



TOWN OF SUMMERFIELD TOWN COUNCIL
 MEETING DATE January 12, 2010

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

ITEM TO BE CONSIDERED

Subject

Discussion on Long Range Planning for Town Properties/Facilities

Requested Action

Discuss and provide guidance to staff regarding land acquisition for Town Hall or other facilities. This issue was tabled from an earlier meeting's discussion of the Jones Property as a possible site for a Town Hall. Staff is has been contacted by numerous property owners that have shown interest in selling property to the Town in Summerfield Road area.

Requested By: Town Council Dept./Committee _____

Signature _____ Attachments YES _____ NO

Date: 4-Jan-10 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 _____				

Staff recommends that Council give direction to staff to make further inquiries with property owners and plan for a Special Meeting later in January or early February to discuss sites in more detail.

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

Town Hall window tinting

Requested Action

Discuss and give direction staff regarding purchase of window tinting for Town Hall to protect Museum Collection and control temperature throughout the building.

Requested By:	<u>Michael Brandt, Town Manager</u>	Dept./Committee	<u>Administration</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>30-Dec-09</u>	Length of Presentation	<u>15 min.</u>

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

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

The issue of tinting the windows of Town Hall was raised more than a year ago by the Historical Committee to help protect the Muesum 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.

When this issue was brought forward in the past Councilwoman Flowers did not want staff approving this material without Council review, so while this request for expenditure meets the requirements of Town Manager approval, I am bringing it before Council for final approval to contract for the intallation of the protective film.

TOWN COUNCIL ACTION/COMMENTS



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MEETING DATE January 12, 2010

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

ITEM TO BE CONSIDERED

Subject

Update on US 220 widening

Requested Action

No Action Required

Requested By: M. Brandt, Town Manager Dept./Committee Administration

Signature _____ Attachments YES _____ NO

Date: 30-Dec-09 Length of Presentation 5 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

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

This is to update Town Council on the US 220 widening project and the work being carried out by Kimley-Horn. DOT has informed KH that a new traffic study is underway, therefore it is delaying KH'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, KH and DOT can review and determine if new signals are now warranted.

In other related news, 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.

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

ITEM TO BE CONSIDERED

Subject

Fiscal Year 2011 Budget Planning

Requested Action

Staff is seeking input into what issues and concerns Council would like to discuss as part of the budget workshops, when Council is available for workshops in February, and any other concerns or direction that Council wants to give to Staff.

Requested By: M. Brandt, Town Manager Dept./Committee Administration

Signature _____ Attachments YES _____ NO

Date: 4-Jan-10 Length of Presentation 15 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 _____				

Based on comments made by Council, committees, and the public in past fiscal years, staff is attempting to develop a budget process that provides for better flow of information between staff, committees, Council, and the public at large. Staff is seeking guidance in the development of this budget process- what has worked, what has not worked, what do you want to see different, what are your priorities for the **budget process** (not the budget- that will be discussed at the budget workshops).

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

ITEM TO BE CONSIDERED

Subject

Update on internal processes and "Continuous Improvement"

Requested Action

No Action Required

Requested By:	<u>M. Brandt, Town Manager</u>	Dept./Committee	<u>Administration</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>15-Dec-09</u>	Length of Presentation	<u>10 min.</u>

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 _____				

I have 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 I 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 I am calling this our Plan for "Continuous Improvement". Unless given different direction by Council, these management tools will be expanded and more fully developed in the future. We can also discuss them in more detail at the budget workshop.

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

ITEM TO BE CONSIDERED

Subject

Purchase of Bermuda Grass Sprigs for Athletic Park

Requested Action

Allow Manager to bid and approve a contract to purchase Bermuda grass sprigs for the fields at the Athletic Park- The contact approval amount not to exceed \$30,000.

Requested By: M. Brandt, Town Manager Dept./Committee Administration

Signature _____ Attachments YES _____ NO

Date: 4-Jan-10 Length of Presentation 10 min.

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 _____				

Staff requests approval to bid and contract for the planting of Bermuda grass sprigs. Preliminary estimates indicate that this will not cost more than \$30,000; therefore I am requesting an approval amount not to exceed \$30,000. Council approval would be required for any amount over \$30,000. Although the sprigs will not be installed until the summer, the purchase contract must be made now to guarantee quality product is available.

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12A	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Discussion of Ethics Policy

Requested Action

Review and adopt new Ethics Policy

Requested By: Mayor Mark Brown Dept./Committee _____

Signature _____ Attachments YES NO

Date: 4-Jan-10 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				
Other _____				

GS160A-83 requires adoption of a code of ethics by January 2011. Attached is an overview of the law, an ethics policy passed by the town in 2005, a modification of that policy by Bill Hill, and the related statutes.

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Agenda Item #	
12B	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject	Discussion of Ethics Training
Requested Action	Discuss and determine if attending proposed Ethics Training
Requested By:	<u>Mayor Mark Brown</u> Dept./Committee _____
Signature	_____ Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>4-Jan-10</u> Length of Presentation _____

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

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Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				

House Bill 1452 requires all members of governing boards to complete 2 hours of ethics training. The Guilford County Board of Commissioners will offer the training on February 16, 2010.

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Agenda Item #	
12C	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

MPO Survey

Requested Action

Review and provide comment on MPO survey

Requested By: Mayor Mark Brown Dept./Committee _____

Signature _____ Attachments YES NO

Date: 4-Jan-10 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 Documents

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Agenda Item #	
12D	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Manager Evaluation Forms

Requested Action

Review and Discuss

Requested By: Mayor Mark Brown Dept./Committee _____

Signature _____ Attachments YES NO

Date: 4-Jan-10 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 Documents

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Agenda Item #	
12E	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Resolution in Support of Evaluating and Revising the NC Transportation Equity Formula

Requested Action

No action Required

Requested By: Mayor Mark Brown Dept./Committee _____

Signature _____ Attachments YES NO

Date: 4-Jan-10 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 _____				

Becky Smothers, High Point Mayor, has requested that other municipalities join them in adopting a resolution to examine and reevaluate the NC Transportation Equity Formula.

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12F	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Subject

Discussion of Resolution 2006-10 Providing Compensation to the Mayor and Town Council Members for Service

Requested Action

Provide policy guidance to staff regarding payment of stipend during Council change-over

Requested By: W. Hill, Town Attorney Dept./Committee Administration

Signature _____ Attachments YES NO

Date: 4-Jan-10 Length of Presentation 15 min

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				
Other _____				

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 sat). Attached are a series of emails between Ms. Strickland, Finance Officer Dana Luther, and attorney Bill Hill. As this appears to be a legal matter of determining the "intent" of Council in passing the resolution, Mr. Hill believes that only Council has the authority to determine when the stipend should or should not be paid to an outgoing Council member.

TOWN COUNCIL ACTION/COMMENTS