

Vineyards trail property and maintenance

Attachment(s): (forthcoming)

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

From the last discussion's minutes: "Vineyards HOA representative Bill Chase distributed a 2005 easement agreement between the town, the Vineyards, and the county regarding the trail property. Hill stated this was an 'anticipatory document' and recommended tabling the item until it could be reviewed along with other enabling documents. Sessoms agreed but wanted the issue to move forward; Hill will try to talk to the county and review all documents...."

The town attorney has been in contact with The Vineyards and a proposed agreement for consideration is expected under separate cover in time for review.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Revision of Continuity of Operations Plan (COOP)

Attachment(s): yes

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

Mayor-elect Brown, Town Clerk Halvorsen, and others attended training in early 2012 regarding a Continuity of Operations Plan (COOP). A COOP is part of emergency planning that provides a way for organizations to ensure that they are able to continue providing essential functions in the event of different emergencies that could interrupt the normal operating environment—human, natural, or technological in nature. It outlines what would need to be done in the three phases of operation—Activation and Relocation, Alternate Facilities Operations, and Reconstitution.

The plan needs to be updated to include newer contacts and minor revisions. Staff can address questions during the meeting.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Selection of Mayor Pro-Tem

Attachment(s): no

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

Council must select a mayor pro-tem per NCGS 16A-70 (below). It does not clarify the process and leaves that up to individual municipal charters or other methodology, and our charter does not address the process. Towns have different methodologies and traditions of selection; it is a policy decision.

The position of mayor pro-tem is one of a temporal nature; it is not a given that the mayor pro-tem would automatically become the "permanent" mayor in the event of a departure of a sitting mayor.

§ 160A-70. Mayor pro tempore; disability of mayor: At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the pleasure of the council. A councilman serving as mayor pro tempore shall be entitled to vote on all matters and shall be considered a councilman for all purposes, including the determination of whether a quorum is present. During the absence of the mayor, the council may confer upon the mayor pro tempore any of the powers and duties of the mayor. If the mayor should become physically or mentally incapable of performing the duties of his office, the council may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the mayor pro tempore. Upon the mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the council, the mayor shall resume the exercise of his powers and duties. In the event both the mayor and the mayor pro tempore are absent from a meeting, the council may elect from its members a temporary chairman to preside in such absence.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Selection of Council member as authorized check signer

Attachment(s): no

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

The Cash Management and Investment Policy specifies the list of authorized check signers as: "Mayor, Mayor Pro-Tem, Town Manager/ Assistant Finance Officer, and Designated Town Council member." Following the selection of the Mayor Pro-Tem (previous agenda item), a motion to change bank signatories is needed. The request is to designate the person and then staff will implement the needed bank changes without further Council action required.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Approval of 2016 meeting schedule

Attachment(s): yes

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

(self-explanatory)

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



I-73 / "Charles Bruce Thoroughfare" resolution

Attachment(s): yes

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

Council approved a resolution (attached) in 2007 requesting to name the northern Guilford County portion of I-73 the "Charles Bruce Thoroughfare" in honor of Charles Bruce's devotion to family, community, and nation. Mayor-elect Brown recently spoke with NCDOT and it was suggested that the town reaffirm its request now that the project is under construction.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Founders' Day 2016 venue

Attachment(s): no

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

It was requested to add this topic to the agenda for discussion; the first Founders' Day meeting is being scheduled for January.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Founders' Day Committee appointments

Attachment(s): yes

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

The Consolidated Committee Ordinance dictates the following related to the committee:

- **Purpose:** "Advises to produce an annual public event celebrating the original founders of the community of Bruce's Crossroads, which later became the community of Summerfield, as well as celebrating the residents who worked diligently to incorporate the community in 1996."
- **Membership:** "...shall include nine to eleven members comprised of the following: Town Manager, a Town Manager designee, Finance Officer, Mayor, and five to seven residents. Ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the eleven-voting-member maximum."
- **Membership criteria:** "Knowledge of and interest in event planning, parade planning, entertainment, food vending, fundraising, or other similar knowledge; professional experience in one or more of these subject areas."
- **Duties and responsibilities:** "Develop a program to honor the founding of Summerfield through an annual public event and/or parade; serve as advocates to the community and to the Council in promoting Summerfield; supervise activities of the event to ensure attendees' public safety; seek fundraising opportunities to defer or defray event costs; encourage the public to attend and participate in Founders' Day through advertising, promotions, and volunteer opportunities; maintain fiscal responsibility in all actions; provide a collaborative effort in the accomplishment of town goals."

Citizens listed below have expressed interest in volunteering and appropriate applications (attached) and documentation materials are on hand. The recommended slate for 2016 includes:

- 1) Scott Whitaker (Manager)
- 2) Cheryl Gore (Manager designee)
- 3) Katrina Whitt (Finance Officer)
- 4) Mark Brown (Mayor)
- 5) Don Wendelken (served last year, resident)
- 6) Linda Southard (served last year, resident)
- 7) Ben Oldham (served last year, resident)
- 8) Ann Powell (served last year, resident)
- 9) Danette Marlowe (new applicant, resident)
- 10) Jenna Daniels (served last year, fire dept. rep.)
- 11) Lt. Chad Sibert (served last year, Sheriff dept. rep.)
- 12) *Valarie Halvorsen (Clerk)
(request inclusion as ex-officio member)
- 13) *Jeff Goard (Parks & Rec Manager)
(request inclusion as ex-officio member)
- 14) Kelly O'Day (new applicant, resident, but request inclusion as ex-officio member per ordinance)

The slate above would provide the minimum number of needed residents. *Also, the ordinance does not require staff beyond the first three listed above, although it is critical to have both Valarie Halvorsen and Jeff Goard as part of planning and implementation. The manager recommends their membership as ex-officio members.



Council strategic planning retreat

Attachment(s): no

MEETING DATE: DECEMBER 8, 2015

STAFF COMMENTS / RECOMMENDATION:

Last January's strategic planning retreat was successful and Council wanted to continue this dedicated effort. It's vital from a visioning, planning, and budgeting standpoint. The manager recommends scheduling one, if possible, during late January. Holding the retreat off-site and using an outside facilitator is beneficial. Last year Darren Rhodes from the NC Department of Commerce assisted and the retreat was held in Greensboro. The purpose of the agenda topic is to discuss and help staff plan for it effectively.

NOTES:

TOWN COUNCIL COMMENTS / ACTION: