



**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
SUMMERFIELD COMMUNITY CENTER
DECEMBER 11, 2007
6:30 PM**



1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **INTRODUCTIONS**
5. **ANNOUNCEMENTS**
6. **BUSINESS FROM THE MAYOR (CEREMONIAL)**
7. **CALL RECESS TO RETIRE OLD COUNCIL**
8. **SEAT NEW COUNCIL: OATH OF OFFICE**
OFFICIATING: HONORABLE LAWRENCE McSWAIN, CHIEF DISTRICT COURT JUDGE
9. **ELECTION OF MAYOR PRO TEM**
10. **RECESS (20 minutes for refreshments and pictures)**
11. **CONSENT AGENDA:**
 - A. **MEETING AGENDA**
 - B. **APPROVE MINUTES OF NOVEMBER 13, 2007**
 - C. **APPROVE 2008 COUNCIL MEETING DATES**
 - D. **FINANCIAL REPORT**
 - i. **Finance Officer Budget Amendment #2, no net increase in funds**
12. **SPEAKERS FROM THE FLOOR (limited to 5 min. on non-agenda items)**
13. **COMMITTEE REPORTS:**

| | |
|-------------------------------|------------------------------|
| A. Community Relations | E. Public Safety |
| B. Finance | F. SYC |
| C. Historical | G. Comprehensive Plan |
| D. Parks & Rec | |
14. **PUBLIC HEARINGS:**

Rezoning Case #09-07 AG & RS-40-MH to CU-HB, owned by R.L. and Joan Beeson, and Kevan Combs. The property is located at 3668, 3672, and 3674 Oak Ridge Rd, being Guilford County tax map # 10-654, block 972, parcels 11, 17, and 19. The property, located in Bruce Township, include approximately 25.12 acres.
15. **BUSINESS FROM MAYOR:**

- A. Further Discussion of Piedmont Triad Partnership Membership (pending receipt of information from PTP)**

- 16. BUSINESS FROM TOWN ADMINISTRATOR:**
 - A. Consider Bid Award for Summerfield Community Park Janitorial Services**
 - B. Consider Bid Award for construction of trail at Summerfield Community Park (SCP) (if bid is certified)**
 - C. SCP construction update**
 - D. Ballfield construction update**
 - E. Discuss request from AT&T to lease an easement for telephone equipment at the rear of the Town Hall parking lot**
 - F. Discuss window treatments for Town Hall**
 - G. Voluntary Annexation Request- 6412 Lake Brandt Rd**

- 17. 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);**

 - B) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.**

- 18. BUSINESS FROM COUNCIL**
 - A. Update from Town Attorney regarding Council/Manager form of Government adoption**
 - B. Set a meeting date(s) for Council workshop on Policies and Procedures and set meeting dates for Budget workshop**

- 19. OTHER BUSINESS (if any)**

- 20. ADJOURN**

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SUMMERFIELD COMMUNITY CENTER
December 11, 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 6:32 pm by Mark Brown.

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

INTRODUCTIONS:

Council:

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

Staff:

Michael Brandt, Town Administrator
Dana Luther, Finance Officer
Torin Fury for William Hill, Town Attorney
Craig Harmon, Town Planner
Valarie Halvorsen, Town Clerk

ANNOUNCEMENTS

Brown announced that Torin Fury would be attending the meeting in place of Bill Hill and would be arriving shortly.

BUSINESS FROM THE MAYOR (CEREMONIAL)

Brown read a resolution honoring Carolyn Collins for her service to the Town of Summerfield, which is hereby incorporated and made a part of these minutes.

**RESOLUTION OF APPRECIATION
FOR THE SERVICES OF
CAROLYN COLLINS**

WHEREAS, Carolyn Woodside Collins has served as Council Member of the Town of Summerfield since December 1999; and

WHEREAS, Carolyn Woodside Collins has put forth substantial effort toward improving the quality of life for the citizens of the Town of Summerfield; and

WHEREAS, Carolyn Woodside Collins has served unselfishly in her capacity for the good of the Town of Summerfield, making sacrifices in personal and family ties; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Summerfield, North Carolina, that Carolyn Woodside Collins is hereby officially commended by this Town Council on behalf of the citizens of Summerfield for valuable service rendered to the Town of Summerfield in her official capacity of Council Member.

BE IT FURTHER RESOLVED that this resolution be made part of the permanent records of the Town of Summerfield and that a copy of this resolution be presented to Carolyn Woodside Collins.

This the 11th day of December 2007.

Wray made a motion to approve the resolution. The motion was seconded by Barnes and carried unanimously. Brown then presented Collins with a plaque commemorating her service to the town, thanked Collins for her service and expressed his appreciation.

Collins spoke of enjoying her time on the Council and that she would miss it. She wished new councilperson Flowers well in her service and advised council to be diligent in the work ahead. She also urged citizens to get involved with the town and committees.

CALL RECESS TO RETIRE OLD COUNCIL:

Mayor Brown called a recess at 6:41 pm to retire the old Council

SEAT NEW COUNCIL: OATH OF OFFICE

Town Clerk Valarie Halvorsen administered the Oath of Office to Mayor-elect Mark Brown, Council-elect Alicia Flowers, Dena Barnes, and Bob Williams.

ELECTION OF MAYOR PRO TEM

Williams made a motion nominating Barnes as Mayor Pro Tem. The motion was seconded by Flowers and carried unanimously.

RECESS (20 minutes for refreshments and pictures)

Brown called for a 20 minute recess for refreshments and pictures.

Council reconvened at 7:07 pm.

CONSENT AGENDA:

Brown congratulated and welcomed Alicia Flowers and stated there were to be several proposed changes to the meeting agenda including the following: the addition of item 15B – Presentation of NorthWest Merchants Association Maps, and the deletion of the Closed Session and item 18A – Update from Town Attorney regarding Council/Manager form of government due to Hill's unavailability at this meeting. Brown further stated that due to an accident resulting in an injury to rezoning applicant Joan Beeson, there was a request to continue the Public Hearing of Rezoning Case #09-07 until the January 8, 2008 meeting as she would be unable to attend this meeting.

Barnes made a motion to continue the Public Hearing of Rezoning Case #09-07 until the January 8, 2008 meeting. The motion was seconded by Wray and carried unanimously.

A motion was made by Wray to approve the Consent Agenda. This includes the amended Meeting Agenda as amended, approval of 2008 council meeting dates, approval of minutes of November 13, 2007, the Financial Report, and the Finance Officer Budget Amendment #2. The motion was seconded by Barnes. Strickland stated she could not vote to approve the Consent Agenda as she is opposed to item 16A – Consider Bid Award for Summerfield Community Park Janitorial Services. The motion carried 4 to 1, with Strickland opposed.

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

Roxanne Gilgallon, 7500 Dickinben Dr, thanked Wray for his help on a speed limit issue, advised council that her offer to host a workshop on communication was still open, and also asked council to consider supporting collecting canned food from those who attend council meetings at each monthly meeting. She stated there is a year round need at food banks and they often fall short. She offered to collect and deliver the canned food herself.

Don Wendelken, 3406 Windswept Dr, asked if the NC DOT had looked at the traffic congestion at the intersection of Summerfield Rd and Pleasant Ridge Rd, and at Hamburg Mill Rd and Hwy 220. Brown responded that DOT had looked at it, but to his knowledge, there were no immediate plans to implement any changes.

COMMITTEE REPORTS:

- A. **Community Relations:** No report.
- B. **Finance:** Ronnie Stafford, chair, stated they have recently invested \$1,315,000 for 60 months, which can be withdrawn after 12 months with no penalty, most of the investments are in for 60 months and can be withdrawn after 6 or 12 months without penalty. The next committee meeting will be on January 14, 2008.
- C. **Historical:** No report.
- D. **Parks & Rec:** Sherry Joseph stated the committee was gathering brick orders to finish the left hand side of the park walkway. She stated forms were available and they are planning to submit the final order in January. She thanked everyone for their support of the project.
- E. **Public Safety:** No report.
- F. **SYC:** Reese Walker thanked the volunteers and others for making the Christmas Tree Lighting event a success. He stated the SYC was awarded 2nd place for their float in the Stokesdale Christmas Parade.
- G. **Comprehensive Plan:** Brandt said there was no meeting in December and the next meeting will be in early January.

PUBLIC HEARINGS:

Rezoning Case #09-07 AG & RS-40-MH to CU-HB, owned by R.L. and Joan Beeson, and Kevan Combs. The property is located at 3668, 3672, and 3674 Oak Ridge Rd, being Guilford County tax map # 10-654, block 972, parcels 11, 17, and 19. The property, located in Bruce Township, include approximately 25.12 acres.

*****THE PUBLIC HEARING WAS CONTINUED TO THE JANUARY 8, 2008 MEETING*****

BUSINESS FROM MAYOR:

Further Discussion of Piedmont Triad Partnership Membership

Brown asked council if they received the audit report that was requested by Strickland. Strickland said they have plenty of money and do not need our \$500 and their purpose is to promote the 12 counties of the Piedmont Triad to enhance economic opportunities. She feels Summerfield citizens want to get away from development and businesses.

Brown replied that over the last several years industries such as fabric and furniture have left, leaving many looking for jobs that the partnership is attempting to attract new businesses to the area, which would provide jobs.

Strickland asked about the advantages of being members. Brown stated we would be supporting their work and could become active in it by attending events and perhaps serving as an officer of the organization. Flowers asked if council had been involved previously. Brown replied he had attended

numerous events and Barnes discussed a recent luncheon she attended sponsored by the Partnership which was very informative. She feels the cost is small and it will be beneficial to Summerfield citizens as well as regionally. Flowers asked Brown if felt it would be beneficial to join. He replied affirmatively.

Barnes made a motion to approve \$500 to join Piedmont Triad Partnership. The motion was seconded by Wray and carried 4 to 1, with Strickland opposed.

NorthWest Merchants Association Maps

Brandt stated these are the most updated maps in Guilford County at this time, with the last Guilford County map being produced in 2004. The town received 1101 maps and spent \$2195.00. The NWMA will be distributing the maps free of charge, but council can choose to sell the maps in order to recoup some or all of the cost. Brandt recommended giving them out through January and afterwards selling the maps for \$2 each.

Barnes feels there should be no charge for the maps, especially since other map advertisers will be distributing them for free. Wray agreed with Barnes. Flowers said maps are usually available free of charge in most chamber of commerce offices.

By consensus, the maps will be distributed free of charge.

Brown recognized Judge Lawrence McSwain, who was originally going to administer the Oaths of Office. He apologized for being unable to arrive earlier.

BUSINESS FROM TOWN ADMINISTRATOR:

A. Consider Bid Award for Summerfield Community Park Janitorial Services

Brandt stated 3 bids were received and recommended awarding the contract to Scott Crews, who had the lowest qualified bid of \$3,900 annually for basic services. There were also optional services by Crews including the following: empty park trash cans and dog waste stations for \$550 annually, and power washing of playground equipment twice a year for \$100 annually, for a total, with options, of \$4550. Crews' bid is higher than what was originally budgeted. Brandt stated that volunteers from the Summerwoods Neighborhood Association had agreed to maintain the restrooms for a year, which was through September and since then Brown has been handling it.

Brown stated that while he does not mind maintaining the gates and restrooms, it is costing him quite a bit in gas and he reluctantly suggests that the town contract for the services.

Strickland stated that last month's motion was only for park restroom facilities, not for emptying trash and the other items. Brandt agreed, stating that the other duties are listed as optional services. Flowers asked about item 14 Patrolling Park in Evening. Brandt replied that was offered by Crews for no cost and involved walking through and asking anyone present after closing to leave. Barnes stated that would be enforced by the Sheriff's Department if necessary. Flowers asked if Crews had the required liability insurance and Brandt replied he has 10 days from award of the contract to provide a certificate.

Wray asked about the procedure for terminating the contract if the work is not sufficient. Fury said allowances are typically made in the written contract.

Barnes made a motion to award the bid to Scott Crews for \$3900 and to write a contract with a provision about terminating for poor performance, and verify insurance. Williams seconded the motion and Brown asked about the optional services. Barnes amended her motion to include the optional services for a total of \$4550. The motion was seconded by Williams.

Strickland stated there is a full time park employee whose duties have never been described. She recommended putting him on salary, giving him a job description, put this duty in the job description, and it won't cost the town \$5000 per year to do it. Brown agrees that would be a good idea in the future, but there are too many projects going on now that need Holub's attention. Barnes mentioned that the maintenance is 7 days a week including holidays and town employees should have at least one day off.

Crews introduced himself and said he was available for any questions or concerned. Brown called for a vote. The motion passed 4 to 1, with Strickland opposed.

B. Consider Bid Award for construction of trail at Summerfield Community Park (SCP) (if bid is certified)

Brandt stated there were 6 bids ranging from \$56,100 to \$88,125. He recommends awarding the bid to Sharp Brothers, who have been approved by the engineering firm and submitted the lowest bid. There is intent to use Value Engineering to possibly further reduce the cost of the project. Strickland is concerned that we know who we are going into business with. Brandt replied Sharp Brothers is a subsidiary of a reputable company that has been in business for a long time.

