

**Town of Wallburg, North Carolina**  
**Town Council Meeting - Wallburg Fire Station**  
**TUESDAY      7:00 P.M.      JULY 12, 2011**  
2<sup>ND</sup> TUESDAY OF THE MONTH

**MINUTES**

APPROVED 08-09-11

**PROCEDURAL ITEMS**

Mayor Allen Todd called the meeting to order at 7:00 p.m. with those present being: Mayor, Steve Yokeley, Gary Craver, Lynn Reece, Mark Swaim, Clerk Lynn McKinnie, Attorney Jay Wagner, and Davidson County Purchaser Dwayne Childress. "Visiting" in the audience was Economic Development leader, Steve Googe. Council member Zane Hedgecock was absent.

Mr. Yokeley said a brief invocation, after which, Mayor Todd led the Pledge of Allegiance.

**MOTION FOR APPROVAL OF AGENDA**

The agenda was asked to be amended for Item #1 – as a two-part item. This would be an RFP for trash and recycling and then an addition as an RFP for Lawn Maintenance for the new town hall.

**BY MOTION OF MARK SWAIM, SECONDED BY STEVE YOKELEY, THE AMENDED AGENDA WAS APPROVED UNANIMOUSLY.**

**MOTION FOR APPROVAL OF DRAFT MINUTES**

- JUNE 14, 2011 – REGULAR MINUTES

**BY MOTION OF LYNN REECE, SECONDED BY MARK SWAIM, THE MINUTES OF JUNE 14, 2011 WERE APPROVED AS PRESENTED.**

**PUBLIC SESSION**

- PLEASE SIGN UP WITH TOWN CLERK IF YOU WISH TO SPEAK

Public Session was opened and closed at 7:03 p.m. with no speakers.

Mayor Todd introduced Economic Development leader Steve Googe as a guest at the meeting. Mr. Googe spoke a few words saying thanks for the support the town has given to the TIMCO project and thanks for working with the addendum to the contract while he was out of town. Mayor Todd thanked Mr. Googe for all the hard work he had put into this issue.

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

### **1. RFP FOR TRASH AND RECYCLING PICK-UP – JAY WAGNER**

Town attorney Jay Wagner presented his draft RFP for trash and recycling for the Town of Wallburg along with the draft of an ad he wishes to put in area newspapers announcing the RFP. Several points of interest were:

- Covers both trash and recycling.
- He needs a contact person for requests for RFP form.
- He proposes to:
  - (1) Run the ad;
  - (2) Let interested parties know that the RFP can be obtained from the website as well as from Clerk Lynn;
  - (3) Direct any questions about the RFP to Jay.
- The RFP proposal should be returned to the town within a framework of 30 days from date ad is run. (30-day deadline)
- Would be paid per household.
- RFP is set up for residential only – no commercial businesses.
- He asked if the council wanted weekly pick-up or bi-weekly pick-up and the decision was weekly.
- Normal insurance requirements would apply – General Liability, Workers Comp, and Automobile.
- He asked which papers to advertise in and was advised:
  - (1) Lexington
  - (2) Thomasville
  - (3) High Point
  - (4) Winston-Salem
- Mayor Todd asked if it would be feasible to contact other towns to see if they would be interested in servicing Wallburg and Mr. Wagner agreed this was a good idea.

Mr. Wagner had a question concerning #5.5 Contract Default, asking the council if they wanted the issue of a bond to be left in the contract or taken out. After a few minutes of discussion, it was determined that this paragraph could be left in the RFP but could be a negotiable item with the contractor.

The second part of this item concerned Lawn Care and Maintenance of the new town hall. With his hand-out of a draft RFP and a draft newspaper ad, Mr. Wagner stated that it needed to be cleaned up before presenting to interested parties. His initial thoughts were:

- This should cover lawn care and maintenance thereof.
- There should be a 30-day submission deadline.
- Sub-contractors for this RFP will not be allowed.
- Normal insurance requirements would apply – General Liability, Workers Comp, and Automobile.
- Terms of this contract would be one-year renewable at the option of the town (See Section IX) with a 5-year potential additional.
- Mr. Wagner was asked to include snow removal and de-icing of sidewalks in winter weather.
- Use the same newspapers for this RFP as using for trash RFP.

Mr. Wagner said he would not send this RFP info out until it was finalized.

On a side note, Mr. Wagner asked the council their opinion on the ad for the Assistant Town Clerk. Each council member urged Mr. Wagner to proceed with this ad. (Use the same newspapers as listed for towns above.)

## **2. TOWN HALL BUILDING UPDATE**

Mr. Dwayne Childress spoke to the town hall update. He passed out a letter from JARRELL CONTRACTORS and one from MICHAEL GREEN ASSOCIATES.

### Michael Green Associates:

Mr. Childress stated that the civil engineer and the grader did the minimum on the grading issue. He said the contractor has until Friday to make the necessary corrections or else he was to show up at the meeting tonight to explain (which he didn't). Approximately \$36,000 will be taken out of his retainage and the town can wait until Friday and then has every right to hire whomever they want to do the work and the clean up.

### Jarrell Contractors:

Mr. Childress said most of the inside building has been done except for the roof, which should be completed next week – and at no cost to the town. Mr. Craver said the cracks in the sidewalk were a mess and should have been cut into and the silicone put inside to prevent further cracking.

There was a leak on the inside of the building but should not be a problem now.

Mr. Craver said the electric panels need to be labeled.

Mr. Childress said he thought there was a schedule walk-thru again – maybe this Friday. He would let the council know.

Mr. Swaim asked if we took over the grading issue, what would happen and Mr. Childress said they could possibly take us to court – but would do no good for the contractor. They have had two written warning letters sent to them and there is a copy of the letter from Jarrell Contractors relating their poor job.

Mr. Childress told the council he really appreciated the opportunity to work on this project and thanked the council again. He said, “We will meet at the new town hall at the next meeting!”

Mayor Todd, in return, thanked Mr. Childress and said how much we appreciated all the work that he has done and time he has put in on the town hall.

## **3. DISCUSSION OF OFFICE SUPPLY NEEDS**

Mayor Todd and Clerk Lynn requested office supplies such as a copier (Xerox), file cabinets, and regular office materials. We need two fire proof cabinets and two vertical file cabinets. Mr. Wagner stated he had quite a few cabinets he was looking to sell as they had recently downsized their offices. The council advised Lynn to get what she needs for the town hall office.

**REGULAR MONTHLY AND COMMITTEE UPDATES**  
**AS AVAILABLE**

(COMMITTEE UPDATES WILL NOT BE AVAILABLE IF MEETING WAS NOT HELD OR UNATTENDED)

1. Finance Update ..... Mark Swaim

Mr. Swaim gave an update on where the town is financially:

Checking	\$ 337,457.00
Building Fund	\$ 641,099.88
Capital Fund	\$ 351,451.43
Emergency Disaster	\$ 100,006.85
Reserve Fund	\$ 125,714.29
Money Market	<u>\$ 246,109.64</u>
TOTAL	\$1,801,839.09

2. MPO – High Point ..... Lynn Reece

Mr. Reece stated the meeting was held on June 28<sup>th</sup> with no discussion concerning Wallburg. He did say, however, that the City of High Point received a \$425,000 grant to do a study.

3. MPO - Winston-Salem ..... Allen Todd

Mayor Todd said there had been no meeting in June and the next meeting would be July 27<sup>th</sup>.

4. Trash & Recycling Committee ..... Gary Craver

Mr. Craver had no more update or information to present.

**ADJOURNMENT:**

**AT 7:40 P.M., MR. REECE MOTIONED, AND MR. YOKELEY SECONDED TO ADJOURN THE MEETING, WITH UNANIMOUS APPROVAL.**

**SUBMITTED BY:**

**LYNN MCKINNIE  
TOWN CLERK**

## **OTHER INFORMATION:**

### **ANNOUNCEMENTS:**

- **TOWN COUNCIL MEETINGS:** (2<sup>ND</sup> TUESDAY OF MONTH)  
7:00 P.M. (AT NEW TOWN HALL???????)

#### **CALENDAR 2011:**

AUGUST	9
SEPTEMBER	13
OCTOBER	11
NOVEMBER	15 *DUE TO ELECTION
DECEMBER	13

- **PLANNING BOARD MEETINGS** (1<sup>ST</sup> TUESDAY OF MONTH)

#### **2011 CALENDAR**

7:00 P.M. (AT NEW TOWN HALL???????)

AUGUST	2
SEPTEMBER	6
OCTOBER	4
NOVEMBER	1
DECEMBER	6

VISIT TOWN WEBSITE: [www.townofwallburg.com](http://www.townofwallburg.com)

**DON'T FORGET! ELECTION FILING  
BEGINS:**

**FRIDAY, JULY 1, 2011 (NOON)**

**ENDS:**

**FRIDAY, JULY 15, 2011 (NOON)**

**THREE SEATS – 4-YEAR TERMS - AVAILABLE  
FILING FEE - \$5.00**