



**Town of Summerfield  
Agenda Item Cover Sheet**

Agenda item: **9A**

Meeting date: January 8, 2013

*Agenda item:*

**Revision of ordinance establishing Founders' Day Committee**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

The Founders' Day Committee needs to be established for 2013 (The committee that met in October was the standing 2012 committee.) When reviewing the policy that specifies the committee's formation, the policy needed some edits to add clarity and to keep it current. Attached is a red-lined draft for Council's consideration. This item was tabled from last month's agenda.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: January 8, 2013

Agenda item: **9B**

*Agenda item:*

**Appointment of 2013 Founders' Day Committee members**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

A roster of recommended committee members is attached and appropriate application and documentation materials are on hand. The first committee meeting is scheduled for January 11, 2:00pm, at Town Hall. This item was tabled from last month's agenda.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

Meeting date: January 8, 2013

Agenda item: **9C**

*Agenda item:*

**Revision of Personnel Policies and Manual**

*Attachment(s):* no

*Requested by:* Manager

*Department (if applicable):* Administration

*Staff comments/recommendations:*

There are some minor revisions to the current Personnel Policies and Manual to discuss. These are still being reviewed and Council will be provided a succinct list for consideration at the meeting; they will not be voluminous and should not be difficult to process and consider during the meeting.

*Notes:*

*Town Council action/comments:*



**Town of Summerfield  
Agenda Item Cover Sheet**

**Agenda item: 9D**

Meeting date: January 8, 2013

*Agenda item:*

**Discussion of Trails and Open Space Committee**

*Attachment(s):* yes

*Requested by:* Manager

*Department (if applicable):* Parks and Recreation

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*Staff comments/recommendations:*

A potential route for the A&Y is still being investigated. The plan has been to have a relatively solid route determined prior to engaging a formal town committee to assist with further planning and development. The committee will likely be called the Trails and Open Space Committee. Considering that a formal procedure for forming a committee is in place and that it will take some time to form it, the thought is to go ahead and begin that process with council's approval.

A list of interested parties has been maintained internally -- several citizens have expressed a desire to serve on the committee and some applications have already been submitted. The "General Rules of Procedure for Summerfield Committees" is attached. It has been suggested that we advertise in the *NVO* to solicit interested citizens. This is not required by the ordinance, but Council may wish to add this additional step to give everyone a fair and formal notice.

The request is for a formal motion to form the committee, including any additional directives, such as advertising.

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*Notes:*

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*Town Council action/comments:*

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Town of Summerfield  
Agenda Item Cover Sheet

Agenda item: 9E

Meeting date: January 8, 2013

*Agenda item:*

**Mounting of security camera for VFW Memorial**

*Attachment(s):* no

*Requested by:* Manager

*Department (if applicable):* Parks and Recreation

*Staff comments/recommendations:*

The VFW has recently had some potential minor vandalism at its memorial site. VFW representatives secured a proposal from the same security vendor that the town currently uses and they were presented a proposal that involves mounting a security camera on a nearby utility pole. The installation will involve underground wiring. The town pays for the lighting in this area and the VFW requested the town's permission to mount a single camera on an existing metal pole. Duke Power was contacted and will not give permission to mount a camera on the utility pole.

If another town-related location to mount a camera is available (the town is assisting with determining a suitable location), the recommendation is for formal approval to either mount a camera somewhere on the park property or to install a pole close enough to the memorial to be effective. A motion to allow the camera placement on town property could be contingent on the manager's approval of the exact mounting location, unless Council wants to ultimately approve a pole location, size, or style if that comes into play.

*Notes:*

*Town Council action/comments:*