



Town of Walkertown, North Carolina
FRIDAY 5:30 P.M. NOVEMBER 15, 2007
WALKERTOWN TOWN HALL
SPECIAL CALLED WORKSHOP MEETING
MINUTES

The Special Called Meeting was called to order at 5:40 p.m. by Mayor Doc Davis. Present were Mayor Davis, Council members Brenda Mabe, Ralph Landreth, Wayne Hester, and Sarah Welch. Also present were newly elected council members Marilyn Martin and Randy Mendenhall along with Clerk Lynn McKinnie, Guests included Enos Jumper, representing the Historical Committee and for the recreation update, Mr. Ken Stafford from Alley, Williams, Carmen, & King, Inc., (336-226-5534).

The council jumped right in on the various topics:

1. RECREATION UPDATE - MONEY, COMMITTEE
COMMUNITY PARK
.....GUEST – KEN STAFFORD

- Amount as of October 31, 2007 – \$ 105,227.21

Mr. Ken Stafford from *Alley, Williams, Carmen, & King, Inc.*, (336-226-5534) spoke briefly on the likelihood of the town obtaining a state program PARTF grant to help with building a Community Center / Town Park. The PARTF (North Carolina Parks and Recreation Trust Fund) grant application is due the end of January 2008. Several things would need to be done in order to apply and the town can apply for up to \$500,000 – 50/50% matching amount. The town has acquired property of about 4 acres to put to recreational use – sort of like a town center park. Mr. Stafford said that property, as appraised, given to the town can be used as part of the match. The application has a checklist which the town is scored by. They would like to have a master plan along with an overview of your overall recreation program, if there is one. If the town doesn't have one, that works to the town's advantage because the town would get *extra points* for not having a plan at all. But it would be nice to put together some type of recreational or capital improvement plan. They look for public meetings – advertise and get public input – a minimum of four public meetings along with copies of newspaper advertisements, copies of minutes of the meetings. Information which should be included are: surveys from the public about what the public would like to see in a park, newsletters, if any are sent out, website if the town has one, whereby the public can get information on recreation, letters from groups and organizations, such as Kiwanis, Rotary, business associations supporting what the town is doing, and any letters of endorsement. The look for a drawing of what the town is proposing to do, cost estimates for construction. They would like to see at least three different types of recreation provided – credit is given for how much can be done – walking trails, small shelter with picnic area, horseshoe pits, a gazebo.. Mr. Stafford said his involvement in the process, if the town chooses to apply for a grant, can be as little or as much as needed. His company can do the entire

grant or at the very least, put together a schematic drawing of what the town is looking to do, along with an estimate of construction costs. His very rough estimate of the cost of his company doing business with the town would be approximately 12% of the project cost (i.e. A \$300,000 project would possibly incur at least a \$30,000 fee). He stipulated that some of the grant money could be set up to pay for a portion of his fee.

The town would need to get:

- Boundary survey of the property
- Aerial topography survey
- Land appraisal

Mr. Stafford would need input from the town council on what the council is looking for. He stated the grant money can be used for design services as well as legal services (with limits). The town has money they can use as a match and the town has property that can be used as a match. He advised that until the grant application is approved, don't spend any money! Otherwise, if it's spent, it can't be used for a match.

If Grant money is received and the town owns the property, it has to be used for recreation purposes for perpetuity.

If applying for this grant, there is no guarantee the town will actually receive any grant monies from this particular fund.

Mr. Stafford left information with Lynn and has promised to help in any way he can.

2. SHERIFF'S OFFICE IN OLD FIRE STATION (WALTER)
C & D GROUP'S LEASE REQUEST FOR SPACE
 - SEPARATE OIL TANKS
 - ELECTRICITY – 1 METER
 - WATER – 1 METER
 - C & D WOULD LIKE TO STAY – WITH LEASE

The sheriff's office was told which tank was theirs (black tank with FCSD written in white) and they were advised to fill the tank with gas. They have a state contract to purchase fuel and they filled up their tank this week. The tank is about a 275-280 gallon tank.

Walter Bowden of C&D Group advised that if he were given a 2 or 3 year lease on the space he currently occupies, he has agreed to pay all utilities which would include deputies' office.

It was suggested that the sheriff's office pay a portion of the electricity and water usage.

Also strongly suggested was that they get a cleaning service and keep the office clean.

The council members discussed usage of the room that C & D now occupies. Suggestions included using it for town hall meetings and for the Planning Board and community groups to use. By consensus of council, they would like to soon start refurbishing the building to use at least as a town meeting room.

Mr. Bowden is currently supposed to be out of the building on December 31, 2007. The council stated that they did not want to tie the room up for two or three years and the town is not in the business of being landlord.

It was recommended on a motion by Mr. Hester, seconded by Mr. Landreth, that the Town of Walkertown offer C & D Group the option of a month-to-month rental, through March 31, 2008, with a 30-day notice from the town if they need Mr. Bowden to vacate before March 31st.

3. UPDATE ON REPAIRS AND BIDS FOR VARIOUS PROPERTIES
Much discussion took place on these three topics. Various suggestions and recommendations were made and replaced with other suggestions and recommendations.

BOOE/GRIFFITH HOUSE

The electrical problems were checked out and all problems noted with receptacles and wiring have been fixed by KNG Electrical. Lynn also had the light fixtures replaced in four or five areas. The fuse box was cleaned out.

The terra cotta pipe (drainage) in the backyard is to be replaced and fixed immediately by Rumburg Grading, etc. – do not need bids.

This was directed by the mayor and council.

A shelter over the basement steps was addressed. Water drains into the basement and causes problems. If a shelter was built, it would drain the water away from the steps and solve part of the water problem.

Get estimates for constructing a shelter over the steps to drain water away from the house.

Steps from the second floor door (to nowhere!) was discussed. The door from the 2nd floor room opens and there are no stairs going down. Someone could possibly open the door and fall out. A board is needed across the doorway to physically prevent someone from going out the door.

Get a board put across the door on the second floor.

The house itself needs a thorough cleaning. Floors do not need polishing at this time. Just get the downstairs portion cleaned. Barry can clean the upstairs portion of the house.

Get Ralph Jones (595-1032) to clean the bottom floor of the house one time and then Barry can keep it clean.

Trees on the property need to be worked on, either trimmed or removed – decisions on trees to be made by licensed tree guys. Shrubs and hedges need to be looked at also; a decision to be made later on which shrubs and which hedges should stay and which should go.

Wayne Hester and Jumper are going to get two estimates on the tree issues.

Make sure Barry keeps the leaves cleaned up every week.

Chairs and tables were discussed. The council felt that metal chairs with padded seats and backs would be best. Round tables were considered better. At Sam's, the cost for different items were:

Folding metal chairs with padded fabric seat and back	\$17.88 each
Folding metal chairs without pads	\$36.86 – 4-pack
Black stack chair (padded)	\$19.84 each
Chrome stack chair (padded)	\$19.84 each
Plastic folding chairs	\$19.48 each
6-foot plastic folding table	\$43.86 each
60-inch round plastic table	\$98.67 each
8-foot plastic folding table	\$69.74 each

Lynn was directed to purchase 20 metal chairs (with padding) and two plastic round tables and one plastic 6-foot rectangular table.

(NOTE: Since the meeting, it was found that Lowe's has cheaper chairs and tables and Lynn will purchase them from Lowe's.)

The upstairs was discussed briefly. The public does not need access to the upstairs.

Put a chain up at the bottom of the stairs to prevent people from entering upstairs.

Awning on the outside has rotted and needs to be removed. The consensus is that the awning needs to go. We might could use the framework some time later if we replace the awning.

Have the fabric awning removed and discarded.

Save the frame for potential re-use at some point in future.

The yard looks awful. In the spring, we will need to fertilize. With trimming the trees, it might help the grass. The driveway will need to be paved – but that can and should be done in the spring, along with other paving needed.

Get Tom and J.T. Lane to see about finishing up the plumbing downstairs.

UPDATE ON THE PAVING AT JACKI LANE AND CHRIS DRIVE.

Yadkinville Paving has finished the paving on these two streets and it looks very good. Lynn was out at the job site every day checking on this and they did a superb job. They were very helpful and explained the different things they did. This paving will last a long time. The residents are extremely happy about the paving. The only mishap occurred at Tamra Eccles' house – her concrete driveway was broken at the right front corner but Eric Ferguson told Tammy and Lynn that he would replace it to her satisfaction.

MELVIN LANE PAVING:

Nothing has been done on this issue. The former manager has this on the Powell Bill map as a state owned street. We need to see if this road is up to

state/town standards and do something about this road. It would need to be dedicated to the town if it hasn't already been.

Lynn was asked to contact D.O.T. and find out where this street stands for paving.

OLD FIRE STATION UPDATE:

The office space was painted by Jim Gauldin.

Two windows in the office were built over and cork boards were put on by Scott Gauldin.

Carpet (berbur) was installed by Jacki Duncan in sheriff's office.

Tom Lane replaced commode in sheriff's restroom.

TOWN HALL UPDATE:

* Soffit around inside of courtyard was replaced and gutters were installed (Sammie Evans).

* Several boards along the boardwalk need replacing and estimates for repair and replacement are being handled for that as well as for replacing the steps inside the courtyard (3 places), steps at front of building, steps coming out of manager office, steps in back of building (2 places).

Get Certificate of Insurance from Sammie.

* Tom Lane replaced commode in back bathroom (current sheriff's office uses). He replaced the "guts" of the commodes in the staff restrooms.

* Soffit behind gutters replaced; new gutters put on (Sammy Evans)

* Estimates to be received for replacing specific boards on "boardwalk"; and building platform/steps to all doors

* Replace carpet in Horace's conference room.

4. DISCUSS NEED FOR HISTORICAL
 1. COMMITTEE
 - OR
 2. SOCIETY

The Historical Committee told the town council at the October 25th council meeting that they "...felt their committee had accomplished their assignment that has been given them – and that was to evaluate the house and the historical value that we were trying to preserve and to determine best uses of the house, or some uses of the house, and they've made us quite a few recommendations of things that need to be completed." At this point, the council felt this is a non-issue.

No action taken.

5. UPDATE ON DUMP TRUCK PURCHASE (IF NECESSARY)

* Rumburg does not wish to purchase truck

* Tom Guy will be making bid. (Can this be done before it has been put up for bid again?)

The Rumburghs did not come up with the money for their original bid that they placed on the truck so the council decided that we should advertise the truck in the newspaper with a minimum bid to be taken of \$4,000.

Motion was made for Lynn to advertise truck with minimum bid of \$4,000 to be accepted. Must get deposit!!!

6. DISCUSS COMMITTEE TO STUDY SIGN ORDINANCE (UDO #9)

1. Appoint Chairperson?
2. Discuss how to select committee members
 - A. Chairperson to select?
 - B. Council to select?

The council decided that this issue should be moved to the council meeting in December. It was felt that the Planning Board is the group that should consider this issue. However, the council members should also study the sign issue and be prepared to discuss the sign ordinance and possibly be ready to act on this issue at the December or January meeting.

Put Sign Ordinance Committee on December council agenda.

(No public hearing is set at this time for December.)

7. STREETS IN HIGH KNOLLS SUBDIVISION

- Streets belong to developer at this point
- 11-06-07 – Lynn requested developer to send letter asking to be taken into town maintenance system

This issue was skipped over as Lynn is still working with the developer (Olin Cranfill), the D.O.T. (John Rhyne), the Duke Power rep (Wilton Bynum).

Skip this.

8. US-311 / NC-66 INTERSECTION D.O.T. PROJECT

Add a left turn lane eastbound side of NC-66 at intersection of 311

- Total approved cost - \$2,500
- Town of Walkertown's 20% match would be \$500
 - * Resolution #07-005 authorized approval
 - * Agreement was never signed and returned by town manager (Lynn could not find copy of agreement and requested new copy which she received 11-06-07 – agreement originally dated 12/27/06)

This issue, the council determined, should have been completed by now. Lynn was told to move forward with signing the agreement and getting this project finished as soon as possible.

This agreement should be signed a.s.a.p. and returned to D.O.T.

9. DISCUSS CLOSING DO-NUT HOLES AND EXTENDING TOWN BOUNDARIES

No discussion on this.

No action taken.

10. DISCUSS PLANNING BOARD REPLACEMENT FOR MARILYN MARTIN
Put this on November council agenda.

11. CHRISTMAS PARADE – DECEMBER 1ST - 1:00 P.M. (MEET AT 12:30)
Lynn can decorate trailer however she would like. She had mentioned several possible ideas.

Lynn to talk to Tom Lane about using his trailer. Wayne is to talk to George Withers about his trailer.

12. _____

13. _____

14. _____

15. _____

NOTES:

- TOWN HALL OFFICE CLOSED 11/22 AND 11/23 FOR THANKSGIVING
- CHRISTMAS TREE LIGHTING – LOVE’S DEC. 2ND
BAND PLAYS AT 6:30 TREE LIGHTING SERVICE AT 7:00
- PLANNING BOARD MEETING DEC. 4TH @ 3:00 P.M. – WILL DISCUSS MCDONALD’S
- TOWN COUNCIL MEETING DEC. 20TH @ 7:00 P.M. – WILL DISCUSS MCDONALD’S
- OFFICE WILL TENTATIVELY BE CLOSED DEC. 24TH, 25TH, AND 26TH FOR CHRISTMAS HOLIDAYS THEN CLOSED JAN. 1ST FOR NEW YEAR’S DAY.

The meeting adjourned at approximately 8:40 p.m.

Submitted by:

Lynn McKinnie