

Index: Minutes, Summerfield Town Council
September 19, 2007

September 19, 2007	Approval to add Park Lawn Care to Other Business	Page 1
	Allocation of \$73 which was raised by the Historic Committee by raffling a throw blanket to David Simpson for a Boy Scout project	Page 2
	Authorization to allow Administrator to expend funds for Phase II of the Park	Page 3
	Approval to continue participation in the Statewide Mutual Aid and Assistance Agreement	Page 3
	Reappointment of Nancy Hess as Zoning Board Chair and extension of alternate appointments until 2008	Page 3
	Acceptance of Brockman's lawn care proposal for October and November, December through March, chemical spraying not to exceed	Page 4

**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
(Continued from September 11, 2007)
SUMMERFIELD COMMUNITY CENTER
September 19, 2007
6:30 PM**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. CONSENT AGENDA:
A. MEETING AGENDA**
- 4. BUSINESS FROM MAYOR:
A. Discuss VFW Monument
B. Discuss Governor's request to implement Water Shortage Response Plans**
- 5. BUSINESS FROM TOWN ADMINISTRATOR:
A. Local Government Commission approval to borrow funds for Athletic Field purchase and construction
B. Historic Committee request for donation to Boy Scout Project
C. Authorization to allow Administrator to expend funds for Phase II of the Park
D. Further discussion of Allen Marshall Property Purchase for athletic fields (if needed)
E. Statewide Mutual Aid and Assistance Agreement**
- 6. BUSINESS FROM COUNCIL
A. Appointment / Reappointment of Zoning Board Members
B. Further Discussion of Active Recreation Committee**
- 7. OTHER BUSINESS (if any)**
- 8. ADJOURN**

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
(Continued from September 11, 2007)
SUMMERFIELD COMMUNITY CENTER
September 19, 2007
6:30 PM**

NOTE: The official minutes are a CD recording of the meeting. The following is a summary of the events of the meeting.

The meeting was called to order at 6:31pm by Mark Brown.

A motion was made by Barnes to include Strickland, who was excused last week, in this continuation of the September 11, 2007 meeting. The motion was seconded by Williams, and carried unanimously.

INTRODUCTIONS:

Council:

Mark Brown, Mayor
Dena Barnes, Pro Tem
Carolyn Collins
Becky Strickland
Bob Williams
John W Wray Jr.

Staff:

Michael Brandt, Town Administrator
Craig Harmon, Town Planner
William Hill, Town Attorney
Valarie Halvorsen, Town Clerk

Brandt introduced Craig Harmon as the new Town Planner.

Brandt requested the addition of Lawn Care at the park to the agenda. Hill stated there must be a unanimous vote of the Council to add this item to the agenda. Strickland said she would not vote for the consent agenda due to her objections to Phase II of the park. It was decided to vote for the consent agenda first, and then vote on adding the Lawn Care item.

CONSENT AGENDA:

A motion was made by Barnes to approve the Consent Agenda, including the Meeting Agenda. The motion was seconded by Williams, and passed 4 to 1, with Strickland opposed.

Barnes made a motion to add Park Lawn Care to Other Business. The motion was seconded by Williams and carried unanimously.

BUSINESS FROM MAYOR:

Discuss VFW Monument – Brown introduced Richard Beeson, who spoke on behalf of the VFW, but is not a member of the group. Beeson described the proposed monument and discussed measurements and placement options. He stated there would be an artist's rendering available soon. Strickland asked if the project would be privately funded. Beeson, replied yes, perhaps through donations, but it was not fleshed out yet. Brown recommended having the Parks & Recreation committee work with the VFW and look further into it and then report back to Council.

Discuss Governor's request to implement Water Shortage Response Plans

Brown discussed the letter, which requests that all local governments implement a water shortage plan due to the extremity of the drought facing the state. Brown stated it does not appear to apply to

Summerfield as we do not have a public water system, but still urged everyone to conserve water, as we do not know how much ground water we have.

BUSINESS FROM TOWN ADMINISTRATOR:

Local Government Commission approval to borrow funds for Athletic Field purchase and construction

Brandt explained that it may be in the Town's interest to borrow funds for construction of the ball fields rather than to pay for this project out of our existing funds, because loan interest rates are currently lower than our current investment rate of 5.20%. After meeting with the Local Government Commission, Brandt and Luther found that in order to proceed with incurring debt, which must be approved by the LGC, the town must hold a public hearing and adopt a Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by NC General Statute 160A-20. The LGC recommends the Town complete *one* application for the land purchase and construction, rather than two, and the adoption of a Declaration of Official Intent to Reimburse. The declaration will allow us to proceed with the purchase and construction prior to obtaining the debt approval from the LGC, with the intent that the debt will reimburse the Town for expenditures incurred prior to the debt issuance. The action must take place prior to the purchase of the property. If the Declaration is passed, that does not mean the Town has to borrow any money, it just leaves the option open.

Strickland asked if we could get a fixed term and fixed rate, and Brandt said yes. Collins asked how much money would be saved in doing this. Brandt replied based on the current interest rates, a really rough estimate is \$60,000, but that money would have to be expended on the project. Wray asked when the money was put back in the bank, if it would be at the same interest rate as when it was withdrawn. Brandt stated it would be at whatever interest rate we could get at the time. Strickland asked if it must be decided tonight. Brandt said we must decide prior to purchasing the property, within the next 30 days. Brandt asked if he should gather more information and documents to bring to the October, 2007 meeting. Brown and Barnes said yes. By consensus, Brandt will gather further information.

Historic Committee request for donation to Boy Scout Project

Brandt described the project, which involves clearing the area around the grave site of Charles Bruce and erecting a fence. The scout, David Simpson, is raising money to pay for the fence, and the Historic Committee requests the allocation of \$73 from the reserve fund account which was from the Raffle of the Summerfield History Throw Blanket be donated to Simpson to help defray his expense.

Strickland these are public funds as they were raised during Founder's Day and the Town gave the Historic Committee funds for Founder's Day. She stated Boy Scouts are required to raise their own funds for these projects, and while she is inclined to agree with the request because of its historical significance, she does not want to set a precedent. She reminded all that each project should be looked at on an individual, case by case basis.

Strickland made a motion to approve the allocation of \$73 to David Simpson. The motion was seconded by Wray, and carried unanimously.

Authorization to allow Administrator to expend funds for Phase II of the Park

Brandt made a request that the Mayor, Town Administrator, and Finance Officer be allowed to approve an informal bid process for park construction elements that are less than \$30,000, which is the State standard for informal bids. This would eliminate the need to bring in a general contractor for projects including items such as playground equipment, picnic shelter for outdoor classroom, unpaved walking trails, fitness stations, individual picnic shelters, and an entry gate. Larger, more costly (over \$30,000) projects would require formal bidding and advertisement, public hearings, and Council approval.

Collins asked how the council will be kept posted. Brandt replied he could issue reports monthly, weekly, at council meetings, or via email.

Barnes made a motion to approve authorization to allow Administrator to expend funds for Phase II of the Park. The motion was seconded by Collins, and carried 4 to 1, with Strickland opposed.

Further discussion of Allen Marshall Property Purchase for athletic fields (if needed)

Brandt stated ECS had completed the Report of Environmental Services, and all indications are that there is no contamination from the underground storage tanks or the debris field. He also provided a sketch plan of how the fields might be laid out and possible access points. Brown stated based on this report it appears that we are ready to move forward. Strickland asked if we were at the point where a motion to purchase was needed. Brown asked Brandt. Brandt reminded council that if the Town wanted to borrow funds, the Declaration of Intent would have to be passed prior to purchasing the property. Charles Winfree, attorney for Mr. Marshall stated October 28th is the cut-off date. Hill recommended waiting on the purchase in order to look further into the financing issue.

Statewide Mutual Aid and Assistance Agreement

Brandt stated if the Town wishes to continue participation we would need to reply by September 24, 2007. This is a voluntary agreement among North Carolina municipalities to provide mutual aid during a disaster, and by participating we may provide or request assistance. Wray made a motion to continue participation in the Statewide Mutual Aid and Assistance Agreement and to direct the Town Administrator to designate the representatives. The motion was seconded by Williams and carried unanimously.

BUSINESS FROM COUNCIL

Appointment / Reappointment of Zoning Board Members

Brandt stated the term expirations for Rick Burguieres and Lisa Kim are not until 2008, not 2007 as previously thought due to a misinterpretation of the ordinance, that the terms are three years rather than two. Strickland spoke of her concern that there may be a conflict of interest for Nancy Hess, as she is a real estate agent working in Summerfield. Strickland states Hess is very qualified and competent and has been on the board for 10 years, but the potential conflict of interest has been brought up by citizens.

Williams stated he has closely observed Hess for a number of years and has found her to be neutral, of high caliber and above board on all decisions and we are lucky to have her. Strickland agreed. Barnes said she had worked with Hess on Long Range planning some time ago and found her to be very thoughtful and fair, and has always recused herself from cases she has an interest in. Barnes further said she can understand how a conflict of interest could be perceived because Hess is in real estate, but Barnes says this also gives her a broad knowledge base. Wray agrees, saying he has observed her to be very fair and neutral. Collins agreed, saying she has always been very professional.

Strickland asked about rotating the members between the board to alternate positions. Brown replied that happens currently. Strickland recommended moving Rick Burguieres or Lisa Kim from alternates to board members and Nancy Hess to an alternate position, since she has been a board member for 10 years. Hill stated that Lisa Kim is also involved in real estate. Barnes asked if the full board usually sits. Brandt replied there are 5 board members and 2 alternates, that attendance rates range from 94% to 65%, with the low numbers belonging to alternates who are not needed to attend if there are enough board members present.

Collins made a motion to retain Hess and to extend the alternates appointments until 2008. The motion was seconded by Williams and carried unanimously.

There was discussion of other Zoning Board applicants who had not yet been considered. By consensus, the Council directed Brandt to gather those applications for consideration during the October meeting.

Further Discussion of Active Recreation Committee

Brandt discussed the Draft Ordinance Athletic Advisory Committee, which outlines the proposed purpose, creation and establishment, term of office and qualifications, compensation, duties and responsibilities, organization, rules, records and meetings, and other items.

Strickland referred to a workshop on this issue in January or February and asked for time to be able to compare her notes to this document before making a decision. Strickland asked if staff had received the documents requested from the SRA. Brandt replied no. Strickland stated they should comply with the request if they wish to be included in the Active Recreation committee

By consensus, this item will be placed on the October agenda for further consideration.

OTHER BUSINESS

Park Lawn Care

Brandt stated Clean & Green would be unable to continue with the park lawn care due to family issues. Brockman's Lawn Care Services would like to take over the work for a cost of \$1,130 a month for October and November and \$500 per month from December through March, plus spraying chemicals and other work.

Strickland expressed concern over no listed cost for the seeding, fertilizer and lime and no concrete number for spraying chemicals.

After some discussion, a motion was made by Barnes to accept Brockman's proposal for the months of October and November, from December through March, the spraying of chemicals not to exceed \$600, and to put it out for bid in the spring. The motion was seconded by Wray and carried unanimously.

Brown stated there were many items on the October agenda, including 2 rezoning cases and at least 2 presentations and asked council if they wished to come up with an additional October date in case the meeting needed to be continued.

Brandt stated the State Ethics Discussion would also need to be included on the October agenda, as it did not get included this month.

By consensus, the dates of October 18 and October 23, 2007 were selected as possible additional meeting dates.

Strickland questioned the cost and purpose of the proposed park storage building. Brandt described the planned uses including storage and workspace. Williams asked about having Holub park the town truck at his residence during the evenings. Brandt does not think it is necessary, as there has never been any vandalism reported at town hall.

With no further business before the Town Council, a motion was made at 8:07 pm by Collins to adjourn. The motion was seconded by Barnes and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk