TOWN OF Summerfield

Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358
ph: 336-633-8655 · fax: 336-633-8654 www.summerfieldnc.com

COUNCIL MINUTES *AUGUST 13, 2013, 6:30PM, STD COMMUNITY CENTER*

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

Council

Mark Brown, Mayor
Dena Barnes
Alicia Flowers
Dianne Laughlin
Elizabeth McClellan
John Wray

Staff

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

CONSENT AGENDA

Brown suggested removing Closed Session item A ("to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege as provided under NCGS 143-318.11(a)(3).")

McClellan made a motion to approve the consent agenda as amended, including the meeting agenda, open and closed session minutes of 7/9, and financial report. The motion was seconded by Laughlin and carried unanimously.

PUBLIC COMMENTS

The following candidates introduced themselves and spoke of their reasons for running for office: John O'Day, 7013 Mustang Court; Jane Wilson, 1128 NC Highway 150 West; Mike Adams, 7102 Lentz Court; Cheri Pikett, 7804 Robinson Road; and Dwayne Crawford, 1106 NC Highway 150 West.

Steve Kingsbury, 4202 Joseph Hoskins Road, spoke about the 220 widening project and the negotiations between Elmhurst Estates and NCDOT regarding the placement, right-of-way access, and design of the noise wall.

COMMITTEE / EVENT REPORTS

A. **Finance:** Finance Officer Katrina Whitt stated there were no July or August meetings.

B. **Historical:** Chair Linda Southard stated the next meeting would be 8/29; the committee is working on the next town hall display about tobacco.

C. **Public Safety:** Member Don Wendelken stated the next meeting would be 8/21.

D. **Trails and Open Space:** Whitaker stated the first meeting was held 7/30 with a following one to be held 8/21 when officers would be elected. The committee set their regular meetings for the second Wednesday of each month at 6pm at town hall, beginning 9/11. The committee discussed policies and procedures and that beginning trail discussions should focus on a route leading from the newly-constructed pedestrian tunnel underneath Highway 220.

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BUSINESS FROM TOWN MANAGER

A. Council budget amendment #1 for interim planning (FY13-14)

While recruiting for the Town Planner position, the manager had entered into an interim planning contract with N-Focus Planning utilizing Planner Julie Reid and the arrangement was working well. The contact term would run through September 6 with an option to extend, and the manager requested a budget amendment to maintain sufficient planning services with the expense to be paid through the Planning Services line item.

Laughlin made a motion to approve Council budget amendment #1 (FY13-14) for interim planning in the amount of $10,000. The motion was seconded by Barnes and carried unanimously.

B. Review Officer designation (Julie Reid)

Whitaker stated the town is required to have a designated Review Officer and recommended Interim Planner Julie Reid, noting the intention would be for a newly-hired planner to subsequently serve in this capacity. Whitaker noted Council should make a recommendation to the Guilford County Board of Commissioners and they in turn make the official designation.

Barnes made a motion to recommend Interim Planner Julie Reid as Review Officer for the town. The motion was seconded by Wray and carried unanimously.

C. Revision of Personnel Policies and Manual (statutory update)

NCGS 160-168A changed in 2010 regarding personnel information that may be made public; the town *Personnel Policies and Manual* should be updated for congruence with the statute.

Flowers motioned to adopt the changes as proposed by the manager to Personnel Records-Article XII, Section 1 of the town *Personnel Policies and Manual*. The motion was seconded by McClellan and carried unanimously.

D. Town Hall external repairs/improvements

Whitaker provided a summary about past and on-going investigation, evaluation, and efforts regarding external repairs and improvements needed to town hall. The manager felt a workable solution and solid improvement plan had been devised and he described the components of the planned work.

Following brief discussion, Barnes made a motion authorizing the manager to continue vetting the contractor and if deemed suitable, to enter into contract for repairs in an amount not to exceed $25,000 based on estimates already received. The motion was seconded by Wray and carried unanimously.

E. SAP Field House repairs/improvements

Whitaker described the needed drainage improvements with prices ranging from $4,800 to more than $15,000, noting different approaches to achieve the desired drainage results. He added that minor, additional cosmetic repairs would also be needed. He requested authorization to contract for the drainage repairs in an amount not to exceed $17,000. Following a query from McClellan,

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Whitaker noted the town had received a total of $11,000 from contractors who worked on the building.

McClellan made a motion authorizing the manager to proceed with repairs to the SAP Field House in an amount not to exceed $17,000. The motion was seconded by Flowers. Barnes noted her cousin works with Atlantic Coast Engineering, a contractor that assisted with the drainage assessment; Whitaker stated the bulk of the funds would be paid to the actual concrete vendor and not Atlantic Coast. The motion carried unanimously.

F. Reports, updates, or comments

Whitaker reported the following: repairs to the bank collapse at SAP had been completed; irrigation system failures at SAP continued to be a major problems; a boy scout approached the town about a Little Free Library at SCP following the previous month's discussion of the idea, he and the manager had been working through the details (council approved the project by consensus following discussion); a music-in-the-park event was being planned for 9/14 (council approved the project by consensus); a walk-through of Summerfield Charter Academy was planned in order to assess a temporary certificate of occupancy; and CNN Money named Summerfield one of twenty-five "Best Places to Live: 25 Least Crowded Towns."

Following much discussion about the 220 noise wall, it was decided by consensus that Barnes would facilitate a meeting, if needed, between Elmhurst Estates representatives and NCDOT, and Whitaker will draft a letter supportive of Elmhurst Estates to NCDOT.

CLOSED SESSION

Brown read the reason for entering closed session as follows: to instruct the public body's staff or negotiating agents concerning the price and other material terms concerning real property as provided under NCGS 143-318.11(a)(5).

Wray made motion to enter into closed session at 8:30pm. The motion was seconded by McClellan and carried unanimously.

Wray made a motion to return to open session at 9:15pm. The motion was seconded by Barnes and carried unanimously.

With no further business, a motion was made at 9:15pm by Wray to adjourn. The motion was seconded by Laughlin and carried unanimously.

Dena Barnes, Mayor pro Tem
for Mark E. Brown, Mayor

Valarie R. Halvorsen
Valarie R. Halvorsen, Town Clerk