



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE March 8, 2011

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

ITEM TO BE CONSIDERED	
Subject	Dissolution of PTCOG and Formation of Piedmont Triad Regional Council
Requested Action	Approve proposed resolutions
Requested By:	<u>Ginger Booker, PTCOG Executive Dir.</u> Dept./Committee <u>Other</u>
Signature	_____ Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>1-Mar-11</u> Length of Presentation <u>10 min.</u>

Comprehensive Plan Implementation Item:	NO	<input checked="" type="checkbox"/>	YES		
If "yes" which Common Objective or Action Item?					

REVIEW PROCESS				STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				The Piedmont Triad Council of Governments Executive Committee has recommended that the it is in the best interest of the region for PTCOG and the Northwest Piedmont Triad COG to disband and form a new PiedmontTriad Regional Council that will serve 12 Counties and 61 municipalities. Although staff has some concerns over the ability to serve that large of an area, it is also evident that the region needs one voice for the purpose of working with state and federal governments and a large regional council of governments will help provide this leadership. The dues are not expected to rise in any significant manner due to the merger.
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager	YES	✓		
Other _____				
TOWN COUNCIL ACTION/COMMENTS				



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

ITEM TO BE CONSIDERED

Subject

Discussion/Approval of Lawn Care RFP

Requested Action

Staff requests approval of signing a contract between the Town of Summerfield and Total Lawn Care Solutions, Inc for lawn care maintenance at Town facilities

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

Signature _____ Attachments YES NO

Date: 1-Mar-11 Length of Presentation 15 min.

Comprehensive Plan Implementation Item: NO YES

If "yes" which Common Objective or Action Item? Action 12.2 Periodically evaluate the advantages and disadvantages of employing contracted services for various municipal service functions.

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 _____				

A request for proposals was formulated to determine the best price for lawncare maintenance at Town Facilities (Town Hall, SAP, SCP, Summerfield Road Property). Over 15 companies attended the pre-bid meeting and 8 companies bid for the service. Staff recommends entering into a contract with Total Lawn Care Solutions, Inc. Their lawncare bid was the 2nd lowest (\$515.30 above lowest bid), but when combined with their landscape maintenance bid (next agenda item) was the lowest combined bid. By using a single service provider the Town will save money in oversight and accounting of one contractor vs. two contractors.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED			
Subject	Discussion/Approval of Landscape Maintenance RFP		
	Staff requests approval to enter into a contract between the Town of Summerfield and Total Lawn Care Solutions Inc. for landscape maintenance at Town facilities		
Requested Action	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>1-Mar-11</u>	Length of Presentation	<u>15 min.</u>

Comprehensive Plan Implementation Item:	NO		YES <input checked="" type="checkbox"/>	
If "yes" which Common Objective or Action Item?	Action 12.2 Periodically evaluate the advantages and disadvantages of employing contracted services for various municipal service functions.			

REVIEW PROCESS				STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		
		YES	NO	
Finance Committee				A request for proposals was formulated to determine the best price for landscape maintenance at Town Facilities (Town Hall, SAP, SCP, Summerfield Road Property). Over 15 companies attended the pre-bid meeting and 7 companies bid for the service. Staff recommends entering into a contract with Total Lawn Care Solutions, Inc. Their landscape bid was lowest and when combined with their landscape maintenance bid (previous agenda item) was the lowest combined bid. By using a single service provider the Town will save money in oversight and accounting of one contractor vs. two contractors.
Finance Officer	YES			
Budget Amendment required				
Town Attorney	YES			
Town Planner				
Town Manager	YES	✓		
Other _____				
TOWN COUNCIL ACTION/COMMENTS				



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MEETING DATE March 8, 2011

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

ITEM TO BE CONSIDERED

Subject

Discussion/approval of new fees for advertising at Summerfield Athletic Park facilities

Requested Action

Staff requests approval to set new lower fees for advertising at SAP

Requested By: G. Holub Dept./Committee Administration

Signature _____ Attachments YES NO

Date: 1-Mar-11 Length of Presentation 10 min.

Comprehensive Plan Implementation Item:	NO	<input checked="" type="checkbox"/>	YES	
If "yes" which Common Objective or Action Item?				

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	<input checked="" type="checkbox"/>		
Other _____				

In order to encourage advertising at Summerfield Athletic Park staff recommends adjusting the current fees to provide additional opportunities for local businesses to participate in the program. The intent of advertising opportunities is to raise funds that help off-set the cost of the facility.

TOWN COUNCIL ACTION/COMMENTS



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MEETING DATE March 8, 2011

Agenda Item #	
11. E.	
Consent Agenda	_____
Regular Agenda	_____

Subject	ITEM TO BE CONSIDERED		
	Voluntary Agricultural District Agreement		
Requested Action	Review/Approve Agreement		
	Requested By: _____	Dept./Committee _____	
	Signature _____	Attachments	YES <input checked="" type="checkbox"/> _____ NO <input type="checkbox"/> _____
	Date: _____	Length of Presentation _____	

Comprehensive Plan Implementation Item:	NO	YES
If "yes" which Common Objective or Action Item?		

	REVIEW PROCESS			Attachment	
	Review Required	Approved			
		YES	NO		
Finance Committee					At last month's Town Council meeting, it was decided to move forward with the process of establishing a Voluntary Agricultural District in Summerfield. The agreement, approved as to format and text by Guilford County, is attached for your review. The next step is to schedule a Public Hearing for April.
Finance Officer					
Budget Amendment required					
Town Attorney					
Town Planner					
Town Manager					
Other _____					

TOWN COUNCIL ACTION/COMMENTS



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MEETING DATE March 8, 2011

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

ITEM TO BE CONSIDERED

Subject	Increase Parks & Recreation Committee Membership to 16
Requested Action	Summerfield Parks and Recreation Committee requests approval to increase membership to 16 members
Requested By:	<u>J. Doggett, Chair SPARC</u> Dept./Committee <u>Parks & Rec</u>
Signature	_____ Attachments YES _____ NO <input checked="" type="checkbox"/>
Date:	<u>1-Mar-11</u> Length of Presentation <u>5 min</u>

Comprehensive Plan Implementation Item:	NO		YES	<input checked="" type="checkbox"/>	
If "yes" which Common Objective or Action Item? Policy 12.1 The Town should continue to employ a multiple committee structure to advise the Town Council and to constructively engage citizen volunteers in the governance of their community.					

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	<input checked="" type="checkbox"/>		
Other _SPARC_	YES	<input checked="" type="checkbox"/>		

During the budget workshop February 21, 2011 SPARC requested increasing their membership cap from 12 members to 16 members so that more community members could join and be active on the committee.

TOWN COUNCIL ACTION/COMMENTS