

**MINUTES OF MIDWAY TOWN COUNCIL VISION SESSION HELD ON OCTOBER 11, 2021
AT 6:00 P.M. IN THE CONFERENCE ROOM AT MIDWAY TOWN HALL, 426 GUMTREE
ROAD, MIDWAY, NORTH CAROLINA**

CALL TO ORDER

Mayor John Byrum called the meeting to order.

Councilors present were: John Byrum, Jackie Edwards, Keith Leonard, Mike McAlpine, and Berkley Alcorn. Absent: Robin Moon. Town Manager Tammy Michael, Town Clerk Linda Hunt, and Deputy Clerk Tammy Robertson were present.

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

There were no members of the press in attendance.

ADOPT AGENDA

On motion by Councilor Jackie Edwards, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adopt the agenda as presented.

VISION SESSION

UPDATES OF VISION PRIORITIES FROM FEBRUARY 2021 VISION SESSION

Mayor John Byrum revisited Council's Vision Workshop from February 25, 2021 when each Councilor brought to that meeting their priorities for the Town for that year and future years. From that meeting, the major priorities established for the Town included the following: **(Bold indicates action or progress)**



- **Town Park**
 - Shelter/Gazebo/Town Park Sign
 - Overflow Parking -
 - **Completed September 2021**
 - Picnic Shelter and Gazebo -
 - **Specifications and bid advertisement ready**
 - **To be published in The Dispatch, WS Journal
Town's website**
 - Town Park Sign -
 - **to be completed once construction is completed**
 - Additional Playground Equipment -
 - **Phase II Toddler Playground Equipment ordered-
installation expected to begin February-March 2022**
 - Additional General Recreation areas-
 - **Retain as a Vision Priority for another phase to the Park**
 - Family movie night -
 - **Retain as a Vision Priority once construction is completed**

VISION PRIORITIES UPDATES

- Beautification Signs -
 - **On-going – Remove current beautification sign at the end of Hickory Tree Road and Old US Highway 52 and replace with a larger sign at the water tower on Hickory Tree Road coming into Town. Upgrade other beautification signs in the Town to enhance/brand the image of the Town**
- Mowing along fence line on Hickory Tree Road
 - Clean the tree area along Fred Sink Road fence line and bush hog outside the fence line a couple times per year to give the area more aesthetic appeal
 - **Town Contractor is completing Town's sections regularly**
 - Contact NCDOT Division 9 regarding concerns about the above areas in their domain are not being mowed and request other options
 - **Town Manager has placed request through NCDOT for mowing – added to the rotation and NCDOT contractor has mowed the area.**

VISION PRIORITIES UPDATES

- Core Commercial Overlay District Overhaul
 - **Continuing to work with Craig Goodson of Davidson County EDC for opportunities to promote Town of Midway**
- Fun Day at Town Park(annually commemorate opening day)
 - **On hold pending construction of shelter and gazebo**
- Community Center
 - **On hold pending completion of shelter and gazebo**
- Land Use Plan Update
 - **Completed and adopted by Town Council July 2021**
- Chapter 160D Updates to Town Ordinances
 - **Completed and adopted by Town Council June 2021**
- NCDOT Right-of-Way request due to Bridge Replacement Gumtree Rd.
 - **Town Council approved proposal and settlement for rights-of-way acquisitions June 2021.**

Mayor Byrum stated that since that meeting some items have been addressed and work continues on others. Mayor Byrum again asked Council to list their priorities for the Town to determine if their priorities have changed since the February 25, 2021 meeting.

DISCUSS AND IDENTIFY VISION PRIORITIES (Bold indicates Council/Staff responses)

- Town Park
 - **Hire additional staff during the construction of the picnic shelter and gazebo**
 - **Thin out trees outside of lower east walking trail fence line**
 - **Venue for special events after completion of shelters**
 - **General recreation area as another phase to the park**
 - **Volleyball, Tetherball, Horseshoes, Disc Golf, Cornhole, Badminton**
- Town Motto
 - **In 2015, Town Council adopted a resolution, supporting the display of the National Motto, “In God We Trust”, on the exterior of the Town Hall building. It was the consensus of Council to have Town staff research how to officially adopt “In God We Trust” as the Town’s motto.**
- Appreciation Dinner
 - **Reception honoring the Town’s Planning and Zoning Board after the Planning Board meeting on November 30, 2021**
 - **Elected Official’s Reception for newly elected Council members after the Town Council meeting on December 6, 2021**
 - **Set date for annual Appreciation Dinner at the January 3, 2022 Town Council meeting**
- Donated Tobacco Receptacles – Keep America Beautiful Campaign
 - **Consensus of Council to accept tobacco receptacles from the North Davidson Chamber of Commerce to promote the Keep America Beautiful Campaign.**

Placement of the receptacles should be in the back parking lot or other areas as may be recommended by Town Park Superintendent Danny Mizell. The receptacles at Town Hall will aid in the disposal of tobacco products before entering the Town Park.

- Personnel Policy – Comprehensive Review
 - **Upon the recommendation of the Personnel Committee, Council adopted the Town’s Personnel Policy at Town Council’s regular meeting on April 6, 2016. Serving on that Personnel Committee were Mayor Pro Tem Mike McAlpine (Chairman), Councilor Keith Leonard, Jackie Edwards, Town Attorney Jim Lanik and Town Clerk Linda Hunt. Town Manager Tammy Michael stated the current policy needs to be updated. It was the consensus of Council to have Mrs. Michael reach out to the North Carolina League of Municipalities to have the current policy reviewed for suggested changes and updates. The recommended changes and updates would then be brought back to the Personnel Committee for review and approval. It was the consensus of Council to reappoint Councilors Keith Leonard and Jackie Edwards along with Town Attorney Jim and Lanik and staff members Town Manager Tammy Michael and Town Clerk Linda Hunt to serve on the Personnel Committee.**

- Grocery Store
 - **Council continued discussing the ongoing search to have a grocery store in Midway. Grocers that have been contacted about establishing a store in the Town includes: Lidl, Aldi, Ingles, Food Lion, Lowes Foods, Food City, Walmart, Piggly Wiggly, and Independent Grocers. Due to the proximity of existing grocery stores, grocers have declined adding a store in Midway. Mayor Byrum will contact representatives from Merchants Distributors who provide grocery wholesaling to grocery stores throughout the United States for leads on Independent Grocers that may be interested in establishing a grocery store in Midway.**

- Town of Midway Subdivision Ordinance
 - **Review for possible revisions**

- Sewer Tap Fees
 - **Review with Town Attorney Jim Lanik**

TOWN MANAGERS REPORTS

ARP FUNDS

Town Manager Tammy Michael will attend a series of zoom classes presented by the School of Government that will give more insight on the expenditures of the American Rescue Plan (ARP) Funds. ARP funds are being distributed to state and local governments to aid in the recovery of the Coronavirus pandemic.

ADOPTION OF FOURTH EDITION OF “SUGGESTED RULES OF PROCEDURE FOR CITY COUNCIL”

At the June 30, 2008 regular Town Council meeting, Council adopted the “Suggested Rules of Procedure for a City Council,” Third Edition, that is simply a condensed version of Roberts Rules of Order and more tailored for a smaller governing body. Town Manager Tammy Michael advised Council that a fourth edition of “Suggested Rules of Procedure for City Council” is available and will be placed on the November 1, 2021 agenda for adoption.

ADVERTISING IN *THE DISPATCH* (\$180/YEAR)

As required by law, to advertise the Town’s legal ads, the Town currently subscribes to the Dispatch, a newspaper of general circulation. The Town currently pays \$180 per year for the subscription plus the cost of running the legal ads in the Legals section of the Dispatch.

Town Manager Tammy Michael informed Council that many cities and towns are only posting legal ads on their respective websites rather than running the notices in a local newspaper. By adopting a policy, Council can post legal ads on the Town’s website without having them printed in *The Dispatch*.

Town staff will develop a policy that will allow for the ads to be placed on the Town’s website for public notice.

IT VENDOR PROPOSAL

Town Manager Tammy Michael presented to Council a proposal for IT services for the Town from VC3, Inc., an IT company providing IT services to local governments and preferred partner of the North Carolina League of Municipalities (NCLM).

VC3, Inc. has extensive local government IT experience. Highlights include:

- Focused on small and medium local governments
- Relationships with 340 plus Local Government entities

- Over 27 years of experience
- Access to over 165 engineers with varying specializations
- Extensive IT experience with Police, EMS, and Fire departments
- Broad suite of technology solutions
- NCLM endorsed Preferred Partner program

Solutions for small and medium towns and cities include:

- Comprehensive technology products and services tailored to the unique needs of smaller municipalities
- Single point of contact for all IT issues
- Predictable flat monthly fee
- Choose solution package to provide the highest value for your budget
 - Bronze – remote service only
 - Silver – unlimited remote support twenty-four hours per day seven days per week
 - Gold – onsite service, includes new website

Mrs. Michael recommended that Council consider the Silver Plan that includes:

- Cybersecurity and computer maintenance
- Help Desk – twenty-four hours seven days per week service
- Twenty-four hours seven days per week unlimited remote support
- Vendor Management and Procurement

Options include:

- Data backup and disaster recovery
- Microsoft Office 365
 - Email
 - Full Office Suite
- Onsite support – Hourly rates

Total annual cost for the plan is \$6,589.68.

It was the consensus of Council to have staff develop an Independent Contractor Agreement to place on the November 1, 2021 Town Council agenda to approve the quote from VC3, Inc. for IT services for the Town in the amount of \$6,589.68 annually.

ADJOURNMENT

On motion by Councilor Jackie Edwards, seconded by Councilor Robin Moon, Council voted unanimously to adjourn the meeting at 8:55 p.m.

John E. Byrum, Mayor

Tammy H. Robertson, Deputy Clerk