

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON DECEMBER 7, 2020 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.

Councilor Keith Leonard gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: John Byrum, Berkley Alcorn, Robin Moon, Keith Leonard, and Jackie Edwards. Absent: Mike McAlpine. Town Manager Tammy Michael, Town Clerk Linda Hunt, and Deputy Clerk Tammy Robertson were present. Absent: Town Attorney Jim Lanik. Attorney Evan Lee was present via teleconference.

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

No members of press were in attendance.

**APPROVAL OF MINUTES**

On motion by Councilor Jackie Edwards, seconded by Councilor Berkley Alcorn, Council voted unanimously to approve the minutes of the November 2, 2020 Town Council regular meeting as presented.

**PUBLIC ADDRESS**

There were none.

**ADOPT AGENDA**

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

**REGULAR BUSINESS**

**ADOPT RESOLUTION IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY GUY CORNMAN, DAVIDSON COUNTY PLANNING AND ZONING DIRECTOR – RESOLUTION NO. 04-21**

Town Council formally recognized Mr. Guy Cornman, Davidson County Planning and Zoning Director, for his dedication and service to Davidson County with over thirty-four years of service. Mr. Cornman will officially retire from the County on January 1, 2021.

Mayor Byrum read the following resolution honoring Mr. Cornman for his service:

RESOLUTION NO. 04-21

**RESOLUTION**

**IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY GUY CORNMAN,  
DAVIDSON COUNTY PLANNING AND ZONING DIRECTOR**

**WHEREAS**, Guy Cornman will officially retire from Davidson County Government as the Davidson County Planning and Zoning Director effective January 1, 2021; and

**WHEREAS**, Guy Cornman has provided the citizens of Davidson County with exceptional service as the Davidson County Planning and Zoning Director for thirty-four years, having begun his career on October 29, 1984; and

**WHEREAS**, under his direction, numerous accomplishments were made including the expansion of zoning regulations to include all of Davidson County, establishing orderly growth and development to all of Davidson County through an updated Land Development Plan which has brought significant favorable changes to the County including laying the groundwork for the new I-85 Corporate Center in Linwood; and

**WHEREAS**, Guy Cornman has brought respect, honor, and integrity to Davidson County by leading by example and exhibiting the highest level of ethics; and

**WHEREAS**, Guy Cornman's unwavering commitment, willingness and ability to understand and respond to the concerns and needs of the citizens of Davidson County, has made a substantial contribution to the betterment of Davidson County.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Midway does hereby commend Guy Cornman for his legacy of dedication, enthusiasm, and outstanding public service given to the citizens of Davidson County for the past thirty-four years.

Mr. Cornman who was in attendance, said it has been an honor to work for the citizens of Davidson County and appreciated Town Council's recognition of his service. He remembers the days of not having technology and had to spend hours at the Tax Department researching from books.

He shared with Council, that Northern Davidson County was the first area in Davidson County to adopt zoning in 1973. It was a task to expand zoning south of US Highway 64, but in May 1990, zoning of this area was achieved by a split vote. In reality, it was the best decision the County could make at the time.

Mr. Cornman remembers trying to convince farmers that their soil would also be great for industrial growth. Since that time, the I-85 Business Center that is the home of Egger Wood Products was developed.

It is hard to look into the future, but it is great to look behind to see what has been accomplished.

**GRANT REQUEST – OAK GROVE MIDDLE SCHOOL – PHYSICAL EDUCATION EQUIPMENT**

Town Council supports local schools and their endeavor to educate students mentally and physically to become well-rounded intellectual and physically fit youth. Each year during the budget process, Council approves grant monies to be requested and awarded if requirements are met by the requesting agency. For fiscal year 2020-2021, Town Council allotted \$12,000 in the annual budget for grant requests.

Oak Grove Middle School Health and Physical Education instructor, B.J. Harris, has submitted a Facility Development/Programming grant request for physical education equipment to be utilized by all students. As stated in the grant request, more than 700 students have weekly access to the gym, and funding from Davidson County is limited. Receiving the grant will allow the school to purchase additional equipment, thereby, allowing teachers more options to utilize for each class.

Mr. Harris stated that funds for the Physical Education Department have been decreasing over the years, and they have received no money from the County in the last couple of years. There is a lot of wear and tear on the equipment with over seven hundred kids participating in physical education classes. The grant money will supersize the Physical Education Department. Mr. Harris is looking for other grant

opportunities as well to obtain equipment for the department. He did have a tee shirt fundraiser that raised a couple hundred dollars, but because of Covid-19, normal opportunities for fundraisers have been taken away.

Councilor Berkley Alcorn questioned the \$1,000 shipping costs on the order for physical education equipment that Mr. Harris submitted from Gopher Sport. Mr. Harris said that he is not tied to this company to purchase equipment. If he can purchase the equipment from another vendor at a lesser cost, he will do so.

Council requested that Mr. Harris provide proof of the purchase once the order has been received.

Councilor Jackie Edwards mentioned Oak Grove Middle School's current year operating budget was not included with the grant application. Mr. Harris agreed to provide that information to Council once he receives it from the school treasurer.

Staff has reviewed the Facility Development/Programming grant request for compliance and Oak Grove Middle School has met the grant requirements. Staff recommends Council review the request by Oak Grove Middle School.

Councilor Berkley Alcorn made a motion to award \$3,200 to Oak Grove Middle School for the purchase of physical education equipment. Councilor Jackie Edwards seconded the motion.

Under discussion, Councilor Robin Moon stated that Physical Education Departments do not receive very much money and proposed to give \$3,500 to Oak Grove Middle School's Physical Education Department.

Councilor Berkley Alcorn withdrew his motion to award Oak Grove Middle School \$3,200 for the purchase of physical education equipment.

On motion by Councilor Berkley Alcorn, seconded by Councilor Jackie Edwards, Council voted unanimously to award Oak Grove Middle School \$3,500 for the purchase of physical education equipment.

**LAND USE PLAN UPDATE – MIDPOINT PRESENTATION – JASON EPLEY – BENCHMARK  
CMR, INC.**

The Town's current ten-year Land Use Plan which covers the time-period from 2010-2020 is due to be updated. At the Town Council Regular meeting held on February 3, 2020, Council approved a contract with Benchmark CMR, Inc. to update the plan.

A current, relevant, and digitized Land Use Plan is paramount to ensure the Town of Midway remains on the radar of economic development and planned and sustained growth.

The update to the Land Use Plan has allowed the community to provide input into the desired future growth pattern of the Town and will set forth a path to achieving that future vision.

Mr. Jason Epley, President of Benchmark CMR, Inc. has been working with the Planning Board throughout 2020 about topics that are important to guide the development of the Comprehensive Plan.

Mr. Epley made the following presentation to Town Council regarding the progress that has been made in updating the Land Use Plan.

## Purpose of the Plan

- Blueprint for the future of the Town
- Looks at development trends, previously approved plans, demographic and economic data, and community perceptions
- The plan serves as the primary policy guide for decision making regarding:
  - Land Use & Development
  - Transportation
  - Utilities
  - Parks & Recreation
  - Capital Investments

## Purpose of the Plan

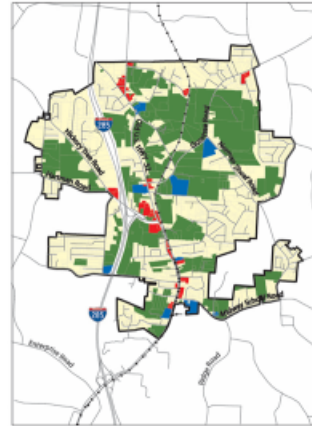
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  - Utilities
  - Parks & Recreation
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## Proposed Planning Process

- Project Phases
    - Phase One – Update Background Research
    - Phase Two – Visioning & Development of Goals
    - Phase Three – Objective & Strategy Development
    - Phase Four – Draft Plan Development & Review
    - Phase Five – Final Plan Development & Review
    - Phase Six – Adoption Process
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# Background Research

- Population & Housing
- Economic Profile
- Transportation
- Land Use and Development
- Environment and Natural Resources
- Existing Plans
- Existing Development Regulations



# COMMUNITY SURVEY RESULTS

## WHO TOOK THE SURVEY

### Respondent Affiliation

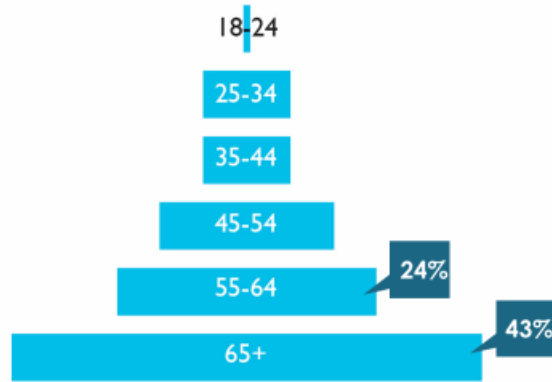
	PERCENT OF RESPONSES	NUMBER OF RESPONSES
I live in Midway	94%	224
I work in Midway	6%	15
I own property in Midway	69%	165
I own a business in Midway	7%	16
Other	5%	13

**254 TOTAL  
RESPONSES**

**(2 PAPER)**

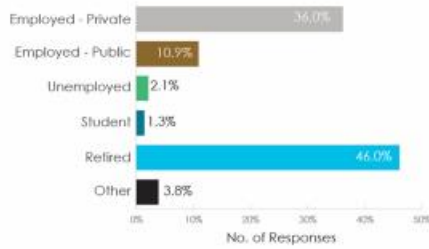
### WHO TOOK THE SURVEY

#### Respondent Age Distribution

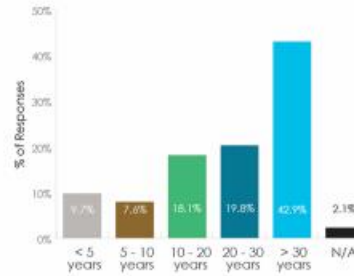


### WHO TOOK THE SURVEY

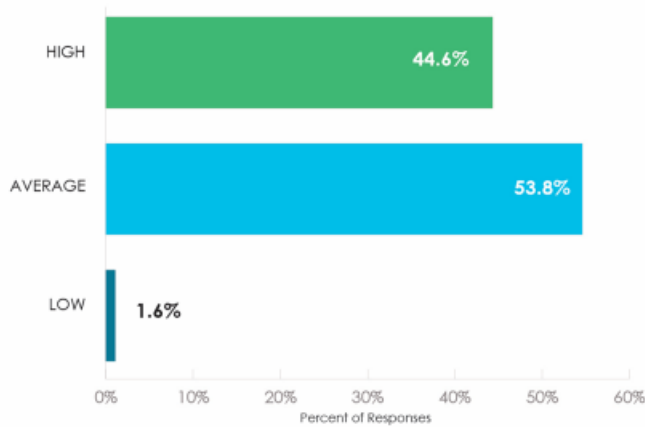
#### Employment Status



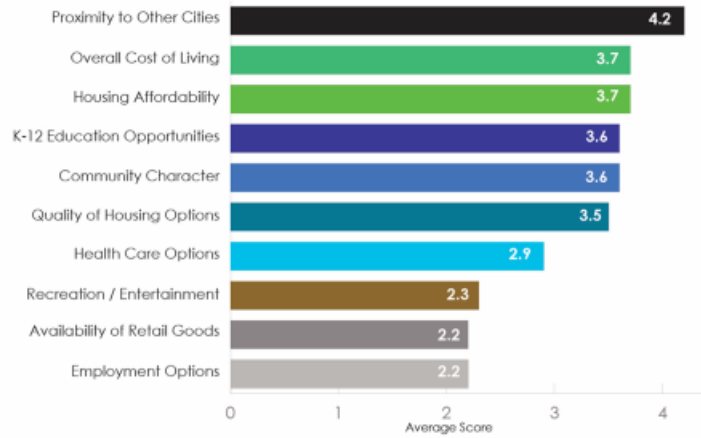
#### Longevity of Residence



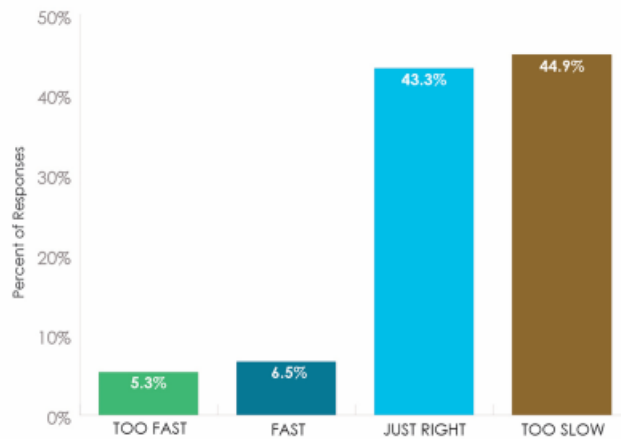
### HOW WOULD YOU RATE YOUR QUALITY OF LIFE?



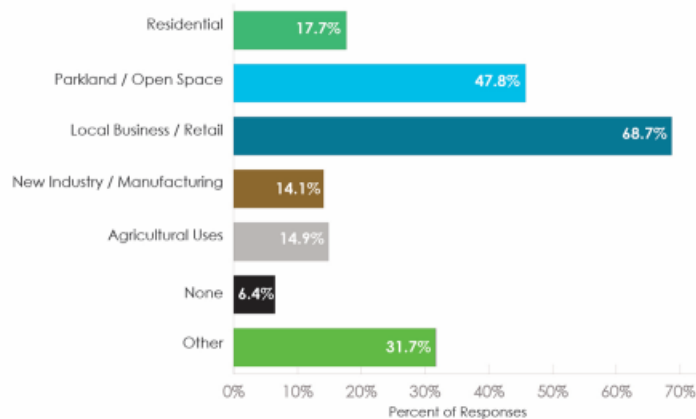
### WHAT IS YOUR PERCEPTION OF THESE FACTORS (1-5)?



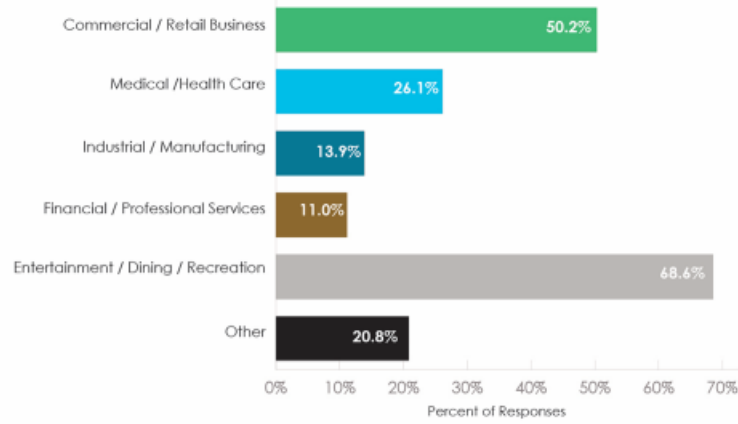
### WHAT'S YOUR PERCEPTION OF THE PACE OF GROWTH?



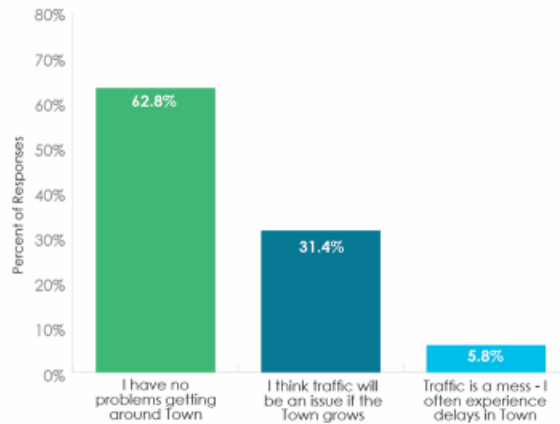
### WHAT TYPES OF NEW DEVELOPMENT DO YOU PREFER?



MOST NEEDED FOR ECONOMIC DEVELOPMENT?



WHAT IS YOUR PERCEPTION OF TRAFFIC?

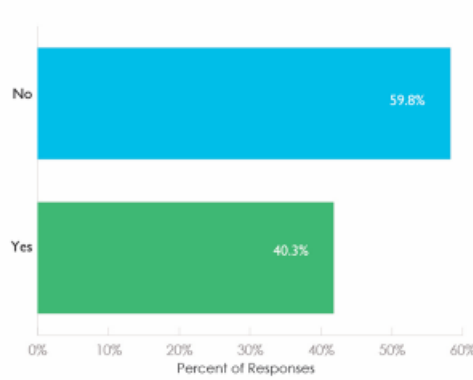


WHAT ARE THE TOP TRANSPORTATION ISSUES?





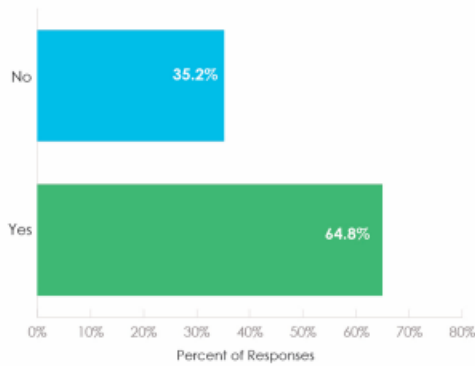
WOULD YOU LIKE OTHER TYPES OF TRANSPORTATION?



If yes, what types?

*Greenway* Bus  
Sidewalks  
*Permit Golf Carts on Roads*  
*Bike Lanes* Train

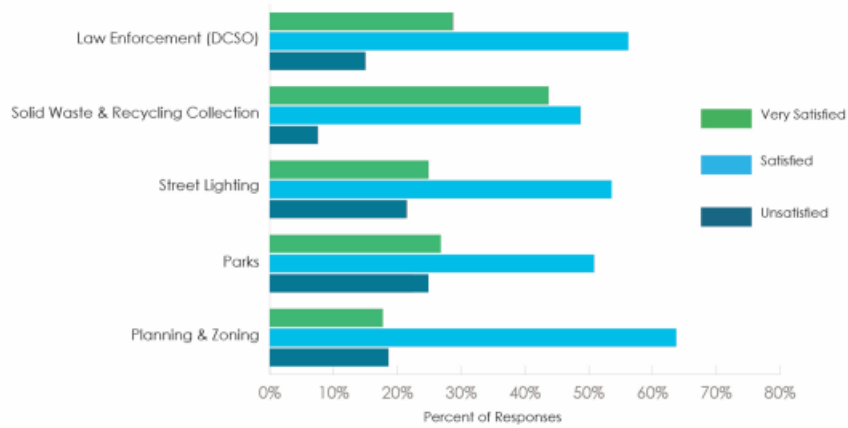
ARE YOU SATISFIED WITH EXISTING PARKS & RECREATION?



WHAT NEW RECREATIONAL AMENITIES DO YOU WANT?

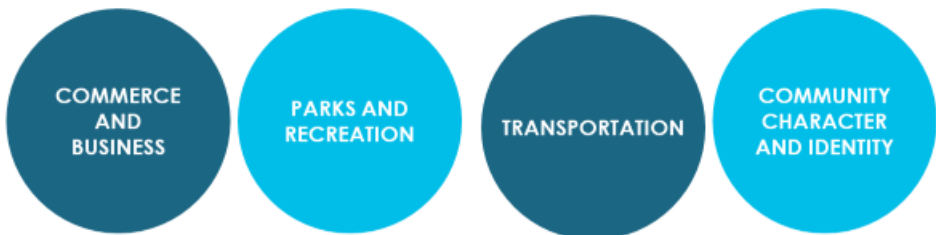
*ymca* Basketball Court  
Tennis Court  
Trees  
Outdoor Exercise Course  
Gym  
Baseball / Softball Field  
Bike Trails  
Splash Pad  
Dog Park  
Pool  
Events at Park  
Playground  
Volleyball Court

### HOW SATISFIED ARE YOU WITH TOWN SERVICES?



## BUILDING BLOCKS FOR THE VISION

### MAJOR ELEMENTS



## **CORE PRINCIPLE**

Midway as a place for commerce -

A town that is a viable place to do  
business, with vibrant commercial areas  
and new businesses.

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## **CORE PRINCIPLE**

Midway as a place for recreation -

A town that provides recreation  
opportunities and amenities for the  
Town's residents.

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## **CORE PRINCIPLE**

Midway as a place of mobility – A town  
that has a safe and efficient  
transportation network.

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## CORE PRINCIPLE

Midway as a place that values its character - A town with a strong identity founded on the unique assets of the community.

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## UPCOMING MEETINGS

### Upcoming Meetings

- Mid-Point Presentation to Town Council (December 7)
- Planning Board Meeting (January)
- Planning Board Meeting (February)
- First Public Drop in Meeting (March)

**CONTRACT RENEWAL – WILLIAM Z. DILLON D/B/A DILLON OUTDOORS – LAWN AND GROUNDS MAINTENANCE**

The Town contracts annually with Dillon Outdoors for Maintenance/Mowing of the lawns and Town Park grounds, and Snow Removal Services.

Dillon Outdoors has submitted the following proposals – **See attached Exhibits A and B.**

**Exhibit A** outlines the scope and hourly rates for Lawn/Grounds Maintenance Services for the Town Park area, Town Hall grounds, Fred Sink Road, and Snow Removal for the Town Hall Parking Lot.

**Lawn/Grounds Maintenance Proposal**

**Town Park**

\$50.00 per hour mowing and trimming of grass areas.

**Fred Sink Road**

\$45.00 per hour plus materials at cost. Mowing along fence line, plant installation and maintenance.

**Town Hall**

\$45.00 per hour plus materials at cost. Plant installation, plant pruning, mulching plant beds, fertilization of landscape plants, spraying weeds in lawn and plant beds, blowing parking lot and walkways clear of debris.

**Town Hall Parking Lot**

\$85.00 per hour snow removal

**Exhibit B** outlines the Lawn/Grounds Maintenance costs for the outlying areas of Gumtree Road fence line, Country Lane, grass, and maintenance of Town of Midway decorative signage, etc.

**Lawn/Grounds Maintenance Proposal**

**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 (Front of sign at stoplight at intersection of Hickory Tree Road/Old Highway 52, Follansbee Road/Old US Highway 52, Payne/Hickory Tree Roads, near Carter Lumber on Old US Highway 52).

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

**Annual plantings in plant beds at all four decorative signs (begonias/pansies)**

\$270 (approximately six hours total labor) plus cost of plants

**Mowing/weed eating bi-weekly service**

\$230 every two weeks or \$460 per month. Mowing/weed eating fence line and property at corner of Fred Sink/Hickory Tree Roads, mowing/maintaining behind fence line on Gumtree Road and both sides of fence on Country Lane, pump station on Country Lane.

Town Attorney Jim Lanik has reviewed and approved the Independent Contractor's agreement with Dillon Outdoors.

Staff recommends Town Council approve the contract with Dillon Outdoors for a period of two (2) years, with an automatic renewal for one (1) additional year.

On motion by Councilor Jackie Edwards, seconded by Councilor Robin Moon, Council voted unanimously to approve the contract with William Z. Dillon D/B/A Dillon Outdoors for Maintenance/Mowing of the lawns and Town Park grounds, and Snow Removal Services for a period of two (2) years, with an automatic renewal for one (1) additional year.

**CONTRACT RENEWAL – BUBBAJAKE, INC. D/B/A ONE STEP COMPUTER SOLUTIONS – IT SERVICES**

The Town of Midway contracts annually, IT/Email services with an independent contractor. One Step Computer Solutions is currently contracted to provide IT services and Email services.

One Step Computer Solutions has submitted two proposals as follows:

**Exhibit A** outlines the scope and cost of IT services. The annual quote for IT services is \$2,989.00. *The cost remains the same as the current agreement in place.*

- Emergency on site fee (Same day not previously scheduled) \$70.00
- Non-Emergency or standard on site fee (Previously scheduled) \$50.00
- On site service will be billed with a one (1) hour minimum and will be subtracted from agreement hours purchased
- Remote service will be billed with a one (1) hour minimum and will be subtracted from agreement hours purchased
- Phone service will be billed with a fifteen (15) minute minimum and will be subtracted from the agreement hours purchased
- Hours must be used within one (1) 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 though new agreement.

Hours:	40
Rate:	\$70.00
Price:	\$2,800.00
Tax:	\$189.00
Total:	\$2,989.00

**Exhibit B** details the annual cost of email accounts along with required security measures to protect the Town of Midway from hackers and potential ransomware attacks. The annual cost for email accounts with security is \$2,756.40. Adding the security, brings the Town of Midway in compliance with the Microsoft email software used by Council and staff.

ACTIVITY	DESCRIPTION	QUANTITY	RATE	AMOUNT
Misc. Part	Office 365 Email \$179.88 per user per year	10	\$179.88	\$1,798.80
Misc. Part	Advanced Email Security \$59.88 per user per year	10	\$59.88	\$598.80
Misc. Part	Email Backup \$35.88 per user per year	10	\$35.88	\$358.80
	Cost does not include Sales Tax			
			Total	\$2,756.40

Staff recommends Town Council approve the Independent Contractor Agreement with BUBBAJAKE D/B/A One Step Computer Solutions for IT Services in the amount of \$2,989.00 and Email Licenses and Security in the amount of \$2,756.40.

Town Attorney Jim Lanik has reviewed and approved the Independent Contractor's Agreement with BUBBAJAKE, D/B/A One Step Computer Solutions.

Town Manager Tammy Michael said that Mr. Estep is putting in a lot of work behind the scenes especially backing up the Town's emails. Mr. Estep has a new software program that will give the Town a detailed account of the hours he is using.

On motion by Councilor Jackie Edwards, seconded by Councilor Berkley Alcorn, Council voted unanimously to approve the contract with BUBBAJAKE D/B/A One Step Computer Solutions with Exhibit A for IT Services at a cost of \$2,989.00 and Exhibit B for Email Licenses and Security at a cost of \$2,756.40.

**APPROVE CONTRACT – WILLOW'S WISHING WELLS LANDSCAPING – TOWN PARK WALKING TRAIL MAINTENANCE**

To provide a safe environment for walking and exercise by Midway residents and visitors to the Town Park Walking Trail, a maintenance agreement is required to properly maintain the trail.

Willow's Wishing Wells Landscaping has submitted the following proposal:

**Exhibit A** outlines the scope of services and hourly rate for Town Park Walking Trail Maintenance. Services include, but are not limited to, tractor work (grading and leveling the track,) hauling granite dust to repair washed areas, etc.

The hourly rate of \$75 includes the equipment, operator, and insurance costs. (Note: the hourly rate is reasonable and consistent with other landscapers.)

**Scope of work:** Landscape maintenance and repair services in general for the Town of Midway Park Trail.

- Tractor work: grading and leveling the track surface
- Tractor work: hauling in granite dust to repair wash areas
- Working with Town Manager Tammy Michael for requested services or additional services as needed.
- Walking Trail will typically be graded and leveled on Friday and Monday due to the amount of use during the weekend. Additional days may be required due to weather/rain.
- Extra materials such as granite dust will be provided by the Town of Midway

Willow's Wishing Wells Landscaping will invoice the Town monthly.

Town Attorney Jim Lanik has reviewed and approved the Independent Contractor's Agreement with Willow's Wishing Wells Landscaping.

Town Staff has reviewed the proposal and recommend Town Council approve the agreement with Willow's Wishing Wells Landscaping.

On motion by Councilor Robin Moon, seconded by Councilor Keith Leonard, Council voted unanimously to approve the contract with Willow's Wishing Wells Landscaping for Town Park Walking Trail maintenance at an hourly rate of \$75.

**TOWN MANAGERS REPORTS**

**APPROVED BY PLANNING BOARD – FENCE HEIGHT VARIANCE**

Town Manager Tammy Michael shared with Council that the Planning Board approved a Residential Fence Height Variance on Tro-Tod Drive at the November 24, 2020 Board of Adjustment meeting. The applicant, who is wanting to install a fence around her hot tub for privacy, applied for a variance of two feet to the fence height regulation of six feet maximum height allowing for an eight-foot-tall fence. The applicant's patio is raised and the topography of the land slopes, so installing a six-foot fence would in effect be four feet four inches high and five feet high on the side, therefore, giving no privacy to the hot tub users. An eight-foot fence would provide the needed privacy.

For information only.

**MONTHLY FINANCIALS**

Town Manager Tammy Michael provided Council with monthly financial reports for November 30, 2020

November 30, 2020

Total Income	\$ 756,459	53.4 % of overall budget
Total Expenses	\$ 344,710	24.3 % of overall budget

For information only.

**REMINDER – TOWN HALL WILL BE CLOSED – OBSERVANCE OF HOLIDAYS**

Town Hall will be closed on Thursday, December 24, Friday, December 25 and Monday, December 28 for the Christmas holidays and on Friday, January 1, 2021 in observance of New Year's Day holiday.  
Reminder only.

**ADJOURNMENT**

On motion by Councilor Jackie Edwards, seconded by Councilor Keith Leonard, Council voted unanimously to adjourn the meeting at 7:43 p.m.

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John E. Byrum, Mayor

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Tammy H. Robertson, Deputy Clerk