

**MINUTES OF THE  
SUMMERFIELD TOWN COUNCIL  
SUMMERFIELD COMMUNITY CENTER  
MARCH 7, 2006  
6:30 P.M.**

**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 6:34pm by Mayor Mark Brown.

The invocation was led by Linda Southard and Town Council led the Pledge of Allegiance.

**INTRODUCTIONS:**

Mark Brown, Mayor	William L. Hill, Town Attorney
Dena Barnes	Michael Brandt, Town Administrator
Bob Williams	Robin Smith, Town Planner
Carolyn Collins	Dana Luther, Finance Officer
Dwayne Crawford	Dianne Laughlin, Town Clerk
Becky Strickland	

A motion was made by Becky Strickland to approve the consent agenda, which includes the Minutes of Jan 12, 25, 30<sup>th</sup>, Feb. 2<sup>nd</sup> & 7<sup>th</sup>, 2006, the Financial Report, Service Agreement with Moss, Mason & Hill and Town Council Budget Amendments #4 & #5 with no net increase in total funds, with the following adjustments: to carry the minutes of February 11 to the April 4<sup>th</sup> meeting and move Town Council Budget Item 3010302 to Item 11C for discussion.

The motion was seconded by Bob Williams and carried unanimously.

**ANNOUNCEMENTS:**

Mayor Brown reported that the Public Hearing for Rezoning Case #01-06 will be continued to the April 4<sup>th</sup> meeting due to the Town's failure to properly advertise the case.

Brandt reported the Greensboro Area MPO "Walkable Communities" meeting at the Summerfield Community Center on Friday, March 31<sup>st</sup>, from 8 am until 12 noon. Those who attend will walk an area toward the school, around the block back to the Community Center. Brandt stated the meeting is open to the public, but about 30 to 50 people will be accommodated.

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

Councilman Crawford spoke to comments made by a citizen during "Speakers from the Floor" at the February meeting concerning the public "tongue lashing" of former town attorney Bill Trevorrow; the attorney selection process; the Rocky Mount new council training and the park project. He stated he was overwhelmed because he had spoken to this individual on many occasions and thought all was well. He stated he paid all fees for his trip to Rocky Mount except for the training itself. He stated he never said he wanted to stop the park, but was concerned about the cost to the town; adding we have a contract with Guilford County for 50 years.

Councilwoman Strickland stated she wanted to speak to the comments made by this speaker because she felt most of them were directed at her and she wanted to reiterate that she is for Phase I of the park; but that her maintenance questions and costs have never been addressed or answered as set out in the August 2002 Mark Robinson report.

**COMMITTEE REPORTS:**

**A. Community Relations:**

Tammy Welborn reported that some Founders Day sponsorships have been obtained making it possible to do program for the 10<sup>th</sup> Founders Day. She reported a parade, games, apple pie baking contest, car show, arts and crafts tents and a history tent are planned. Welborn called for volunteers and reported the next meeting is April 6<sup>th</sup> at Town Hall. Dianne Laughlin reported that April is Volunteer Appreciation month and stated the Committee would like to sponsor an appreciation party to thank the many volunteers for their work. She reported the date planned is Tuesday, April 18<sup>th</sup>, 6:30pm at the Summerfield Elementary School; that there is

\$800.00 in the budget for this. She stated with Council's approval they would like to move forward with this project. It was noted that this is the same night the Finance Committee planned to meet and Barnes asked Ronnie Stafford if the Finance Committee would mind changing their next meeting date; to which he agreed.

**B. Finance:** Ronnie Stafford reported the committee recommended reinvesting money from matured CD's into CD's and money markets.

**C. Historical:** No Report

**D. Parks & Rec:** Sue Beeson stated they will hear the survey report from Dr. Sellers later in the meeting and that the next meeting will be on Thursday, March 9th, 7pm, at the Community Center. George Holub reported they are ahead of schedule on building and on budget; that Guilford County had bush hogged around the communications tower and at the edge of the lake, saving the town over \$15,000. Brandt reported the playground equipment would be delivered in a couple of weeks and volunteers would be needed to put the equipment together. Jane Doggett reported the Conservation Council would like to regroup as a sub-committee under Parks and Recreation to work on such projects as local plant identification and possibly an education garden. She reported they originally started with the SPARCS.

After some discussion, a motion was made by Bob Williams to regroup the Conservation Council as a sub-committee of the Parks and Recreation Committee. The motion was seconded by Carolyn Collins and carried unanimously.

**E. Public Safety:** Ron Marshburn recognized Herb Appenzeller, who is retiring from the committee. Marshburn stated the committee recommends Council ask for a DOT study on placing stop lights at each end of Hamburg Mill road and to request a DOT traffic study around Summerfield Elementary school, possibly asking for flashing lights on existing signs in the school zone. Marshburn reported that the fire inspector had recently inspected the Community Center and found that the current occupancy, by code, should be 49 persons since there is only one way out by code, because the door swings in. He stated that if they changed the front door to swing out, then the occupancy would be 82 persons with tables and chairs; 177 SRO).

Michael Stewart, member of the Grange Club, stated the club had just found out about the inspector's decision and the building has been inspected every year, and should be grandfathered until they prove their standards. When questioned about the cost to make this change, he stated he thought it would be around \$500 to \$600.

After some discussion, a motion was made by Dwayne Crawford to donate to the Community Center an amount not to exceed \$700 to correct the door opening. The motion was seconded by Bob Williams and carried unanimously.

**F. SYC:** Nate Riley, President of the Youth Council, announced a March 16<sup>th</sup> dinner to benefit St. Jude's Children's Hospital at the Summerfield Elementary School Cafeteria. He also asked for recipes for a cookbook to be available for Founders Day.

**G. Town Core:** Carrie Spencer asked the Town Council to delay discussion of this matter until the Committee and Council can meet together. Council concurred by consensus.

**H. Thoroughfare:** Robert Gordon reported that the Hwy 220 widening will start in 2009. He stated the next MPO meeting is March 22<sup>nd</sup> at 1:45pm. Ron Marshburn reported Lewiston Road Bridge would be closed the day after school is out for repair.

**Presentation of Parks and Recreation Survey Findings (Dr. Jim Sellers, UNCG)**  
**ACTION: NO ACTION REQUIRED (Incorporated here In As attachment # 1)**

Dr. Jim Sellers and Dr. Nancy Gladwell of UNCG presented findings of the Parks and Recreation Needs Assessment Survey. These results are hereby incorporated by reference and made a part of these minutes as Attachment 1. They reported that surveys went to households of Summerfield's 2730 registered voters and that 800 fliers were later put in the Post Office Boxes and a postcard reminder was also sent out after a period of time to those who had not responded. They stated the reason for the survey was to determine leisure

preferences of the town; to ask about how these activities should be funded; indoor and outdoor facilities and demographic information. Sellers reported they held two public hearings along with meeting with the Summerfield Recreation Association, an organization serving more than 1100 youth; and the Senior Outreach Program. Usable responses, according to Sellers was 898 or 34.8 percent; with 61 percent supporting the town providing parks and recreation for the citizens and 58 percent thought active and passive outdoor recreation should be addressed. 48 percent thought an outdoor community event area should be considered; 46.1 percent agree on a trail system, while 20.3 were neutral; outdoor soccer fields were supported 39.9 percent; with a library being supported by 60 percent and indoor pool by 54.3 percent of the respondents.

Sellers reported the number of people living in Summerfield six years or more was 65.7 percent; with 97 percent being homeowners and households with children was 44.1 percent. He reported the average income in Summerfield is \$80,000.

Sellers recommended, based on the survey results, the Council develop a master plan (which is needed to apply for State funds) for future parks and recreational facilities, looking 10 to 20 years into the future, considering active and passive recreation areas for people of all ages; reflecting the survey findings. Sellers also recommended the town should consider acquiring land for outdoor active recreation, observing that the current park is not good for active recreation; not considering indoor recreation areas at this time, but possibly in the future with consideration for a library. According to the surveys, he reported, any new facilities should be paid for with existing taxes, grants and donations; with fees or charges not recommended as a capital funding source, except they could be considered for maintenance and operations of the facilities.

Carrie Spencer asked how the response rate compared to others and Sellers stated over 30 percent is respectable. Sellers reported they sent the surveys out in October through December, 2005, stopping receipt of them on Feb. 15, 2006.

SRA presidents, Jay Copeland, stated his group is a non-profit organization and that they charge fees and seek sponsorships. He spoke to concerns that the old gym may have lead paint and may have to be closed to them.

When asked about the cost of mailing and producing the surveys, Sellers replied approximately \$8250 with the Town paying the postage through bulk mail.

Gail Dunham stated she felt he (Sellers) made a mistake in sending the survey only to registered voters, that only half the town was surveyed and that no public participation was allowed at the hearings.

Michael Brandt reported that it was his decision to mail to registered voters, and although not perfect, neither were other methods. He stated that with taxpayer mailing lists becoming quickly outdated and the mailing to the Summerfield ZIP code could taint the results because the ZIP code is outside the town limits in some areas.

Crawford stated he would like copies of the raw figure and copies of the surveys. Gladwell reported they were not free to give this out because the cover letter stated confidentially; perhaps the Town Attorney could speak with the University Attorney.

There was further discussion about the town having a mailing list and how to get information to the residents.

There was a break from 8:25 until 8:40 pm

**PUBLIC HEARINGS: (NEW BUSINESS)**

**A. Rezoning Case #01-06. AG to LO. The property is located at 6161 Lake Brandt Road, being Guilford tax map # 06-356, Block 774, Parcel 11, owned by Kenneth Matthews, and represented by Matt Devaney. The parcel is approximately 5 acres and is located in Center Grove Township. A valid protest Petition has been filed with the Town; approval requires a 4/5s majority vote.  
**ACTION: APPROVAL OR DENIAL OF REZONING REQUEST****

A motion was made by Dena Barnes to continue Rezoning Case #01-06 to the April 4<sup>th</sup> meeting since it had not been properly advertised. The motion was seconded by Bob Williams and carried unanimously.

**BUSINESS FROM TOWN ADMINISTRATOR:**

- A. Municipal Agreement between NCDOT and Summerfield for the paving of Millbrook Road as approved in 2005-06 budget \$143,000. NCDOT 50/50 cost-share reduces expense to \$71,500 for a savings of \$71,500.**

**ACTION: APPROVE MUNICIPAL AGREEMENT NOT TO EXCEED \$71,500.00.**

Brandt explained the 50/50 share between Summerfield and NCDOT. He stated that the difference is they want the money up front. He confirmed that all the property owners have agreed to the paving and the right-of-way compliance and that this was a fixed price.

After some discussion, a motion was made by Carolyn Collins to approve a check for \$71,500 to NCDOT to be cut immediately. The motion was seconded by Bob Williams and carried unanimously.

**B. ABC Board Report**

**ACTION: APPROVE ADVERTISEMENT FOR EX-OFFICIO ABC BOARD MEMBER**

Brandt reported on his attendance at the previous month's Greensboro ABC Board Meeting. He reported the Board has signed an agreement for a space at Summerfield Village on Hwy 220 and if every thing is approved the by the State, the store will probably open in May or June. Brandt emphasized the member should be a business person, a good communicator, customer orientated, a Town resident and a person of good moral character; attending the Board Meetings on the 4<sup>th</sup> Tuesday of each month at noon, as well as 2 to 4 hours preparing and reporting to Council. Brandt stated the Town could appoint an interim person until June 30 and then reappoint the volunteer for a 3-year term. Brandt offered to serve as interim if that's what Council wants.

After some discussion, a motion was made by Bob Williams to run the ad for Summerfield's ABC Board Member in the North West Observer for five weeks beginning with March 17<sup>th</sup> through April 14<sup>th</sup>. The motion was seconded by Dena Barnes and carried unanimous.

**C. Staffing requests**

**ACTION: APPROVE HIRING PART-TIME ADMINISTRATIVE ASSISTANT and AUTHORIZE PLANNING INTERN POSITION:**

Brandt stated he thought the Town Clerk position should be full time. By consensus, Council decided on a subcommittee of three, plus Brandt and maybe Laughlin. Mark Brown, Dena Barnes, Dwayne Crawford all volunteered to serve on this committee. This committee would pick out the most qualified two or three and bring them to full Council in Closed Session. Brandt reported the need for a part time administrative assistant for 19 hours per week at \$8 to \$10 per hour, with no benefits; to be re-evaluated in a few months for Council's consideration. Brandt also suggested hiring an intern from UNCG's with GIS skills, who could also work on corrections to the Town Ordinances which are not in sync and to get them codified; and to add Summerfield's zoning map to Guilford County's site. He reported there is \$18,000 in Staff monies still in the budget since Bill Bruce's departure that could pay for this and he asked Council to vote on this recommendation in April. Brown suggested Brandt explore this avenue and report to Council in April.

**D. Contract for Duke Power services at Summerfield Community Park**

**ACTION: AUTHORIZE TOWN ADMINISTRATOR TO SIGN 10-YEAR CONTRACT WITH DUKE POWER TO PROVIDE UP TO 10 (TEN) STREET LIGHTS AT SUMMERFIELD COMMUNITY PARK**

Brandt spoke to the \$10,000 allocated for lighting at the park and he asked Council to authorize him to sign a 10-year, re-newable, contract; maintenance included, of \$1900 per year with Duke Power. He explained that the town currently pays for two lights at the Community Center and this would replace those lights with no upfront cost to the Town and no repair cost. He stated if the Town purchased its own poles, they would cost approximately \$2000 each for six lights would equal \$12,000, not including repairs, etc. He requested the \$10,000 became a maintenance item at the park, instead of construction. Crawford asked if that cost included everything and Brandt reported it did; although he would need to coordinate with Duke Power and the paving contactor.

There was much discussion about whether this should be a maintenance or construction item and concerns about future increases after the contract expires.

After further discussion, a motion was made by Dwayne Crawford to approve six light fixtures from Duke Power for the park; with future payments coming from park maintenance. The motion was seconded by Carolyn Collins and carried unanimously.

Brandt stated the Lawn Care contract had come in after the Agenda had been written and that's why it wasn't on the agenda. He reported the amount proposed for the upcoming year is the same amount the Town currently pays; which is an annual figure paid in equal monthly payments, and includes mowing the lawn weekly, weeding and trimming, pine straw and replanting of flower beds, along with other lawn maintenance.

William Hill, Town Attorney, asked if the company has insurance and recommended the Town be added to their policy as an additional insured. There was discussion about the type of coverage Brockman has and the types of services he provides each month.

Williams asked why nothing had been heard from Armfield, referencing a letter which was sent to them requesting a March 1<sup>st</sup> answer. Brandt stated he would like to talk with the Town Attorney as to the Town's legal stance.

Strickland asked about the Fire Department's building of a burn pit and Brandt stated he had not gotten up with them yet; that he and Bill Hill would work through the details and then move forward. It was suggested they could talk with Troy Stantliff, Summerfield's Fire Dept. Board President.

#### **BUSINESS FROM TOWN PLANNER**

##### **A. Consider re-appointing Dick Feulner to Zoning Board**

##### **ACTION: REQUEST RE-APPOINTMENT OF MR. FEULNER TO ZONING BOARD**

After some discussion about Feulner's excellent performance as a Zoning Board member, a motion was made by Bob Williams to reappoint Feulner to the Zoning Board. The motion was seconded by Carolyn Collins and carried unanimously.

#### **BUSINESS FROM COUNCIL:**

Strickland stated that at the February 11 Budget Meeting, that an ad in the North West Observer can act as a newsletter for Founders' Day and be more cost effective. Mayor Brown stated that a newsletter is good for getting information to the community, but staff doesn't have time to do a newsletter; that former councilperson, Jane Doggett, had said she would be interested in helping with an ad hoc type committee, with the newsletter reviewed by Council. He referenced Stokesdale's newsletter.

Brandt stated he thought staff should prepare the newsletter to keep the politics out of it and several subjects were discussed that might appear in the newsletter. Williams stated he didn't want it "swept" under the rug; that a committee wasn't needed.

There was discussion about gathering addresses for better mailings.

Crawford stated he thought recorders, such as the one he uses at meeting, be made available to committees; that the cost is about \$100. Williams stated we have lost a lot of people because of how things have gone on the council and he was afraid that we'd lose more if they felt their every word was being recorded. Former councilman, Mike Stewart, stated he agreed with Williams. Crawford stated he was trying to help, not entrap anyone. There was discussion about all the committees not turning in their minutes. Brown suggested they table the recorder idea for right now.

After further discussion, a motion was made by Bob Williams to require all committees to keep minutes. Strickland asked to add a friendly amendment: that the minutes be turned into the clerk as soon as approved at the next committee meeting. Williams accepted the friendly amendment; Dena Barnes seconded the motion and it carried unanimously.

**BUSINESS FROM MAYOR**

**A. Operation Safe County (Request from Sgt. Rick Lawrence)**

**ACTION: BUDGET ADMENDMENT OF \$1,800 TO SUPPORT OPERATION SAFE COUNTY**

Brown explained that the Town had donated \$1800 to this project last year.

A motion was made by Becky Strickland to donate \$1800 to Operation Safe County. The motion was seconded by Carolyn Collins and carried unanimously.

**B. Set Quarterly Business Meeting for Thursday, March 23, 2006, 6:30 pm at Summerfield Community Center (ACTION: APPROVE DATE OF QUARTERLY BUSINESS MEETING)**

There was discussion about what would be on the agenda for the Quarterly Business Meeting. Strickland stated it seemed to be things that were more time consuming or a "catch all" for things not heard at the regular meetings.

Brandt stated he thought there could be a joint meeting with the Town Core Committee, Ordinance updates, and a possible master plan. Strickland suggested including budget item discussion.

After some discussion, a motion was made by Carolyn Collins to hold a quarterly business meeting on March 23<sup>rd</sup>. The motion was seconded by Dena Barnes and carried unanimously.

**C. Discuss Town Core request for joint meeting at Quarterly Business Meeting, March 23, 2006**

**ACTION: MOVE ITEM TO QUARTERLY BUSINESS MEETING**

Spencer stated she thought there was a lot of misunderstanding about the Town Core plan and they wanted to make sure that the Town Core, Town Council and Mayor are on the same page. She reported the committee would like to hear Council's views.

Some residents agreed that they had misunderstandings; while others stated they were well educated on the project.

It was decided by consensus that the meeting be a business meeting, with no action taken, instead of a special meeting.

**OTHER BUSINESS (if any)**

Crawford stated he felt letters should be written to attorneys who applied for the Town Attorney position.

With no further business before the Town Council, a motion was made by Dena Barnes at 10:40pm. The motion was seconded by Bob Williams and carried unanimously.

---

Mark Brown, Mayor

---

Dianne Laughlin, Town Clerk