



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE August 10, 2010

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

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/Approval of Updated Personnel Policy Manual

Requested Action

Staff is requesting Council to make a final review and any final adjustments to the policy and adopt the amended policy

Requested By:	<u>M. Brandt</u>	Dept./Committee	<u>Administration</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>1-Jul-10</u>	Length of Presentation	<u>15 min.</u>

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer	YES	<input checked="" type="checkbox"/>		
Budget Amendment reqd..red				
Town Attorney	YES			
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

Due to the large number of both substansive 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 menno addressing items raised by Town Council.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Title from Agenda

Discussion of Change Orders for SAP for electronic gate (per Fire Marshall) and Alarm System for buildings.

Requested Action

Staff is requesting approval to move forward on installing alarm system.

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

Signature _____ Attachments YES NO

Date: 3-Aug-10 Length of Presentation 15 min.

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				
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

See attached memo-

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of Memorandum of Agreement with Coca Cola to provide electronic scoreboards in exchange for exclusive beverage rights at SAP

Requested Action

Staff is recommending approval of a five year exclusive contract to sell Coca Cola products at the SAP through vending and concessions sales.

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

Signature _____ Attachments YES NO

Date: 3-Aug-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	YES			
Town Planner				
Town Manager	YES	✓		
Other _____				

Staff has evaluated the proposals from Coca Cola and Pepsi and are recommending that a five year contract be entered into with Coca Cola. Coca Cola is offering additional funds for the purchase of three scoreboards and is not requiring that their signage be included on the scoreboards. In addition, Coca Cola is offering more vending machines and coolers for product sales. The cost of product is also less expensive than Pepsi. This is an exclusive contract for the sale of Coca Cola products, including soft drinks, sports drinks, water, and energy drinks.

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Agenda Item #	
12C1	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Title from Agenda

Discussion of Concession Stand usage at SAP

Requested Action

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

Signature _____ Attachments YES _____ NO

Date: 3-Aug-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	YES			
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

Staff requests Council input regarding rental/usage of the Concession Stand at SAP

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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 Policy for Sale of Advertising at SAP and proposed fee schedule

Requested Action

Staff is requesting review of draft advertising and sponsorship policy and the proposed fee schedule for field usage and advertising.

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

Signature _____ Attachments YES NO

Date: 3-Aug-10 Length of Presentation 20 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 _____				

See attached policy and fee schedule -

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED	
Title from Agenda	Consideration of draft Memorandum of Agreement between Town and Summerfield Recreation Association for use of SAP fields
Requested Action	staff requests input for draft usage agreement
Requested By: <u>M. Brandt</u>	Dept./Committee <u>Parks & Rec</u>
Signature _____	Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date: <u>4-Aug-10</u>	Length of Presentation <u>20 min.</u>

REVIEW PROCESS				STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		
		YES	NO	
Finance Committee				Staff has developed a draft usage agreement between Summerfield and SRA. The concessions usage is not included in this agreement pending Council actions regarding concession usage.
Finance Officer				
Budget Amendment required				
Town Attorney	YES			
Town Planner				
Town Manager	YES			
Other _____				
TOWN COUNCIL ACTION/COMMENTS				



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

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of Memorandum of Agreement for the development of a Master Trail Plan for the Atlantic & Yadkin Greenway

Requested Action

Staff requests approval of the Memorandum

Requested By: _____ Dept./Committee _____

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

REVIEW PROCESS

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

STAFF RECOMMENDATIONS/COMMENTS

This proposed memorandum gives a means to provide input and planning into the A&Y Greenway and Mountains To Sea Trail proposed to travel through Summerfield. The agreement does not bind the Town to any requirements for the construction or maintenance of the proposed Greenway, beyond what is already constructed and maintained by the Town. The agreement does require the appointment of two individuals to the A&Y Conductors Committee (planning committee). I recommend that the Town Manager be given authority to assign individuals to the committee. The cost of the plan will be borne by the MPO. This Project is part of Summerfield Comp Plan Policies 2.1 and 2.2 and Actions 2.4, 2.5 and 2.6. It is also part of the Town Action Plan for FY11.

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

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of Summerfield Elementary septic field easement

Requested Action

Requested By: W. Hill Dept./Committee Administration

Signature _____ Attachments YES NO

Date: 3-Aug-10 Length of Presentation 10 min.

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

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

See attached documents

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL
 MEETING DATE August 10, 2010

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

ITEM TO BE CONSIDERED

Title from Agenda

Reappoint Zoning Board Members

Requested Action

Members to be reappointed: Kenneth Dunham, Nancy Hess, and Kathy Rooney

Requested By: Valarie Halvorsen Dept./Committee Administration

Signature _____ Attachments YES NO

Date: _____ 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	YES	✓		
Other _____				

These members have expressed interest in continuing to serve and all have updated committee applications on file at Town Hall.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Title from Agenda

Appoint James Brady as regular BOA member (from alternate)

Requested Action

Requested By: Valare Halvorsen Dept./Committee Administration

Signature _____ Attachments _____ 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	YES	<input checked="" type="checkbox"/>		
Other _____				

Due to an opening on the Board of Adjustment and no other applicants, it is recommended that Jim Brady be moved from the position of alternate to a regular member.

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

ITEM TO BE CONSIDERED

Title from Agenda

Discussion of Armfield property donation boundary issue

Requested Action

Requested By: William Hill Dept./Committee Town Attorney

Signature _____ Attachments YES _____ NO

Date: _____ 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 _____				

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL
 MEETING DATE August 10, 2010

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

ITEM TO BE CONSIDERED	
Title from Agenda	Resolution of Intent to Consider Changing Summerfield's form of government
Requested Action	<p>Requested By: <u>W Hill</u> Dept./Committee _____</p> <p>Signature _____ Attachments YES <input checked="" type="checkbox"/> NO _____</p> <p>Date: _____ Length of Presentation _____</p>

REVIEW PROCESS	Review Required	Approved		Attachment	
		YES	NO		
Finance Committee					This resolution certifies the action already taken by Town Council upon acceptance of the citizen petition to change the form of government.
Finance Officer					
Budget Amendment required					
Town Attorney	YES	✓			
Town Planner					
Town Manager					
Other _____					
TOWN COUNCIL ACTION/COMMENTS					



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

ITEM TO BE CONSIDERED

Title from Agenda

Town letter to School Board regarding interest in Laughlin Elementary property.

Requested Action

Review and approve letter.

Requested By: M. Brandt Dept./Committee Administration

Signature _____ Attachments YES NO

Date: 3-Aug-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 _____				

This letter is a follow-up to a letter sent to the school board five years ago indicating an interest in Laughlin Elementary School should the GCBE decide to surplus the property. This letter is in support of the Summerfield Comp. Plan Action Item 9.4, and is part of the Town Action Plan for FY 11.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE August 10, 2010

Agenda Item #	
15A	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

ITEM TO BE CONSIDERED

Title from Agenda

Consideration/approval of Ordinance title adjustments for consistency

Requested Action

Ordinances: O-2008-003 Ordinance Establishing the Town of Summerfield Parks and Recreation Committee, O-2008-004 Ordinance Establishing the Town of Summerfield Athletic Advisory Committee, O-2008-009 Ordinance Establishing the Town of Summerfield Finance Committee, O-2009-003 Ordinance Establishing the Town of Summerfield Founders' Day Committee

Requested By:	<u>V. Halvorsen</u>	Dept./Committee	<u>Administration</u>
Signature	_____	Attachments	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Date:	<u>3-Aug-10</u>	Length of Presentation	<u>5 min.</u>

REVIEW PROCESS

STAFF RECOMMENDATIONS/COMMENTS

	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				
Finance Officer				
Budget Amendment required				
Town Attorney	YES	<input checked="" type="checkbox"/>		
Town Planner				
Town Manager	YES	<input checked="" type="checkbox"/>		
Other _____				

In reviewing items posted to the website, it was noticed that the title pages of several ordinances have slightly different text than the titles listed on the second, signature page. It is recommended that these ordinance names be adjusted for consistency throughout the document as in the following examples: from "Ordinance Establishing the Athletic Advisory Committee" to Ordinance Establishing the Town of Summerfield Athletic Advisory Committee" and from "Ordinance Establishing the Creation of the Summerfield Parks and Recreation Committee" to "Ordinance Establishing the Summerfield Parks and Recreation Committee".

TOWN COUNCIL ACTION/COMMENTS
