



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE August 11, 2009

Agenda Item #	
9A	
Consent Agenda	_____
Regular Agenda	✓ _____

ITEM TO BE CONSIDERED

Subject

Appoint Suzanne Hock to Parks & Recreation Committee

Requested Action

Requested By: M. Brandt Dept./Committee Administration

Signature _____ Attachments YES NO

Date: _____ Length of Presentation 5 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer	NO			
Budget Amendment required	NO			
Town Attorney	NO			
Town Planner				
Town Manager	NO			
Other _SPARC				

Manager recommends appointment.
SPARC Committee chair recommends appointment

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
9B	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Discussion of ABC Board Vacancy

Requested Action

Staff is seeking direction from Council regarding vacancy position

Requested By: M. Brandt Dept./Committee Administration

Signature _____ Attachments YES _____ NO

Date: _____ Length of Presentation 10 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				

Betsy Ingram's term on the ABC Board has expired and she does not wish to be reappointed. Manager recommends either appointing a Town Council or staff member to fill position or seek volunteers for appointment. ABC Board meets once a month.

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
9C	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Discussion of Fund Raising Policy

Requested Action

Staff requests review of Solicitation, Acceptance, and Distribution of Monetary and Non-Monetary Donations Policy

Requested By: B. Strickland, M. Brandt, D. Luther Dept./Committee Town Council

Signature _____ Attachments YES NO

Date: _____ Length of Presentation 30 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer	YES	<input checked="" type="checkbox"/>		
Budget Amendment required				
Town Attorney	YES			
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

A draft policy is attached that addresses both monetary donations and non-monetary donations through both fundraising campaigns and individual donations made by citizens or businesses.

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
9D	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Risk Assessment and Internal Control Policy

Requested Action

Staff requests review of new Risk Assessment and Internal Control Policy

Requested By: D. Luther Dept./Committee Administration

Signature _____ Attachments YES NO

Date: 31-Jul-09 Length of Presentation 15 min

REVIEW PROCESS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer	YES	<input checked="" type="checkbox"/>		
Budget Amendment required				
Town Attorney	YES			
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

STAFF RECOMMENDATIONS/COMMENTS

Staff recommends adoption of new Risk Assessment and Internal Control Policy based on recommendation of the auditor that this version is a better and more effective policy than previous version.

TOWN COUNCIL ACTION/COMMENTS



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9F	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Citizen Petition to Change the form of Government from Council/Manager back to Council/Mayor

Requested Action

Mr. Crawford has requested that above referenced petition be placed on the agenda for certification by the Governing Body to be placed on the next available election ballot

Requested By: Mr. Crawford Dept./Committee _____
 Signature _____ Attachments YES _____ NO
 Date: 8/3/09 Length of Presentation 30 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney	YES			
Town Planner				
Town Manager				
Other _____				

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
9G	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED	
Subject	Community Based Organization Policy
Requested Action	<p>Finance Officer is presenting information gathered regarding Town of Summerfield Community Based Organization funding process and policy</p> <hr/> <p>Requested By: <u>Town Council</u> Dept./Committee <u>Administration</u></p> <p>Signature _____ Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Date: <u>31-Jul-09</u> Length of Presentation <u>15 min</u></p>

REVIEW PROCESS				STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				See Attached Memo
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				
TOWN COUNCIL ACTION/COMMENTS				



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Agenda Item #	
10A	
Consent Agenda	_____
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject	Park Facilities Rental Agreement
Requested Action	Staff requests action to approve the Park Facilities Rental Agreement
Requested By: <u>Michael Brandt</u>	Dept./Committee <u>Parks & Rec</u>
Signature _____	Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date: _____	Length of Presentation _____

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer	YES	✓		
Budget Amendment required				
Town Attorney	YES	✓		
Town Planner				
Town Manager	YES	✓		
Other _____				

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
10B	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Volunteer Appreciation Event

Requested Action

Staff requests direction as to type of event and date of event Council wants to provide.

Requested By: V. Halvorsen Dept./Committee Administration

Signature _____ Attachments YES NO

Date: _____ Length of Presentation 10 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review	Approved		Attachment
	Required	YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager	YES			
Other _____				

During the April 14, 2009 meeting, Council decided by consensus to have the Volunteer Appreciation Event during the fall. A date needs to be decided on. Available dates of the Community Center are attached.

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
10C	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Musco Sports Lighting contract

Requested Action

Staff is requesting approval to enter into contract for the purchase of Sports Lighting from MUSCO.

Requested By: M. Brandt Dept./Committee Parks & Rec

Signature _____ Attachments YES NO

Date: _____ Length of Presentation 15 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer	YES	<input checked="" type="checkbox"/>		
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

Staff is requesting approval to enter into contact with MUSCO lighting for the purchase of lighting for two baseball/softball fields for phase one of the SAP. The Town is "piggybacking" on a contract negotiated between Jacksonville FL and Musco to provide the best pricing available to municipalities and governments. The Town has the option to purchase the lights outright for \$192,000 installed, or to enter into an installment purchase plan for five, seven, or ten years (see attached). It is the recommendation of staff to purchase the lights outright instead of through an installment purchase. The Town would be charged between 5.56% and 6.16% in interest. The second phase lights, not part of this proposed contract, are \$206,000. For more information about MUSCO their website is www.musco.com.

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Agenda Item #

10D

Consent Agenda _____

Regular Agenda _____

ITEM TO BE CONSIDERED

Subject

Resolution of Intent to Auction vacant residential structure at 5200 US 220 North

Requested Action

Staff requests approval of Resolution of Intent to Auction vacant residential structure at 5200 US 220 North

Requested By: Town Council Dept./Committee _____

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney	YES	✓		
Town Planner				
Town Manager	YES	✓		
Other _____				

Town Council requested staff investigate possibility of auctioning residential property at 5200 US 220 North located on the SAP property. If approved, staff will develop advertising plan and auction the property on Govdeals auction website. If successfully auctioned and moved the Town will be credited the cost of demolition from RP Murray construction contract.

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Agenda Item #	
10E	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Soil Testing for Summerfield Athletic Park

Requested Action

Staff requests approval to enter into contract with the most qualified applicant for geo-technical soil testing for construction at Summerfield Park with a do not exceed amount of \$20,000.

Requested By: M. Brandt Dept./Committee Parks & Rec

Signature _____ Attachments YES _____ NO X

Date: _____ Length of Presentation _____

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				

Staff is currently working to bid the soil testing work necessary for the construction of the SAP. The service providers have indicated that inspections for work related to NCDOT road work is more intensive than required for other soil testing. Therefore staff is requesting authority to enter into a contract with the most qualified service provider with a do not exceed amount of \$20,000.

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10F	
Consent Agenda	_____
Regular Agenda	✓ _____

ITEM TO BE CONSIDERED

Subject

Approvae new Planning & Development Fee Schedule

Requested Action

Requested By: Michael Brandt Dept./Committee Planning

Signature _____ Attachments YES NO

Date: _____ Length of Presentation 10 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				

This was originally presented as part of the budget but was not adopted by Town Council at that time. It has been brought back before you for approval

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Agenda Item #	
11A	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Discussion of property available for purchase for Town use in downtown Summerfield

Requested Action

No Action Required

Requested By: _____ Dept./Committee _____

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				

See attached information

TOWN COUNCIL ACTION/COMMENTS
