

**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD COMMUNITY CENTER
January 28, 2008
Amended January 24, 2008
9:30 AM**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. CONSENT AGENDA:
A. MEETING AGENDA**
- 4. COMPREHENSIVE PLAN DISCUSSION**
May include closed session 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.
- 5. POLICIES AND PROCEDURES**
 - A. PARKS AND RECREATION ORDINANCE**
 - B. FINANCE COMMITTEE DISCUSSION OF DUTIES**
 - C. PURCHASE ORDER POLICY**
 - D. ATHLETIC ADVISORY COMMITTEE ORDINANCE**
 - E. COUNCIL DISCUSSION OF OTHER POLICIES**
- 6. ADJOURN**

Agenda Items 4, 5A, and 5C were discussed during this meeting.

The meeting was continued until Thursday, February 18, 2008 at 6:30 pm, at which time the remaining items will be discussed.

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD COMMUNITY CENTER
JANUARY 28, 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 9:34 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
William Hill, Town Attorney
Valarie Halvorsen, Town Clerk

CONSENT AGENDA:

Barnes made a motion to approve the Consent Agenda, which includes the Meeting Agenda. The motion was seconded by Williams and carried unanimously.

COMPREHENSIVE PLAN DISCUSSION

Brandt discussed the recent survey completed by members of the Comprehensive Plan Steering Committee, stating most of the comments were negative, particularly in relation to the consulting company, MarshWitt Associates. There was discussion about possibly terminating the contract and requesting the data that had been gathered by the company.

Strickland made a motion to enter into Closed Session at 9:49 am to further discuss the matter. The motion was seconded by Williams and carried unanimously, based on the following Closed Session provision:

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.

Dana Luther, Finance Officer, was asked to remain and take part in the Closed Session.

Barnes made a motion at 10:19 to return to open session. The motion was seconded by Flowers and carried unanimously.

Flowers stated that she wants to move forward and the consultant is not providing the necessary information, that the main problem is leadership and guidance. Brown asked how to go about taking the next step. Brandt replied the committee should discuss it and give a recommendation to council.

There was discussion about the possibility of hiring a new consultant, and if so, the committee should conduct the interviews. Brandt will consult with Hill on how to proceed.

POLICIES AND PROCEDURES

Parks and Recreation Ordinance

Brandt stated there was a need to establish policies and procedures for all committees and it was decided to begin with the Parks & Rec committee as they are the most active. The original draft ordinance is similar to those of other communities. It was reviewed by Parks & Rec, who made changes, but did not fill out the Duties and Responsibilities section as expected. The main changes included the terms of office and when members who have rotated off the committee may return.

There was much discussion about how to determine which of the proposed three, two year terms a currently sitting member is serving, the number of total committee members and voting members, and residency requirements of members.

Brandt spoke of concern about committee members serving multiple, continuous terms, a drop off of committee participation in general, as well as the need for volunteer committee members in order to support ongoing projects, particularly in the park.

Flowers suggested that Brandt determine who is on the committee, who is a voting member, when the term initiated, and bring the information to council for a decision on who should cycle off. Barnes stated additional terms could be granted if needed to continue projects if there were no new applicants. Flowers stated once a process is decided on it needed to be written down in the form of rules and procedures.

Luther stated this had been discussed last year and these issues were addressed in the original document, which has since been reviewed and changed by the Parks & Rec committee. Strickland said this should be a town policy for all town committees, not just Parks & Rec. Brandt replied the standard items will be in every committee's ordinance.

Strickland noted that the proposed ordinance says "in accordance with town policy" in regard to many items and asked about the existence of these town policies. She recommended attaching relevant town policies to each committee's ordinance.

Brown and Brandt explained that Parks & Rec was given the original ordinance and asked to submit any comments, corrections, and recommended changes.

There was much discussion about committee minutes, problems receiving minutes in a timely manner, and creating a minute template for committees to use, conflicts of interest, staff/board interaction, and other potential town policies.

Following much discussion, it was decided to go back and compare the original draft with the current draft and come up with a final draft to bring back to council, with the main issues being terms of office and residency requirements.

Break from 11:29 am to 11:40 am.

Purchasing Policy and Procedures

Luther stated this has been reviewed by the Finance Committee, and is ready for review by Council, that state statutes and the auditor recommend using purchase orders.

There was discussion of the policy and aspects of it including Vendor Selection, Purchase Orders, Special Procurement Procedures, Competitive Bids, items that do and do not require purchase orders, and Cardholder's Agreement.

There was discussion of ink cartridge reimbursement, and it was decided to reimburse through petty cash with a receipt.

It was decided to continue the meeting to February 7, 2008 at 1:00 pm, following the budget presentation meeting.

Barnes made a motion to adjourn at 12:26 pm. The motion was seconded by Strickland and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk