

**NC Dept. of Commerce Revitalization and  
Economic Development Award**

*Attachment(s): yes*

MEETING DATE: SEPTEMBER 12, 2017

**STAFF COMMENTS / RECOMMENDATION:**

The attached letter highlights recent funding for downtown revitalization in the amount of \$33,334. Timing is good given the work underway involving master planning the intersection area and renovation work with corner properties. The town must decide how to use these funds and expend them by October 2018 within fairly broad parameters.

An inquiry was made with the NC Department of Commerce about implementing yet-to-be-identified projects or components that result from the master planning. The response was that this approach is acceptable and in line with the program. Staff's preference is to focus on a project or projects that would meet multiple objectives of the Comprehensive Plan, such as preserving critical historic assets and implementing improvements that safely move citizens and employees between buildings and parking areas. Projects could address historic building uses and land use, transportation planning and intersection options, parking, landscaping, utilities, and lighting.

The request is for Council approval to submit a plan requesting to use the funds for a resulting project or projects following completion of the intersection's master plan. This process will set funding in motion and Council can decide which specific project(s) at that time.

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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

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ROY COOPER  
Governor

ANTHONY M. COPELAND  
Secretary

August 11, 2017

The Honorable Mark Brown  
Mayor  
Town of Summerfield  
P.O. Box 970  
Summerfield, NC 27358

Re: Revitalization and Economic Development Award Notification  
Reference Number: 2018-089-1257-1534  
Downtown Revitalization Project

Dear Mayor Brown:

On behalf of the Rural Economic Development Division of the NC Department of Commerce and the members of the NC General Assembly, I am pleased to inform you that the Town of Summerfield has been selected to receive \$33,334.00 for downtown revitalization as authorized under NC Session Law 2017-257, Senate Bill 257, Section 15.8 (a), as amended by Section 4.8 (a) of NC Session Law 2017-197.

To receive this funding please complete the Downtown Revitalization and Economic Development Proposal Form and describe the project's proposed activities, estimated expenses and expected outcomes. The form can be found at <http://www.nccommerce.com/rd/rural-grants-programs/forms> and should be submitted as soon as possible, and no later than September 15, 2017. The Proposal Form also provides additional information about the proposal guidelines and process in more detail.

Upon completion and submission of the proposal form, Commerce will issue a set of contract documents to the local government. Once one complete set of signed contracts is returned, Commerce will issue payment for the full amount of the grant with the stipulation that the funds be used as described in the proposal. By July 15, 2018, local governments should submit a progress/final report detailing the outcomes and expenditures of the grant including copies of invoices/receipts for each expenditure paid by grant funds. The final report form can be found at [www.nccommerce.com/rd/rural-grants-programs/forms](http://www.nccommerce.com/rd/rural-grants-programs/forms).

We look forward to working with you on this downtown revitalization project in your community. If you have any questions or need any additional information, please contact Melody Adams at [melody.adams@nccommerce.com](mailto:melody.adams@nccommerce.com).

Sincerely,

George Sherrill  
Chief of Staff

cc: Melody Adams, Director, Rural Development Division

## Trails & Open Space Committee appointment

Attachment(s): yes

MEETING DATE: SEPTEMBER 12, 2017

### STAFF COMMENTS / RECOMMENDATION:

The TOS Committee has one resident opening: a member's term expired in June, the opening is not a mid-term vacancy, and the term for a new appointee would expire June 2019. **Muhammad Ejaz** applied and he met with the interviewing subcommittee, which is expected to have a recommendation. Any motion to appoint needs to clarify the term assignment. Attachments include the application and current roster. Relevant sections of the Consolidated Committee Ordinance include:

#### Relevant appointment terms for all committees:

- "Appointments and re-appointments to all committees shall be made on the basis of the fiscal year, except those appointments made to fill vacancy. New applications to serve on any committee must be received by May 15 each year for appointments beginning July 1...."
- "Applications for committee membership shall be forwarded by the Town Clerk or Town Manager to a Town Council subcommittee consisting of the Mayor Pro-Tem and a designated Council member. The subcommittee shall evaluate and/or interview each applicant in a timely manner and make an appointment recommendation to Council. Committee members serve solely at the pleasure of Council and it shall make all appointments."
- "Each member may serve concurrently up to three, two-year terms (six years total)...."

TOS purpose: "Advises regarding greenways, trails, open space, and improving connectivity among neighborhoods and amenities; addresses related policy areas within the Comprehensive Plan."

TOS membership: "Membership shall include seven to nine residents and three ex-officio members – the Town Manager, a designated Guilford County Parks representative, and a designated Greensboro Urban Area Metropolitan Planning Organization (GUAMPO) representative. Other ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the nine-voting-member maximum."

TOS qualifications: "Knowledge of and interest in greenways, trails, community connectivity, community recreation, environmental-related engineering, and open space; professional experience in one or more of these subject areas."

TOS duties and responsibilities: "Advise on establishing and maintaining trails and open space within authorized budgetary levels; recommend to the Council land and designated areas to be set apart for use for trails and open space; advise the Council as to controls for and operation of trails and open space which are owned or

(continued)



## AGENDA ITEM

Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358

ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com

*controlled by the town; recommend to the Council regulatory control, rules, and measures for use of town-owned or town-controlled trails and open space; submit an annual committee budget; advise on the development of cooperative arrangements with other organizations and groups when it will further town objectives related to trails and open space; report to the Town Manager and Council the community's needs and desires with respect to trails and open space; make recommendations with respect to encouraging proper and safe uses of trails and increased public participation; maintain records and prepare reports of activities and expenditures as requested by the Town Manager and Council; serve as advocates to the community and to the Council in promoting trails and open space as it seeks to enhance the quality of life for Summerfield citizens."*

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### NOTES:

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### TOWN COUNCIL COMMENTS / ACTION:

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## COMMITTEE/BOARD APPLICATION



<b>APPLICANT INFORMATION</b>				<b>COMMITTEE/BOARD APPLYING FOR:</b> TRAILS & OPEN SPACE COMMITTEE			
last name	EJAZ	first	MUHAMMAD	m.i.	S	preferred name	SHAKIR
street address	7258 WYATT DRIVE						
city	SUMMERFIELD	state	NC	zip	27358		
phone	612-802-2280		email	SHAKEJAZ@YAHOO.COM			
Do you have any felony convictions that relate to fitness for membership?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	If yes, explain.				
Do you currently serve on a town committee?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	If yes, explain.				
Do you have any immediate family members that currently serve on a town committee?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	If yes, explain.				
Most boards/committees meet in the evenings. Are you available for night meetings?						yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>
<b>REASONS AND MOTIVATION FOR WANTING TO SERVE ON THIS COMMITTEE/BOARD</b>							
WISH TO SEE SUMMERFIELD CONTINUE TO PROSPER AS A SAFE AND HEALTH CONSCIOUS TOWN THAT PROMOTES VIBRANT, ACTIVE LIFESTYLES WHILE PRESERVING ITS SUBURBAN CHARM.							
<b>RELEVANT KNOWLEDGE, SKILLS, OR EDUCATION</b>							
Please attach a resume or tell us about any skills, experience, or education you have relative to this committee or board. This may include the following: school, apprenticeships, vocational training, military training, classes or workshops you have attended, special job-related skills and qualifications acquired from employment, professional registrations, licenses or certifications, and/or other training or experience.							
ME AND MY WIFE ARE PHYSICIANS BY PROFESSION, MYSELF ENJOY BAKING AND RUNNING NOW, WIFE WAS A NATIONAL SWIMMER. BOTH BELIEVE STRONGLY IN BEING ABLE TO CONVEY THE IMPORTANCE OF ACTIVE LIFESTYLES TO OUR 2 DAUGHTERS, MOVED FROM MINNEAPOLIS 4 YEARS AGO.							



## COMMITTEE/BOARD APPLICATION



### ETHICS AND CONFLICTS OF INTEREST

The Town of Summerfield requires that all committee/board members adhere to the following code of ethics included in the Consolidated Committee Ordinance (O-2015-02). Each committee member is expected to act in a manner to maintain their integrity and independence, yet be responsive to the interests and needs of the town, Council, and staff.

1. Committee members shall understand the committee's role as an advisory one and respect the decisions made by the Council and staff.
2. Committee members have legitimate interests (economic, professional, and vocational) of a private nature. Committee members shall not be denied, nor should they deny to other committee members or citizens the opportunity to acquire, retain, and pursue private interests, economic or otherwise, except when conflicts with their responsibility to the public cannot be avoided. Committee members must exercise their best judgment to determine when this is the case.
3. Committee members will understand that the actions of their committee may interfere with, or be counter to, the actions of another committee of the Town. When this occurs, it is incumbent upon committee members to properly discuss the issues arising from such conflict and be willing to accept the decisions made by other committees, staff, and Council as acting in the best interest of the citizens of Summerfield.
4. Committee members should conserve town resources in their charge and employ town equipment, property, funds, and personnel only in legally-permissible pursuits and in a manner that exemplifies excellent stewardship.
5. Committee members have a fiduciary duty (see "Definitions") to the town and committee, not their own or other private interests. Any possible fiduciary conflicts shall be disclosed to the committee, Town Manager, and Council.
6. At the Council's discretion, a background check may be performed on any committee applicant.

By signing below, you are agreeing that you will abide by the above ethics and all rules of procedure established by the Town of Summerfield for volunteer committee/board members.

### DISCLAIMER AND SIGNATURE

I certify that all of the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or information may be grounds for rejection of my application or dismissal if appointed.

Signature \_\_\_\_\_

Date 08-01-2017

The Town of Summerfield is an Equal Opportunity Employer (EOE) and considers applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally-protected status.

Please mail completed application form to:  
Town of Summerfield, Attn.: Town Clerk, PO Box 970, Summerfield, NC 27358  
or hand deliver to: 4117 Oak Ridge Road, Summerfield, NC 27358.



**TRAILS AND OPEN SPACE COMMITTEE ROSTER**

UPDATED AUGUST 2017

“Membership shall include seven to nine residents and three ex-officio members – the Town Manager, a designated Guilford County Parks representative, and a designated Greensboro Urban Area Metropolitan Planning Organization (GUAMPO) representative. Other ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the nine-voting-member maximum.”

**Resident/voting members:**

**Sue Beeson**  
5112 Medearis St, SFD  
643-3838 [ssabeeson@aol.com](mailto:ssabeeson@aol.com)  
Member since 7/13  
Reappt. 7/15 (2<sup>nd</sup> term), Term exp. 6/17

**Jane Doggett**  
7986 Highfill Rd, SFD  
643-3236 [doggettja@bellsouth.net](mailto:doggettja@bellsouth.net)  
Member since 7/13  
Reappt. 7/15 (2<sup>nd</sup> term), Term exp. 6/17

**Nancy Hess**  
7726 Twin Leaf Trl, SFD  
643-6079/644-2080/215-1820  
[nancy.hess@bhhsyostandlittle.com](mailto:nancy.hess@bhhsyostandlittle.com)  
Member since 7/13  
Reappt. 7/15 (2<sup>nd</sup> term), Term exp. 6/17

**Alice Patterson**  
5084 Bunch Rd, SFD  
644-1633/580-4439 [alicecongerpatterson@gmail.com](mailto:alicecongerpatterson@gmail.com)  
Member since 7/13  
Reappt. 7/15 (2<sup>nd</sup> term), Term exp. 6/17

**Tim Sessoms**  
6507 Horseman Trl, SFD  
(C) 803-0322 [tsessoms@getcrg.com](mailto:tsessoms@getcrg.com)  
Member since 12/16  
Appt. 12/16 (1<sup>st</sup> term), Term exp. 6/19

**Martin Webb**  
7159 Strawberry Rd, SFD  
707-7026 [mwebb7159@gmail.com](mailto:mwebb7159@gmail.com)  
Member since 3/16  
Appointed 3/16, Term exp. 7/18

**Jason Webster**  
7006 Cross Hook Ct, SFD  
517-7785 [websterjason@mac.com](mailto:websterjason@mac.com)  
Member since 7/13  
Reappt. 7/15 (2<sup>nd</sup> term), Term exp. 6/17

**Trudy Whitacre**  
5115 Bunch Rd, SFD  
643-2131 [tkwhitacre@gmail.com](mailto:tkwhitacre@gmail.com)  
Member since 7/13  
Reappt. 7/15 (2<sup>nd</sup> term), Term exp. 6/17

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**Non-voting ex-officio members**

**Scott Whitaker, Town Manager**  
520-7469 [swhitaker@summerfieldgov.com](mailto:swhitaker@summerfieldgov.com)

**Matthew Wallace, Guilford Co. Parks rep**  
641-3544 [mwallac@myguilford.com](mailto:mwallac@myguilford.com)

**Dan Amstutz, GUAMPO rep**  
373-2921 [Daniel.Amstutz@greensboro-nc.gov](mailto:Daniel.Amstutz@greensboro-nc.gov)

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Chair: Jane Doggett; Vice-chair: Sue Beeson  
Sec.: Martin Webb; Treas.: Jason Webster



## Zoning Board appointment

Attachment(s): yes

MEETING DATE: SEPTEMBER 12, 2017

### STAFF COMMENTS / RECOMMENDATION:

An applicant has applied to serve on the Zoning Board. It currently has 5 members and 3 alternates. Four alternates were appointed this past April, 1 left to serve on a town committee, and the applicant understands the consideration is for alternate membership initially.

Zoning Board membership is not subject to the Consolidated Committee Ordinance, but is instead an administrative board governed by NCGS 160A-361 and the Summerfield Development Ordinance. The statute requires a minimum of 3 members and our ordinance requires a minimum of 5 members within section 9-2.2. Section 9-1.5 also addresses terms (3-year terms with no maximum number of consecutive terms). The Zoning Board by-laws state that alternate members shall have the same powers and duties as regular members and they are appointed to participate in meetings in the absence of regular members." The Ordinance does not restrict the number of alternates allowed.

Jaison Sheppard applied and he met with the interviewing subcommittee, which is expected to have a recommendation. Attachments include the application and current roster. Any motion to appoint needs to specify a 3-year term.

### NOTES:

### TOWN COUNCIL COMMENTS / ACTION:



# COMMITTEE/BOARD APPLICATION



APPLICANT INFORMATION			COMMITTEE/BOARD APPLYING FOR:				
last name	Sheppard	first	Jason	m.i.	R	preferred name	Jason
street address		7719 Draper Drive					
city	Summerfield	state	North Carolina	zip	27358		
phone	919 232 1929	email					
Do you have any felony convictions that relate to fitness for membership?		yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	If yes, explain.			
Do you currently serve on a town committee?		yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	If yes, explain.			
Do you have any immediate family members that currently serve on a town committee?		yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	If yes, explain.			
Most boards/committees meet in the evenings. Are you available for night meetings?						yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>

## REASONS AND MOTIVATION FOR WANTING TO SERVE ON THIS COMMITTEE/BOARD

As a life long and permanent resident of Summerfield I know that I belong on a committee that is instrumental in the molding of our towns future. My family has been here since 150 was a dirt road, I graduated from Northwest Guilford and have seen our communities tremendous growth through the years. As this growth continues I want to make sure Summerfield does not lose it name sake - the field of Summer.

## RELEVANT KNOWLEDGE, SKILLS, OR EDUCATION

Please attach a resume or tell us about any skills, experience, or education you have relative to this committee or board. This may include the following: school, apprenticeships, vocational training, military training, classes or workshops you have attended, special job-related skills and qualifications acquired from employment, professional registrations, licenses or certifications, and/or other training or experience.

In addition of attached resume I have also participated in politics on a state and local level although never serving on ~~an~~ official board.

See Attached Resume



# COMMITTEE/BOARD APPLICATION



## ETHICS AND CONFLICTS OF INTEREST

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5. Committee members have a fiduciary duty (see "Definitions") to the town and committee, not their own or other private interests. Any possible fiduciary conflicts shall be disclosed to the committee, Town Manager, and Council.
6. At the Council's discretion, a background check may be performed on any committee applicant.

By signing below, you are agreeing that you will abide by the above ethics and all rules of procedure established by the Town of Summerfield for volunteer committee/board members.

## DISCLAIMER AND SIGNATURE

I certify that all of the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or information may be grounds for rejection of my application or dismissal if appointed.

Signature Jason Sheppard Date 7/20/17

The Town of Summerfield is an Equal Opportunity Employer (EOE) and considers applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally-protected status.

Please mail completed application form to:  
Town of Summerfield, Attn.: Town Clerk, PO Box 970, Summerfield, NC 27358  
or hand deliver to: 4117 Oak Ridge Road, Summerfield, NC 27358.

7719 Draper Dr.  
Summerfield, NC 27358

Cell (336) 423-6884  
Home (336) 643- 9758  
sheppardj2563@students.rockinghamcc.edu

## Jaison R. Sheppard

<b>Objective</b>	To obtain a position that challenges me to use my knowledge and experience to drive results, and improve productivity in an ever-changing economic environment.
<b>Experience</b>	<p>May 2011 – Sept 2014      Advanced Battery Technologies      Greensboro, NC</p> <p><b>Field Service Technician</b></p> <p>Started as shop technician diagnosing issues with wet cell industrial batteries and industrial chargers.</p> <p>Moved into position as field technician diagnosing and fixing issues with industrial batterie ranging from 12V to 80 V at customer sites from Wisconsin to Georgia.</p> <p>Factory training and certification on Hawker industrial batteries and chargers</p> <p>240V and 480V electrical service and diagnostic experience.</p> <p>Oct 2008 – July 2010      AAA Automotive      Greensboro, NC</p> <p><b>Automotive Technician (C Class)</b></p> <ul style="list-style-type: none"><li>• Started as a Lube Technician performing LOF's, tire rotation and balances,</li><li>• Received promotion to C Level Technician to perform brake repairs including pad replacement and rotor resurfacing using Aamco bench top brake lathe, fluid evacuation and bleeding of lines</li><li>• Own tools ranging from hand wrenches to OBD I and II scan tool</li></ul> <p>Feb 2008-Sept 2008      Triad International Maintenance Corporation      Greensboro, NC</p> <p><b>Structural Repair Technician</b></p> <ul style="list-style-type: none"><li>• Performed major and minor repairs on DC/MD 10's and Airbus A300's</li><li>• Used Boeing blueprints to form parts from stock sheet aluminum and titanium using brakes, shrinker stretchers and die grinders.</li><li>• Installed parts onto aircraft using rivets, hiloks and cherrymax blind fasteners.</li></ul> <p>Feb 2006–Dec 2007      Jaison's Mobile Automotive Service      High Point, NC</p> <p><b>Owner</b></p> <ul style="list-style-type: none"><li>• Traveled throughout Triad area to provide light automotive services from oil changes to CV axle replacement.</li><li>• Responsible for all clerical duties including accounting, ordering parts, and scheduling appointments</li><li>• Featured in Greensboro News and Record article in July 2006</li></ul> <p>June 1999–Sept 2006      Frito Lay      High Point, NC</p> <p><b>Distribution Center Warehouse II</b></p> <ul style="list-style-type: none"><li>• Performed usual warehouse duties including unloading of trailers, moving of trailers on yard and light maintenance work throughout the DC, and on warehouse forklifts</li><li>• Cross-trained as a back-up customer service representative, maintained inventory filters and crewing for one shift</li><li>• Supported Product Supply Lead by ordering product, scheduling inbound and</li></ul>



**ZONING BOARD ROSTER** *UPDATED JUNE 2017*

"Members and Alternate Members of the Board shall serve a term of three (3) years... Members shall serve at the will of the Town Council, with no maximum number of consecutive terms... The Zoning Board shall consist of at least five (5) members and may have alternates, appointed by the Governing

**Richard L. (Dick) Feulner, Chair**

3507 Windswept Dr, SFD  
(H) 643-5680  
[DFeulner@triad.rr.com](mailto:DFeulner@triad.rr.com)  
Member since: 6/03 (5<sup>th</sup> term)  
Reappt. 2/15, Term exp. 2/18

**George (Jeff) Davis, Vice-Chair**

3100 Annry Dr, SFD  
(H) 643-3204 (W) 298-4653  
[GJD8650@aol.com](mailto:GJD8650@aol.com)  
Member since: 01/11 (3<sup>rd</sup> term)  
Reappt. 3/17, Term exp. 3/20

**Kathy Rooney**

7130 Rabbit Hollow Rd, SFD  
(H) 643-7878 (C) 209-0378  
[info@rolfingassociates.com](mailto:info@rolfingassociates.com)  
Member since: 11/07 (4<sup>th</sup> term)  
Reappt. 6/16, Term exp. 7/19

**Trudy Whitacre**

5115 Bunch Rd, SFD  
(H) 643-2131  
[tkwhitacre@triad.rr.com](mailto:tkwhitacre@triad.rr.com)  
Member since: 3/00 (6<sup>th</sup> term)  
Reappt: 2/15, Term exp. 2/18

**Scott Henson**

7900 Winterbourne Dr, SFD  
(H) 740-4655 (W) 393-4574  
[hensoncs@sbcglobal.net](mailto:hensoncs@sbcglobal.net)  
Member since: 2/11(3<sup>rd</sup> term)  
Reappt. 4/17, Term exp. 4/20

**ALTERNATES**

**Clint Babcock**

5802 Hencon Farm Rd, SFD  
336-918-0256  
[cbabcock@triad.rr.com](mailto:cbabcock@triad.rr.com)  
Member since: 4/17 (1<sup>st</sup> term)

**ALTERNATES (continued)**

**Walter Doggett (Clark)**

7986 Highfill Rd, SFD  
336-202-8899  
[KG4HOM@hotmail.com](mailto:KG4HOM@hotmail.com)  
Member since: 4/17 (1<sup>st</sup> term)  
Term exp. 4/20

**Francis Ficca (Frank)**

6300 Westcott Dr, SFD  
336-937-2985  
[fficca@gmail.com](mailto:fficca@gmail.com)  
Member since: 4/17 (1<sup>st</sup> term)  
Term exp. 4/20

**STAFF**

**Carrie Spencer, Planning Director**

336-643-8681  
[cspencer@summerfieldgov.com](mailto:cspencer@summerfieldgov.com)

**Sean Taylor, Town Planner**

336-643-8681  
[staylor@summerfieldgov.com](mailto:staylor@summerfieldgov.com)

**Valarie Halvorsen, Town Clerk**

336-643-8655  
[clerk@summerfieldgov.com](mailto:clerk@summerfieldgov.com)

**William Hill, Town Attorney**

336-378-9411  
[whill@frazierlawnc.com](mailto:whill@frazierlawnc.com)

## Founders' Day Committee reappointments

Attachment(s): no

MEETING DATE: SEPTEMBER 12, 2017

### 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 qualifications:** "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."

Those listed below have expressed interest in volunteering and appropriate applications and documentation materials are on hand. The recommended slate for the 2018 event includes:

- 1) Scott Whitaker (Mgr.)
- 2) Cheryl Gore (Mgr. designee)
- 3) Dee Hall (Finance Officer)
- 4) Mark Brown (Mayor)
- 5) Ben Oldham (served last year, resident)
- 6) Jeff Goard (Parks & Rec. Mgr., ex-officio)
- 7) (Clerk or Deputy Clerk position) (ex-officio)
- 8) Kelly O'Day (served last year, resident, ex-officio)
- 9) Reece Walker (served last year, Council, ex-officio)
- 10) Lt. Fred Antonelli (served last year, Sheriff dept. rep., ex-officio)
- 11) Jenna Daniels (served last year, fire dept. rep., ex-officio)

(continued)



AGENDA ITEM

Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358

ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com



The slate above would provide 4 less than the minimum number of proposed residents (only 1 of the 5 needed), but starting the planning process in September served us well last year. The recommendation is to appoint the slate above and to recruit additional resident, voting members.

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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

---





**Council budget amendment #2 (FY17-18)**

*Attachment(s): yes*

MEETING DATE: SEPTEMBER 12, 2017

**STAFF COMMENTS / RECOMMENDATION:**

The attached budget amendment memo should be self-explanatory. The finance officer and manager will be on hand to answer any questions.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



August 29, 2017

Re: **Council budget amendment #2 (FY17-18)**

Summerfield Town Council:

As provided in the approved 2017-2018 Budget Ordinance, the "The Finance Officer may not transfer any amounts between line items...except as approved by the Town Council." The following action is requested:

Adjust amounts between line items as follows:

2010304: Governing Body/Gov Body Services/Council Miscellaneous increase \$750.00 from \$250.00 to \$1,000.00

3010212: Administration/ Administration Operating Expenses/ Administration Miscellaneous Expense increase \$9,000.00 from \$6,000.00 to \$15,000.00

1010701: Revenue/ Transfer from Fund Balance/ Transfer from Undesignated Fund Balance increase \$9,750.00 from \$1,284,516.00 to \$1,294,266.00

Additional funds are needed in the FY2017-18 budget for law enforcement at council meetings and for the deputy clerk until a clerk is hired. Funds will be taken from undesignated fund balance to cover this additional cost.

Respectfully,

Dee Hall  
Finance Officer



**Accounting of public records requests**

*Attachment(s): no*

MEETING DATE: SEPTEMBER 12, 2017

**STAFF COMMENTS / RECOMMENDATION:**

Public records requests continue to require a significant amount of staff and attorney time despite a high level of transparency locally. A Council request was recently made to account for time and resources invested in filling such requests thus far for 2017. Outstanding requests are currently being processed and updated information will be discussed at the meeting.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**