



Piedmont Triad Regional Council (PTRC) delegate appointment

Attachment(s): yes

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

Summerfield is allowed one voting delegate to its regional, 12-county Council of Governments (COG), referred to as the PTRC. Each member government appoints an elected official to serve on PTRC Board of Delegates, which sets policy and appoints the Executive Director who manages the affairs of the PTRC. There are 72 members of the PTRC board and it meets every other month in February, April, June, August, October, and December. More information is attached. Most recently, the mayor has served in this capacity, but any elected official can be appointed. *(The manager often attends to stay abreast of area activities, but a Council member must serve as the voting delegate.)*

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Founders' Day Committee appointments

Attachment(s): yes

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

The Consolidated Committee Ordinance dictates the following related to the committee:

- **Purpose:** "Advises to produce an annual public event celebrating the original founders of the community of Bruce's Crossroads, which later became the community of Summerfield, as well as celebrating the residents who worked diligently to incorporate the community in 1996."
- **Membership:** "...shall include nine to eleven members comprised of the following: Town Manager, a Town Manager designee, Finance Officer, Mayor, and five to seven residents. Ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the eleven-voting-member maximum."
- **Membership criteria:** "Knowledge of and interest in event planning, parade planning, entertainment, food vending, fundraising, or other similar knowledge; professional experience in one or more of these subject areas."
- **Duties and responsibilities:** "Develop a program to honor the founding of Summerfield through an annual public event and/or parade; serve as advocates to the community and to the Council in promoting Summerfield; supervise activities of the event to ensure attendees' public safety; seek fundraising opportunities to defer or defray event costs; encourage the public to attend and participate in Founders' Day through advertising, promotions, and volunteer opportunities; maintain fiscal responsibility in all actions; provide a collaborative effort in the accomplishment of town goals."

Council appointed members last month and two additional applicants are interested in serving:

- 1) Stephanie Doyle (*new applicant, resident*): Application is attached.
- 2) Reece Walker (*eligible only as ex-officio member per ordinance*) – Interested in heading up parade, has considerable past parade experience, and would need to attend most meetings for planning purposes. The ordinance allows Council committee membership in an ex-officio capacity.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:





FY2016-17 budget calendar

Attachment(s): no

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

A proposed budget calendar will be made available under separate cover in time for review. It is unlikely that all Council members can make all dates throughout the process, but the request is for review for any major conflicts or multiple unworkable dates that would hinder substantial input.

The budget process has evolved into a relatively smooth one and the strategic planning retreat addition last year was a helpful process improvement.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:





Council strategic planning retreat

Attachment(s): no

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

The strategic planning retreat is vital from a visioning, planning, and budgeting standpoint. Last year's was a Saturday-only retreat and the upcoming one is being scheduled off-site for Friday evening and Saturday, 2/5-2/6. Staff is finalizing venue plans and selection of a facilitator.

The purpose of the agenda topic is to aide the manager and facilitator in developing an effective agenda. Consider the following question: **What would you like accomplished or what do you hope to come away with after the retreat?** The manager's request is that each Council member be prepared to offer a brief answer. (The following note space is handy for this purpose.)

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Vineyards trail property and maintenance

Attachment(s): yes

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

From the last discussion's minutes: "Vineyards HOA representative Bill Chase distributed a 2005 easement agreement between the town, the Vineyards, and the county regarding the trail property. Hill stated this was an 'anticipatory document' and recommended tabling the item until it could be reviewed along with other enabling documents. Sessoms agreed but wanted the issue to move forward; Hill will try to talk to the county and review all documents...."

The HOA's position is that the earlier agreement (referenced above and attached) is clear, which states: "The County and Town shall maintain this Greenway Easement in a clean, landscaped and repaired state." The county's position after assessment is that the trail is in "fairly good, working order," but that it doesn't have money allocated for trails on privately-owned lands. The latest GroundWorks' repair cost is \$36,476 (attached).

