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March 9, 2010

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**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SUMMERFIELD COMMUNITY CENTER
MARCH 9, 2010
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
Dianne Laughlin
Bob Williams
John Wray Jr.

Staff:

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

CONSENT AGENDA:

Brown suggested adding item 15F Discussion of Eastern Music Festival Event in the Summerfield Community Park. Flowers suggested moving Town Council Budget Amendments #6 and #7 from the Consent Agenda, to directly follow the Consent Agenda as discussion items.

Barnes made a motion to approve the Consent Agenda *as amended*, including the meeting agenda, minutes and closed session minutes of the February 9, 2010 meeting, Budget and Special Call meeting minutes for February 15, February 22 and March 1, 2010, and the Financial Report. The motion was seconded by Williams and carried unanimously.

Discussion of Town Council Budget Amendments #6 and #7

Flowers asked about the amendment, which was a transfer of over a million dollars. Luther stated this amendment goes with the council vote during the October 13, 2009 meeting giving approval to amend the estimates for Phase I and approve Phase II of the Summerfield Athletic Park and this is the resulting necessary budget change. Flowers asked that the following be noted for the record: "Phase II of the Athletic Park is the reason that we are having to...we're taking all this out of the bank? A million-one?" Luther said it would be transferred from fund balance. Flowers asked if it was coming out of CDs and Luther responded right now it was coming from operational funds on hand, but may come from CDs at some point, based on when the project is completed, in this fiscal year or next. Flowers asked splitting this between two budget years and Luther stated reconciliation would occur at the end of the year with budget amendments, that whatever is not spent at the end of this year would be moved to next year's budget.

Wray made a motion to approve Town Council Budget Amendment #6. The motion was seconded by Williams and carried 4 to 1. Flowers opposed.

Barnes made a motion to approve Town Council Budget Amendment #7 approving an additional \$20,000 to finish the Comprehensive Plan. The motion was seconded by Wray and carried 4 to 1. Flowers opposed.

PRESENTATION BY VFW POST 7999

Dr. Gerald Stump, chaplain of VFW Post 7999, spoke of the history and foundation of VFW Post 7999 and what the members represent and support. He highlighted the service and sacrifice of all soldiers and their

families, discussing the liberties we all have due to this sacrifice. Dr. Stump stated remembrance was the best gift that could be given to soldiers.

Brown gave an overview of the monument location process.

Barnes made a motion to donate the site east of the Community Center parking lot to VFW Post 7999 for the Veterans Memorial. The motion was seconded by Williams and carried unanimously.

ANNOUNCEMENTS

Brandt stated businesses were encouraged to support Founders' Day by becoming vendors and sponsors, and individual volunteers were needed as well. He noted there would be a softball game between the Sheriff's Department and the Fire Department during the event to raise money for the VFW memorial.

Brown displayed a large frame photograph of the current council, donated by Bill Gordon.

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

Dwayne Crawford, 1106 NC Hwy 150 W, stated he was running for county commissioner to bring new ideas and to advocate for the citizens of northwest Guilford County, focusing on revising local sales tax and the method of allocation, and more school choice including charter schools.

Virginia Lee, 7415 Ida Lee Lane, thanked the Center Grove Grill for placing a donation jar on the counter to raise money for the VFW memorial and thanked all the donors.

CITIZEN COMMENT PERIOD ON FY 2010-2011 BUDGET

Dwayne Crawford, 1106 NC Hwy 150 W, recommended deeding the ball fields to the SRA in exchange for them maintaining them, installing wireless safety cameras to monitor Town Hall and the park - for both safety and to measure park usage, adding a cell phone/GPS unit to the town truck, collaborating with Guilford County Health Department to establish monitoring wells, and to get Wi-Fi and an additional laptop for use during meetings at the Community Center.

Brandt stated the Wi-Fi issue was already being looked into. Flowers recommended looking further at the safety cameras as a budget item.

Don Wendelken, 3406 Windswept Dr, reminded council that funds from the county and the state would probably be less than anticipated, and commended the Mayor's coalition idea.