Barnes made a motion to award the bid to Sharp Brothers, with Value Engineering to perhaps lower the cost. Flowers asked about the process and Brandt stated council could choose to reject all bids, and to re-advertise for bids, which may result in higher or lower bids than this time. Wray seconded the motion, which carried 4 to 1, with Strickland opposed.

C. SCP construction update

Brandt stated the Leonard building is in the final design stage and construction should begin shortly, the picnic shelter plans are being reviewed by Guilford County and permits should be issued within a week, the smaller picnic shelters on the other side of the lake are awaiting approval of restroom facilities, we are working with engineers on trail construction and the outdoor events center. Construction projects are being timed so they do not interfere with each other.

D. Ballfield construction update

Brandt stated Mr. Marshall has moved out of the house so we have full access to the property. He recommends hiring an engineering firm rather than both a land design and engineering firm because laying out fields is relatively easy and most of the process will involve grading. Brandt anticipates asking for RFP's in January and bringing it back to council in February.

E. Discuss request from AT&T to lease an easement for telephone equipment at the rear of the Town Hall parking lot

Brandt stated AT&T has requested to lease a 20x20 square of property at the rear of the Summerfield Town Hall off-site parking to install an upgraded equipment box. The offer is a onetime payment of \$3500 for the easement. Brandt stated that this property was originally deeded to the town to be used as "Winfree Park" and is currently being used yearly for the Tree Lighting event. He is not necessarily in favor of it. There was discussion about the possibility of this AT&T request triggering a change with the cable franchise. After some discussion, including members of the audience expressing their disapproval of the idea, it was decided by consensus to deny the request.

F. Discuss window treatments for Town Hall

Brandt discussed various options for window treatments to control the temperature and sunlight in the offices and Museum. After discussion of historically accurate treatments by North Studios for an estimate of \$4424.25 and wood blinds, it was decided to look into applying UV film to the windows. By consensus, Brandt will conduct more research.

G. Voluntary Annexation Request- 6412 Lake Brandt Rd

Brandt discussed a request to voluntarily annex 6412 Lake Brandt Rd. The request was made by David and Charlotte Layton, who discovered they were not Summerfield citizens when they went to vote. The City of Greensboro must be notified and the action requires a public hearing, which will be scheduled in January or February.

BUSINESS FROM COUNCIL:

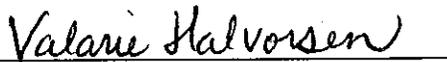
Set a meeting date(s) for Council workshop on Policies and Procedures and Budget workshop

It was agreed by consensus that council members will email the Town Clerk with the dates they are not available and the meetings may be scheduled during the day, if it suits everyone's schedules.

With no further business before the Town Council, a motion was made at 8:23 pm by Williams to adjourn. The motion was seconded by Barnes and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk

TOWN OF SUMMERFIELD



OATH OF OFFICE

"I, Mark E. Brown, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Mayor, so help me God" (North Carolina Constitution, Article VI, Section 7).

Mark E. Brown

(Signature of official sworn in)

Valarie Halvorsen

(Name of official administering oath)

Town Clerk

(Title)

12/11/07

(Date)

TOWN OF SUMMERFIELD



OATH OF OFFICE

"I, Dena Barnes, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Councilman, so help me God" (North Carolina Constitution, Article VI, Section 7).

Dena Barnes
(Signature of official sworn in)

Valarie Halvorsen
(Name of official administering oath)

Town Clerk
(Title)

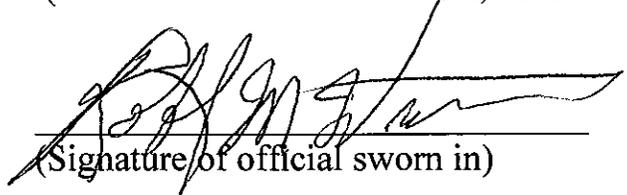
12/11/07
(Date)

TOWN OF SUMMERFIELD



OATH OF OFFICE

"I, Robert (Bob) Williams, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Councilman, so help me God" (North Carolina Constitution, Article VI, Section 7).


(Signature of official sworn in)

Valarie Halvorsen
(Name of official administering oath)

Town Clerk
(Title)

12/11/07
(Date)

TOWN OF SUMMERFIELD



OATH OF OFFICE

"I, Alicia Flowers, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Councilman, so help me God" (North Carolina Constitution, Article VI, Section 7).

Alicia Flowers
(Signature of official sworn in)

Valarie Halvorsen
(Name of official administering oath)

Town Clerk
(Title)

12/11/07
(Date)