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August 11, 2009

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**MINUTES OF THE  
SUMMERFIELD TOWN COUNCIL  
SUMMERFIELD COMMUNITY CENTER  
AUGUST 11, 2009  
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 6:31 pm by Mark Brown.

The invocation was led by Linda Southard, followed by the Pledge of Allegiance.

**INTRODUCTIONS:**

**Council:**

Mark Brown, Mayor  
Dena Barnes  
Alicia Flowers  
Becky Strickland  
Bob Williams  
John W. Wray Jr.

**Staff:**

Michael Brandt, Town Manager  
Dana Luther, Finance Officer  
Blair Carr for William Hill, Town Attorney  
Valarie Halvorsen, Town Clerk  
George Holub, Parks & Rec Supervisor

Brown introduced candidates for office: Richard Lovett, Dianne Laughlin, Jeff Johnson, Becky Strickland, John Wray, Don Wendelken, and himself, Mark Brown.

**CONSENT AGENDA:**

Brown stated there was a request to remove item 9F Discussion of Citizen Petition. Brandt asked that council approve the August 20 groundbreaking at the Summerfield Athletic Park (6:00pm) as part of the consent agenda.

Wray made a motion to approve the Consent Agenda, including the meeting agenda *as amended*, minutes and Closed Session minutes of the July 14, 2009 meeting, and the Financial Report. The motion was seconded by Barnes and carried unanimously.

Brandt asked that item 10C Discussion / approval of Musco Lighting contract be removed from this agenda due to questions/concerns and that it be brought back on the September agenda, or during a special call meeting, as it is time sensitive. He also requested that discussion of the Community Event Approval Policy be added to the agenda to be discussed in conjunction with 9C Discussion of Fund Raising Policy.

Wray made a motion to add discussion of Community Event Approval Policy to agenda item 9C, and to remove 10C Discussion /approval of Musco Lighting contract to the agenda. The motion was seconded by Barnes and carried unanimously.

**ANNOUNCEMENTS**

- Comprehensive Plan Committee September meeting moved from September 7<sup>th</sup> to August 31<sup>st</sup>
- Grand Opening of Summerfield Community Park Phase II, Saturday, August 29<sup>th</sup> 2:00 pm to 7:30 pm
- 5k Run and 1 mile Fun Run/walk to benefit Summerfield Park programs and Camp Carefree, Saturday, September 19<sup>th</sup> 8:30 am, Summerfield Community Park

**SPEAKERS FROM THE FLOOR (limited to 5 min. on non-agenda items)**

Beth Kaplan, 7979 Highfill Rd spoke of recent editorials that speak ill of the Town Manager. She feels that there is a problem with leadership and vision, not with the Town Manager.

Dwayne Crawford, 1106 NC Hwy 150 West said while he had been accused of hacking the Northwest Observer database no such hacking occurred, there was a software flaw which he made the Northwest Observer aware of. He further noted that there seemed to be extraneous voters listed on the Guilford County Board of Elections voter database and recommended updating the information through a challenge process. which he will raise the money to do.

#### **COMMITTEE REPORTS:**

- A. Founders' Day:** Brown said the meetings will resume in late August or September.
- B. Finance:** Luther stated the next meeting is August 24<sup>th</sup> to discuss CBOs and annual committee elections.
- C. Historical:** Linda Southard said the next meeting will be August 27<sup>th</sup>.
- D. Parks & Rec:** Sue Beeson said the committee last met on August 6<sup>th</sup> and discussed the SCP Phase II grand opening event, which will be August 29<sup>th</sup> from 2:00 to 7:30 pm with September 12<sup>th</sup> as the rain date. There will be an additional monthly meeting August 25<sup>th</sup>. She further noted the July 2<sup>nd</sup> meeting was not an official meeting as there was no quorum and no voting took place, which was reflected in the minutes.
- E. Public Safety:** No report.
- F. SYC:** No report.
- G. Comprehensive Plan:** Flowers said the committee met August 5<sup>th</sup> and discussed the possibility of holding additional meetings between now and the end of the year in order to keep on schedule. The next meeting is August 31<sup>st</sup>.
- H. Athletic Advisory:** Brandt said the SAP groundbreaking will be held August 20<sup>th</sup>, and that August 21<sup>st</sup> is the new meeting date for a grant distribution announcement by PARTF

#### **BUSINESS FROM COUNCIL**

##### **A. Appoint Suzanne Hock as member of Parks & Recreation Committee**

Flowers and Barnes met with Hock and feel she would be a good addition to the committee.

Wray made a motion to appoint Suzanne Hock as a member of the Parks & Recreation Committee. The motion was seconded by Williams and carried unanimously.

##### **B. Discuss ABC Board vacancy**

Brandt stated Betsy Ingram's term on the board had expired and she did not wish to continue serving. He noted it was an ex-officio appointment, not a voting membership. Following a brief discussion, it was decided by consensus to ask Finance Committee members if anyone of them had an interest in serving.

##### **C. Discussion of Fund Raising Policy and Community Event Approval Policy**

Brandt discussed the changes in each policy. Brown remarked that they were very well written and further noted that these policies are not written in stone and are subject to modification as the processes evolve. There was brief discussion about having the Finance Committee review the policies and a few suggested changes.

