

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON MARCH 4, 2019
AT 7:00 P.M. IN THE COUNCIL CHAMBER AT MIDWAY TOWN HALL, 426 GUMTREE
ROAD, MIDWAY, NORTH CAROLINA**

CALL TO ORDER

Mayor Pro Tem Mike McAlpine called the meeting to order and welcomed everyone present.

Mr. Carl Tuttle of Midway gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: Jackie Edwards, Keith Leonard, Mike McAlpine, Todd Nifong and Robin Moon. Absent: Mayor John Byrum. Town Manager Tammy Michael, Town Attorney Jim Lanik, 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 the press were in attendance.

APPROVAL OF MINUTES

On motion by Councilor Jackie Edwards, seconded by Councilor Keith Leonard, Council voted unanimously to approve the minutes of the January 24, 2019 Town Council Special meeting as presented.

On motion by Councilor Todd Nifong, seconded by Councilor Robin Moon, Council voted unanimously to approve the minutes of the February 4, 2019 Regular meeting as presented.

PUBLIC ADDRESS

There were none.

ADOPT AGENDA

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

REGULAR BUSINESS

PRESENTATION OF ART FUNDS TO LOCAL SCHOOLS

The 2018-2019 budget allocated funds to six local area schools for use in their art department. It was the consensus of Council at their Vision Workshop on January 24, 2019, to have a representative from each school attend either the February 4, 2019 or March 4, 2019 Town Council meeting to receive an Art Enrichment Grant. The money can be used for any art related instruction.

At the February 4, 2019 Town Council meeting, Mayor John Byrum presented Art Enrichment Grants to Dan Shamblin, Principal at Oak Grove Middle School; Jonathan Brown, Principal at North Davidson High School; and John DiBonaventura, Principal at Midway Elementary School in the amount of \$600 each to be used toward their respective schools' art programs.

Mayor Pro Tem Mike McAlpine presented the remaining three Art Enrichment Grants to Amy Hyatt, Principal at North Davidson Middle School; Scott Dalton, Principal at Oak Grove High School; and Marivee Miles, Principal at Friedberg Elementary School.

Mr. Dalton thanked Council for their support by saying that it is great to have a new school like Oak Grove, but with a new school, it takes time to build up money for projects. He said that the money the school is receiving from the Town will be put to great use.

APPROVE CONTRACT WITH EXECUTIVE CLEANING SERVICE, A DIVISION OF LAND - TEK GMS, INC. – CLEANING OF TOWN HALL

The proposed Independent Contractor Agreement between the Town of Midway (the “Town”) and Executive Cleaning Service, a Division of Land-Tek GMS, Inc. (the “Contractor”) for the cleaning of Town Hall was presented to Town Council for consideration.

Exhibit A
Town of Midway
Town Hall Cleaning Specifications

The following is a list of the work to be performed. All work should be what is normally expected within the cleaning industry. The cleaning service may be provided one (1) day per month (on a day mutually agreed upon) and completed during the Town Hall’s normal operating hours. Town Hall’s normal operating hours are Monday – Friday 9:00 A.M. to 4:00 P.M.

The Contractor will furnish all cleaning equipment (including cleaning cloths and paper towels used for cleaning) vacuum cleaners, mops, trash bags, toilet bowl brushed and necessary cleaning chemicals. The cleaning chemicals used must be suitable for the intended use. The Town will provide all consumables (paper towels, hand soap, toilet tissue, etc.)

The following is the schedule of work to be completed:

Monthly

Area: Foyer, Reception Area, Three Offices, Hallways, Conference Area, and Council Chamber.

- Empty trash receptacles and replace torn or wet liners
- Remove all collected trash and recyclables to designated outside bin
- Dust (or polish as needed) all horizontal surfaces
- Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains
- Damp wipe and sanitize telephones including ear and mouthpiece
- Vacuum all traffic lane areas (carpet, rugs, bare floors)
- Using approved spotter, spot clean carpet (as needed)
- Spot clean both sides of all doors and side windows

Area: Kitchen/Break Room

- Wipe down table, counter, and window ledge
- Clean sink and bright work (faucet)
- Wipe off exterior of microwave and refrigerator
- Re-stock paper products and fill soap dispensers
- Sweep, vacuum and mop floor as needed

Area: Restrooms

- Clean mirrors and bright work (faucets, etc.)

- Clean and sanitize sinks
- Clean and sanitize toilets (inside and out)
- Empty trash receptacles
- Remove collected trash to designated area
- Fill all soap, towel and toilet paper dispensers
- Fully sweep or vacuum floors wall to wall
- Damp mop floors wall to wall

Quarterly

All Areas:

- Wipe or dust down baseboards, ceiling, HVAC vents, light fixtures
- Wipe spots or smudges on walls and light switch plates
- Wipe high and low (pictures, clocks, etc.)
- Dust blinds

Additional Services

- Window cleaning inside and outside
- Carpet cleaning – bonnet cleaning based on square footage
- Stripping and waxing breakroom and kitchen floors

Exhibit B
Quote from Executive Cleaning Services
For Cleaning Town Hall

Executive Cleaning will provide one employee to clean the facility per the following:

Monthly cleaning per work scope on Exhibit A	\$ 80.00 per month
Quarterly cleaning per work scope on Exhibit A	\$120.00 per month

Additional Cleaning:

Window cleaning inside and out	\$150.00 per cleaning
Carpet cleaning – bonnet cleaning based on square footage	\$175.00 per cleaning
Stripping and waxing break room and kitchen	\$225.00 per cleaning

Executive Cleaning will provide all cleaning equipment and supplies to complete the job in a professional manner. Town Hall will provide all consumables (paper towels, hand soap, toilet tissue, etc.).

Town Attorney Jim Lanik has reviewed and approved the agreement as presented to Council.

Under discussion, it was noted that the additional cleaning services would only be provided upon the request by the Town for such services.

On motion by Councilor Todd Nifong, seconded by Councilor Jackie Edwards, Council voted unanimously to approve the contract with Executive Cleaning Service, a Division of Land Tek GMS for the cleaning of Town Hall for one year from the effective date of March 5, 2019.

APPROVE CONTRACT - ZACK DILLON – LAWN/GROUNDS MAINTENANCE AGREEMENT

The proposed Independent Contractor Agreement between the Town of Midway and William Z. Dillon D/B/A Dillon Outdoors was presented to Town Council for consideration. Mayor Pro Tem Mike McAlpine stated that this contract is renewed each year and the only difference this year is that snow removal has been added for the Town Hall Parking Lot as needed.

Dillon Outdoors
Lawn/Grounds Maintenance Proposal

<u>Town Park Area</u> Mowing/Trimming of grass areas	\$50.00 per hour
<u>Town Hall</u> Plant Installation Plant Pruning Mulching Plant Beds Fertilization of Landscape Products Spraying Weeds in Lawn/Plant Beds Blowing Parking Lot and Walkways Clear of Debris	\$45.00 per hour, plus materials at cost
<u>Fred Sink Road – Along Fence Line</u> Plant Installation and Maintenance	\$45.00 per hour, plus materials at cost
<u>Town Hall Parking Lot</u> Snow Removal	\$85.00 per hour

Town Attorney Jim Lanik has reviewed and approved the agreement as presented to Council.

On motion by Councilor Robin Moon, seconded by Councilor Keith Leonard, Council voted unanimously to approve the contract with William Z. Dillon D/B/A Dillon Outdoors for one year from the effective date of March 4, 2019.

AWARD BID – TOWN PARK WALKING TRAILS

In accordance with N.C.G.S. 143-131(a), Informal Bids, the Town solicited bids for the construction of the Town Park Walking Trails. One responsive bid was received from Richard Idol Grading Company Inc., 7504 Watkins Ford Road, Kernersville, NC 27284, in the amount of \$243,000 as follows:

Total Contract for the Lump Sum Price of	\$ 243,000.00
Unit price for adjusting undercut allowance	\$ 50.00/CY
Unit price for erosion control seeding	\$ 2,500.00/Acre

Town Attorney Jim Lanik explained to Council that they have two items to approve, the bid for the walking trails, and the agreement with Richard Idol Grading Company Inc. for the construction of the walking trails. Mr. Lanik told Council that the contract they have before them is a product of negotiations with everyone involved.

Mayor Pro Tem Mike McAlpine said that it has been a long process and has taken a lot of work to get to this point in preparing for the construction of the Town's park.

On motion by Councilor Keith Leonard, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to award the bid for the Town Park Walking Trails to Richard Idol Grading Company Inc., 7504 Watkins Ford Road, Kernersville, NC 27284, in the amount of \$243,000.

APPROVE CONTRACT WITH RICHARD IDOL GRADING COMPANY, INC. – TOWN PARK WALKING TRAILS

Council was presented the proposed agreement prepared by Town Attorney Jim Lanik between the Town of Midway and Richard Idol Grading Company, Inc. for the construction of the Town Park Walking Trails for consideration.

The project is generally described as approximately 5,000 feet of 12' wide trail made with structural fabric and screenings, grading for trail and culverts.

Per the agreement, the Project Manager for the construction of the walking trails is David B. Coe D/B/A Coe Forestry and Surveying.

The work will be substantially completed within one hundred (100) days after the date when the contract times commence to run and ready for final payment within one hundred twenty (120) days after the date when the contract times commence to run. At the written request of the contractor, the Project Manager, in consultation with the Town of Midway, may, but shall not be obligated to, extend the time limits of the agreement in his reasonable discretion in the case of weather delays or other factors beyond the reasonable control of the contractor.

The contract price for the construction of the Town Park Walking Trails from Richard Idol Grading Company Inc. is \$243,000 as follows:

Total Contract for the Lump Sum Price of	\$243,000.00
Unit price for adjusting undercut allowance	\$ 50.00/CY
Unit price for erosion control seeding	\$ 2,500.00/Acre

On motion by Councilor Todd Nifong, seconded by Councilor Jackie Edwards, Council voted unanimously to approve the contract with Richard Idol Grading Company, Inc. for the construction of the Town Park Walking Trails.

APPROVE CONTRACT WITH COE FORESTRY AND SURVEYING – TOWN PARK WALKING TRAILS

Town Attorney Jim Lanik prepared an Independent Contractor Agreement between the Town of Midway (the "Town") and David B. Coe D/B/A Coe Forestry and Surveying ("Contractor") to engage the contractor to provide certain oversight, surveying and site plan preparation services in connection with the grading and construction of the walking trails in the Town's park (the "Park Project").

Contractor will:

- work with personnel and committees as appointed by the Town to prepare and modify a site plan for a proposed Town park;
- coordinate with The Wooten Company for civil engineering services as needed;
- assist the Town with procuring additional contractors as and if requested by the Town;
- perform surveying stakeout as required for Park Project as identified in the project documents;
- oversee and coordinate with the contractors performing the grading activities as identified in the project documents; and
- Perform such other services relating to the Park Project as may be reasonably requested by the Town.

Contractor shall perform the services only when directed to do so by the Town Manager. Any activities or services performed by contractor in addition to the services as set out herein shall be pursuant to a separate contract.

The initial term of this agreement shall be for the shorter of one (1) year from the effective date and the completion of the grading relating to the Park Project.

Contractor shall receive compensation for the services rendered hereunder pursuant to the following schedule:

Office Staff:	\$70.00 per hour
Land Surveyor:	\$85.00 per hour
2- man field crew:	\$110.00 per hour
3- man field crew:	\$145.00 per hour

Contractor will work on days and at the times as may be mutually agreed by the Contractor and Town from time to time.

On motion by Councilor Robin Moon, seconded by Councilor Keith Leonard, Council voted unanimously to approve the contract with David B. Coe D/B/A Coe Forestry and Surveying to provide certain oversight, surveying and site plan preparation services in connection with the grading and construction of the walking trails in the Town's park (the "Park Project").

AGREEMENT – WASTEWATER SERVICES AGREEMENT WITH DAVIDSON COUNTY

Davidson County and the Town of Midway entered into a Wastewater Services Agreement on May 26, 2009 for the County to provide wastewater treatment of up to 50,000 gallons per day to Midway. Midway was to be responsible for construction and installation of extensions to the Davidson County wastewater collection system, including wastewater pipelines, pumping stations, and other appurtenances constructed to convey wastewater to approved connection sites on the existing wastewater collection system. Davidson County was to retain ownership, operations, and maintenance responsibility of the public wastewater extensions, including wastewater pipelines and pumping stations, that convey wastewater to the wastewater collection system under the terms of the agreement.

In contemplation of the Town financing the construction of the portions of the system within its corporate limits through an installment purchase contract with Home Trust Bank, the agreement was amended on January 18, 2010 pursuant to Section 19 of the original agreement. The amendment provided that upon the release by the bank of the lien (as a result of full payment by Midway to the bank or otherwise), Midway would transfer ownership of the system to Davidson County pursuant to NCGS 160A-274. Until such transfer, Midway was to retain ownership of the system.

The Town has fully paid the obligation underlying the lien on that portion of the system constructed in Midway and has obtained a release from the lienholder.

The new Wastewater Services Agreement between Davidson County and the Town of Midway acknowledges that the portions of the sewer system constructed by Midway comply with Davidson County construction standards and specifications and accepts the construction of those portions constructed by Midway. Midway transfer ownership of those portions of the system to Davidson County pursuant to 160A-274 through a Bill of Sale. Davidson County shall retain ownership, operations, and maintenance responsibility of the system, including but not limited to, public wastewater extensions, wastewater pipelines and pumping stations that convey wastewater to the wastewater collection system,

charges for electricity for pump station, charges for electricity for the streetlight at the pump station, and landscaping maintenance at the pump station.

At its Regular meeting on February 26, 2019, the Davidson County Board of Commissioners approved the new sewer agreement with the Town of Midway transferring ownership of the system to Davidson County.

Town Attorney has reviewed and approved the new agreement as presented to Council.

On motion by Councilor Moon, seconded by Councilor Jackie Edwards, Council voted unanimously to approve the Wastewater Services Agreement between Davidson County and the Town of Midway transferring ownership of the sewer system in the corporate limits of Midway to Davidson County.

MANAGERS REPORTS

MONTHLY FINANCIAL REPORT

Town Manager Tammy Michael provided Council with monthly financial reports for February 28, 2019 as follows:

February 28, 2019		
Total Income	\$ 1,058,551	80.5% of overall budget
Total Expenses	\$ 474,040	36.0% of overall budget

For information only.

REMINDER

Town Manager Tammy Michael reminded Council of a Budget Workshop scheduled for Thursday, March 28, 2019 at 6:00 p.m. at Town Hall.

ADJOURNMENT

On motion by Councilor Robin Moon, seconded by Councilor Jackie Edwards, Council voted unanimously to adjourn the meeting at 7:22 p.m.

Mike McAlpine, Mayor Pro Tem

Tammy H. Robertson, Deputy Clerk

