



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE July 13, 2010

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

ITEM TO BE CONSIDERED

Title from Agenda

Update on new Personnel Policy Manual

Requested Action

Review and comment on proposed Personnel Policy manual

Requested By: M. Brandt Dept./Committee Administration

Signature _____ Attachments YES NO

Date: 1-Jul-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	YES	✓		
Other _____				

Due to the large number of both substantive and gramatical changes to the policy it is recommended that Council approve the entire document instead of approving just the pages that had changes. Attached is a memo with descriptions of the major changes. Staff is requesting that Council review the document and place on the agenda for August approval.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL
 MEETING DATE July 13, 2010

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

ITEM TO BE CONSIDERED

Title from Agenda

Update on Community Park well sites

Requested Action

Provide guidance to staff regarding well sites at Community Park

Requested By: M. Brandt Dept./Committee Administration

Signature _____ Attachments YES _____ NO

Date: 1-Jul-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 upon reports and other information I have received, I have ordered testing for the two existing town wells at SCP for petroleum and radium contamination. The first well drilled by the Board of Ed. found levels of radium in excess of that allowed for the potable use of the well. Town staff was verbally told that benzene was found in the second well. However after reviewing well tests provided by the school, there is no indication that the contamination exists in the 2nd well. The Board of Ed is not going to use either well drilled at SCP, and have offered the wells to the Town and the Community Center. At this time there is not an immediate need for either well, but either or both could be used for irrigation or other uses. Staff is requesting Council input into whether the wells should be closed or capped and maintained for possible future use. Approval by the Community Center Board would be required for usage of the 2nd well.

TOWN COUNCIL ACTION/COMMENTS



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MEETING DATE July 13, 2010

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

ITEM TO BE CONSIDERED

Title from Agenda

Update on Historic Landmark Designation for Summerfield Gym

Requested Action

No action required

Requested By: M. Brandt Dept./Committee Historical

Signature _____ Attachments YES _____ NO

Date: 1-Jul-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 _____				

Staff and Historic Committee chair met with contractor regarding the nomination of the Gym for the National Register of Historic Places. Concerns regarding position of the Board of Education and timeline for approval were discussed. The Board of Ed., as a public body, can not prevent nomination of buildings or structures owned by them. Therefore no action by the Board of Ed is required to continue with the process. Due to the large number of applications and limited staff at the State the application will not be reviewed for final approval until February 2011 at the earliest. However, since the building is on the study list it is already granted certain protections from structural changes and demolition.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of contract with Glenn Harbeck Associates Inc

Requested Action

Staff is requesting approval of the contract with Glenn Harbeck Associates Inc in an amount to not exceed \$215,000 for the purpose of developing a Unified Development Ordinance and a small area plan for Summerfield Road.

Requested By:	<u>M. Brandt</u>	Dept./Committee	<u>Planning</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>1-Jul-10</u>	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 _____				

Project is budgeted as part of the 2011 FY budget and is part of the implementation of the Summerfield Comprehensive Plan. The UDO is an 18 month process the small area plan is projected to be eight - ten months.

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13A	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of Audit Contract

Requested Action

Approve Audit Contract with Rouse, Rouse, Penn and Rouse in an amount not to exceed \$8,100

Requested By: Dana Luther Dept./Committee Administration
 Signature _____ Attachments YES NO
 Date: 1-Jul-10 Length of Presentation _____

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 _____				

Staff is satisfied with the work of current auditor and request approval of the contact to continue working with Rouse, Rouse, Penn, and Rouse LLC for the 2010 audit.

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
13B	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of Statewide Mutual Aid and Assistance Agreement

Requested Action

Consider approval of Statewide Mutual Aid and Assistance Agreement

Requested By: M. Brandt Dept./Committee Town Council

Signature _____ Attachments YES NO

Date: 1-Jul-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 _____				

Summerfield has an approved agreement from a number of years ago, this is a revised agreement updated in 2009. Staff is requesting that the updated agreement is approved keeping us up to date to avoid any issues if a disaster were to occur in our jurisdiction requiring a mutual aid request.

TOWN COUNCIL ACTION/COMMENTS



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MEETING DATE July 13, 2010

Agenda Item #	
14A	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Title from Agenda

Update on Piedmont Triad Airport Authority Draft Master Plan

Requested Action

Requested By: M. Brown Dept./Committee Town Council

Signature _____ Attachments YES NO

Date: 1-Jul-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 _____				

You may view the documents at <http://airportmasterplan.homestead.com/Documents.html>

TOWN COUNCIL ACTION/COMMENTS