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 March 15, 2007
 Continued from March 13, 2007

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**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
(Continued from March 13, 2007)
SUMMERFIELD COMMUNITY CENTER
MARCH 15, 2007
6:30 PM**

1. **CALL TO ORDER**
2. **INTRODUCTIONS**
3. **CONSENT AGENDA:**
 - A. **MEETING AGENDA**
4. **BUSINESS FROM TOWN ADMINISTRATOR:**
 - A. **Continued discussion of NWMA Map Project**
5. **BUSINESS FROM COUNCIL:**
 - A. **Discussion of Policy for funding Community-Based Non-profits by the Town of Summerfield (Strickland)**
 - B. **Discussion of Policy for Ordinance establishing/re-affirming Parks and Recreation Advisory Committee (Brandt)**
 - C. **Discussion of Marsh Witt Associates contract**
 - D. **Discussion of Redmond contract (Web site)**
6. **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 establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public board in negotiation: 1) the price and other material terms of a contract; or proposed contract for the acquisition of real property by purchase, option, exchange, or lease;**
and;
 - C) **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.**
7. **OTHER BUSINESS (if any)**
8. **ADJOURN**

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
(Continued from March 13, 2007)
SUMMERFIELD COMMUNITY CENTER
MARCH 15, 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 6:30 by Mark Brown.

INTRODUCTIONS:

Council:

Mark Brown, Mayor
Dena Barnes, Pro Tem
Carolyn Collins
Dwayne Crawford
Becky Strickland
Bob Williams

Staff:

Michael Brandt, Town Administrator
Dana Luther, Finance Officer
Valarie Halvorsen, Town Clerk
Dianne Laughlin, Interim Clerk
William Hill, Town Attorney

CONSENT AGENDA:

A motion was made by Carolyn Collins to approve the Consent Agenda. The motion was seconded by Dwayne Crawford and carried unanimously.

BUSINESS FROM TOWN ADMINISTRATOR:

A. Continued discussion of NWMA Map Project

Brandt stated we will be charged based on the fee for a black and white advertisement, but will receive full color, the size of the ad determines the number of free maps received, and extra maps may be ordered at \$1.50 each. There was discussion about possibly selling the maps for \$2.00 each, how quickly they would sell, and about distributing the maps free of charge. Tammy Welborn stated there was discussion among the NWMA about giving away the maps, but they are also available online, and further stated the corner ad, which is 4.25" by 5.25", would cost \$2195.00 for an order of 95 maps, with payment required of 60% down, and the remaining 40% upon ad proofs, which is 4 to 6 weeks from contract date. It was further stated that a full upfront payment would result in a 5% discount.

A motion was made by Crawford to purchase the corner ad for \$2195.00 for 95 maps, plus an additional 1000 maps, and to pay upfront to receive the 5% discount, with monies coming from the Town Newsletter Fund. The motion was seconded by Collins and carried unanimously.

BUSINESS FROM COUNCIL:

A. Discussion of Policy for funding Community-Based Non-profits by the Town of Summerfield (Strickland)

Discussion on this item included suggested wording and phrasing changes, such as adding and removing several words and phrases in the following sections: Principles, Process, Checklist, Application Form, Assurances, and CBO Performance Report. Dana Luther suggested letting other local non-profit organizations look at the document for suggestions and corrections. Collins

suggested a much shorter, more user-friendly form, stating that this form is cumbersome, and may discourage groups from requesting funds. Barnes suggested locating the old form that was used for this purpose. Luther stated she had been looking for the form, but had so far been unsuccessful in locating it. Brandt stated it was not the intent to produce a cumbersome form, but rather an attempt to meet all legal requirements. Luther stated some simplifications were warranted, but all of the assurances were legally necessary. Barnes stated it was a good start, and reiterated her desire to compare this form with the old form. Brandt stated he would send the document to the Finance Committee for review.

B. Discussion of Policy for Ordinance establishing/re-affirming Parks and Recreation Advisory Committee (Brandt)

Brandt recommended changing the name of the committee from Summerfield Parks and Recreation Committee to Summerfield Parks and Recreation Advisory Committee. There was discussion about the terms of office, including each member serving up to two, three year terms for a total of six years. Luther suggested adding to this "unless no new applicants are on file" because it is possible that membership would drop off if there are no new committee applicants when current memberships expire.

Brown suggested having other committees review this proposed ordinance and give feedback and Brandt agreed. There was discussion about whether Town employees and Council members should be allowed to be a member of a committee, and it was decided that Town employees and Council members may serve in an ex-officio capacity only, reasoning that members will get final vote on Council and should not get two votes via committee memberships. Brandt suggested sending the document to the Summerfield Parks and Recreation Committee for their recommendations.

C. Discussion of Marsh Witt Associates contract

The contract was approved by the Town attorney.

D. Discussion of Redmond contract (Web site)

Bill Hill stated the copy of the contract distributed to Council was not the final copy that he had approved, that there was a mix up. There was discussion of a few changes, and Hill stated that the changes would be made by the following day. A motion was made by Barnes to approve the contract as read by Hill, with the changes. The motion was seconded by Collins. Crawford noted the prices were not included on the contract. After this was brought up, Brandt requested a break to look into the issue.

Break from 8:12 until 8:17

Brandt asks to continue the matter until the Special Meeting on Tuesday, March 20, 2007. Barnes withdrew her motion and the second was withdrawn upon request to continue until the Special Meeting.

Brown read the grounds for going 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);**

B) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public board in negotiation: 1) the price and other material terms of a contract; or proposed contract for the acquisition of real property by purchase, option, exchange, or lease;

and;

C) 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.

Hill requested a continuance on item C, stating this issue is still under investigation, and that it would be premature to discuss it at this time.

A motion was made at 8:24 by Dena Barnes to recess to Closed Session to discuss items A and B. The motion was seconded by Collins and carried unanimously.

A motion was made by Barnes to return to open session at 9:03. The motion was seconded by Crawford and carried unanimously.

Brandt stated he reviewed Carrie Spencer's work record, and recommended that she be removed from probationary status; given a raise to \$13.50 per hour and 30 hours or less per week; and to change her title from Administrative Technician to Planning Technician.

As per request of Brandt, a motion was made by Barnes to reclassify Spencer, to increase her salary, and to change her position title. The motion was seconded by Collins and carried unanimously.

As per request of Brandt, a motion was made by Collins to hire George Holub for the Park Attendant position at \$16 per hour with a maximum of 18 hours per week, to be reviewed during the budget process. The motion was seconded by Bob Williams and carried unanimously.

Brandt stated the staff requested Council to approve to allow the staff to enter 60 day right of refusal to determine if the land would be appropriate for recreational uses for the following properties:

1. 8571 Hudson-James Rd, owned by Mr. Thacker
2. 5200-5208 US Hwy 220 North, owned by Mr. Marshall
3. "Summerfield Road Site" – made up of three tracts owned by Mr. Friddle, Mr. Holland, and Ms. Lawing

Brandt further requested Council to provide staff the ability to review the sites and prepare a draft sketch plan at a cost of up to \$1500.00, with monies coming from the Capital Budget.

A motion was made by Barnes as per Brandt's request, seconded by Bob Williams, and carried unanimously.

OTHER BUSINESS (if any)

Hill requested Council consider forming a Litigation Committee to consult with him and inform Town Council members of potential pending litigation against the Town, suggesting two Council members serve on the committee.

A motion was made by Barnes to form a Litigation Committee with two Council members serving on the committee. Mark Brown and Carolyn Collins volunteered to be on the committee. The motion was seconded by Strickland and carried unanimously.

Brandt spoke of dirt bikes and other recreational vehicles being driven in or around neighborhoods, leaving messy tracks and muddy areas. As this does not fall under the noise ordinance or the nuisance ordinance, he wished to bring it to Council's attention, as there is nothing he can do about it at this point, and this issue may be brought forth by citizens at future Town Council meetings.

With no further business before the Town Council, Barnes made a motion at 9:18 pm to adjourn, and for Town Council to hold a Special Meeting on Tuesday, March 20, 2007 at 6:30 pm, to discuss the web site contract and to conduct a Budget Workshop. The motion was seconded by Bob Williams and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk