



**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** October 12, 2010

<b>Agenda Item #</b>	
<b>11A</b>	
Consent Agenda	_____
Regular Agenda	✓ _____

<b>ITEM TO BE CONSIDERED</b>	
Title from Agenda	Consideration/Approval of the Mountains To Sea Resolution (Presentation by Friends of Mountains To Sea Trail and Piedmont Land Conservancy)
Requested Action	Request approval of resolution of support
Requested By: <u>Brandt</u>	Dept./Committee <u>Administration</u>
Signature _____	Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date: _____	Length of Presentation <u>15 min.</u>

REVIEW PROCESS				STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		
		YES	NO	
Finance Committee				Comprehensive Plan implementation (Action Items 2.6 and 2.7) calls for adoption of a resolution to approve the preferred route of the Mountains To Sea Trail through Summerfield and to actively participate in the implementation of the Piedmont Greenway, an alternative route of the MST.
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager	YES			
Other _____				
TOWN COUNCIL ACTION/COMMENTS				



**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** October 12, 2010

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

**ITEM TO BE CONSIDERED**

**Title from Agenda**

Resolution Approving the Guilford County Multi-Jurisdictional Hazard Mitigation Plan

**Requested Action**

Approve Resolution

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				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager	YES			
Other _____				

Summerfield approved a draft plan in December 2009. Federal Emergency Management Agency approved the plan with minor changes, staff is requesting approval of final document.

**TOWN COUNCIL ACTION/COMMENTS**



**TOWN OF SUMMERFIELD TOWN COUNCIL**

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

**ITEM TO BE CONSIDERED**

**Title from Agenda**

Consideration/approval of Rules and Regulations Governing the Use of the Town of Summerfield Parks and Recreation Areas

**Requested Action**

Review and approve recommended rules

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				
Budget Amendment required				
Town Attorney	YES			
Town Planner				
Town Manager	YES	✓		
Other <u>SPARC</u>	YES	✓		

See attached memo

**TOWN COUNCIL ACTION/COMMENTS**



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE October 12, 2010

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

ITEM TO BE CONSIDERED	
Title from Agenda	Consideration/Approval of contract for SAP Field Maintenance
Requested Action	Request approval of contract with Brockman Lawn Care for SAP Field Maintenance
Requested By:	<u>M. Brandt</u> Dept./Committee <u>Parks &amp; Rec</u>
Signature _____	Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date: _____	Length of Presentation <u>15 min.</u>

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



**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** October 12, 2010

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

**ITEM TO BE CONSIDERED**

**Title from Agenda**

Consideration/Approval of contract for SAP Janitorial Services

**Requested Action**

Approve contract with Jani-King for janitorial services for two years, 2x per month cleaning not to exceed \$13,000 (11,640 base contract, \$1360 for additional services as needed).

Requested By:	<u>M. Brandt</u>	Dept./Committee	<u>Parks &amp; Rec</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>5-Oct-10</u>	Length of Presentation	<u>10 min.</u>

**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 _____				

Two bids were received for Janitorial Services. Jani-King was the low bidder, significantly under our budgeted amount of \$11,000 annually, and significantly lower than other bidder (Scott Crews \$26,000 annually). FY 2011 estimated contracted amount should not exceed \$6,000, a savings of \$5,000.

**TOWN COUNCIL ACTION/COMMENTS**

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**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** October 12, 2010

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

**ITEM TO BE CONSIDERED**

**Title from Agenda**

NCDOT Update on Speed Modification Devices

**Requested Action**

No action required

Requested By: M. Brandt Dept./Committee Administration  
 Signature \_\_\_\_\_ Attachments YES  NO   
 Date: 1-Oct-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 _____				

See attached memo

**TOWN COUNCIL ACTION/COMMENTS**



TOWN OF SUMMERFIELD TOWN COUNCIL  
 MEETING DATE October 12, 2010

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

**ITEM TO BE CONSIDERED**

Title from Agenda

Consideration/Approval of Exclusive Beverage Rights Agreement with Coca-Cola

Requested Action

Approve contract

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

Signature \_\_\_\_\_ Attachments YES  NO

Date: 5-Oct-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 _____				

This item will come under separate cover

**TOWN COUNCIL ACTION/COMMENTS**

\_\_\_\_\_



**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** October 12, 2010

<b>Agenda Item #</b>	
<b>12A</b>	
Consent Agenda	_____
Regular Agenda	<u>✓</u>

**ITEM TO BE CONSIDERED**

**Title from Agenda**

Committee/Board Appointments and Reappointments

**Requested Action**

Board of Adjustment: Gene Grubb, Michael Stewart, Ronald Willis. Public  
 Safety: Roxanne Gilgallon, Sheila Hutchinson

Requested By: M. Brandt Dept./Committee Administration  
 Signature \_\_\_\_\_ Attachments YES  NO   
 Date: 1-Oct-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	YES	✓		
Other _____				

Per Council instruction, each committee appointment shall be made individually. For ease of reading they are grouped under one agenda item.

The Board of Adjustment is a separate statutory committee and does not come under the purview of the Town Manager, so I have no recommendation as to their continued service, other than to state that all three re-appointments have fulfilled their duties by attending meetings and available training sessions.

I have spoken to both Roxanne Gilgallon and Shelia Hutchinson and believe that both will provide valuable service to the Public Safety Committee. Ms. Hutchinson is recommended as an ex-officio member due to the fact she resides outside the town limits. However, her specialized knowledge related to senior citizens makes her well-qualified to serve on our committee.

**TOWN COUNCIL ACTION/COMMENTS**

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**TOWN OF SUMMERFIELD TOWN COUNCIL**

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

**ITEM TO BE CONSIDERED**

**Title from Agenda**

Consideration/approval of Summerfield Road Special Area Plan Committee Membership

**Requested Action**

Appoint members to the Summerfield Road Special Area Plan Committee

Requested By: C. Anderson Dept./Committee Planning

Signature \_\_\_\_\_ Attachments YES  NO

Date: 1-Oct-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	YES	✓		
Other _____				

During last month's meeting, Council was given a list of potential committee members and was asked to make additional recommendations. A memo was submitted to Town Council last week (attached, with updates) with recommended committee membership.

**TOWN COUNCIL ACTION/COMMENTS**



**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** October 12, 2010

<b>Agenda Item #</b>	
<b>12C</b>	
Consent Agenda	<u>          </u>
Regular Agenda	<u>  ✓  </u>

**ITEM TO BE CONSIDERED**

**Title from Agenda**

Consideration/Approval of Summerfield Unified Development Ordinance Committee Membership

**Requested Action**

Appoint members to the Summerfield UDO committee

Requested By: C. Anderson Dept./Committee Planning

Signature \_\_\_\_\_ Attachments YES   ✓   NO           

Date: 1-Oct-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	YES			
Other _____				

During last month's meeting, Council was given a list of potential committee members and was asked to make additional recommendations. A memo was submitted to Town Council last week (attached, updated) with recommended committee membership.

**TOWN COUNCIL ACTION/COMMENTS**