

**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD COMMUNITY CENTER
FEBRUARY 8, 2007
6:30 P.M.**

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. INTRODUCTIONS**
- 5. CONSENT AGENDA:
A. MEETING AGENDA**
- 6. CLOSED SESSION:
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).**
- 7. BUSINESS FROM TOWN ADMINISTRATOR**
 - a. Policies and Procedures governing the Town Council
 - b. Policies and Procedures governing Town Committees
 - c. Policies and Procedures governing Staff
 - d. Town/Media Relations
- 8. ADJOURN**

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD COMMUNITY CENTER
FEBRUARY 8, 2007
6:30 P.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 6:30 pm by Mayor Mark Brown.

Dianne Laughlin led the invocation, followed by the Pledge of Allegiance, led by Council.

INTRODUCTIONS:

Council:

Mark Brown
Carolyn Collins
Dwayne Crawford
Becky Strickland
Bob Williams

Staff:

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

A motion was made by Carolyn Collins to approve the Consent Agenda which includes the Meeting Agenda; Closed Session; and Business from the Town Administrator. The motion was seconded by Dwayne Crawford and carried unanimously.

Carolyn Collins mad a motion to excuse Dena Barnes due to illness. The motion was seconded by Bob Williams and carried unanimously.

A motion was made by Bob Williams at 6:35pm to recess into Closed Session to:

Consider the qualifications, competence, performance, character, fitness, and 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).

The motion was seconded by Dwayne Crawford and carried unanimously.

A motion was made by Bob Williams at 7:15 pm to return to Open Session. The motion was seconded by Carolyn Collins and carried unanimously.

BUSINESS FROM TOWN ADMINISTRATOR:

a. Policies and Procedures governing the Town Council:

Brandt distributed a sample outline of an Ordinance establishing a town committee. He also distributed a discussion sheet and encouraged Council to participate in the discussion. These guidelines are incorporated by reference and made a part of these minutes as Attachments:
Attachment 1: Discussion Items for Policies and procedures for Town Committees;
Attachment 2: Draft Development of Ordinances Establishing Town Committees; and
Attachment 3: Sample Outline of Ordinance Establishing a Town Committee.

Brandt began the discussion by asking Council to review each of the questions and comment on them. There was discussion to the thought that Council should not to micro-manage, but should be informed, possibly with a weekly report. Brandt asked what should be in the report and Strickland replied information on finances, monthly reports for Planning Dept. and status of assigned projects.

Brandt asked for Council's thoughts on their contact with the Town Attorney and Finance Officer. Strickland stated she thought the Council should have access to the people in these positions. Dana Luther, Finance Officer, stated her personal email had been given out and she preferred it remained private. There was discussion about the Freedom of Information Act channels being properly followed and not abused. Hill suggested a form or format for request with the statute concerning FOIA attached to the form. Establishing a customary list of procedures for committees to use when requesting Town funds for projects was also discussed.

There was discussion of what part the Finance Committee would play in the decision making process. Brandt and Luther explained that state statutes dictate that the Finance Officer is ultimately responsible for the management of the investments of the Town. As a result, the Finance Officer may not follow the recommendations of the Finance Committee if the circumstances dictate. Luther explained that she has not always agreed with the Finance Committee as far as investment strategies. Collins stated the Finance Committee is a subset of the government and makes recommendations, i.e., the amount to charge for property tax; and Council considers their advice. Brandt stated the annual budget goes through the Finance Committee but should that committee be able to say "no" to another committee's request.

Consensus was the criteria should come from the Town Council with recommendations and examples from the Finance Committee to be considered.

- b. Policies and Procedures governing Town Committees:**
- c. Policies and Procedures governing Staff:**
- d. Town/Media Relations:**

Brandt made note of the time and asked Council to consider continuing the meeting. There was some discussion about Barnes being able to vote at the continued meeting and Attorney Hill stated Barnes can be formally voted back into the meeting and be allowed to vote.

A motion was made by Becky Strickland at 9 pm to continue the entire meeting to Monday, February 12th, 7 pm. The motion was seconded by Dwayne Crawford and carried unanimously.



Mark E. Brown, Mayor



Dianne Laughlin, Interim Town Clerk