

**AGENDA OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD TOWN HALL
MARCH 20, 2007
6:30 P.M.**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. CONSENT AGENDA:
A. MEETING AGENDA**
- 4. DISCUSSION OF WEB SITE CONTRACT**
- 5. BUDGET DISCUSSION (WORKSHOP)**
- 6. ADJOURN**

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD TOWN HALL
MARCH 20, 2007
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 6:35 pm by Mark Brown

INTRODUCTIONS:

Council:

Mark Brown, Mayor
Dena Barnes, Pro Tem
Carolyn Collins
Dwayne Crawford
Becky Strickland
Bob Williams

Staff:

Michael Brandt, Town Administrator
Dana Luther, Finance Officer
Valarie Halvorsen, Town Clerk

CONSENT AGENDA:

A motion was made by Dena Barnes to approve the Consent Agenda. The motion was seconded by Bob Williams, and carried unanimously.

DISCUSSION OF WEB SITE CONTRACT:

Brandt stated the contract had been changed to state the losing party of any litigation shall pay any court costs or attorney fees, and the price breakdown was now printed on the last page. He suggested that Town Council members consider writing up a short biography of themselves for inclusion on the web site. He further stated that the beginnings of a web site will be up in 30 days, and will start with 17 pages, with possibly adding additional pages at a later date.

A motion was made by Dena Barnes to approve the web site contract. The motion was seconded by Dwayne Crawford, and carried unanimously.

BUDGET DISCUSSION:

Brandt discussed alternate Budget Meeting dates based on the availability of the Community Center.

A motion was made by Barnes to approve new Budget Process meeting dates. The motion was seconded by Becky Strickland, and carried unanimously.

Brandt gave updates on where the Town stands on the following budget goals: Communications, Parks & Recreation, Planning Department and General Government.

Communications: There was discussion about the lack of a printed newsletter this fiscal year, and the funds budgeted for the newsletter had been redirected to the purchase of an advertisement in a new map being produced by the Northwest Merchants Association. Dana Luther stated as this was a prepayment, the funds to purchase the map must be put in next year's budget.

Barnes stated the newsletter is very important, and she would volunteer to produce it with the approval of Council before it goes out. There was discussion as to including information about the following items: meeting dates, services offered by the Town, Founder's Day, new employees, Comprehensive Plan, One Brick at a Time project, Parks and Recreation, Volunteer Appreciation event, Historical Markers event, and to seek volunteers for various projects and committees. Brandt agreed it would be good to publish a newsletter, and there was money in the budget to do it.

Brandt stated staff is looking into purchasing a new recording system for minutes, as well as new audio recording equipment for town meetings.

Parks & Recreation:

Brandt discussed the substantial completion of phase I of the park project, with some outstanding items, including damage to the dam by beavers, and the placement of signs. Bob Williams stated that the signs have now been located. There was discussion about the possibility of installing shade umbrellas and a sand box. Barnes stated any budget approved will be pending the outcome of the PARTF grant phase II.

Planning:

Brandt discussed the possibility of increasing planning fees and looking at what other municipalities are charging. He stated fewer planning services have been requested lately and there has been a decline of housing units being constructed this year. There was discussion of possibly charging on a per acre basis for rezoning issues. Brandt stated the Town is in the process of hiring a new town planner.

There was conversation about possibly collaborating with the NC Department of Transportation on projects, and having the Safety Committee look into a traffic backup problem on Hwy 220. Barnes stated she would vote to expend funds to help relieve congestion if necessary.

Revenue:

Brandt stated that there is a large fund balance reserve and asked Council to decide on an amount that would be appropriate considering that state law dictates a minimum amount of 8% of the fiscal operating year, and 20-30% is recommended for smaller towns. He further stated it was advisable to keep enough on hand for any emergency situation that may arise; also a policy or allocation plan should be made as to how to use the funds.

Barnes suggested keeping 30-40% on hand, explaining the large balance was due to saving to do big projects one at a time. She suggested entering into a right of first refusal for the Laughlin School property if it will no longer be used by the Guilford County School system. Brandt replied Guilford County Schools had been approached in the past by the Town about the possibility of leasing or purchasing the property for a Town Hall, Library, or Community Center. Collins added the property is historical, with great parking, and needs to be protected. Barnes suggested Brown or Brandt write a letter of interest to Guilford County Schools, and Brandt suggested putting this on the April Agenda.

Dana Luther suggested a specified amount for the fund balance reserve, rather than a percentage amount, stating that a 30% reserve equals \$400,000, which will leave 9 million on the table. Collins advised keeping a reserve not going below \$4 or \$5 million, Barnes agreed with keeping a reserve not to go below \$5 million, and Brown suggested not going below \$5 million to provide for emergencies such as tornados or water contamination. Crawford stated it does not have to be spent just because it is there and suggested an endowment. Strickland stated she was not prepared to answer such a question at this time, and wanted more time to consider the options. Luther asked Council members to email their suggestions to her to use when formulating the budget.

Brandt asked Council for suggestions and direction as to what they would like to see in the budget, and Council made several suggestions, including: a plant swap, Farmers market, ball field workshops, possible temporary employee status for project workers, and possible staffing for park and ball field.

There was discussion about the possibility of storing items at the Community Center, and maybe renting an office in the facility for such storage; ideas about preserving the Saunders Inn; and perhaps entering into an agreement with Guilford County and Greensboro Parks and Recreation departments about the Harvey Marshall property.

Code Enforcement:

Brandt stated the new planner will assist with code enforcement. Barnes asked if a code enforcement officer was needed, and Brandt replied not at this point, but rather wanted Council to consider adopting a minimum housing code. Brown suggested looking into it.

With no further business before the Town Council, a motion was made to adjourn by Carolyn Collins at 9:05 pm. The motion was seconded by Becky Strickland, and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk