



**TOWN OF SUMMERFIELD TOWN COUNCIL**

MEETING DATE May 10, 2011

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

**ITEM TO BE CONSIDERED**

**Subject**

Consider Acceptance of Properties Dedicated to Town

**Requested Action**

Consider and give direction as to the acceptance of 14.04 acres of property located in the Wilson Farm Neighborhood that was dedicated to the public as Drainageway and Open Space in August 2000.

Requested By:	<u>Anderson</u>	Dept./Committee	<u>Planning</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> _____ NO <input type="checkbox"/> _____
Date:	<u>15-Apr-11</u>	Length of Presentation	<u>10 min.</u>

Comprehensive Plan Implementation Item:	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
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If "yes" which Common Objective or Action Item? Acion 3.2 Review Town Policy concerning acceptance of dedicated floodplain and open space properties.

**REVIEW PROCESS**

**STAFF RECOMMENDATIONS/COMMENTS**

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

Staff recommends acceptance of Wilson Farms dedicated floodplain property. Staff has discussed the property transfer with the Wilson Farm HOA and did not recieve any objection to the acceptance. A deed will be drafted by our attorney completing the transfer of property.

**TOWN COUNCIL ACTION/COMMENTS**

\_\_\_\_\_



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

**ITEM TO BE CONSIDERED**

**Subject**

Consideration/Approval of Landscaping Contract

**Requested Action**

Approve contract with Majestic Mountain Maintenance in amount of \$10,762 annually, beginning May 15, 2011.

Requested By: G Holub Dept./Committee Parks & Rec  
 Signature \_\_\_\_\_ Attachments YES  NO   
 Date: 30-Apr-11 Length of Presentation 10 min.

Comprehensive Plan Implementation Item:

NO

YES

If "yes" which Common Objective or Action Item?

12.2: Periodically evaluate the advantages and disadvantages of employing contracted services for various municipal functions.

**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 _____				

Staff bid landscape maintenance services for all town properties. The staff recommends entering into a 2 year service contract with Majestic Mountain for \$10,762 per year. Additional services may be contracted on an as needed basis.

**TOWN COUNCIL ACTION/COMMENTS**



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

**ITEM TO BE CONSIDERED**

**Subject**

Consideration/Approval of Lawn Care Contract

**Requested Action**

Staff requests approval of Lawncare services contract with Brockman Lawn Care for all town properties with the exception of the Athletic Park playing fields (under separate contract)

Requested By: G. Hulob Dept./Committee Parks & Rec  
 Signature \_\_\_\_\_ Attachments YES  NO   
 Date: 30-Apr-11 Length of Presentation 10 min.

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

Town staff bid lawncare contract for all town-owned properties as one bid. The low bidder was Brockman's Lawn Care for \$34,150 annually beginning May 15, 2011. Total savings by bidding lawncare and landscape services is a savings of approximately \$15,000 annually over current expenses.

**TOWN COUNCIL ACTION/COMMENTS**



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<b>11. D.</b>	
Consent Agenda	_____
Regular Agenda	✓ _____

**ITEM TO BE CONSIDERED**

**Subject**

Consideration/Approval of Rock Gym Historical Nomination Contract

**Requested Action**

Approval of Contract with MDM Historical Consultants for National Register Nomination of the Summerfield Elementary School Rock Gym

Requested By: M. Brandt Dept./Committee Historical

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

Date: 30-Apr-11 Length of Presentation 5 min.

Comprehensive Plan Implementation Item: NO  YES

If "yes" which Common Objective or Action Item? Action 11.1 Continue to support the work...(of the) Historical Committee as it seeks to 1) identify, locate, list, and record historical structures in Summerfield...

**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 _Historical Committee	YES	✓		

Staff bid the nomination RFP in April 2011. There were three bids submitted. After reviewing references and discussing the project, staff recommends hiring the lowest responsible bidder - MDM Historical Consultants.

The project cost is larger than originally budgeted. The previous consultant remitted \$1,000 of the \$1250 advanced for the work before they were removed from the job. The Summerfield Alumni raised approx. \$2,000. Additional funding will come from unspent committee funds for a total price of \$2,800.

**TOWN COUNCIL ACTION/COMMENTS**

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**TOWN OF SUMMERFIELD TOWN COUNCIL**

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

**ITEM TO BE CONSIDERED**

**Subject**

Consideration/Approval of A&Y Trail Extension Contract

**Requested Action**

Staff requests approval to contract with Asphalt Paving Company to extend the A&Y Greenway to the US 220 NCDOT right-of-way

Requested By:	<u>G. Holub</u>	Dept./Committee	<u>Parks &amp; Rec</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>19-Apr-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 2.4 Continue to press for necessary ped/bike underpasses in Summerfield such as under US 220...			

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

The A & Y Greenway extension is an approved Capital Project in the 2011 FY budget. The budget was \$20,000, however, the bids were substantially higher due to high cost of asphalt. Staff requests approval of phase 1, which is the clearing, grading, and placement of gravel materials for a price of \$14,750.  
Staff will evaluate a future CIP request to pave the trail in next year's fiscal budget.

**TOWN COUNCIL ACTION/COMMENTS**



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

**ITEM TO BE CONSIDERED**

**Subject**

Consideration of Moving Tree Lighting Event to Athletic Park

**Requested Action**

Discuss and direct staff regarding location of Tree Lighting Event

Requested By: SPARC Dept./Committee Parks & Rec

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

Date: \_\_\_\_\_ Length of Presentation 15 minutes

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

**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 _SPARC	YES	<input checked="" type="checkbox"/>		

For a number of years staff has expressed concerns over the location of the Tree Lighting Event at Town Hall. It is staff's opinion that while it is nice to hold the event at Town Hall, there are serious parking, traffic, and safety concerns.

The SPARC committee is recommending moving the location of the Tree Lighting Ceremony to the Athletic Park. There is more parking, better lighting and protection from traffic. It is proposed that either a new tree be purchased or the tree at Town Hall be moved to a location in SAP. If it is approved to move the event location, then the FY 12 budget will reflect this expense.

**TOWN COUNCIL ACTION/COMMENTS**



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE May 10, 2011

Agenda Item #	
11. G.	
Consent Agenda	_____
Regular Agenda	✓ _____

**ITEM TO BE CONSIDERED**

Consideration/approval of founders' day carnival rides

Approve service contract with Brinkley Entertainment for \$11,000

Requested By:	<u>C. Spencer</u>	Dept./Committee	<u>Founders Day</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>25-Apr-11</u>	Length of Presentation	<u>5 min.</u>

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

**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 _____				

The fee for renting carnival rides for Founders' Day is \$11,000, which is more than the Town Manager can approve in a contract. Therefore staff requests Council's approval for the contract. Funds are available, this does not require a budget amendment.

**TOWN COUNCIL ACTION/COMMENTS**



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

**ITEM TO BE CONSIDERED**

Appoint Elizabeth Ingram to Historical Committee

**Subject**

**Requested Action**

Requested By: \_\_\_\_\_ Dept./Committee \_\_\_\_\_

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

Date: \_\_\_\_\_ Length of Presentation \_\_\_\_\_

Comprehensive Plan Implementation Item:	NO	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				
Other _____				

**TOWN COUNCIL ACTION/COMMENTS**



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12. B.	
Consent Agenda	_____
Regular Agenda	_____✓_____

**ITEM TO BE CONSIDERED**

Subject  
 Appoint Nancy Holub to Historical Committee

Requested Action  
 Requested By: \_\_\_\_\_ Dept./Committee \_\_\_\_\_  
 Signature \_\_\_\_\_ Attachments YES  NO \_\_\_\_\_  
 Date: \_\_\_\_\_ Length of Presentation \_\_\_\_\_

Comprehensive Plan Implementation Item: NO  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				
Other _____				

**TOWN COUNCIL ACTION/COMMENTS**



**TOWN OF SUMMERFIELD TOWN COUNCIL**

MEETING DATE \_\_\_\_\_

Agenda Item #	
12. C & D	
Consent Agenda	_____
Regular Agenda	_____

**ITEM TO BE CONSIDERED**

**Subject**

Appoint Bill Heroy and Anna Heroy to Historical Committee

**Requested Action**

Requested By: \_\_\_\_\_ Dept./Committee \_\_\_\_\_

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

Date: \_\_\_\_\_ Length of Presentation \_\_\_\_\_

Comprehensive Plan Implementation Item:      NO      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				
Other _____				

**TOWN COUNCIL ACTION/COMMENTS**