

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
BUDGET WORKSHOP
SUMMERFIELD COMMUNITY CENTER
FEBRUARY 7, 2008
9:30 A.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 9:35 am by Mark Brown.

INTRODUCTIONS:

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

OVERVIEW OF COMMITTEES

Brandt stated the order of the committee presentations was changed to the following: Historic, Finance, Public Safety, Parks & Recreation. There will be no presentation from Community Relations and Comprehensive Plan. He announced that due to illness, Town Attorney Bill Hill would not attend today's meeting.

Brandt discussed committee structure, functions, and issues facing committees, most notably declining membership which is possibly due to lack of direction, support, and encouragement. There is a need to track hours donated by volunteers, to decide how to encourage volunteerism, and to ensure that committees are communicating and coordinating with each other, especially with Finance. The question of how committees act, as a department or in an advisory role, and under whose authority, the Manager or Council, needs to be addressed. Another question is: are the committees meeting the needs of the community?

As to attracting volunteers, Flowers stated the only reason her husband serves on the Parks & Rec committee is because he was specifically invited to join by the committee chair. She recommended hosting an annual volunteer fair with information tables for each committee.

Linda Southard, Historic Committee chair noted they announce the need for members at meetings and during Founder's Day. Barnes suggested doing more during Founder's Day to recruit members for all committees, and that each committee make an announcement during meetings. Strickland agrees that a volunteer fair is a good idea and suggested refreshments and door prizes to boost attendance.

Southard noted that most volunteering comes about when there is a particular project someone is interested in, so it would be a good idea to publicize projects. Brown suggested budgeting for ongoing project advertisement. Barnes said the Northwest Observer could occasionally profile a volunteer and then give information about the need for committee volunteers. There was discussion about highlighting this on the town website. Strickland stated specific information about what each committee does is needed.

COMMITTEE PRESENTATIONS

Finance Committee

Ronnie Stafford, chair, read the mission statement as follows: "The mission of the Finance Committee is to function as stewards of the assets of the Town of Summerfield. In order to accomplish this mission, the Committee will perform the following: 1. Function as a liaison between committees and the Town Council in the provision of financial support services, 2. Provide a collaborative effort in the accomplishment of Town goals, 3. Lend areas of expertise, provide advice, and make recommendations as appropriate to other committees, staff, and Town Council, 4. Support in the creation of the Town budget, 5. Provide unbiased review and recommendations for the expenditure of Town funds as requested by committees and community-based non-profits, and 6. Maintain fiscal responsibility in all actions."

Stafford noted they had also created a list of criteria and questions to use when committees request town funds. Luther suggested appointing a member to serve as a liaison to each committee.

Brandt asked council for direction on whether staff requests should go through Finance first, and if Finance had veto power, and if so, was there any recourse for committees whose request is vetoed. Brown replied that Finance is a *recommending* body.

There was discussion of the need for two additional members. Council, staff, and Stafford all agreed that since the Finance Committee deals with town funds that membership should be limited to town residents only. It was further agreed that Zoning Board and the Board of Adjustment also limit membership to town residents only, which is required by statute.

Historical Committee

Linda Southard, chair, read the mission statement as follows: "Our mission is to seek, identify, locate, list and record with photographs and written descriptions historical structures in Summerfield. We want to share our information with other interested organizations and provide educational resources for our citizens." She also discussed ongoing and future goals and projects. Southard wants to continue to include non residents on the committee as voting members and suggests mandating 75% attendance in order to be a voting member. Barnes suggested that the majority of members be residents. Flowers asked Southard if she felt membership would decline if there was a residency requirement and Southard said probably not.

Brandt discussed efforts to preserve the Saunders Inn, stating there is a need for further guidance from the state about preservation and available grants. The inn must be moved from the current location. There was discussion of possible locations and the logistics involved with moving the inn, funding the move and renovation, and possible uses for the building.

Brandt also talked about the need to document and catalogue the many items that have been donated to town hall; perhaps a volunteer or intern could assist with this project.

Break from 11:13 to 11:26

Public Safety Committee

Bob Wray, committee member, discussed the following issues: purpose (to review and investigate citizen concerns regarding safety issues and make recommendations to the Town Council), membership, actions (speed limit and traffic issues), partners and resources, current projects, and goals.

Strickland asked why Senior Resources was under this committee. Brown responded it started and continues under that committee because they have the interest, manpower, and time. There was much discussion the importance of serving the senior population, how to assess their needs, and the possibility of expanding services.

John Wray was excused at 12:13 pm.

There was discussion of maintaining the town generator, purchasing defibrillators, trail safety, trail numbering, and other safety issues.

Lunch break from 12:28 to 12:51

Parks & Recreation Committee

Sue Beeson, chair, discussed the mission statement, purpose, goals, projects, and the need for more members. She stated there was a need for clearer directives about their involvement in projects.

There was much discussion about residency and membership. Beeson stated the committee does not want to include a residency requirement in order to be a voting member. Flowers feels that non residents should be non voting members only. Beeson and Sherry Joseph think a residency requirement will make it much harder to recruit members.

There was discussion of how to manage park facilities (picnic shelter reservations, amphitheater). Brandt recommended collaborating with Summerfield Community Center, Inc on this issue.

Community Relations Committee

As this committee was not represented at the meeting, Brown gave information about the formation and background of the committee, the labor intensity of putting together Founder's Day, and the need for volunteers to plan and coordinate this event.

Brandt stated in the past, there have been accountability issues and some Founder's Day contracts were not provided to staff for review.

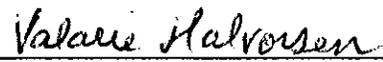
As the committee's sole purpose seems to be staging the annual Founder's Day, Strickland recommended changing the name to Founder's Day Committee. Brandt stated it could become a subcommittee of the Community Relations Committee, or the Community Relations Committee could be disbanded.

As the meeting ran longer than expected, it was decided to continue the previously continued Policies and Procedures meeting until February 18, 2008, 6:30 pm, at Town Hall.

With no further business, the meeting was adjourned at 2:35 pm.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk