



Town of Walkertown, North Carolina
TUERSDAY 5:30 P.M. MARCH 18, 2008
WALKERTOWN TOWN HALL
SPECIAL CALLED MEETING MINUTES

Mayor Davis called the meeting to order at 7:00 p.m. Present were Mayor Davis, Wayne Hester, Marilyn Martin, Sarah Welch, Randy Mendenhall, and Lynn McKinnie. There were two people in the audience – Harold Crews and Keith Snow.

Discussion of various items followed with recommendations being made.

- SIDEWALK ISSUES

The original listing of sidewalks requested to be paved was pared down and revised. Lynn was asked to submit the revised list to Lynda Schwan with a letter of consideration. This was to be done asap.

- “OUR” PARK ARCHITECT AGREEMENT

The agreement with Alley, Williams, Carmen & King, Inc. for \$5,800 was agreed upon unanimously. Email from Heath Williams (of awck) said the \$5,800 includes

1. Boundary – iron location for lots involved
2. Topography – elevations or contours
3. Location of buildings, parking, streets, visible utilities, (poles, sewer manholes, sewer clean outs, storm drain, water valves, water meters, hydrants) and trees, fences, etc.

It was understood that any stakeout work or final plats was not included in this price. The map needs to be revised to include the corner lot at Depot and Main. This lot was not included in the last map sent with agreement.

The agreement was approved unanimously.

- BOOE HOUSE

The Booe house was discussed in detail. It was decided that the upstairs would remain off-limits to the public and to any groups that would “rent” the house for whatever reason; however, the upstairs would be open to the Historical Committee to store their objects. No decision was made as to whether the entire upstairs would be available or whether certain rooms would remain closed to them.

The upstairs exit door would remain boarded up. This would not require an exit platform or stairway on the outside as per code.

The council agreed to put an aluminum cover over the upstairs door. **Lynn was asked to call David Hogate to put the aluminum cover over the door.** (His quoted price was \$900. This would involve a 12’ x 4’ aluminum roof with insulation and seamless gutter and aluminum posts.) Other bids for a more elaborate project were rejected.

It was agreed that the house could be rented out to various groups for a set fee, although the council agreed that the Historical Committee would be allowed to use the house at no cost.

It was determined that certain civic groups would be allowed to use the house at a minimum cost. In order to continue using the house at the minimum fee, it would be the

civic group's responsibility to clean up the premises before departure and the house and grounds should be left in the same condition as found. This must be understood or in the future, the group cannot use the house without paying the standard fees.

For the following groups, the house can be rented for \$1.00 per meeting:

1. Civic Club
2. Lion's Club
3. Garden Club
4. VFW
5. Walkertown Volunteer Fire Department
6. City View Fire Department

Other groups wishing to rent the house would be charged according to whether they are "residents of Walkertown" or "non-residents of Walkertown".

Non-Residents would be charged a non-refundable fee of \$200 which would include \$100 for rental of building, \$50 for cleaning and \$50 for miscellaneous (damages, electricity, water, etc.) Any damages above \$50 would be billed to the responsible party.

Residents would be charged \$75 non-refundable fee to include \$25 rental and \$50 cleaning fee.

Any rental party would be required to sign a "Hold-Harmless" agreement stating that they understand the house is not up to ADA standards but that the Town of Walkertown is in the process of getting the house up to ADA standards. The Town would not be responsible for any injuries, etc.

Lynn was asked to purchase more tables and chairs for the house. We will need 4 round tables (to sit 6 – 8 people) and about 25 more chairs with covered seats.

- **DRIVEWAY CLOSING FOR BATTEN**

The driveway closing J.H. Batten, Inc., is asking for would be an improvement to the company. They are asking for permission to close the circular drive – with two entrance/exits and widen an existing driveway to 20-feet, which is the current minimum standard for commercial driveways. Lynn spoke with Jeff Turner of NC-DOT about this request. Jeff said what the DOT looks for is as follows:

1. Site distance (clearance of 350 feet on a 35-mph road, or 45-feet on 45-mph)
2. Width of driveway – minimum 20-feet wide
3. Radius – minimum of 20-feet radius for cars to turn in/out of driveway
4. Clear drive for passing – minimum 20-feet wide so 2 cars could pass each other in driveway
5. Drainage – ensure that water would flow unimpeded

Lynn had checked the driveway to ensure that these conditions were met and she recommended approval of this driveway permit. Randy Mendenhall agreed that this would improve the area.

The Council agreed unanimously to approve this request.

- MISCELLANEOUS ISSUES:AND UPDATES

CODE ENFORCEMENT ISSUE (_____)

Although Lynn had the wrong address for this issue, the council unanimously agreed that the designated area was a disaster! The location is at the corner of Leake and Linville. This needs to be cleaned up immediately. After asking if the council would rather wait for a new manager or if they wanted Lynn to start the process, the council unanimously agreed – **Lynn should start the code enforcement process for the property located at corner of Leake Street and Linville Street. (??????)**

GARDEN CLUB REQUEST FOR SPIGOT

The Garden Club has requested repairs to their spigot at the Library sign. The council unanimously agreed to repair this. **Lynn should get the okay from William Durham (Library Director) to do this and then have Tom Lane go in and “frost-proof” the spigot – do what is requested.**

LEFT TURN ON NC-66 UPDATE

Lynn just provided an update on the left turn project. Lakesha Dunbar is trying to get Brett Abernathy to commit to some type of action on this project. Further information will be forthcoming when Lynn hears more.

RETENTION POND UPDATE

Council discussed this issue and requested that **Lynn send an official letter requesting the new owners of the shopping center to fence in the retention pond on the property.**

WATER TANK UPDATE

This was for information only – Danbury is wanting the tank, they’re trying to get the money to have it moved; they’ll let Lynn know.

SERVICE AGREEMENT- CITY OF W-S AND FORSYTH COUNTY

This agreement is between the Town of Walkertown and City of Winston-Salem for services including zoning enforcement and UDO administration and administrative services. It was originally agreed upon in August of 2003. The agreement is coming up for renewal August, 2008. Lynn asked if anyone had any changes or updates to the agreement as she had given this to them at a previous meeting. Because it is not due until August of this year, **the council decided to hold off on the service agreement with the City of Winston-Salem until closer to the deadline.**

MELVIN LANE NON-RECENT UPDATE – INSTRUCTIONS?

Melvin Lane is a **state** road and residents have frequently requested to have their street paved. The latest information received was an email dated November 27, 2007 from John Rhyne at the DOT stating the town could take over maintenance and pave with

Powell Bill Funds if they would like. Otherwise, it is on the state's paving list – with no rating as to when it will be paved.

Lynn was asked to find out what the approximate cost would be to pave this road – if the Town decided to take the road into our street system.

- ODDS 'N' ENDS

1. Update on the speed limit on US-158 from JP Couch saying that the traffic study compelled them to not recommend a speed reduction on certain parts of US-158.
2. NewBridge Bank sent a letter asking for a donation to the Relay for Life 2008 to benefit the American Cancer Society. **The council as a whole agreed to donate from the General Fund the amount of \$100 to the American Cancer Society.**
3. Optional Services for the town – Lynn had requested cost information from Waste Industries for (1) bulky item pick-up and for (2) leaf pick-up. She is to meet with Roger Marcum of WI in the near future – nothing will be decided – she just would like to see what they can offer in those two services.
4. Draft Letter to non-residents (donut holes) requesting that they volunteer to be annexed into the Town of Walkertown. Lynn asked for any recommendations to her letter. There were none. She plans on sending this letter out to folks on Largo Drive as a “test” case!
5. Sell Road was discussed – the residents have asked the town to pave up to the last mailbox on the road. Sell Road is a “state” road and the town has not the authority to pave the road. **Lynn could check with DOT to find out if the road is up to state standards** – it might could be brought into the town's road maintenance system.
6. Doc asked Lynn to notify the town attorney that she is not needed at the March town council meeting as nothing of legal value will be discussed. (Lynn had already informed Ms. Lanning of this meeting a couple weeks ago.)
7. **Lynn is to furnish a key for town hall to Marilyn Martin and Randy Mendenhall.** The other members of the council have keys.
8. A work session was scheduled for Thursday, April 10, 2008, at 5:30 p.m. at Town Hall.

On a motion by Sarah Welch, seconded by Marilyn Martin, a Closed Session was called to discuss:

- PERSONNEL ISSUES - **CONFIDENTIAL**

FOR COUNCIL MEMBERS ONLY:

CLOSED SESSION:

143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

At 9:15 p.m. a motion to return to Regular Session was made by Marilyn Martin and seconded by Sarah Welch.

At 9:18 p.m. a motion to adjourn the meeting was made by Randy Mendenhall and seconded by Wayne Hester.

Submitted by:

Lynn McKinnie
Town Clerk