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January 12, 2010

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**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SUMMERFIELD COMMUNITY CENTER
JANUARY 12, 2009
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 6:31 pm by Mark Brown.

The invocation was led by Linda Southard, followed by the Pledge of Allegiance.

Flowers made a motion to formally excuse Barnes from the meeting. The motion was seconded by Williams and carried unanimously.

INTRODUCTIONS:

Council:

Mark Brown, Mayor
Dena Barnes (excused)
Alicia Flowers
Dianne Laughlin
Bob Williams
John Wray Jr.

Staff:

Michael Brandt, Town Manager
Dana Luther, Finance Officer
William Hill, Town Attorney
Valarie Halvorsen, Town Clerk
George Holub, Parks & Rec Supervisor

CONSENT AGENDA:

Brown recommended moving **12F** Discussion of Resolution 2006-10 Providing for the Compensation of Mayor and Town Council Members for Public Service in regards to December payment of former Council member Becky Strickland to **9A**. Halvorsen noted the Parks & Recreation reappointment should be removed. Brandt stated Founders' Day applicant Mamie Brown should be removed until an application is received.

Wray made a motion to approve the Consent Agenda *as amended*, including the meeting agenda, minutes of the December 8, 2009 meeting, Financial Report, and Town Council Budget Amendment #5, Resolution Adopting the NC Records Retention and Disposition Schedule, Ordinance Declaring 40mph Speed Limit on Hudson James Road, Proclamation in honor of Doug Galyon-NC Board of Transportation Chair, and Appoint/Reappoint Founders' Day Committee Members. The motion was seconded by Laughlin and carried unanimously.

ANNOUNCEMENTS

Brandt stated the 14th annual Founders' Day would be May 15, 2010 and noted volunteers are needed to serve on the committee and the day of the event. Flowers discussed a fund raising effort by the VFW and the 8th annual book sale at St Paul's Church.

SPEAKERS FROM THE FLOOR (limited to 5 min. on non-agenda items)

Don Wendelken, 3406 Windswept Dr said Summerfield should not count on funds from the county or the state as they have budget shortfalls and tax revenues are down. He further noted there was talk of moving the property revaluations from 2012 to 2013, as revaluations will likely result in lower tax values and therefore lower tax bills.

COMMITTEE REPORTS:

- A. Founders' Day:** Brown stated the committee meetings have started and there was a need for volunteers.
- B. Finance:** Ronnie Stafford, Chair, said the next meeting is February 15 when the committee will begin working on the budget.
- C. Historical:** Linda Southard, Chair, said the next meeting is January 28 where there will be a guest speaker.
- D. Parks & Rec:** Jane Doggett said the committee meeting scheduled for February 4 has been changed to February 11, when they will begin talking about the budget.
- E. Public Safety:** No report.
- F. SYC:** No report.
- G. Comprehensive Plan:** Flowers said the committee met January 4 and finished reviewing the plan. The public open house will be held January 26 from 4:30 to 7:30 pm at the school.
- H. Athletic Advisory:** Brandt said the committee met last week and discussed building colors and the signage and name for the park.

AUDIT PRESENTATION – Rex Rouse

Rouse presented the report, making particular note of the following: an increase in total non-capital assets from 9,077,517 in 2008 to 9,476,796 in 2009; an increase in total fund balance from 9,050,677 to 9,348,638; an increase in revenues from 1,627,679 to 1,716,523, with a budgeted amount of 1,754,326 with the main cause of the change being the PARTF grant; there was an decrease in total expenditures from 1,879,585 to 1,418,552 with the main cause of the change being the purchase of land for ball fields in 2008; revenues exceeded expenditures by 297,971; the fund balance is 6.5 times one year's expenditures, well above the state average of 36%, putting the town in an enviable financial position; total capital assets increased from 2,637,640 to 3,363,558 with the main reason for the change being the construction in progress; tax collection levy percentage is 98.19%, comparing favorably with the state average. Rouse noted that the town does an excellent job of mitigating weaknesses in internal controls by outsourcing the bookkeeping, having independent check signers, and an independent finance committee.

9A. Discussion of Resolution 2006-10 Providing for the Compensation of Mayor and Town Council Members for Public Service in regards to December payment of former Council member Becky Strickland

Brown and Luther gave background information on the issue: Resolution 2006-10 established that Mayor and Council receive a monthly stipend for services (a later budget adopted a higher rate of stipend). There is no written policy in place regarding payment of stipends during the month of December when Council is changing over. In the past the Finance Officer paid the new member of Council but not the outgoing member. Former Councilwoman Strickland has requested a pro-rata stipend through December 8 (when the new Council was seated) and that councilwoman Laughlin's December pay be pro-rated as well.

Following a brief discussion, Flowers made a motion to pay Strickland a pro-rata stipend through December 8, to leave Laughlin's pay as it is, to leave the process as it is, and for the process to be automatic for any other council members already in place when the stipend started. Hill stated the statute

of limitations has expired on former council members that would be affected. Luther recommended drafting a policy about this issue. The motion was seconded by Williams and carried unanimously.

BUSINESS FROM TOWN MANAGER

A. Discussion on Long Range Planning for Town Properties/Facilities

Brown gave background information and stated when this issue was discussed in the past it was decided to revisit it in January. Brandt stated there are several properties available and asked council's pleasure in moving forward.

Following a brief discussion of projected need, population, and uses, it was decided by consensus that Brandt would contact the sellers to see if they are still interested and create a pro/con list for each property, to be discussed at a Special Call meeting February 4, 2010, 4:00 pm at the Community Center.

B. Discussion/Approval of Town Hall Window Film installation

Brandt noted the issue of tinting the windows of Town Hall was raised more than a year ago by the Historical Committee to help protect the Museum Collection. It was further stressed by the intern curator last spring. In addition, the brick building and large windows capture and retain heat in the upstairs staff offices, requiring the use of the air conditioner- even during the winter at times- to cool the offices. Staff has searched for a self-applying material that will meet the requirements of blocking UV and sunlight while also maintaining the historic nature of the building and have not been successful. There was discussion about the nature and quality of the product. Laughlin asked about the manufacturer's warranty; Brandt and Holub will get the information.

Flowers made a motion authorizing the Town Manager to purchase the window film and installation in an amount not to exceed \$3326, pending confirmation of the warranty. The motion was seconded by Wray and carried unanimously.

C. Update from Kimley-Horn re: US 220 widening project review

Brandt noted that DOT has informed Kimley-Horn that a new traffic study is underway; therefore it is delaying Kimley-Horn's ability to study the intersections for traffic signal needs because old data would be utilized for the study instead of the new traffic data. As soon as the new traffic study is finished, Kimley-Horn and DOT can review and determine if new signals are now warranted. There should be more information in February. Brandt further stated based on pressure and concerns from Summerfield, Greensboro, and a citizen's group, DOT has formed an internal committee to review and develop new guidelines for right-of-way fences. There is also continued discussion regarding the Hamburg Mill Road intersection in regards to the traffic generated by Lake Higgins Marina and how it exits the area.

D. Discussion of FY11 Budget Planning

Brandt asked council to provide guidance as to what they wanted in the workshops, priorities for the process, and what they feel has worked and not worked. Based on comments in the past, specifically that there is not a complete final budget available at the Budget Open House, Brandt and Luther have been working on a new process, and recommend the following: a citizen comment period during the February 9 Town Council meeting, 9:00 am budget workshops on February 15, February 22, and March 1 (if needed), a joint meeting of the Finance Committee and Town Council for committee presentations April 27, and April 29 (if needed), a citizen comment period during the May 11 Town Council meeting, draft budget presentation to the Finance Committee May 17, budget presentation to Town Council May 25, Budget Open House June 1, and budget Public Hearing during the June 8 Town Council meeting.

These meeting dates were approved by consensus.

E. Discussion/update on internal processes "Continuous Improvement Efforts"

Brandt stated he has been working on developing internal processes to track performance in the activities that staff/committees undertake. This has been a slow process of integrating new steps w/o burdening staff with unnecessary paperwork. In addition, at a recent conference he was made aware of a process being introduced into government called "Lean" Management. It is an attempt to break-down individual processes into their smallest components and look for inefficiencies in the process, and rebuild to affect the changes. Attached are examples of these two programs in action, combined, to be called our Plan for "Continuous Improvement". Unless given different direction by Council, these management tools will be expanded and more fully developed in the future and can also be discussed in more detail at the budget workshops.

F. Discussion/Approval of Town Manager Bid & Purchase of Grass Sprigs for SAP, NTE \$30,000

Brandt stated the contract must be made now to ensure the availability of quality product for summer installation. He further noted this is a significant cost savings over installing sod, which would cost about \$95,000.

Wray made a motion authorizing the Town Manager to bid and contract for the planting of Bermuda grass sprigs, in an amount not to exceed \$30,000. The motion was seconded by Williams and carried unanimously.

G. Report on meetings or activities

Brandt said the school system has submitted a plan for access to the well site, and there is possibly room for negotiations for the easement. He recommended that council make a list of specific items they wanted (additional parking, materials to be used for driveway, tree replacement, access, etc) and he may be able to negotiate for them. Flowers asked Brandt to make a prioritized list of the possible negotiation points and email it to council.

Luther was excused.

BUSINESS FROM COUNCIL

Brandt stated the sign for the athletic park was going to be constructed soon and asked council's preference on a name for the park: Summerfield Athletic Park, Summerfield Athletic Fields, Summerfield Ball Park, Summerfield Sports Park, or to explore selling the naming rights. Following a brief discussion, the name Summerfield Athletic Park was chosen by consensus.

BUSINESS FROM TOWN MAYOR

A. Discussion of Ethics Policy

Brandt stated the town passed an ethics policy in 2005 which was revised by Hill, who shortened the preamble and added references to NCGH14-234 and 160A-75. Following a brief discussion, Flowers made a motion to adopt the Code of Ethics as amended by Hill, dated November 2009. The motion was seconded by Williams and carried unanimously.

B. Discussion of Ethics Training

House Bill 1452 requires all members of governing boards to complete 2 hours of ethics training. Brown stated the Guilford County Board of Commissioners will offer the training on February 16, 2010. By consensus, Hill will conduct the training, at a date and time to be determined later.

C. MPO Survey

Brandt gave background information on the issue, stating that currently, Summerfield and other small towns in this MPO are not represented on the board with a voting seat. Since the decisions that are being made affect Summerfield, particularly regarding the 220 widening project and the I-73 connector.

Summerfield should have a vote. The survey is a result of the request to have a voting seat on the board. Brown asked each council member to fill it out for submission to the MPO.

D. Manager Evaluation Forms

Following a brief discussion about the merits and weaknesses of the forms, it was decided by consensus that Flowers and Halvorsen will combine the preferred elements from each into a new Manager Evaluation Form for the Town of Summerfield.

E. Discussion/Approval of Resolution in Support of Evaluating and Revising the NC Transportation Equity Formula

Brown gave information about the formula and examples of road projects and budgets that would be affected by it. He stated High Point Mayor Becky Smothers requested that other municipalities join them in adopting a resolution to examine and reevaluate the NC Transportation Formula in order to make the best use of transportation dollars.

Wray made a motion to approve the Resolution in Support of Evaluating and Revising the NC Transportation Equity Formula. The motion was seconded by Williams and carried unanimously.

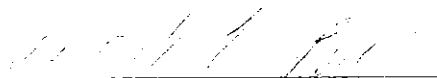
CLOSED SESSION

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.


Wray made a motion to enter into closed session at 9:13pm. The motion was seconded by Williams and carried unanimously.

Wray made a motion to return to open session at 9:31 pm. The motion was seconded by Laughlin and carried unanimously.

With no further business before the Town Council, a motion was made at 9:31 pm by Wray to adjourn. The motion was seconded by Williams and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk