

Town of Wallburg, North Carolina
Town Council Meeting - Wallburg Fire Station
TUESDAY 7:00 P.M. NOVEMBER 11, 2008
2ND TUESDAY OF THE MONTH

MINUTES

APPROVED 12-09-08

PROCEDURAL ITEMS

Mayor Allen Todd called the meeting to order at 7:00 p.m. Present were Mayor Todd, Steve Yokeley, Zane Hedgecock, Gary Craver, Lynn Reece, and Mark Swaim. Also in attendance were Attorney Jay Wagner and Town Clerk Lynn McKinnie.

Councilmember Zane Hedgecock said a brief invocation and Councilmember Lynn Reece led the Pledge of Allegiance, after which, Mayor Todd called for a moment of silence in honor of all veterans on this, Veterans' Day.

Mayor Todd also asked any veterans at the meeting, of which there were two, to stand and state their name and branch of service.

On a motion by Mr. Hedgecock, and seconded by Mr. Yokeley, the agenda was unanimously approved as submitted.

On a motion by Mr. Reece, seconded by Mr. Craver, the minutes of OCTOBER 14, 2008 were unanimously approved as submitted.

Mayor Todd congratulated the Agricultural Commissioner, Steve Troxler, on his recent election win for a new term.

There were many students from Ledford High School attending this meeting of the town council for their community service project.

PUBLIC SESSION

PLEASE SIGN UP WITH TOWN CLERK IF YOU WISH TO SPEAK

Public Session was opened at 7:03 p.m.

1. Peter Freeman, John Kennett, and Ann Sorensen, representing the architectural firm of "freeman kennett architects, pllc" gave a brief introduction of their firm and stated why they thought that the firm would be a good fit for working with the Town of Wallburg on the proposed new town hall. After passing out to the council a "statement of qualifications for professional design services", along with a proposal letter, Mr. Freeman gave an overview of the firm's capabilities and references from past accomplishments. Mr. Kennett added that the firm had a lot of experience. Ms. Sorensen is a citizen of Wallburg as well as employee of the firm. Mr. Freeman recommended that the council do some preliminary

planning prior to committing to a full-blown contract. This would give the council information on different ways of designing a building, cost reference, and other basic ideas involved in a project of this size.

Public Session was closed at 7:10 p.m. with no other speakers.

BUSINESS TO BE DISCUSSED AND/OR ACTED UPON:

1. DISCUSSION OF BIDS ON CLEARING OF PROPERTY AT NC-109

Councilmember Steve Yokeley gave an update on the process of clearing the land at NC-109 where the future town hall is to be built. This issue was for clearing and grading and cleaning up of approximately one (1) acre of the entire property. He stated he sent out bids which included ten (10) specific tasks – and each bidder received the same packet of information to bid on.

1. Remove all stumps and mulch resulting from tree grinding.
2. Remove all debris and remains from the house that was burned by the fire department.
3. Remove all debris and remains from the garage that was burned by the fire department.
4. Remove concrete driveway and remains.
5. Remove pump, and remove septic tank.
6. Remove trees and bushes excluding three (3) trees marked for saving.
7. Grade approximately area suitable for sowing grass.
8. Sow approximately one (1) acre area with grass with contractor's blend.
9. All debris to be hauled off and disposed of properly off site.
10. Contractor to get any needed permits.

Five bids were received and the low bidder was *Halls Grading, Inc.* for a total price of \$5,650.00. Other bids received ranged upwards to about \$11,000.00. Due to the economy, the town will reap the benefits of companies bidding much cheaper than they would have a year ago. Also, due to the economy, the bidder will be able to start on cleaning up this acre of property immediately.

MOTION: TO ACCEPT THE BID FROM HALLS GRADING, INC. IN THE AMOUNT OF \$5,650.00 FOR THE PREPARATION OF APPROXIMATELY ONE ACRE ON NC-109 AS PER BIDDING CONTRACT

BY: STEVE YOKELEY

SECOND: GARY CRAVER

VOTE: MOTION PASSED UNANIMOUSLY

Mr. Craver suggested that the town put up a sign informing the town residents that a town hall will be forthcoming on the site.

Thanks to Steve Yokeley for the work he has done on getting bids for the clean-up of this property.

2. UPDATE FROM TOWN HALL COMMITTEE

Gary Craver, Lynn Reece, Sherry Bogue, and Vivian Yokeley are the members of the Town Hall Committee. This group researched various town halls and several members updated the council on the results of their research. Mr. Craver said the committee thought the Wallburg Town Hall should include, but not be limited to, the following:

- Lobby and waiting room area large enough for approximately 20 people – with a counter as you go in, two desks behind the counter for receptionist,
- A conference room to use for going into executive session, etc., to seat 8 to 20 people.
- Town Clerk's office.
- Mayor office.
- Town Manager office.
- Secretary office.
- Law officer's office with restroom facilities.
- Break room to include stove, sink, and refrigerator.
- Office for general use.
- Climate-controlled, fire-proof record room.
- Supplies room.
- Electronics room – adjacent to the conference room – projection and sound facilities, microphones, speakers, etc. (This would be furnished as the funds become available.)
- Private restrooms – for official use – male and female.
- Public restrooms – male and female, oversized and would include shower in each one in case of emergency.
- Janitor room with storage area.
- Conference room to seat a maximum of 100 people.

Mr. Craver said they would also like to see outside restrooms to serve possibly a future walking track, etc. They would like to keep the town hall building under 10,000 feet to prevent a mandatory required sprinkler system, among other requirements. He said he hoped that upon building this building, it would be paid for, with no further debt.

Ms. Bogue told how they had visited Rural Hall – it is a 9,990 square foot building, built in 2003. At that time, it cost \$100 a square foot, which now, she stated, would cost about \$200 a square foot to build. They also visited Tobacoville town hall – completed in 2008 – 4,078 square feet – and it also would cost \$200 square foot to re-build. Their council room was very small – capacity of about 40 people.

Ms. Bogue said the committee had contacted three architects to get their input but there are actually four interested firms:

1. J. Hyatt Hammond Associates,
2. Fuller Architecture,
3. Freeman Kennett Architects, and
4. Ally Williams Carmen and King.

The committee has asked for references from each firm and samples of their work.

The committee will be visiting Oak Ridge Town Hall and the High Point Friends Meeting building in the near future.

Ms. Bogue said criteria needs to be set up to decide the parameters of what the town needs.

Mr. Yokeley asked for a target amount to be spent – Mr. Swaim was concerned about the \$200-sqft cost and stated that if that were the case, then it would take a while and we're about "half-way there". After back and forth discussion with the architects in the audience (Freeman Kennett Architects) it was determined that the \$200 sqft was quite high and that the town could possibly get by on a range of \$120-\$150 sq-ft, for construction and would include Heating, Air Conditioning, and plumbing - but not decorating, furniture, furnishings, etc. Mr. Freeman again reiterated that the council should consider a pre-planning "concept" study and then pare that down to a usable fit.

The council also discussed what size town hall would be needed – 10,000 square foot would be too large, they thought. A good size for Wallburg would most likely be around 6,000 to 8,000 square foot with maybe 7,000 - 7,500 square foot to be ideal size.

This project is an ongoing process and an update will likely be presented at the December meeting.

Many thanks to our Town Hall committee for all the hard work they have put into this issue.

OTHER INFORMATION:

REGULAR MONTHLY AND COMMITTEE UPDATES

(COMMITTEE UPDATES MAY NOT BE AVAILABLE IF MEETING WAS NOT HELD)

1. Planning and Zoning UpdatesDean Coe
Mr. Coe reported that there was nothing to report at this time.

2. Finance UpdateMark Swaim
Mr. Swaim gave the town's finances as follows:

Checking Account	\$345,262.78
Money Market	\$494,820.80
Building Fund	\$861,736.90
Capital Fund	\$225,035.15
Reserve Fund	\$ 92,320.77

Allred and Carrick, who did the town's audit for this past fiscal year, will present the audit at the December meeting.

Sales tax is being watched cautiously due to the economy. (It runs about two months behind and thus far, not much change has been noticed.)

3. **MPO - High Point**Lynn Reece
Mr. Reece said he attended the TAC/TCC meeting on October 28th. They passed a resolution against the DOT trying to turn all the streets in a municipality over to the municipality. Powell Bill money was discussed with Wallburg getting zero dollars – because we do not participate in Powell Bill program. PART (bus

service) was discussed briefly. The 109 project was also briefly discussed but nothing can be done because funds are not available at this time.

4. MPO - Winston-SalemMayor Todd
Mayor Todd reported nothing discussed at the last meeting concerned Wallburg. Next TAC/TCC meeting will be held in November.

ANNOUNCEMENTS:

- **TOWN COUNCIL MEETINGS:** (2ND TUESDAYS)
7:00 p.m. at the Fire Station on:
DEC 9
- **PLANNING BOARD MEETINGS** (2ND THURSDAYS)
7:00 P.M. AT WALLBURG VOLUNTEER FIRE DEPARTMENT

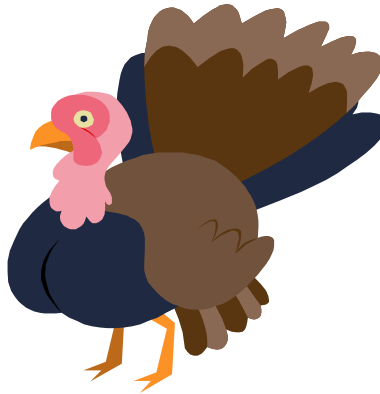
Mayor Todd said that the Mayor/Manager’s meeting for December will be hosted by the Town of Wallburg. The meeting is December 8th at 7:30 – but the location of the breakfast has not been decided as yet.

ADJOURNMENT:

MOTION: TO ADJOURN MEETING AT 7:48 P.M.
BY: ZANE HEDGECOCK
SECOND: STEVE YOKELEY
VOTE: MOTION PASSED UNANIMOUSLY

VISIT THE TOWN'S WEBSITE:

www.townofwallburg.com



Happy Thanksgiving !

Submitted by:

Lynn McKinnie, CMC

Town Clerk