



C O U N C I L M I N U T E S D E C E M B E R 8, 2015, 6:30PM, SFD COMMUNITY CENTER

The meeting was called to order at 6:30pm by Tim Sessoms. The invocation was led by Linda Southard, followed by the Pledge of Allegiance. The following were present:

Council

Staff

- Tim Sessoms, Mayor
- Dena Barnes
- Mike Adams
- Alicia Flowers
- Dianne Laughlin
- Elizabeth McClellan
- Mark Brown, Mayor-elect
- John O'Day, Council-elect
- Reece Walker, Council-elect

- Scott Whitaker, Town Manager
- William Hill, Town Attorney
- Katrina Whitt, Finance Officer
- Valarie Halvorsen, Town Clerk

CONSENT AGENDA

Whitaker recommended removing agenda item 9.A. *Vineyards trail property and maintenance.*

McClellan motioned to approve the consent agenda as amended, including the meeting agenda, open and closed session minutes for 11/10, financial report, and RES-2015-007 Preservation of Alexander Strong Martin House resolution. The motion was seconded by Barnes and carried unanimously.

ANNOUNCEMENTS

Whitaker stated volunteers were still needed for Board of Adjustment, and the Historical, Public Safety, and Founders' Day committees.

PUBLIC COMMENTS

Dwayne Crawford of 1106 NC Highway 150 West said the Public Safety Committee proposed to approve a letter during their next meeting asking for county support of fire protection and remediation efforts by the Summerfield Fire Department. Hill stated he reviewed the draft letter for sufficiency.

Adrian Williamson of 3901 Lewiston Road thanked Sessoms, Flowers, and McClellan for their service and felt the town's focus should be not on purchasing property but on other needs, noting the most recent purchase would be expensive to maintain.

COMMITTEE / EVENT REPORTS

- A. **Finance:** Whitt stated the 12/14 meeting was canceled; the next meeting was scheduled for 1/11 (date changed from 1/18 due to holiday).
- B. **Historical:** Southard said the 11/26 meeting was changed to 12/3, during which the committee discussed plans for the coming year.

Council: Mayor Mark Brown, Mayor Pro-tem Dena Barnes, Mike Adams, Dianne Laughlin, John O'Day, Reece Walker Manager: Scott Whitaker

Staff: Jeff Goard (P&R Mgr.), Cheryl Gore (Mgr. Asst./Events Coord.), Valarie Halvorsen (Clerk), Julie Reid (Planner), Katrina Whitt (Finance Officer)



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- C. **Public Safety:** Crawford said the committee continued work on the generator operation manual, Teresa Pegram had been talking to the Red Cross about shelter needs, and the committee had changed their meeting time and location to 6:30pm at town hall.
- D. **Trails and Open Space:** Doggett stated the committee continued to discuss open space and trails. The December meeting was canceled; the next meeting was scheduled for 1/27.

AUDIT REPORT

Rex Rouse presented the report, noting the following changes from 2014 to 2015: increases in total assets, fund balance, and liabilities; revenues increased largely due to the natural gas pipeline franchise tax; expenditures and capital outlay decreased significantly due to a reduction in land acquisition; capital assets decreased due to depreciation; and tax collection was impressive at a rate of 99.67%. He further stated there were no difficulties in conducting the audit, no deficiencies found, and commended Whitt for her diligence.

OLD BUSINESS

- A. **Vineyards Trail property and maintenance:** *removed from agenda*
- B. **Revision of Continuity of Operations Plan (COOP):** Whitaker stated the 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 emergencies that could interrupt the normal operating environment, outlining contingencies for Activation and Relocation, Alternate Facilities Operations, and Reconstruction. Guilford County Emergency Services requests that the plan be updated annually. Adams motioned to approve the COOP as amended (correction of Mayor Brown's email address on page 2), seconded by Barnes, which carried unanimously.
- C. **Reports, updates, or comments:** Barnes stated the 12/16 MPO meeting had been canceled; the next meeting was scheduled for 1/27.

RECOGNITION OF OUT-GOING COUNCIL MEMBERS

Barnes presented certificates to Flowers and McClellan and a plaque to Sessoms; they were thanked for their service. Sessoms stated it had been his honor and privilege to serve as Mayor, thanked the citizens for the opportunity, and thanked council and staff for their service. Flowers and McClellan also spoke, thanking citizens for their support and welcoming the incoming Mayor and council members. Whitaker noted each had selflessly served without a personal agenda in order to best represent the wishes of citizens.

Recess from 7:05pm to 7:22pm.

SEATING OF NEW COUNCIL

Superior Court Judge Stuart Albright swore in new Mayor Mark Brown and council members Dena Barnes, John O'Day, and Reece Walker.



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NEW BUSINESS FROM MANAGER AND COUNCIL

- A. Selection of Mayor Pro-Tem:** Laughlin nominated Barnes as Mayor Pro-Tem, seconded by Adams, which carried unanimously.
- B. Selection of council member as authorized check signer:** The town's 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." A designated council member needed to be selected. Barnes motioned to appoint Laughlin as an authorized check signer, seconded by O'Day, which carried unanimously.
- C. Approval of 2016 meeting schedule:** Adams motioned to approve the 2016 meeting schedule, seconded by Laughlin, which carried unanimously.
- D. I-73/"Charles Bruce Thoroughfare" resolution:** Brown gave background information about Charles Bruce, noting council approved a resolution 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. Brown recently spoke with NCDOT and it was suggested that the town reaffirm its request now that the project is under construction. Barnes read the resolution. Adams motioned to reaffirm RES-2007-007 (Resolution Requesting the Northern Guilford County Portion of I-73 be Named in Honor of Charles Bruce). The motion was seconded by Walker and carried unanimously.
- E. Founders' Day 2016 venue:** Brown suggested moving the festival portion of the event back to the fire department location where the parade is held in order to unify the event, pending approval of the fire department. Brown felt the separate locations takes the event away from the center of town. Whitaker stated the impetus of moving two years ago was construction at the fire department, noting some advantages of its new location are the restrooms, lights, and additional space for rides and attractions. Whitaker further stated while separate parade and event locations are challenging, shuttling at the last event was successful to move attendees from the parking areas to SAP. Following discussion about logistics and attendance, it was decided by consensus to investigate the availability of Summerfield Elementary School and the Hoskins House and revisit the issue during the January meeting, contingent on agreement from the fire district's board of directors.
- F. Founders' Day Committee appointments:** The Consolidated Committee Ordinance states Founders' Day Committee 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."
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| 1) Scott Whitaker (<i>Manager</i>) | 8) Ann Powell (<i>served last year, resident</i>) |
| 2) Cheryl Gore (<i>Manager designee</i>) | 9) Danette Marlowe (<i>new applicant, resident</i>) |
| 3) Katrina Whitt (<i>Finance Officer</i>) | 10) Jenna Daniels (<i>served last year, fire dept. rep.</i>) |
| 4) Mark Brown (<i>Mayor</i>) | 11) Lt. Chad Sibert (<i>served last year, Sheriff dept. rep.</i>) |
| 5) Don Wendelken (<i>served last year, resident</i>) | 12) Valarie Halvorsen (<i>Clerk</i>) (<i>ex-officio</i>) |
| 6) Linda Southard (<i>served last year, resident</i>) | 13) Jeff Goard (<i>Parks & Rec Mgr</i>) (<i>ex-officio</i>) |
| 7) Ben Oldham (<i>served last year, resident</i>) | 14) Kelly O'Day (<i>new applicant, resident, ex-officio</i>) |

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Barnes motioned to approve all prospective members as presented by manager, seconded by Adams, which carried unanimously.

- G. Council strategic planning retreat:** The topic was briefly introduced and it was decided by consensus to use an online scheduling application (doodle.com) to select a date for the planning retreat.
- H. Reports, updates, or comments:** Whitaker reported the following: 1) regarding town planning services, project reviews and planning in general have seen an increase as anticipated; there were funds budgeted for some contracted planning assistance and options were being explored with the hope of having something in place soon; 2) regarding SAP: Got Game ASA Girls' Softball teams, players, parents, and directors voted the athletic park "2015 Facility/Park of the Year" out of 15 different facilities used, and SAP was also awarded to host the 2016 ASA Girls' Softball State Tournament (June 10-12, 2016) during which teams all over the state will be participating; 3) NC Urban Archery Hunting Season will be 1/9-2/13 and details are on the town website; and,
 4) Finance Officer Katrina Whitt will leave the town's employ at the end of February necessitating the need to hire a new Finance Officer.

With no further business, a motion was made at 8:26pm by Laughlin to adjourn. The motion was seconded by Barnes and carried unanimously.

Mark Brown, Mayor

Valarie R. Halvorsen, Town Clerk