Barnes made a motion to approve the Fund Raising Policy and the Community Event Approval Policy, both as amended, contingent upon approval of the Finance Committee, with effective dates of September 1, 2009. The motion was seconded by Flowers and carried unanimously.

**D. Discussion of Risk Assessment and Internal Control Policy**

Luther recommends adoption of this new policy based on the recommendation of the auditor that this version is a better and more effective policy than the previous version.

Following a brief discussion, Strickland made a motion to approve the Risk Assessment and Internal Control Policy contingent upon approval of the Finance Committee, with an effective date of September 1, 2009. The motion was seconded by Wray and carried unanimously.

**E. Discussion of contract for website services**

Brandt stated this issue was raised by Strickland based on the web administrator Scott Redmond creating a Town Twitter account without knowledge or consent of council. Brandt stated he and Redmond had discussed Twitter in the past, but he had not looked into it yet. He explained generally what Twitter was and how it worked, and stated Redmond created the account in order to reserve the Town of Summerfield name for town use. Carr stated after reviewing the information, it is her feeling that Redmond did not violate the terms of the contract.

**F. Discussion of Citizen Petition**

*(Removed from agenda)*

**G. Discussion of CBO Policy 7:41**

Based on Council's request at the June 9th meeting, Luther contacted the three CBO's to see why they had not submitted the requested documents and to ask their thoughts on the CBO policy. She presented the comments from the CBO's in a memo to Council. After brief discussion, Council requested that the Finance Committee review the memo and give their thoughts on the current policy.

**BUSINESS FROM TOWN MANAGER**

**A. Discussion / approval of Park Facilities Rental Agreement**

There was discussion of incorporated changes and additional suggested changes. Barnes made a motion to approve the Park Facilities Rental Agreement with the following changes: resident rental fee from \$15 to \$10 per hour every hour or portion of thereafter following the first 2 hour rental period, changing "Amphitheater" to "Town park facilities" at the top of page 4, and contingent upon review of the last paragraph by the attorney and the Guilford County Sherriff's Department. The motion was seconded by Williams and carried unanimously.

**B. Discussion / approval of Volunteer Appreciation Event**

Following a brief discussion it was decided by consensus to ask committee chairs to poll members about their preferences for the event and report back to council.

**C. Discussion / approval of Musco Lighting contract**

*(Removed from agenda)*

**D. Approve Resolution of Intent to Auction vacant residential structure at 5200 US 220 North**

Brandt noted the building needs to be gone by October 15<sup>th</sup> based on the construction schedule. Luther noted that if a bidder on GovDeals does not honor the terms (such as removing the property by a certain date) the property and fee paid is forfeited. Strickland asked about selling the fixtures individually if the property as a whole does not sell and Carr stated the notice can be written in an either/or fashion, accepting bids on the entire property, or barring none, the individual fixtures/contents.

Wray made a motion to approve the Resolution Authorizing the Disposition of Town Property. The motion was seconded by Barnes and carried unanimously.

**E. Approve do not exceed amount for soil testing services at Summerfield Athletic Park**

Brandt said he is currently working to bid the soil testing work necessary for the construction of the SAP, noting the service providers have indicated that inspections for work related to NCDOT road work is more

intensive than required for other soil testing. He requests authority to enter into a contract with the most qualified applicant for geo-technical soil testing with a do not exceed amount of \$20,000.

Barnes made a motion to approve the soil testing services, not to exceed \$20,000. The motion was seconded by Williams and carried unanimously.

**F. Approve new Planning & Development Fee Schedule**

Brandt stated this was originally presented as part of the budget but was not adopted by council at that time. He notes that the increased fees are still lower than those of Oak Ridge and Stokesdale and he requests approval with an effective date of September 1, 2009.

Flowers made a motion to approve the new Planning & Development Fee Schedule. The motion was seconded by Wray and carried unanimously.

**BUSINESS FROM THE MAYOR**

**A. Discussion of property available for purchase for Town use in downtown Summerfield**

There was discussion about looking into the future needs of the town, such as providing meeting space for committees, council, senior groups, and other potential uses for a town hall building. Flowers noted that these issues would be discussed by the Comprehensive Plan Committee. By consensus, council directed Brandt to discuss it with the Comprehensive Plan consultant and then the committee if appropriate.

Brandt and Luther were dismissed at 8:49 pm.

Brown read the reasons for entering into Closed Session as follows:

**CLOSED SESSION**

**A) 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 as provided under NCGS 143-318.11(a) (6)**

Barnes made a motion to enter into closed session at 8:50 pm. The motion was seconded by Williams and carried unanimously.

Barnes made a motion to return to open session at 8:59 pm. The motion was seconded by Flowers and carried unanimously.

Carr stated the Closed Session concerned a personnel matter and therefore no action needs to be recorded in open session.

With no further business before the Town Council, a motion was made at 9:00 pm by Wray to adjourn. The motion was seconded by Williams and carried unanimously.

  
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Mark E. Brown, Mayor

  
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Valarie Halvorsen, Town Clerk