

**Town of Wallburg, North Carolina**  
**Special Called Meeting –**  
**Wallburg Fire Station**  
**FRIDAY      7:00 P.M.      AUGUST 7, 2009**

**MINUTES**

APPROVED 09-08-09

Mayor Allen Todd called the meeting to order at 7:00 p.m. In attendance were the mayor, and council members Steve Yokeley, Zane Hedgecock, Mark Swaim, Gary Craver, and Lynn Reece. Town Clerk Lynn McKinnie was also present. Others present included Dwayne Childress, Dean Coe, and John Fuller.

After a brief invocation by Mr. Hedgecock, Mr. Swaim led the pledge to the flag.

Public Session was opened at 7:02 p.m. and Mayor Todd urged anyone wishing to speak to do so. No one spoke and Public Session was closed at 7:02 p.m.

**BUSINESS TO BE DISCUSSED AND/OR ACTED UPON:**

Meeting was called to discuss the new, proposed Town Hall building:

Mr. Dwayne Childress passed out an agenda and then read the agenda for the record. He then introduced Mr. John Fuller, the town-hired architect, who was the planned speaker for the meeting.

Mr. Fuller stated that his intent with this meeting is “to walk away with a bunch of notes to generate a comprehensive building program.” He asked for concrete ideas of just what the town council wanted or needed in a town hall.

His Plan consisted of six (6) points:

1. PRE-DESIGN
  - Programming
  - Master Planning
2. SCHEMATIC DESIGN
  - Design of the building and the site
3. DESIGN DEVELOPMENT
  - Development of the building system
4. CONSTRUCTION DOCUMENTS
  - Detailed drawings and specifications

## 5. BIDDING

- Receive competitive bids

## 6. CONSTRUCTION ADMINISTRATIO

- Construction of the building and site

Mr. Fuller stated that after the building is done, there is a one-year warranty on the building. The council approval process is ongoing but there is a need to decide who Fuller and Dwayne Childress should be meeting with on the town's side because there will be so many upcoming meetings.

It was then asked by Mr. Fuller that all parties present should provide their ideas and suggestions for the new town hall building.

Mr. Dean Coe offered the Planning Board's suggestions and ideas by reading through the Planning Board minutes of their workshop meeting the previous Friday evening.

- Lobby and foyer – large enough to accommodate but yet nice looking area
- Office space for secretary, clerk, mayor, etc.
- Public and private restrooms
- Break room
- Small conference room adjacent to the large meeting room. Small room to accommodate 5 to 8 people
- If possible, work in a basement for storage and which could be expanded as needed
- Sheriff office

Mr. Coe also stated that the building should not be so large a "footprint" and that he hopes for a recreational park to the rear for the public. Said park should include a picnic area, a walking track, and a small playground.

The brainstorming continued with each council member giving suggestions, most of which are included below:

### STEVE YOKELEY:

If the topography permits, he would like a basement – either full or partial. There should be an historical room entrance; clerk office, mayor office, and if there is room an office for each council member – which can be used for other employees in the future. There should be 6,000 to 7,000 square feet on top. Have a large enough meeting room for perhaps up to 125 people with a smaller conference room. A break-room and a kitchen, remembering that we have no sewer in the area. Bathrooms, of course. If there is a basement, there should be male and female bathrooms with outside/back access for use by the park patrons. Also an office for the sheriff on the back which would have outside access. There should be storage and mechanical rooms. He said that if the money is there, incorporate in the back a recreational park area.

ZANE HEDGECOCK:

The site is good for a basement but definite access from lower corner. He asked where would NC-DOT allow access... On 109? On side street?

Minimize the look go structure and the guide wires. If at all possible, build a "green" building with minimal energy costs. Should be a brick structure. Mr. Hedgecock said, and the other agreed, that the Liberty Institute would be a good look for us – it's a very nostalgic building. Have curios built into the wall. And area to keep documents for file. An historic area. Minimize the parking in front of the building – incorporate parking in another part of the building (outside) and have very good landscaping.

LYNN REECE:

Mr. Reece agreed with the previous comments and added a couple of his - - - a sheriff office with outside access; a foyer with historic area; and plenty of storage space.

GARY CRAVER:

Mr. Craver had many ideas and suggestions – some of which could be incorporated in with the construction of the building to be used in the future. On the exterior – hide the vent and any punches; no cheap doors; flagpole with landscaping; power outlet on the 109 side for future Christmas tree lighting use; concealed break/picnic area outside; covered drive-through access area for handicapped; roof line needs metal roof (metal shingle roof); should look like the Liberty Piedmont Institute; the parking lot should be well-lighted; and there should be a bicycle storage rack. He continued by saying hide the downspouts (Mr. Fuller said these could be close to the color of the building itself, which would make them less noticeable). Building should be maintenance-free – no having to paint windows and doors. He asked if we had considered sky-lights? A vaulted ceiling at the main entrance would be nice. The exterior door lock – should it be by key? By code? By card? A safe should be included to store personal, valuables and any money taken in. He wants a sound system built in throughout the building. Zone temperature controlled.

Meeting room to be echo proof (sound absorber). In the council meeting room, the podium should be put to the side; should be curved council seating; with desk for the clerk as well as volume control for the clerk and definitely need a real good sound system. Should be a desk for the town attorney and the manager. Should have an "electronics" room in the back with a projector, with sound, and with a drop down motorized screen.

It goes without saying the entire building should be ADA, with handicap ramps. He asked if Wallburg needed to include a polling area for voters?

Isolated from the general public, Mr. Craver stated, should be: personal restrooms; a janitor closet with lots of storage; a records room, a map room for future use; a Planning and Zoning office; a Purchasing Agent office; a Tax Collector office; a Parks and Recreation office; Maintenance and Public Works office. If these offices are not needed now, the council members could utilize them until they are needed. There should be a general use office in case the conference room is busy. A conference room to seat 20 people. He doesn't see the need for a conference room off the large meeting room. He thinks the

conference room should be isolated so that when Closed Session is being held, no one can hear. Mr. Fuller said any rooms could be sound-proofed.

Mr. Craver continued with his suggestions by saying there should be a mayor office; clerk office; manager office, secretary office and a break-room for employees. A law-enforcement office should be included with a separate entrance. He'd have access to town hall building when it was unlocked – when locked, it would not be accessible. There should be a lobby and waiting area for 20 people.

Other suggestions he had included a large office supply room to be used for general office supplies; electrical and mechanical room(s); public restrooms with one shower in each and a baby changing table. The female restroom should be extra large and should comprise of a mirror and small table and chair. Motion detectors in restroom should be installed for lights. Should have engineered trusses over offices. If there is an attic, there should be an overhead storage room. He suggested moving the council meeting room to the basement – and maybe the basement could be a daylight? Or partial? There should also be restrooms with outside access.

He asked who would furnish our electrical power?

Another great idea would be a generator for use during power outages.

One last thing would be a drive-through for bill paying.

MARK SWAIM:

Mr. Swaim said the others had covered his points – he had nothing further to add.

ALLEN TODD:

Mayor Todd said the building should represent to the tax payers that it was built to where it could be expanded – most likely from the rear. The meeting room should be in the central area. Should consider cost. Parking should be well-thought out. There should be a generator system along with an area for this generator system.

After all the comments, discussion continued and Mr. Reece said he would appreciate Mr. Fuller's input and his advice on cost efficiency as well as other issues as we progressed with the building.

Mr. Childress said he liked the idea of a geo-thermal system although, according to Mr. Fuller, it could double or even triple the cost of a regular system.

Mr. Childress said the entire building and site would be ADA compliant and he encouraged the town council to go with a back-up generator as mentioned by other council members and the mayor.

Mayor Todd stated that it should be up to Lynn Reece, Dwayne Childress, and John Fuller to set up the next meeting(s). The council agreed to this.

Mayor Todd asked if anyone – council members or public – had any comments. There were none.

**ADJOURNMENT**

At 8:23 p.m., on a motion by Steve Yokeley, seconded by Lynn Reece, and unanimously approved, the meeting was adjourned.

Submitted by:

Lynn McKinnie  
Planning Board Secretary