The town attorney has proposed an agreement (attached). The manager's recommendation is that if the town agrees to repairs, it should be done to town specs. The Vineyards Trail will be an important connector to the A&Y "artery" through town and a standard set of specs (X' wide, X surface, etc.) for connections would be helpful long-term. While the GroundWorks proposal should fix on-going trail issues, the TOS Committee could recommend a standard for lesser trails and GroundWorks could requote accordingly before undertaking a \$36K trail renovation.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Water and fire protection study

Attachment(s): yes

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

In 2014, Council discussed town water-related issues and it was decided (from minutes) "to specifically request that the entire Public Safety Committee explore improvements to fire protection, but not municipal water exploration at this time, and come back in the near future with a recommendation. The intent was for the committee to suggest what should be pursued and how to best go about it. (It could be any route related to improving fire protection and public safety from that standpoint.)"

Then (from 2/10/15 minutes), "Public Safety Chair Roxanne Gilgallon said the committee's recommendation was that Town Council consider a feasibility study to evaluate 'rated pressurized hydrants (with adequate storage) at key points in town.' There was discussion of exploring all options, the need to consider future water needs due to growth and development, the potential to share costs of conducting a study, and if statutes allow the fire department to spend funds on a water system or a study. Council directed Whitaker to work with the fire department to determine the scope of a study and bring the information back to council. An engineer-conducted study would be considered during next budget year."

The topic was discussed more during the budget process, \$9500 was budgeted, and a proposal is attached for your review.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



PS Committee's recommendation (support letter re: water resources)

Attachment(s): yes (back of agenda sheet)

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS/RECOMMENDATION:

From the Public Safety Committee's 12/16/15 draft meeting minutes: "Crawford presented draft 'Letter of Support' for committee to review and consider forwarding to Council for approval pursuant prior month PS consensus (support of asking both Summerfield Fire District, Inc. and the Town of Summerfield to respectively write letters to Guilford County 'expressing support for County action to remediate and improve fire protection water resources within the Summerfield Fire Protection District.') Crawford stated letter concept and language had been shared with town attorney and council at the Dec. 8, 2015, council meeting. Gilgallon stressed the importance that letter approval must come from Council as PS committee serves the council. Crawford also stated Attorney Hill said letter concept and candidate language is appropriate. Gilgallon also suggested that Council craft the letter support document versus the PS committee. Wendelken motioned as follows: 'We (PS Committee) recommend that the council consider the attached sample letter of support of the county involvement for improving fire protection water resources.' Gilgallon seconded, motion passed unanimously." The referenced sample is on the back of this sheet.

NOTES:

TOWN COUNCIL COMMENTS/ACTION:

**Founders' Day 2016 venue***Attachment(s): no*MEETING DATE: JANUARY 12, 2016**STAFF COMMENTS / RECOMMENDATION:**

This was tabled from last month's agenda and the draft minutes read: "Brown suggested moving the festival portion of the event back to the fire department location where the parade is held in order to unify the event, pending approval of the fire department. Brown felt the separate locations takes the event away from the center of town. Whitaker stated the impetus of moving two years ago was construction at the fire department, noting some advantages of its new location are the restrooms, lights, and additional space for rides and attractions. Whitaker further stated while separate parade and event locations are challenging, shuttling at the last event was successful to move attendees from the parking areas to SAP. Following discussion about logistics and attendance, it was decided by consensus to investigate the availability of Summerfield Elementary School and the Hoskins House and revisit the issue during the January meeting, contingent on agreement from the fire district's board of directors."

The fire district's board has since given permission to use the fire department grounds and other nearby locations have been investigated. The first Founders' Day Committee meeting will be held 1/7 and there might be additional feedback to report at the meeting.

NOTES:**TOWN COUNCIL COMMENTS / ACTION:**



Public Safety Committee issue

Attachment(s): no

MEETING DATE: JANUARY 12, 2016

STAFF COMMENTS / RECOMMENDATION:

The Public Safety Committee's broad function is to advise Council with committee representation from emergency services, law enforcement, the fire district, and citizens. This committee has been very beneficial and has functioned well over the years, but recent external agency relationships have been strained. Council is expected to briefly discuss the issue.

NOTES:

TOWN COUNCIL COMMENTS / ACTION: