

**TOWN OF STOKESDALE**  
**PO BOX 465**  
**STOKESDALE, NORTH CAROLINA**

A Special Meeting of the Stokesdale Town Council was held in the Town Hall at 8416 US Highway 158 on Thursday, May 27, 2010 for the purpose of considering issues relating to the Town's construction projects.

Mayor Pro Tem Mickie Halbbrook called the meeting to order at 6:18 PM. The following members of Council were present: Mayor Pro Tem Mickie Halbbrook, James Attaway, Cheryl Steele, and Bobby Richardson. Mayor Randle L. Jones arrived while the meeting was in progress.

Others present included: William B. Trevorrow, Town Attorney, and Carolyn Joyner, Town Clerk/Finance Officer.

Ms. Joyner introduced Barbara Ratchford, Interior Designer, with Stewart-Cooper-Newell Architects (SCN).

Ms. Ratchford said that there are issues such as electrical and data outlets that must be addressed now so that change orders can be avoided as construction continues on the new Town Hall. She said that the architects have designed a very nice building but she urged Council to take the time to think thru the details to make the interior as presentable and within the budget limits of the Town. She urged Council to use caution when selecting furniture because there are different qualities and some may not hold up and may not last twenty years. She said that she has been doing this since 1987 and had found that there are some things relative to electronics that need to be considered so that the furniture will be suitable now and in the future as electronics change. She said that she does not sell furniture or make any money from the sale of furniture or any particular brand name of furniture. She said that she and her staff represent the owner and try to get the best quality of furniture for the money that the owner spends on it. She explained that one of the best references that she has is from a police chief that did not use her service and found that he spent hours in selecting furniture for his office only to find that the furniture he purchased looked fine but there was issues with the quality and the details such as the placement of electrical and data ports. As a public entity, warranties are very important. For instance if chairs should break, workers compensation claims could result. Her purpose is to make certain that fabric colors work with the colors used in the building. She said that they want local vendors to have the opportunity to participate in process. She said that they would go through the entire building looking at each wall and each outlet to coordinate their uses. She said that an appropriate package will be selected and Council may want to actually see the furniture before the package is put out to bid. Mayor Jones arrived at this point. The bid package will include instructions such as they must remove all trash, furniture must be dusted, and a performance bond is required if the package is over a specific amount. Vendors should have 21-to 30 days to prepare their bids. Ms. Ratchford knows what the furniture price, the suggested retail and the quality. The Town will receive a book of warranties when it is complete. She showed Council some examples from other projects that she had been involved in. She also had some bid sheets from projects that showed that the furniture bid package had a retail value of \$1,189,000. SCN had advised that they would not pay over \$575,000 for the package. When the package was actually bid on, it came in at \$316,000. They do not award it all to one vendor unless he is the low bidder on each of the lots. The additional discounting that they are able to receive will more than cover the SCN fee for the service. She had other similar examples such as \$539,000 retail, a budget estimate \$323,900 and the actual bid was \$287,000. Fire Station: \$109,000 at retail; Estimate: \$64,000 and actual paid \$43,000. There is a clause in the bid package that says that the vendor will hold the price for 160 days. This would allow the purchase of items at a later time should budget not allow to purchase all at one time or to purchase additional items should you need additional chairs for instance.

Their fee is based on the square footage of the building. It would be added as an addendum to the current architectural contract that the Town has with SCN. She said that SCN would discount it for the Town at a rate of \$1.55 per square foot. It is a "not to exceed fee" with everything included. She said they would like to handle the move management part as well. It is important for the future if you want the capability for items like Smart Boards and you can tie it in and can put install them in the future.

Mayor Jones asked if the vendors deliver a product and it is damaged would it be repaired or replaced. Ms.

Ratchford said that it would be replaced unless SCN agrees that it can be repaired. She said that they would be onsite when it arrives and they check it.

Ms. Steele asked if there is a list of specifications. Ms. Ratchford said that they would send it when it is prepared. She said that they are just beginning to conceptualize what will be in the building.

Ms. Holbrook left the meeting at 6:53 pm.

Ms. Ratchford asked if there were any other questions from Council. There were none. Mayor Jones thanked her for coming and Ms. Ratchford left the meeting.

Mayor Jones said that he had spoken with other Towns who thought it would be cheaper and did the marketing themselves and they ended up paying retail prices when they thought it was wholesale and things do not fit or work well and they have to resell it and buy again. The advantage of this proposal is that it comes in under specs and there is a contract so that if a vendor brings in the wrong item, it will be corrected. They have the ability to work with the vendors. If we do it we would be paying retail. Mr. Trevorrow said that the Town would be tapping into their knowledge and experience. Mayor Jones said that \$10,000 is a lot of money but in the long run you are paying for their expertise and you would get that much savings in the furniture. The Clerk noted that by using the bid process, they take the lowest bids which may come from many vendors and they coordinate all of the purchases. Mayor Jones said that they have knowledge of what is good and bad. He said that he had seen this for furniture in the courthouse. Mr. Trevorrow said that some of the furniture had to be replaced in five years and there were some terrible colors. Mayor Jones said that the expertise of Stewart Cooper Newell was one reason the Town selected their firm to work with. He said that he felt the Town would spend more money if they did it themselves and that it has been the practice of other towns that tried that and found that they had inferior products and it cost more. Mayor Jones made a motion to push forward with this and use Stewart Cooper Newell. Mr. Attaway seconded the motion. All Council members present voted aye and the motion carried. Mayor Jones noted that Ms. Holbrook had been present during the presentation but was absent when the vote was taken.

The Clerk pointed out that there are five components for the new Town Hall that need to be considered. Cabling Communications (Phone System), Audio – Public Address System, Audio-Visual (projection) and Surveillance for the park and Town Hall. Proposals have been made by three companies with two of the companies having to work together to provide all five components. One company provided a proposal for all five components with basic items that would be needed. She said that she had tried to have the companies to quote on the same items but it was difficult since they use their own brands and systems. Conduits will be put in place for some of the data outlets and some will be left blank and can be easily wired in the future if needed. Ms. Steele asked if most everything could be wireless. During discussion, the Clerk pointed out that Ms. Ratchford would assist with making sure that the data ports and the furniture setup would work. Ms. Steele asked to confirm that these items and the furniture were not included in the bids. Ms. Joyner confirmed that they were not included and that these service providers will need to be selected very soon as construction is progressing rapidly. Mayor Jones noted that the Town Hall is not just for Council but is supposed to be a full service facility for the public with audiovisual for teaching purposes. Ms. Steele said that she felt that wireless should be included.

Ms. Joyner said that the communications systems include phones for some of the offices but not all of them. Additional ones can be added as needed. Phones could be purchased from an office supply store.

The audio –public address system would have seven microphones at Council's desk, one at a podium, and one at staff's desk. There would be a recorder and speakers in the ceiling in council chambers as well in the lobby and hallway in the event that there are overflow crowds. Ms. Steele asked if one of the televisions would be located there for overflow. Ms. Joyner said that unless changed, it is for sound only.

The quote for audiovisual includes a projector. Surveillance has two components for the Town Hall and for the Park. The Clerk had asked for the bidder's recommendations for what would be needed at each location. One

responded with 9 exterior and 4 interior cameras for Town Hall. The second company was then asked to figure the same number. If Council feels that it is too many, it can be changed. The park was configured with three cameras which may not be enough. It was priced as a stand along system which would record the information for retrieval when needed. Additional underground cable will be necessary if you want to be able to see the cameras at Town Hall.

Mayor Jones asked if there was one company that could do all of the needed components and what was their price Ms. Joyner responded that there was one company and their price was \$45,474.00 for the minimum package with the possibility of changing the surveillance part. The two companies that would be combined to provide all five components totaled \$53,390 and that did not cover surveillance at the Park. Mayor Jones said that for liability purposes, surveillance was needed at the Park. It may not be the ultimate for what is needed but some is needed. The Town Hall would not need as much as a courthouse and it could be trimmed down. Mayor Jones asked Ms. Joyner how she felt about the meeting with the company that could provide everything. Ms. Joyner responded that her feeling was positive and she had checked with three references and they were positive responses saying that they had used them for years. Audi Carter with R.P. Murray has worked with them before and said that he had no problems with them. The other two references had used the company (Versa Technologies) for years for both telephone systems and computers and said that they were responded quickly when called.

The Clerk indicated that RP Murray had sent a letter saying that wiring for the systems should be started by June 15 and completed by July 2. Final connections and hookups and ready for operation by August 23.

Mayor Jones asked the Clerk with her having done research on this, what did she feel comfortable with based on who she had talked with and the estimates which could be trimmed down which vendors did she feel most comfortable with. Ms. Joyner responded that she felt that Versa Technology would be the best company to use. The one company would provide all of the services that are needed. Mayor Jones said he felt that it would be better to have one vendor and to pay for that expertise and it would be better to have one company to complain to, sue, or praise.

Ms. Steele wanted to have a wireless component included in the package and would like to know what it would cost and maybe trimming some of the costs down would help pay for it.

Mayor Jones asked Mr. Richardson about his feelings. Mr. Richardson said that he had meet with the companies. One of them started off badly by calling Town Hall from his office at the time that the meeting was supposed to start. Versa Technologies had three people that met at Town Hall and they seemed personable and knowledgeable and they want to build the reputation of their company. He felt comfortable with them. It is a lot of money but necessary.

Mayor Jones said that it is a one time expense and it should be done right. He asked Ms. Joyner how did she feel about the money. She replied that this and the furniture would complete the building and do justice to it while providing the items, such as the audio, that Council had said would be in the building and there would be the possibility of adding to the systems in the future with additional technology.

Ms. Steele said that she would like to know how much it would cost to provide wireless Internet for everyone who wished to use it. Mr. Richardson said that it would be a different system for the others.

Ms. Steele made a motion to have VERSA provide the services (cabling, communications system, audio, and audio visual) and to add a wireless component if it is found to be affordable and feasible.

Mayor Jones seconded the motion and made a friendly amendment to have Carolyn check with and make decisions with the needs of the Town Council and the Clerk and Finance Officer based on her experience. Ms. Steele agreed to the friendly amendment. Mr. Attaway said that the radius of the Wi-Fi so that it would reach to the Park. All Council members present voted aye and the motion carried.

Mayor Jones made a motion that the Town Clerk make contact with individuals based on tonight's votes for obtaining contracts and the contracts be reviewed by the Town Attorney and with appropriate authorization by the Town Attorney that the Mayor be allowed to sign the contracts. Ms. Steele seconded the motion. All Council Members present voted aye and the motion carried.

The Clerk asked which phone company to use. The Clerk had not researched the various companies. Time Warner is supposed to provide cable TV service. The current AT&T contract expires in September according to the Clerk. She can check with Time Warner Cable about their service. Ms. Joyner said that she had been satisfied with AT&T service both at Town Hall and at her residence. Mr. Attaway and Mr. Richardson said that they were satisfied with the AT&T service. Mayor Jones made a motion to go with AT&T unless the Town Clerk should she find a better provider, or have the option of making a change. Cheryl added a friendly amendment to check out Time Warner as we might get a better deal if we had cable Internet and phone service. It was pointed out that Time Warner would provide Cable due to the Franchise agreement. Mr. Richardson seconded the motion. All Council members present voted aye.

### **LIGHTS IN THE PARK:**

Mayor Jones said that sports lighting for the Park would be a very expensive undertaking. Mayor Jones said that during the planning stages, no one had mentioned the needs for lights for the fields. Ms. Steele asked if there was a quote for the cost of lights for the fields. Ms. Joyner said that Stewart Cooper Newell had investigated providing some lighting for the Park. Their proposal was for \$64,592 for soccer field lighting, Park lighting was \$32,000, panel and breaker allowance was \$10,000, Duke Energy main service was \$5,000 and the grand total for both was \$126, 888. This was for a decorative type of lighting. It would not be sports field lighting and will not be adequate for that purpose. Ms. Joyner had also checked with Duke Energy and they can provide lighting similar to street lights and the Town would be obligated to a three-year contract. Four poles with 2 lights each could be placed in the parking lot and 10 poles with 10 lights could be placed around the field for about \$6,000 per year for three years.

Mayor Jones said that field lighting could be a project for Council to consider after the Park is up and running since it would take some time to apply for a grant for it. Ms. Steele asked if a grant request could be less than \$500,000. Ms. Joyner explained that it could be less but grants are awarded based on the number of points scored and the number of new activities for the park is one criterion. Ms. Steele said that the football teams would be grateful for any lighting. Mayor Jones said that some security lighting should be provided so there would not be any security issues.

Ms. Joyner asked if the Park would be open all of the time or if there would be certain times such as other parks that open from dawn to dusk. She also noted that there are some lights on the concession stand.

Mr. Trevorrow said that times should be posted because of the assumption of risk and asked what hours would the park be open if security lighting was provided.

Mr. Attaway said that he agreed with Mayor Jones that some security lighting should be provided now with sports lighting in the future.

The Clerk said a gate was discussed at the construction meeting and that Council would have to decide on the hours of operation for the Park. Mayor Jones asked if the decision had to be made now. Ms. Joyner said that it did not since grass has been sown in the areas that will be disturbed. Council had also approved a change order for a conduit to be installed underneath the pavement so that the power lines could be placed in it rather than having to cut the pavement.

Mayor Jones asked if the lighting designed to be general lighting or was it to try to accommodate the ball fields. The Clerk said that it would throw some lights of the fields but it would not be adequate for sports lights. Mayor Jones said that he was more concerned about some security lighting rather than trying to light the fields. The clerk

suggested perhaps putting in four poles with eight lights for the parking area at a cost of about \$2,500 per year for three years. Mayor Jones said that he did not feel that the Stewart Cooper Newell proposal was practical. Mayor Jones said that Council could install a number of lights, or install a bare minimum of lights for security lights only or Council could do nothing.

Mr. Trevorrow asked what would be the hours for the park if minimum security lighting was installed. Mayor Jones said that the lighting would be a deterrent. Mr. Richardson asked if it would be wise to do just the parking area. Ms. Steele said that if groups are practicing and there is light in the parking lot, they would use the parking lot for practice. Ms. Steele said that they practically practice now in the dark. She suggested that the team could do fundraisers to help pay for lights. Mr. Richardson said that perhaps one end of the fields could have some lighting.

Mr. Attaway said that the residents should be given some consideration in the placement of lights. Mayor Jones said that there are trees between the park and the houses and that one of the homes is vacant. He noted that having lights on one end of the field would also light the concession stand and the picnic shelter and those would be areas that would need it for security reasons. The parking lot would be lighted also. Mr. Richardson said that it cost less when two lights could be placed on the same pole. He said that he felt that six would light the parking lot.

Mayor Jones made a motion to provide minimal security lighting at the Park and allow Councilman Richardson to use his expertise along with the Town Clerk to make the decision on the number of lights. Ms. Steele seconded the motion. Richardson, Attaway, Steele and Jones voted aye and the motion carried. Mayor Jones made a motion that when the appropriate contract is drafted that it be reviewed by the Town Attorney and upon his designation of a proper contract and that Mr. Richardson be authorized to sign it. Ms. Steele seconded the motion. All Council members present voted aye and the motion carried.

Mayor Jones said that he felt that it was better to look at all of the issues at one time when dealing with the Park and Town Hall and not rushing with other things. It may be necessary to hold other special meetings when other issues come up. He said that the main thing now was to keep the projects moving until they are completed. He asked if Town Hall would be completed before December. Mr. Richardson indicated that it should be completed before then. He said that if they can get the rock removed and the drainage controls in then the paving can be done while the weather is good, the project should keep moving forward. They may be ready for drywall in three weeks. The Clerk said that they would be ready for cabling in early June. The material for the roof may arrive next week. Mr. Richardson said that it is ready for the steel roof.

Ms. Joyner said that they will be killing the grass soon and will be sprigging the grass on the fields about the first of June. Mr. Richardson said that they were going to use a different type of spray and they would be quicker and allow them to sprig sooner. He confirmed that there is irrigation for the fields. He said that the gate valve was not going to be installed.

Mayor Jones recognized John Flynt who was previously Mayor and had worked hard on the projects that are now coming to fruition.

Mayor Jones made a motion to adjourn. Ms. Steele seconded the motion. The meeting was adjourned at 8:04 pm.

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Carolyn L. Joyner, Town Clerk

APPROVED:

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Randle L. Jones, Mayor