PROCLAMATION - NATIONAL SURVEYORS WEEK

Brown read the proclamation, which is hereby incorporated into these minutes:

National Surveyors Week

WHEREAS, the honorable and historic profession of surveying has been in existence since the very dawn of civilization; from the 'rope stretchers' of ancient Egypt to the Roman Empire and into modern society, the surveyor has been an essential part of man's development; and

WHEREAS, during the Colonial Era and the early days of the United States of America, many of the leaders of this country served not only their fellow citizens, but were actively engaged as land surveyors at some point in their career. George Washington, Thomas Jefferson and Abraham Lincoln set the standard for diligence, service and ethics which still guides the efforts of the modern surveyor; and

WHEREAS, the licensed Professional Land Surveyor is uniquely qualified to research the documents, maps and other information necessary to establish the location of land boundaries; and

WHEREAS, these processes ensure that the land owner's property lines will be properly and correctly marked on the ground; and

WHEREAS, the modern professional surveyor is often involved in providing other services such as Photogrammetry, GIS and Hydrography, as well as being responsible for accurately measuring the land and developing maps, plats and reports for many useful purposes.

NOW, THEREFORE, I, Mark E Brown, Mayor of the Town of Summerfield, North Carolina, do hereby proclaim that the week of March 14-20, 2010 be declared as "National Surveyors Week", and commend this observance to all our citizens.
Proclaimed this the 9th day of March, 2010.

COMMITTEE REPORTS:

- A. Founders' Day:** Brandt stated the information was given during Announcements.
- B. Finance:** Luther stated the next meeting was March 15 to continue discussing the budget.
- C. Historical:** Linda Southard described a notebook donated by descendants of Charles Bruce, noting it would be on display at Town Hall.
- D. Parks & Rec:** Sue Beeson said the committee met on March 4 to discuss events planning and will hold an additional meeting to discuss the budget on March 16 at iCoffee.
- E. Public Safety:** No report.
- F. Comprehensive Plan:** Flowers said the committee met February 23 to review comments and make policy revisions. There will be a meeting March 18 to present the plan to Council and the Zoning Board.
- G. Athletic Advisory:** No report.

UPDATE FROM COMMUNITY GROUPS

Summerfield Youth Council: Reece Walker discussed a Build A Bear event, stated they were looking forward to Founders' Day, and they have applied to change their name to "Leadership Tomorrow".

Flowers stated there would be a yard sale fundraiser for the VFW memorial this Saturday at Golden Antiques. Danny Nelson noted they also sell hot dogs each Saturday, and other fund raising events are being planned, including a car show and book fair.

BUSINESS FROM TOWN MANAGER

A. Ordinance Repealing 30mph Speed Limit on Auburnwood Drive and Ordinance Enacting 25mph Speed Limit on Auburnwood Drive

Brandt stated staff used the recently purchased traffic counter to look into this issue, which is as follows: At the request of homeowners in the Auburndale neighborhood, Town staff and the Public Safety committee reviewed issues involving speeding and cut-through traffic from Wilson Farms to NC 150 on Auburnwood Drive. An action plan to address this issue was developed with input of Public Safety and the neighborhood. The first step is lowering the speed limit from 30 mph to 25 mph to match the speed limit on Wilson Farm Road. Additional action items include requests to DOT to place a three-way stop sign at an internal street intersection and change a "no-outlet" sign at Dubach Road. In addition, GC Sheriff will provide enhanced speed limit enforcement after the new signs are placed.

Flowers made a motion to approve changing the speed limit from 30mph to 25mph on Auburnwood Drive. The motion was seconded by Wray and carried unanimously.

B. Update regarding MPO membership

Brandt gave an update: On February 24, 2010 the MPO heard a report from MPO staff and accepted testimony from the towns as to their request to have seats on the MPO Technical Advisory Committee and Technical Coordinating Committee. Options were presented by various board members as to how to adequately represent the towns on the MPO. Staff recommends supporting the option presented by Commissioner Perkins, which would immediately create a new seat for a representative of the five towns that would have full voting privileges without "weighted" voting requirements. This arrangement would be reviewed during the

required review process after the 2010 census. The towns would need to caucus to determine who would represent them on the board.

Barnes made a motion to approve the option of one shared, non-weighted voting seat on the MPO board. The motion was seconded by Flowers and carried unanimously.

C. Presentation of Draft Athletic field Usage Policy

Brandt described the policy: Attorney, Finance Officer, Parks and Rec. Supervisor and Manager developed this proposed Usage Policy to provide structure and process for determining usage of athletic facilities for organizations, leagues, etc. for seasonal play. The Draft Use Agreement is a template that would be used after a league has been selected for use of the facilities. This document would be modified as necessary for each agreement. Some items for discussion include use of the concession building by leagues vs. town control of facility, advertising space on outfield fences supporting an organization vs. town revenues, and rates charged for in-town vs. out-of-town members. It was decided by consensus to put this on the May council agenda for further discussion/approval.

Flowers asked about field usage by citizens which is not addressed in the policy. Brandt stated this draft policy was not intended to address that, but the larger policy will specify times when the fields will be open for citizen use.

D. Discussion to begin “Continuous Improvement/Lean Process” for Administration

There was discussion of services and costs. While Brandt would like to go ahead and begin the training, there are too many time constraints for that to occur during this fiscal year. Barnes supports putting this in the budget, noting the goal is to improve service to citizens. Laughlin feels the processes are already streamlined, and recommended consideration of information and programs available online for free rather than spend this much money. Following a brief discussion, it was decided to discuss this further as a potential budget item.

E. Report on Meetings or Activities

Brandt stated while there had been numerous budget meetings this month and last, there was a need for one more to get clarification of the possibility of purchasing land and/or building facilities, as the budget process cannot move forward without more information on council priorities. By consensus, there will be a Special Call meeting to discuss this on Monday, March 22, 2010, 1:00pm at Town Hall.

BUSINESS FROM COUNCIL.

A. Appoint Reece Walker to the Parks & Recreation Committee

Laughlin made a motion to appoint Reece Walker to the Parks & Recreation Committee, which was seconded by Barnes. Brandt asked if the motion was to appoint Walker as an ex-officio member as he recommended due to Walker's age and being the grandson of a sitting council member, to which Laughlin agreed. There was discussion of the following: the volunteer policy does not address either issue, due to Summerfield's size there are likely to be many relatives on boards/committees and there are a few currently, committees are recommending bodies only, relatives may not agree with each other or have influence over each other, and there may be a perception of undue influence, whether it is real or not. It was decided to further discuss the volunteer/committee policy at the March 22 special call meeting.

Laughlin revised her motion to appoint Reece Walker as a full voting member of the Parks & Recreation Committee. The motion was seconded by Barnes and carried 4 to 1, Flowers opposed.

Break from 8:10 to 8:18 pm

BUSINESS FROM THE MAYOR

A. Approval of Revised Manager Evaluation Form

Flowers recommended approval and Barnes agreed. Wray feels it is a big improvement over the previous form. Laughlin thinks it is still too long.

Wray made a motion to approve the Revised Manager Evaluation Form. The motion was seconded by Flowers and carried unanimously.

B. Speakers from the Floor Policy

Brown stated the recommended change is to replace bullet point #8 with "Speakers from the floor may address agenda or non-agenda items, provided that the item is not already on the agenda for public hearing". Following brief discussion of changing the time limit from 30 to 45 minutes, it was decided to leave it at 30, with discretion to allow for more time if warranted. Flowers made a motion to approve the revised Speakers from the Floor Policy. The motion was seconded by Barnes and carried unanimously.

C. Community Based Organizations Policy

Brandt asked council's preference to change the policy as recommended or to keep it as currently written. Brown described the changes recommended by the Finance Committee. Luther gave an overview of the issue and resulting recommendations.

Barnes made a motion to amend the CBO policy accepting the changes recommended by the Finance Committee as noted in their August 2009 committee minutes and adding no audit requirement if the request is \$1000 or less, but requiring a review. The motion was seconded by Wray. Barnes clarified the motion by reading each recommended change proposed by the Finance Committee:

1. The Finance Committee recommends defining a CBO for Town of Summerfield purposes as an organization from which the citizens get direct services. Professional type organizations from which the Town gets services, such as NCLM or PTCOG, or from which citizens benefit indirectly, such as Piedmont Triad Partnership, will not be considered CBOs. No formal approval process outside of the budget process is necessary if council approves for the Town to receive continued services from these types of organizations.
2. The Finance Committee recommends the following in order to streamline the CBO process:
 - i. CBOs should only need to provide an annual effectiveness report at budget time with or without their request for continued funding. Eliminate the need for a semi-annual report.
 - ii. Delete "copies of Official Minutes of all Board of Directors Meetings within 12 months prior to the date of the funding applications" and "copy of Purchasing Policy and Procedures and any Financial Policies and Procedures" from the list of required documents during the application process.
 - iii. Eliminate the need for an independent audit for funding requests of \$1,000 or less.

Brown called for a vote, which carried unanimously.

Barnes made a motion to fund Piedmont Triad Partnership in the amount of \$500. The motion was seconded by Flowers and carried unanimously.

D. Discussion of Town Co-Sponsoring Legislative Lunch

Brown stated the intent is to co-sponsor, with Oak Ridge, Stokesdale, the Northwest Merchants Association, Oak Ridge Merchants Association, and Stokesdale Merchants Association, a social, meet and greet luncheon with the entire Guilford delegation, that it would behoove each group to have more interaction with our legislators. The event would be at Oak Ridge Town Hall April 30, 2010 from 11:00 am to 1:00 pm. Brown recommends doing this type of thing on a regular basis.

Barnes made a motion to approve an amount not to exceed \$150 to co-sponsor the legislative lunch. The motion was seconded by Williams and carried unanimously.

E. Report on Meetings or Activities

Brown participated in "Principal for a Day" at Northwest Guilford High School and mentioned several meetings.

F. Discussion of Eastern Music Festival Event in Summerfield Community Park

Brown stated he and Sue Beeson met with an EMF representative, and proposes a June 13 event, which would cost \$1000 for the musicians and another \$500 for the sound crew and equipment. There may be other expenses as well, potentially for deputies and portable restrooms. Money for this program could be transferred from the \$3300 in Drama programs, which will not be used this year. The EMF will do advertising, but the town would want to advertise locally as well.

Williams made a motion to transfer the \$3300 from Parks & Recreation Drama Programs to fund the EMF event. The motion was seconded by Barnes and carried unanimously.

CLOSED SESSION

Brown read the reasons for entering into Closed Session as follows:

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.

Barnes made a motion to enter into closed session at 8:59 pm. The motion was seconded by Wray and carried unanimously.

Luther was excused from the remainder of the meeting.

Williams made a motion to return to open session at 9:08pm. The motion was seconded by Barnes and carried unanimously.

OTHER BUSINESS

Hill, discussing the request by former council member Becky Strickland to investigate Closed Session minutes, stated he found no wrong doing by personnel, and recommended forwarding the minutes to the attorney each August for consideration of unsealing each September.

Halvorsen stated in January, Guilford County repealed the Schedule B business license requirement due to revenue loss, and uneven enforcement. Schedule B includes loan agencies, peddlers, pawnbrokers, motor vehicle dealers, auto service, firearms dealer (handled by ATF), and others. This repeal does not affect beer and wine licenses/permitting.

Barnes recommended looking into the beer and wine permitting process and creating a checklist for approval by Summerfield, including items such as minors entering the establishment. Following a brief discussion, Brandt stated he will get more information about the process and investigate what authority the Town may have regarding approvals of off premises sales.

With no further business before the Town Council, a motion was made at 9:19 pm by Wray to adjourn. The motion was seconded by Laughlin and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk