year after expiration of term
3	Business Certification Records	N/A
4	Census Project Records	5 years
4	Citizen Rebate Program Records	N/A
5	Citizen Surveys	2 years
7	Grant Proposals	5 years
8	History Records (Agency and Employees)	Retain in office permanently
9	Interagency Programs	N/A
9	Legislation and Regulatory Records	2 years
10	Mailing and Distribution Records	2 years
11	Minutes of Public Bodies	10 years
11	Miscellaneous (Non-Building) Applications, Licenses and Permits	5 years
12	Ordinances	10 years
13	Price Quotations	3 years
13	Proclamations and Orders	1 year
15	Reference (Reading) File	When superseded or obsolete
15	Reports and Studies	1 year
16	Requests for Proposals (RFP)	2 years
16	Resolutions	10 years
16	Tracking Materials	When reference value ends
<b>BUDGET, FISCAL, AND PAYROLL RECORDS</b>		
21	Budget Resolutions and Ordinances	5 years
23	Government Employees Retirement System Monthly Reports	3 years
<b>GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS</b>		
31	Geographic Information System (GIS) Project Records	N/A
36	Maps: All Other	N/A
<b>INFORMATION TECHNOLOGY RECORDS</b>		

<b>41</b>	System Maintenance Records: Records Backup	Retain in office permanently
<b>PERSONNEL RECORDS</b>		
<b>60</b>	Personnel Records (Supervisor Copy)	1 year
<b>PUBLIC RELATIONS RECORDS</b>		
<b>66</b>	Agency Publications	1 year
<b>66</b>	Audio-Visual Recordings	1 year
<b>66</b>	Community Awards	2 years
<b>68</b>	Media File	3 years
<b>69</b>	Speeches	1 year

The Town of Midway 2012 Municipal Records Retention Schedule (Resolution No. 01-20) and 2019 Town of Midway Municipal Records Retention Schedule (Resolution No. 02-20) are incorporated in these minutes by reference as if fully set forth herein.

A full and complete copy of the Town of Midway 2012 Municipal Records Retention Schedule and 2019 Town of Midway Municipal Records Retention Schedule is on file at Town Hall.

#### **WEBSITE/COMMUNICATION**

Town Manager Tammy Michael stated that at the Town of Midway's Vision Workshop held on January 24, 2019, Council discussed the major priorities established during the March 2016 Vision Workshop session. One of the top six priorities was the Town's Website/Communication vision. The website continues to be one of the top concerns for Town Council.

Website presence and access is one of the first and foremost communication portals for citizens, businesses and the general public; and is generally the first place searched for information. The Town of Midway's current website is functional and informational; however, its presence is just there. The information posted is not easily updated and to stay current and fresh; regular updates and picture changes are paramount to ensure the Town of Midway is accurately represented.

The Town of Midway currently contracts with Rick Zebra Designs (RZD). Town staff depends upon RZD to update, maintain and ensure website security. Also, RZD is the administrator for the Town's email.

- In 2014, a contract for a custom website was approved in the amount of \$15,732.00.
- In 2016, a contract for improving and updating the current website was approved in the amount of \$8,505.00 with an add-on to manage the social media Facebook and Twitter feeds for the Town of Midway as an additional \$300.00 per month.

Town staff is currently able to make minimal updates such as, posting agendas, minutes, etc. and would like to have the capability to make more substantial changes to keep the website current and up to date. Presently, any major changes must be completed by RDZ designs and is dependent upon their work schedule for changes.

At the Vision Workshop Session, Town Council gave their approval for staff to search out to web designers that could understand and share Midway's vision for a newly designed website that will allow staff to maintain the basics, be interactive, (for future Town Park requirements,) and generally reflect Midway at its best.

Staff has spoken with several interested vendors and received estimated costs.

- Granicus Website Solutions is one of the premier municipal website companies and they proposed a five-year plan in the amount of \$24,740.00 (paid in yearly installments,) with a guaranteed no-cost redesign at the end of the contract.
- CivicPlus estimated via a telephone conversation a basic website minimum of \$9,500.00 and \$2,000.00 additional hosting management per year to \$17,000.00 and \$3,000.00 additional hosting depending upon the scope of work to be performed.
- PinWilz Company representative Dru Heldman located in Greensboro, NC quoted a website build price of \$8,658.00 which includes an annual recurring services cost of \$1,608.00. This custom website will be staff and user friendly along with being mobile friendly. Email maintenance is not included and will need to be added to the agreement with One-Step Computer Solutions who the Town currently contracts with for IT services. Email functions are best provided and maintained by IT companies and staff feels moving this operation to One-Step Computer Solutions is the best solution. One-Step and PinWilz will work together to ensure all functions operate as expected.
- Rick Zebra Designs has not submitted a proposal as of Thursday, August 29, 2019. However, Town Manager Tammy Michael has been in contact with the firm and they stated they will submit a proposal prior to the Council meeting on Tuesday, September 3, 2019. If submitted, copies will be available for Council's review.

Staff recommends Town Council entertain a presentation at the upcoming Vision Workshop from Dru Heldman, PimWilz Company and if acceptable, consider an agreement for PinWilz Company to design, maintain and train staff to update the Town of Midway's newly created website, thereby fulfilling Council's vision for Website/Communication.

It was the consensus of Council to receive a presentation from Dru Heldman with PinWilz Company for a new website at the Vision Workshop on Monday, September 3, 2019.

For discussion only.

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

#### **FINANCIAL REPORT**

Town Manager Tammy Michael provided Council with monthly financial reports for August 31, 2019 as follows:

#### **AUGUST 31, 2019**

Total Income	\$ 313,599	22.4 % of overall budget
Total Expenses	\$ 228,704	16.3 % of overall budget

For information only.

### **OPERATION ROBIN SAGE – US ARMY MILITARY EXERCISE IN DAVIDSON COUNTY**

Town Manager Tammy Michael informed Council that a series of Special Forces Military Training exercises will be conducted in twenty-one North Carolina counties, including Davidson County, between August 30, 2019 and September 12, 2019.

The training, known as Robin Sage training, is the unconventional warfare exercises that can be likened to live-action role playing in the extreme, with hostile engagement playing out between Special Forces students, volunteer civilians and soldiers at Fort Bragg.

Local law enforcement agencies have been alerted of the training.  
For information only.

**TOWN AUDIT QUESTIONNAIRE**

Town Manager Tammy Michael reminded Council to complete and submit to Town Auditor Eddie Carrick, CPA PC the audit questionnaire in connection with the Town's annual audit of financial statements.

**SET DATE FOR VISION WORKSHOP**

On motion by Councilor Robin Moon, seconded by Councilor Jackie Edwards, Council voted unanimously to schedule a Vision Workshop on Monday, September 23, 2019 at 6:00 p.m. at Town Hall.

**ADJOURNMENT**

On motion by Councilor Keith Leonard, seconded by Councilor Jackie Edwards, Council voted unanimously to adjourn the meeting at 7:30 p.m.

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John E. Byrum, Mayor

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Tammy H. Robertson, Deputy Clerk