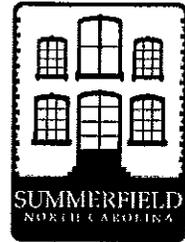


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**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
SUMMERFIELD COMMUNITY CENTER
APRIL 8, 2008
6:30 PM**



- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. INTRODUCTIONS**
- 5. CONSENT AGENDA**
 - A. MEETING AGENDA**
 - B. APPROVE MINUTES OF THE MARCH 11, MARCH 18, and MARCH 21, 2008 MEETINGS, AND CLOSED SESSION MINUTES OF THE MARCH 11 and MARCH 21, 2008 MEETINGS**
 - C. FINANCIAL REPORT**
 - D. RESOLUTION OF INTENT TO CLOSE A PORTION OF RIGHT OF WAY AT NC 150 WEST AND LAKE BRANDT ROAD**
- 6. ANNOUNCEMENTS**
 - A. Proclamation – Day of Prayer May 1, 2008**
 - B. Proclamation – Municipal Clerks Week May 4 through May 10, 2008**
 - C. Volunteer Fair Sunday April 13, 2008, 2:00-4:00 pm at Town Hall**
 - D. Park Clean-Up Day Saturday April 19, 2008 in on honor of Earth Day**
 - E. Senior Scams Seminar Monday April 21, 2008 7:00 pm at the Community Center**
 - F. Founders' Day set for Saturday May 17, 2008**
- 7. SPEAKERS FROM THE FLOOR (limited to 5 min. on non-agenda items)**
- 8. COMMITTEE REPORTS**

A. Community Relations	E. Public Safety
B. Finance	F. SYC
C. Historical	G. Comprehensive Plan
D. Parks & Rec	
- 9. PRESENTATION: 2008 PARKS & RECREATION BOND ISSUE**
- 10. BUSINESS FROM TOWN MANAGER**
 - A. Extend Contract with Brockman's Lawn Care for a period not to exceed 90 days to provide adequate time to advertise for SCP lawn maintenance**
 - B. Approve Committee Meeting Minutes Policy**
 - C. Approval of Athletic Advisory Committee Ordinance**
 - D. Discussion of Committee Application**

11. **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); 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.
12. **BUSINESS FROM COUNCIL**
13. **OTHER BUSINESS (if any)**
14. **ADJOURN**

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SUMMERFIELD COMMUNITY CENTER
April 8, 2008
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
Alicia Flowers
Bob Williams
John W. Wray Jr

Staff:

Michael Brandt, Town Manager
Dana Luther, Finance Officer
William Rozell for William Hill, Town Attorney
Valarie Halvorsen, Town Clerk

Flowers stated Strickland would be unable to attend the meeting due to a death. Williams made a motion to formally excuse Strickland from the meeting. The motion was seconded by Flowers and carried unanimously.

CONSENT AGENDA:

Brown suggested the following changes to the meeting agenda: the addition of item E. Resolution Requesting the NC General Assembly to Amend the Town Charter of the Town of Summerfield for the Filling of Vacant Town Council Seats and the removal of the Closed Session.

Barnes made a motion to approve the Consent Agenda, including the amended meeting agenda, minutes of the March 11, March 18, and March 21, 2008 meetings, and the Closed Session minutes of the March 11 and March 21, 2008 meetings, the Financial Report, and the Resolution of Intent to Close a Portion of Right of Way at NC 150 West and Lake Brandt Road. The motion was seconded by Wray and carried unanimously.

ANNOUNCEMENTS

Barnes stated she brought handouts about the Guilford County Jail Bond.

Proclamation – Day of Prayer May 1, 2008

Brown read the proclamation, which is hereby incorporated and made a part of these minutes.

PROCLAMATION – DAY OF PRAYER

WHEREAS, Civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and

WHEREAS, The Declaration of Independence, our first statement as Americans of national purpose and identity, made “the Laws of Nature and Nature’s God” the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and

WHEREAS, The Supreme Court has affirmed the right of state legislature to open their sessions with prayer and the Supreme Court and the U.S. Congress themselves begin each day with prayer; and

WHEREAS, In 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and

WHEREAS, The National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and

WHEREAS, It is fitting and proper to give thanks to God by observing a day of prayer in the Town of Summerfield when all may acknowledge our blessings and express gratitude for them, while recognizing the need for strengthening religious and moral values in our State and nation;

NOW, THEREFORE, I, Mark E. Brown, Mayor of the Town of Summerfield, do hereby proclaim the **first Thursday in May 2008**, to be designated as

"A DAY OF PRAYER IN SUMMERFIELD, NORTH CAROLINA"

and encourage the citizens of Summerfield to observe the day in ways appropriate to its importance and significance.

Proclaimed this the 8th day of April 2008.

Proclamation – Municipal Clerks Week May 4 through May 10, 2008

Brown read the proclamation, which is hereby incorporated and made a part of these minutes.

Proclamation – Municipal Clerks Week

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and the Municipal Clerk serves as the information center on functions of local government and community, and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province and international professional organizations, and

WHEREAS, It is with much appreciation that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, Mark E. Brown, Mayor of the Town of Summerfield, do recognize the week of May 4 through May 10, 2008, as Municipal Clerk Week, and further extend appreciation to our Municipal Clerk,

Valarie R. Halvorsen

and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent and encourage the community join me in this recognition.

Witness my hand and seal of the Town of Summerfield this 8th day of April 2008.

Volunteer Fair Sunday April 13, 2008, 2:00-4:00 pm at Town Hall

Flowers described the event and encouraged the community to attend.

Park Clean-Up Day Saturday April 19, 2008 in on honor of Earth Day

Brandt stated the event will focus on cleaning up around the lake and streams and will run from 10:00am to 12:00 pm in the park. He said some gloves and garbage bags would be available, but donations of these items would also be appreciated.

Senior Scams Seminar Monday April 21, 2008 7:00 pm at the Community Center

Brown announced the seminar, which is being sponsored by the Summerfield Grange.

Founders' Day set for Saturday May 17, 2008

Brown stated about 250 parade entries were expected.

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

Larry Proctor introduced himself and stated he was running for County Commissioner at large in the upcoming election and asked for the support of the citizens.

Roxanne Gilgallon, 7500 Dickinben Dr, announced a Dynamics of Communication workshop she will be hosting on May 27, 2008, 6:30pm at the Community Center. She described the topics to be covered and invited the community to attend. To help cover expenses, attendees are asked to give a \$10 donation and a can of food.

Beth Kaplan, 7979 Highfill Rd offered congratulations to Brandt on being named Town Manager, stating he has been and continues to be an asset to the town.

Gail Dunham, 5805 Snow Hill Dr, feels that there is a lack of public participation and a lack of openness of town meetings. She feels some meetings have been held in secret, purposely scheduled for holidays and called on short notice for the purpose of excluding the public. She feels the Manager job should not have just been given to Brandt, but rather the town should have looked for the best possible person for the job. She questioned the urgency of the decision.

Williams responded to Dunham that he considers Brandt very professional and based his decision on that, that he was elected to make those types of decisions. Dunham replied she did not say that Brandt was unprofessional.

Jane Doggett, 7986 Highfill Rd thanked council for moving quickly on naming the Town Manager based on the vote of the people on the referendum. She feels Brandt is an excellent choice as he is already familiar with the process and projects, that doing so ensured continuity and continuation of projects and programs. She feels it would have been very difficult to find anyone else of his caliber for the job.

COMMITTEE REPORTS:

- A. **Community Relations:** No report.
- B. **Finance:** Luther stated the next meeting was Monday, April 21, 2008, 7:00pm at town hall to review committee budget requests, which are due on Friday, April 18, 2008.
- C. **Historical:** Linda Southard said the committee met on March 27, 2008 and discussed current and ongoing projects including highway markers, getting the gym listed on the National Register of Historic Places, getting a document restored, the Volunteer Fair, and Founder's Day
- D. **Parks & Rec:** Jane Doggett, committee member, stated they worked on the budget at last night's meeting.
- E. **Public Safety:** Ron Marshburn said their committee also worked on the budget and was looking forward to the upcoming Volunteer Fair. The next meeting is Wednesday, April 16, 2008 at 5:00.
- F. **SYC:** No report
- G. **Comprehensive Plan:** Brandt reported the committee met with two consulting firms last night and will meet with two more on Thursday night.

PRESENTATION: 2008 PARKS & RECREATION BOND ISSUE

Trudy Whitaker talked about the different aspects of the bond issue, which is \$20.2 million dollars in park and recreation bonds to continue the development of the parks and greenway system. If the bond is passed, some of the money will go towards the Northwest Rail-Trail which goes through Summerfield. She feels that the trail system is very important and an asset to any community.

BUSINESS FROM TOWN MANAGER

Extend Contract with Brockman's Lawn Care for a period not to exceed 90 days to provide adequate time to advertise for SCP lawn maintenance

Brandt feels he will be able to begin advertising in the next week or so.

Barnes made a motion to approve extending the contract with Brockman's Lawn Care for a period not to exceed 90 days. The motion was seconded by Williams and carried unanimously.

Approve Committee Meeting Minutes Policy

Brandt requested that council approve the policy which was discussed at a previous meeting. Barnes asked if the committees had reviewed the policy and Brandt replied no. Brandt said it was created based on a discussion about the need for such a policy at a previous meeting. It requires draft minutes to be completed and submitted to the clerk 15 days following a meeting, and there is a suggested format attached. Flowers asked what would happen if the minutes were not provided and Brandt stated it would then fall to the committee chair.

Barnes made a motion to approve the Committee Meeting Minutes Policy. The motion was seconded by Wray and carried unanimously.

Approval of Athletic Advisory Committee Ordinance

Brandt requested approval of the revised document stated all previously discussed changes had been made.

Wray made a motion to approve the Athletic Advisory Committee Ordinance. The motion was seconded by Williams. Flowers asked about ex-officio members. Brandt said it was up to council who got appointed to the committee. Flowers asked if the committee would have a separate budget and Brandt replied they would fall under Parks & Recreation Administration. Brown called for a vote. The motion passed unanimously.

Discussion of Committee Application

Brandt discussed the changes which include adding the Ethics and Conflicts of Interest section from the Rules of Procedure for Summerfield Committees Ordinance to the application and asking applicants to attach a resume. Barnes agrees with adding the ethics sections. Flowers feels the volunteer process itself needs to be updated. She thinks each applicant should receive acknowledgement of their application via a postcard or letter and there should be a time limit on how long an application can sit, while waiting for an opening, before it would need to be updated or refreshed. She referenced recently voting on an application that was 2 ½ years old and is concerned about that. Luther explained that while the application was old, the applicant was called and indicated the information had not changed and that he was still interested in serving. Brandt said there needed to be a specific process both for committee volunteers and event volunteers. As the committees are under the council, he asked who council wanted to be responsible for conducting interviews or calling references of applicants.

There was also discussion of how many members a committee may have, both voting and ex-officio, except for committees that already have set membership numbers. It was decided to ask committees to submit their suggested ranges of number of members.

As to project and event volunteers, Barnes suggested asking them to sign a volunteer form that has a waiver of liability statement included, prior to working on the project or event. It would also serve as a way to track who is volunteering and what they are volunteering for.

As to recommending applicants, Luther feels committees should not make recommendations for memberships as that had the potential to cause animosity among applicants and committee members. Flowers understands that but feels more information is needed. Luther said the new application, if approved, should take care of that.

Following much discussion, Wray made a motion to approve the new Committee Application. The motion was seconded by Barnes and carried unanimously.

RESOLUTION REQUESTING THE NC GENERAL ASSEMBLY TO AMEND THE TOWN CHARTER OF THE TOWN OF SUMMERFIELD, NC FOR THE FILLING OF VACANT TOWN COUNCIL SEATS

Brandt stated that the change is being made so that the charter follows state law. Brown read the resolution, which is hereby incorporated and made a part of these minutes.

**Resolution Requesting the North Carolina
General Assembly to Amend the Town Charter of the Town of Summerfield, North Carolina
for the Filling of Vacant Town Council Seats**

WHEREAS, the Town of Summerfield is a municipality located in Guilford County, North Carolina with an estimated population of 7,423 residents; and

WHEREAS, The Town of Summerfield was incorporated by the General Assembly of North Carolina Chapter 426 House Bill 576 of the 1995 Session; and

WHEREAS, The current charter for the Town of Summerfield includes a provision, **Section 3.4 Vacancies: Notwithstanding G. S. 160A-63, persons appointed by the Town Council to fill vacancies on the Council serve the remainder of the un-expired term**, which is no longer applicable to the efficient and effective government for the Town;

NOW, THEREFORE, BE IT RESOLVED, The Town Council requests the General Assembly of the State of North Carolina to amend the Town Charter to read as follows:

Sec 3.4 Vacancies: For the purpose of filling vacancies of the Council the Town Council shall follow the appointment procedures provided for in G. S. 160A-63.

And instructs the Mayor, Town Manager, and Town Attorney to file the appropriate paperwork and work with State Representatives of the General Assembly to ensure passage of the proposed charter amendment.

Approved ____ to ____, this 8th day of April, 2008.

Barnes stated the purpose of doing this was to avoid the confusion that occurred when this situation arose last year. Following a brief discussion, Wray made a motion to approve the resolution. The motion was seconded by Williams and carried unanimously.

With no further business before the Town Council, a motion was made at 7:50 pm by Barnes to adjourn. The motion was seconded by Williams and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk