

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD COMMUNITY CENTER
February 28, 2008
9:30 AM**

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 9:35 am by Mark Brown.

PRESENT:

Council:

Mark Brown, Mayor
Dena Barnes, Pro Tem
Alicia Flowers
Becky Strickland
Bob Williams
John Wray

Staff:

Michael Brandt, Interim Town Manager
Dana Luther, Finance Officer
Valarie Halvorsen, Town Clerk

Brown announced a Guilford County Schools workshop for community input on school design March 11, 12-14, and April 15-17 and April 18, 2008. There are two spots open for Summerfield. It was suggested that citizens with children in school, or past members of the school committee may be interested in attending.

PRESENTATION: Agnes Dixon, and Ellen Whitlock, Executive Director, Senior Resources

Brown introduced Dixon, who gave some background information about the program that was formed in 1999. Currently, the seniors meet on the third Thursday of each month from 10:00 am to 1:00 pm for lunch and activities. Dixon discussed current and past activities, programs, and day trips taken. She recently did a survey of the seniors to assess what type of activities they wanted (book exchange, talent show, sharing experiences, and day trips from Summerfield) and what needs they had (transportation). When asked about the possibility of adding an additional meeting day, responses included the following: once a month is enough, have other things to do, have health problems. Dixon suggested adding a yearly day trip that leaves from Summerfield and the addition of Life Screening to the free screenings already conducted.

Brown introduced Whitlock, who gave a background of the county wide program and described services offered, which include the following: Senior Line, DSS referrals, caregiver support, home delivered meals, transportation to doctor appointments, foster grandparents association, community nutrition sites, recreational activities, and bingo.

There was discussion of ensuring that park amenities are appropriate and accessible to seniors. Flowers asked how citizens know about Senior Resources and their programs. Dixon replied the information appears in the North West Observer monthly, and they rely a lot upon word of mouth. Strickland asked for the number of regular attendees who were from Summerfield and Stokesdale. Dixon replied there are 2 to 3 from Stokesdale, but the majority was either current or past Summerfield residents. Whitlock said seniors were encouraged to attend any program, regardless of their residency, and further stated Guilford County contributes \$15,000 yearly and Summerfield \$10,500 in support of the programs.

Whitlock recommended surveying residents to see if they want to expand or attend programs, as currently there are very few of the over 60 residents participating. Brandt stated that per the last census, approximately 800 people, or 10% of the Summerfield population is in the over 60 age group and of those, approximately 80 or 10% currently participate in Senior Resources. Whitlock noted that all programs are open to everyone 60 and over, regardless of income.

By consensus, it was decided to create a survey of interests, wants and needs relating to senior services to be direct mailed to Summerfield residents who are 60 and over. The survey questions will be created by Whitlock and council will review them. It was noted that this mailing may also increase the number of residents who currently use the services, therefore increasing the operating costs of such programs.

Break from 11:23 to 11:30

OPERATIONAL EXPENDITURES – TOWN DEPARTMENTS

Administration

Brandt discussed the current focus of changing over to the Council-Manager form of government. There was discussion of the Town Clerk's projects: completed (indexing minutes, signature gathering, organization of files and documents), current (Volunteer Fair planning, Volunteer Appreciation planning, picnic shelter reservation agreement, recreating missing 2006 Zoning Board minutes), and future (microfilming of minutes, codification of ordinances).

Brandt spoke of his ongoing projects which include training staff, developing job descriptions, updating/creating policies and procedures, and supporting council by carrying out directives and policies. There was discussion of the role of the manager and the associated duties. There was also discussion of communication issues, and what type of information council wanted from Brandt.

Brandt stated the following items need to be addressed in the near future: Audit RFP, banking RFP, codification, review of the garbage contract which expires this year, computer and server updates, open space acquisition, and trail construction.

Wray asked if Hill was paid to respond to citizen inquiries. Brandt replied he may reply to quick questions and usually does not charge for that, but citizen inquiries should be forwarded to the manager or council, who will decide if it is something Hill needs to address, in which case the town would pay Hill for the time he spends on it. There was discussion of the role of the town attorney, what he should and should not do, and it was stated that he works for the council, not the citizens.

Break for lunch from 12:27 to 12:54

Luther discussed reports and documents that are required by the county and the state and her duties including payroll, financial reports, banking, investments, policy creation and updating, and others. There was discussion of banking issues, budget automation, motor fuels refunds, W-9's, funding requests from committees, and payment of vendors.

Administration (Parks & Recreation)

George Holub discussed various park projects including the following: trails, getting power to the park, engineering services RFQ, storage building set up, DOT issues, Town Hall building maintenance, and the possibility of installing guardrails in the park.

After some discussion, it was decided that Brandt will look into the possibility of acquiring the park land for the town, which is currently leased from Guilford County, with the exception of their communication

tower. There was also discussion of the Community Center, Armfield land and grant, and the Marshall property.

Planning Department

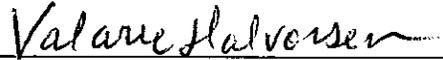
Harmon discussed Planning department projects including the following: comprehensive plan, code enforcement, ordinance revisions, updating fee schedule, revision and update of website, review and revision of Zoning Board procedures, Zoning Board and Board of Adjustment training, reorganization of filing system, GIS updates, update bulletins and applications, update platting and site plan review process, Jordan Lake rules, Haw River watershed reclassification, Census 2010, and new permitting software.

It was decided by consensus to continue the meeting to Tuesday, March 18, 2008, 1:30pm at Summerfield Town Hall to discuss the remaining agenda items. It was additionally decided to add March 31, 2008 as an additional meeting date for the regular March meeting.

With no further business before the Town Council, a motion was made at 3:26pm by Williams to adjourn. The motion was seconded by Wray and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk