



Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358
 ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com

C O U N C I L M I N U T E S J U N E 1 3 , 2 0 1 7 , 6 : 3 0 P M , S F D C O M M U N I T Y C E N T E R

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

Council

Mark Brown, Mayor
 Dena Barnes, Mayor Pro-tem
 Dianne Laughlin
 John O'Day
 Reece Walker
 John Adams

Staff

Scott Whitaker, Town Manager
 Mary Gant, Acting Clerk
 Carrie Spencer, Planning Director
 Dee Hall, Finance Officer
 William Hill, Town Attorney
 Sean Taylor, Town Planner

CONSENT AGENDA

Whitaker requested to remove Item 11D ("Architectural services for Gordon Hardware Building and Martin House") and replace with "Public records requests." O'Day also stated that a closed session might be needed. Whitaker requested that the meeting be recessed and reconvened at a later date to discuss the removed item concerning architectural services. Barnes motioned to approve the consent agenda, seconded by Laughlin and unanimously approved.

ANNOUNCEMENTS

Whitaker announced the 6/17 Fishing Derby and the 6/17 music-in-the-park event featuring the Special Occasion Band. Whitaker also said that the 6/5 Zoning Board meeting had been posted to bulletin boards, the parcel site was posted, mailings were completed, and the legal ad run, but the website wasn't posted as quickly as is done normally. Hill reiterated that the meeting was legally sufficient and met requirements. Adams recognized Captain Jenna Daniels for receiving a prestigious award related to her work.

PUBLIC COMMENTS

Dwayne Crawford of 106 NC 150 West claimed that proper notification for the 6/5 Zoning Board meeting was not met.

Teresa Pegram of 7401 Greenlawn Drive stated their committee would continue to pursue changes to the Comprehensive Plan.

Priscilla Olinick of 3100 Pleasant Ridge Road expressed her displeasure for the selected UDO Review Committee and felt that participants are biased in favor of Planned Development.

COMMITTEE / BOARD/EVENT REPORTS

- A. **Finance:** Committee did not meet 5/15. The next meeting would be 6/19.
- B. **Historical:** *no report*



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- C. **Trails and Open Space:** Doggett stated the 5/24 meeting was canceled due to inclement weather. The next meeting would be 6/28 at 6:00pm.

EMERGENCY SERVICES REPORTS

- A. **Summerfield Fire District:** May calls were 115 total: 35 fire, 54 EMS, 26 other; 29 child safety seats were installed; approximately 342 children were reached through public education and community outreach in May; Daniels thanked everyone for viewing the new fire trailer and the inaugural fire camp would be 6/26-30 with 18 children planned to participate.
- B. **Guilford Co. Sheriff's Dept.:** *no report*
- C. **Guilford Co. Emergency Services:** Whitaker relayed that the May report highlighted 64 EMT incidents, 2 Facilitated Active Shooter exercises at Southwest Middle, 1 hurricane drill, and 1 tornado preparation drill.

PUBLIC HEARING/ACTION RE: FY2017-18 BUDGET

Whitaker described the highlights from sections of the full budget document, which included a combination of narrative, charts/graphs, spreadsheets, fee schedule, and the budget ordinance. The only change noted since the 5/23 meeting when the budget was presented at a special called meeting was a benefits addition of \$720 for short-term disability.

Public hearing was opened at 7:03pm.

Don Wendleken of 3406 Windsweep Drive said no public input would have impacted an already-decided budget.

Dwayne Crawford of 1106 NC 150 West spoke about the past dissolution of the Summerfield Parks and Recreation Committee.

Gary Brown of 5249 Larue Court stated his appreciation of Council and staff for what they do.

Jane Doggett of 7986 Highfill Road stated there was plenty of time to review the budget from January and appreciated the staff and new ventures to come.

The public hearing was closed at 7:09pm.

Barnes motioned to adopt the budget as presented to include all components: the detailed budget, budget ordinance, and fee schedule. Adams seconded and it was passed unanimously.

PUBLIC HEARING/ACTION REGARDING ZONING CASE RZ-01-17 (requested change: CU-OSRD to CU-OSRD with a condition change; location: 7508 Strader Rd.; parcel 0218651)

Applicant Billy Years of 2201 North Elm Street in Greensboro stated he had used another property layout from Summerfield for this project mistakenly. He realized the lots along Strader Road would need side-loaded garages.

Public hearing was opened at 7:21pm.

Jane Jackson of 7526 Strader Road stated that are currently no front-facing garages and that more information might be needed as changes are quickly occurring.

The public hearing was closed at 7:24pm.



Spencer stated properties that would be changed would not be visible from Strader Road and would not affect architectural structure. She reiterated that Summerfield cannot orientate the direction of garages. Attorney Hill stated you cannot regulate placement but an offer was made and accepted; therefore, Council had the option to decide how to proceed.

Barnes motioned that Case RZ-01-17, a request for rezoning from CU-OSRD to CU-OSRD, be approved with the condition change proposed by the applicant to remove Section 2 and accepted by the council as consistent with the adopted comprehensive plans for Sections 3 and 6. It is reasonable and in the public interest. O'Day seconded and all favored unanimously.

BUSINESS FROM TOWN MANAGER

- A. **Temporary construction easement agreement re: SAP northern parking lot:** A separate construction road is needed off Winfrey Road and an agreement was made with a property owner for a lump sum payment of \$1,000. O'Day motioned to allow the temporary construction easement with Jennie Decker as the grantor and the town as grantee. Barnes seconded and the motion passed unanimously. O'Day inquired about an end date. Hill stated an end date is not provided in case there are changes. Laughlin inquired as to no signature area for council and Whitaker would sign on its behalf.
- B. **Bid award for SAP northern parking lot:** A formal bid process was used and P&S Grading was the lowest responsible bidder. WithersRavenel was handling the process, checked references, and Whitaker stated the contractor had been used with very good results on past occasions at SAP related to drainage, grading, and concrete work. Barnes motioned to award the SAP northern parking lot project (WR Project No. 06170042.00) to P&S Grading, LLC for \$524,999. The motion was seconded by Adams and passed unanimously.
- C. **Master planning of intersection area at Summerfield Rd. and Oak Ridge Road:** Council selected WithersRavenel in May as the preferred firm. The manager was to negotiate and return with a contract for consideration. Two changes were made at the attorney's request; they agreed to \$150,000 for liability and non-binding mediation. O'Day motioned to contract with WithersRavenel for master planning services related to the intersection area as Summerfield Road and Oak Ridge Road per the \$ 45,000 contract dated 6/9/17 with terms/conditions recommended by the attorney. Adams seconded the motion and it was passed unanimously.
- D. **Public Records:** Adams stated that he understands that access to public records is a citizen right, but he would like a variable cost to the town including staff time and cost of copying and time burden on staff. Whitaker reiterated the town receives quite a few public records continuously from the same people. O'Day reiterated the need for information to be readily obtained on the town website when possible and for timely follow-up. Adams made a motion to propose an accurate accounting of costs associated with pulling records, copy time, mailings, staff time, legal time, along with the names of people requesting such info going back to January 2017. The motion was seconded by O'Day and passed unanimously.
- E. **Regional contract re: feasibility study for development of regional public water system:** Whitaker described the history of efforts and events leading up to Guilford County and the towns of Oak Ridge, Stokesdale, and Summerfield collaborate to explore regional water supply options and the formation of a water authority. Whitaker stated the state-budgeted funds would cover the cost of the study. Based on the Summerfield Comprehensive Plan's Policy 5.1,



Council's July 2016 position, regional interest and collaboration, and state funding availability, Adams motioned to approve the multi-jurisdictional contract with Timmons Group for the Northwestern Guilford County Water System Feasibility Study in the amount of \$ 175,000. Walker seconded and passed unanimously. Laughlin reiterated that this was a study only.

- F. UDO Review Committee Ordinance revisions:** Adams suggested a few changes to the ordinance based on follow-up discussions with among staff and the subcommittee. Adams motioned to adopt changes made by the subcommittee to: 1) increase the number of voting residents and eliminate alternate members; 2) utilize *both* a Facilitator and Chair instead of *either or* and better defining these roles; and, 3) change the committee's start date. It was also mentioned that Andrew Bloom was a strong candidate for the Chair officer position and the committee's first meeting would be 6/20. O'Day seconded and this passed unanimously.
- G. UDO Review Committee facilitation:** Spencer stated that by utilizing an unbiased facilitator not from the town, it would ensure impartiality. It was recommended that Piedmont Triad Regional Council and Bill McNeill of McNeill Planning Services would collaborate for suggested services. O'Day motioned that to approve the contract for UDO Review Committee facilitation with Piedmont Triad Regional Council and Bill McNeill Planning in the amount of \$9,995. Walker seconded and the motion passed unanimously.
- H. UDO Review Committee appointments:** Adams stated he appreciated the involvement from the citizens and feels the committee is a good mixture. A motion was made for each individual.
1. Amber Best: Adams motioned to accept appointment to committee, seconded by Walker and passed unanimously.
 2. Andrew Broom: Barnes motioned to accept appointment to committee, seconded by O'Day and passed unanimously.
 3. Gary Brown: Adams motioned to accept appointment to committee, seconded by Walker and passed unanimously.
 4. Churchill Brown: Adams motioned to accept appointment to committee, seconded by O'Day and passed unanimously.
 5. Andrea Cockcroft: Laughlin motioned to accept appointment to committee, seconded by O'Day and passed unanimously.
 6. Mildred Hoffler-Foushee: Barnes motioned to accept appointment to committee, seconded by Adams and passed unanimously.
 7. Robert Jones: Adams motioned to accept appointment to committee, seconded by O'Day and passed unanimously.
 8. Elizabeth Kaplan: Adams motioned to accept appointment to committee, seconded by Barnes and passed unanimously.
 9. Jeffrey Livaudais: O'Day motioned to accept appointment to committee, seconded by Walker and passed unanimously.
 10. Ryan Moats: O'Day motioned to accept appointment to committee, seconded by Walker and passed unanimously.



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11. Deborah Proehl-Moser: O'Day motioned to accept appointment to committee, seconded by Adams and passed unanimously.
12. William Tesh: Adams motioned to accept appointment to committee, seconded by Walker and passed unanimously.
13. Jason Webster: O'Day motioned to accept appointment to committee, seconded by Adams and passed unanimously.

After committee member appointments, Andrew Broom was again suggested for the Chair position. Adams motioned to offer Andrew Broom the officer position, providing that he would accept. O'Day seconded and passed unanimously.

- I. **Designation of Deputy Town Clerk:** Whitaker explained that Valarie Halvorsen was still out on requested leave. NCGS 160 A-172 grants the authority to name a Deputy Clerk and this was requested as a temporary response to the current situation. Adams motioned to designate Mary Gant as the Deputy Clerk for the Town of Summerfield. Barnes seconded and passed unanimously.
- J. **Reports, updates or comments:** Whitaker reported a contractor change related to the gravel drive and lot on the Vandergrift property. The cost would be the same and P&S Grading had committed to the 6/30 timeline. He also reported that the seasonal, P/T R&R Attendant position had been filled and he hoped to introduce him the following month. He reported heavy tournament usage at SAP. Spencer added that she would be out of the office 6/22-7/7 and that Taylor would be handling the upcoming Zoning Board meeting.

REPORTS, UPDATES, OR COMMENTS FROM MAYOR AND COUNCIL

None

CLOSED SESSION

O'Day made a motion at 8:55pm to enter into closed session per NCGS 143-318.11(a)(5) and NCGS 143-318.11(a)(6). Adams seconded and all agreed unanimously.

OTHER BUSINESS (AS NEEDED)

The council reconvened at 9:18pm. They agreed to recess the meeting until meet 6/19 at town hall at 6:00p to discuss the agenda item removed earlier (Architectural services for Gordon Hardware Building and Martin House). With no further business, a motion was made at 9:20pm by Barnes to recess. The motion was seconded by Adams and carried unanimously.

Mark Brown, Mayor

Mary Gant, Deputy Clerk