

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON AUGUST 7, 2023,  
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.

Mayor Pro Tem Mike McAlpine gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: John Byrum, Mike McAlpine, Robin Moon, Keith Leonard, Jackie Edwards and Berkley Alcorn. Absent: None. Town Manager Tammy Michael and Town Clerk Linda Hunt were present. Attorney Diana Santos Johnson was present on behalf of Town Attorney Jim Lanik.

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

There were no members of the press 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 June 14, 2023, special meeting as presented.

On motion by Councilor Keith Leonard, seconded by Councilor Berkley Alcorn, Council voted unanimously to approve the minutes of the June 22, 2023, special meeting as presented.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Jackie Edwards, Council voted unanimously to approve the minutes of the July 10, 2023, regular meeting as presented.

**PUBLIC ADDRESS**

Mr. Evon Lambeth of Lambeth Lane, Winston-Salem, NC, told Council that due to the bridge on Gumtree Road being out, it felt it was necessary to cancel the Midway Christmas Parade this year. He said he could not find a suitable alternate route without having safety concerns.

Town Council agreed with cancelling the Midway Christmas Parade this year.

**ADOPT AGENDA**

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

**REGULAR BUSINESS**

**GRANT REQUEST – MIDWAY ELEMENTARY SCHOOL – PLAYGROUND 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 2023-2024, the Town Council allotted \$12,000 in the annual budget for grant requests.

Midway Elementary School Principal, Tracy Woychik, has submitted a grant request in the amount of \$10,000 to augment current school funds enabling Midway Elementary to purchase new playground equipment. The equipment will be installed in the playground area behind the school. The new playground equipment will be utilized by students and the community.

Ms. Woychik said fundraising efforts last year raised \$35,000 toward the cost of the playground equipment. The PTO has exhausted its funds due to assisting the school with the purchase of the covered walkway and extended sidewalks which assist students' arrivals and departures each day during inclement weather. Ms. Woychik said the school receives budget allotments from Davidson County Schools each year and each allotment is specific as to what the funds must be spent on. Special projects, such as playground equipment, etc. have to be fundraised for and paid for with school funds or PTO funds. Only the Grounds/Maintenance allotment could possibly be used toward the cost of the playground equipment, but that allotment is only \$1,111.30 for the year.

A copy of the grant request along with the playground equipment quote and layout was provided to Council for their review.

Staff has reviewed the grant request for compliance and Midway Elementary School has met the grant requirements.

Councilor Jackie Edwards told Ms. Woychik that she had done a good job in providing Council the information needed for the grant request.

On motion by Councilor Keith Leonard, seconded by Berkley Alcorn, Council voted unanimously to approve the request and awarded Midway Elementary School a grant in the amount of \$10,000 for playground equipment at the school.

#### **CONTRACT – D H CLEANING SERVICES – PAVILION AND GAZEBO**

David Hedgecock of D H Cleaning Services has submitted his proposal to provide cleaning services for the Town Park pavilion, gazebo, recreation areas and general cleanup around the Town Park.

D H Cleaning Services will provide cleaning services each day of the week and up to three times per day as needed for the following:

##### 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 soap, towel, and toiler dispensers
- Fully sweep and damp mop floors wall to wall
- Clean tile walls weekly or more often as needed

##### Pavilion, gazebo, and recreational areas:

- Monitor cleanliness each day and after rented events
- Empty trash receptacles
- Wash/clean picnic tables if needed and concrete areas
- Patrol areas to ensure cleanliness
- Clean grills and grill area

The Town of Midway will furnish all paper products, cleaning supplies, and cleaning equipment.

All services will be provided at an hourly rate of \$26.00 per hour. The Town will be invoiced for the services on the last day of the month and will be payable by the 15<sup>th</sup> of the month.

Town Attorney Jim Lanik has reviewed and approved the proposal and contract.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Jackie Edwards, Council voted unanimously to approve the contract with D H Cleaning Services, 11634 Old US Highway 52, Winston-Salem, NC 27107, at the rate of \$26.00 per hour.

**CONTRACT – CIVIC PLUS, LLC – PAVILION & GAZEBO RESERVATIONN SERVICES**

At the June 14, 2023, Town Park Work Session meeting, Council discussed the Town Park Rules and Regulations and the Town Park Pavilion and Gazebo Rules and Reservations. Town Staff advised Council that two initial meetings with vendors were held to receive presentations along with reservation software demonstrations. Vendors presenting information were CivicPlus and Community Pass. Both proposals are included for your review.

Councilor Leonard and Councilor Edwards along with Town Staff met on Monday, July 17<sup>th</sup> to review the two proposals submitted. After review, the consensus is to proceed with CivicPlus “CivicRec” reservation software program, pending review and approval by the Town Attorney.

The Statement of Work (SOW) includes:

- *CivicRec* annual fee w/discount
- Standard Package – Project Coordination – Branded Public Portal – Help Center Access
- *CivicRec* Virtual Training
- *CivicRec* Virtual Consulting
- *CivicRec Pay Portal – Forte*
- *CivicRec Annual Fee – Forte*
- *CivicRec Implementation – Forte*
- *Implementation timeline 12 – 16 weeks*

Staff recommended Town Council review and discuss reservation software proposal submitted by CivicPlus in the amount of \$7,463.00 for year one and renewable for year two in the amount of \$4,725.00, pending review and approval by Town Attorney.

Town Attorney Jim Lanik has reviewed the proposal and contract with CivicPlus, LLC.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to approve the contract with CivicPlus, LLC, 302 South 4<sup>th</sup> Street, Suite 500, Manhattan, Kansas 66502 in the amount of \$7,463.00 for year one and renewable for year two in the amount of \$4,725.00.

**TOWN MANAGER’S REPORTS**

**MONTHLY FINANCIAL REPORT**

Town Manager Tammy Michael provided Council with monthly financial reports for July 2023 as follows:

**JULY 2023**

Total Income	\$140,265	7.4% of overall budget
Total Expenses	\$ 46,166	1.5% of overall budget

Ms. Michael advised Council that she was going to take a step forward and talk to several different financial institutions about getting better interest rates on the Town's money markets and certificates of deposits. She said there are banks now offering anywhere from 4 to 5½ %. Ms. Michael will talk to the Town's auditor Tony Brewer about this too.

For information only.

**TOWN PARK UPDATE**

Town Manager Tammy Michael told Council the ADA sidewalk has been poured. It is 8 feet wide versus the required 6 feet wide. Once the backfill is completed, Ms. Michael will call the County for the final inspection.

For information only.

**SET DATE FOR VISION WORKSHOP**

On motion by Councilor Jackie Edwards, seconded by Councilor Berkley Alcorn, Council voted unanimously to set Wednesday, September 13, 2023, as the date for the next Vision Workshop. Workshop will begin at 6:00 p.m. at Town Hall.

**ELECTED OFFICIALS BUSINESS SOCIAL – THURSDAY, AUGUST 17, 2023 – HOSTED BY CITY OF THOMASVILLE**

The City of Thomasville is hosting the Elected Officials Business Social on Thursday, August 17, 2023, at the Thomasville Aquatic & Community Center located at 20 Stadium Drive in Thomasville. Social hour is from 5:30 to 6:30 p.m. with dinner at 6:30 p.m.

Council needs to R.S.V.P to Rita Leta by August 11, 2023.

For information only.

**TOWN HALL CLOSED IN OBSERVANCE OF LABOR DAY – MONDAY, SEPTEMBER 4, 2023**

Town Hall will be closed on Monday, September 4, 2023, in observance of Labor Day.

For information only.

**NEXT TOWN COUNCIL MEETING – TUESDAY, SEPTEMBER 5, 2023**

Due to the Labor Day holiday, the next Town Council meeting will be held on Tuesday, September 5, 2023.

For information only.

**OTHER**

Town Manager Tammy Michael advised Council that Colter Electric will be replacing one of the bulbs on one of the high mast lighting poles with an LED bulb which is more expensive than the bulbs that were originally used. Colter Electric was unable to locate any of the original type bulbs. Ms. Michael told Council that if all the original bulbs were replaced with LED bulbs, one pole would cost \$18,000.

**ADJOURNMENT**

On motion by Councilor Keith Leonard, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adjourn the meeting at 7:27 p.m.

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John Byrum, Mayor

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Linda A. Hunt, Town Clerk