

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD TOWN HALL
JANUARY 30, 2009
2:30 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 2:33 pm by Mark Brown.

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
Valarie Halvorsen, Town Clerk

CREATION OF FOUNDERS' DAY COMMITTEE AND APPOINTMENTS

Brandt discussed the history and evolution of Founders' Day and the committee, recommending a restructuring which would make the town, PTA, and SYC cosponsors of the event and for each entity to share revenues from it. There was much discussion of volunteers and liability, committee makeup and function, costs and budget, revenue collection, and internal control and oversight of processes and spending.

Flowers made a motion to approve the following committee applicants: Mark Brown, Jane Doggett, Hunt Sharron, Linda Southard, Tammy Welborn, Bob Williams, Delane Williams, and Alicia Flowers, with council members and Welborn as ex-officio members; and to approve the concept of Founders' Day as presented. The motion was seconded by Barnes and carried unanimously.

RESOLUTION - PARKS & RECREATION TRUST FUND GRANT

Wray made a motion to approve the Parks & Recreation Trust Fund Grant Resolution for the athletic field facility. The motion was seconded by Williams and carried unanimously.

DISCUSSION OF CBO'S

Luther discussed the process and asked for clarification of what would be required from CBO's. There was confirmation of the audit requirement. For requests of additional years, the following will be required: application, assurances, any changes of bylaws or articles of incorporation, roster of board members and terms, copies of all minutes from board of directors meetings, IRS tax exempt changes, IRS 990, copy of audit, budget, most recent financial statements, list of affiliated organizations, purchasing policies and procedures and financial policies and procedures, and any documents completed prior to approval of the budget.

DISCUSSION OF LEASE AGREEMENT FOR 4310 US HWY 220

Brandt stated the Marshall family had two requested changes, that the initial lease period be changed from 5 years to 3 years, and they also do not want the lease payments to be counted toward the purchase price. Following a brief discussion, it was decided by consensus to go back to the Marshall family and let them know that council is not amenable to those changes.

DISCUSSION OF INTERNAL CONTROLS AND RISK ASSESSMENT POLICY

While there was a policy passed at audit time, Luther stated council and staff need to consider all potential risks and remedies in order to form a more complete and appropriate policy. She further noted that this was the beginning of the process that may last for several months. She asked council to consider and bring up ideas over the next several months during budget and policy meetings. There was discussion of fixed assets and scheduling annual inventories of items in storage such as tools

BEGINNING BUDGET DISCUSSION

The following schedule was decided on for Budget related meetings: February 10, 2009 Town Council meeting, February 18 and February 24, 2009 both at 2:30 pm for Budget Workshops, March 4, 2009 deadline for council/staff to provide budget information to committees, March 10, 2009 Town Council meeting, March 16, 2009 Finance Committee meeting, April 9, 2009 deadline for committees to submit budgets, April 20, 2009 Finance Committee meeting, April 28, 2009 Budget Open House, May 12, 2009 Town Council meeting, May 27, 2009 Budget Presentation, June 23, 2009 optional additional meeting date (if needed).

OTHER BUSINESS (if any)

There was general discussion of revenues including sales tax, property tax collection, interest rates, the continuance of rezoning cases, and other items.

With no further business before the Town Council, a motion was made at 5:14 pm by Williams to adjourn. The motion was seconded by Wray and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk