

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON NOVEMBER 1, 2021 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 Jackie Edwards introduced Mr. James Smith of Midway who gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Mayor Byrum welcomed Boy Scout Pack 728 who were in attendance.

Councilors present were: John Byrum, Mike McAlpine, Berkley Alcorn, Robin Moon, Keith Leonard and Jackie Edwards. Absent: None. Town Manager Tammy Michael, Town Clerk Linda Hunt, Deputy Clerk Tammy Robertson, and Town Attorney Jim Lanik 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 Councilor Jackie Edwards, seconded by Councilor Robin Moon, Council voted unanimously to approve the minutes of the October 4, 2021 Town Council regular meeting as presented.

Town Manager Tammy Michael stated to Council that the minutes of the Vision Workshop have been corrected to reflect Council's direction for staff to research how to adopt "In God We Trust" as the official Town's motto.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to approve the minutes of the October 11, 2021 Vision Workshop as presented.

**PUBLIC ADDRESS**

There were none.

**ADOPT AGENDA**

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

**PROCLAMATION**

Mayor John Byrum proclaimed Thursday, November 11, 2021, as Veterans Day in the Town of Midway in tribute to the veterans of all wars: the living, the disabled, and the deceased, and urged all citizens to join in the expression of appreciation to the many veterans in our community who have given so much on our behalf in times of both war and peace.

**PROCLAMATION  
VETERANS DAY 2021**

**WHEREAS**, our nation was founded on the belief that all citizens are guaranteed the inalienable rights of life, liberty, and the pursuit of happiness; and

**WHEREAS**, since our nation's inception, our veterans have served with honor and distinction, protecting the liberties of our state and nation, at home and abroad; and

**WHEREAS**, many have paid the supreme sacrifice so that we may enjoy the essential principles of liberty and free government while maintaining peace and honor; and

**WHEREAS**, in 1954, President Dwight D. Eisenhower signed the first Veterans Day proclamation calling on our nation to "pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this nation."

**NOW, THEREFORE, BE IT RESOLVED** that I, John Byrum, Mayor of the Town of Midway, do hereby proclaim Thursday, November 11, 2021 as

### **VETERANS DAY**

in the Town of Midway in tribute to the veterans of all wars: the living, the disabled, and the deceased, and urge all citizens to join in the expression of appreciation to the many veterans in our community who have given so much on our behalf in times of both war and peace.

This the 1<sup>st</sup> day of November 2021.

### **REGULAR BUSINESS**

#### **ADOPT - "SUGGESTED RULES OF PROCEDURE FOR A CITY COUNCIL" FOURTH EDITION, 2017**

At the Vision Workshop held on October 11, 2021, Council discussed the adoption of the "Suggested Rules of Procedure for City Council," Fourth Edition, which is a newer version of the third edition that Council adopted at the June 30, 2008 regular Town Council meeting.

The fourth edition of "Suggested Rules of Procedure for a City Council" provides city councils with model procedural rules for their meetings. The model rules cover, among many other topics, the organizational meeting, pertinent requirements of the open meetings law, the role of the presiding officer, agenda preparation and approval, substantive and procedural motions, voting rules, ordinance adoption, public hearings, and public comment periods. Legal and practical issues are analyzed in the comments that follow each rule.

The fourth edition differs from prior editions in important ways. It incorporates significant statutory changes that have occurred since a revised version of the third edition was published in 2007. Both the rules themselves and the comments have undergone extensive modifications in an effort to make the book even more useful to municipal governing boards. New appendixes include tables showing the numbers of members necessary to establish a quorum and the number of votes required to adopt an ordinance or approve a contract. Attorney Jim Lanik noted to Council that under Rule 22, no second is required on any motion. However, Council may choose to adopt the rules with the exception that a motion second will continue to be required.

Staff recommends the adoption of the "Suggested Rules of Procedure for a City Council," Fourth Edition.

Councilor Robin Moon made a motion, seconded by Mayor Pro Tem Mike McAlpine, to adopt the "Suggested Rules of Procedure for a City Council," Fourth Edition.

After discussion, it was the consensus of Council to delay the adoption of the "Suggested Rules of Procedure for a City Council," Fourth Edition for one month so each Council member would have the opportunity to review their copy of the book.

**ADOPT 2022 TOWN COUNCIL MEETING SCHEDULE**

On motion by Councilor Jackie Edwards, seconded by Councilor Keith Leonard, Council voted unanimously to adopt the 2021 Town Council Meeting Schedule as presented.

**2022 MIDWAY TOWN COUNCIL MEETING SCHEDULE**

Meetings of the Midway Town Council are generally held on the 1<sup>st</sup> Monday of each month, unless otherwise listed, at 7:00 p.m., in the Town Hall Council Chambers located at 426 Gumtree Road.

January 3  
February 7  
March 7  
April 4  
May 2  
June 6  
July 11  
August 1  
September 6 (Tuesday)\*  
October 3  
November 7  
December 5

\* To observe the Labor Day Holiday, the September regular meeting will be held on the first Tuesday of the month.

**ADOPT 2022 TOWN OF MIDWAY HOLIDAY SCHEDULE**

On motion by Councilor Berkley Alcorn, seconded by Councilor Robin Moon, Council voted unanimously to adopt the 2021 Town of Midway Holiday Schedule.

**2022 TOWN OF MIDWAY HOLIDAY SCHEDULE**

New Years' Day	Friday, December 31, 2021
Martin Luther King, Jr. Birthday	Monday, January 17, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving	Thursday, November 24, 2022 Friday, November 25, 2022
Christmas	Friday, December 23, 2022 Monday, December 26, 2022 Tuesday, December 27, 2022

**TOWN MANAGER'S REPORTS**

**MONTHLY FINANCIAL REPORT**

Town Manager Tammy Michael provided Council with monthly financial reports for October 2021 as follows:

**October 31, 2021**

Total Income	\$ 724,766	51.2 % of overall budget
Total Expenses	\$ 295,116	20.8 % of overall budget

For information only.

**TOWN PARK UPDATE**

Town Manager Tammy Michael provided Council with the following Town Park updates:

**1. SHELTER AND GAZEBO**

- Legal advertisement for bids published in *The Dispatch* and *Winston Salem Journal* on Friday, October 22, 2021. Also, on October 27, 2021, the bid advertisement was posted on the *Greater Diversity* website. This website is a publication that HUB vendors use to obtain opportunities to bid on government projects.
- Below are the anticipated dates from the beginning to the end of the project from Matthew Draughn Designer and Project Manager with Metropolis Architecture. There may be adjustments to the later dates:

1. Advertisement for bid	Friday	October 22, 2021	
2. Drawings Release	Tuesday	November 2, 2021	
3. Mandatory Pre-Bid	Tuesday	November 9, 2021	2:00 p.m.
4. Last Day for Questions	Tuesday	November 30, 2021	Noon
5. Bid Opening	Tuesday	December 7, 2021	3:00 p.m.
6. Award by Town	Monday	December 14, 2021	Board Meeting
7. Contract Execution	Monday	February 7, 2022	Board Meeting
8. Pre-Construction Meeting	Tuesday	February 15, 2022	
9. Contract Start	Tuesday	February 15, 2022	
10. Substantial Completion	Tuesday	October 18, 2022	
11. Final Completion	Tuesday	November 15, 2022	

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

Town Hall will be closed on Thursday, November 11, 2021 in observance of Veterans Day and on Thursday, November 25, and Friday, November 26, 2021 for Thanksgiving Holidays.

For information only.

**CHRISTMAS PARADE – SATURDAY, NOVEMBER 27, 2021**

The Town of Midway Christmas Parade will be held on Saturday, November 27, 2021 at 1:00 p.m.

Reminder only.

**ADJOURNMENT**

On motion by Councilor Jackie Edwards, seconded by Councilor Keith Leonard, Council voted unanimously to adjourn the meeting at 7:20 p.m.

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John E. Byrum, Mayor

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Tammy H. Robertson, Deputy Clerk