



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

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

ITEM TO BE CONSIDERED

Subject	Discussion of Minutes Procedures In Records Retention and Disposition Schedule
Requested Action	<p>Requested By: <u>V. Halvorsen</u> Dept./Committee <u>Administration</u></p> <p>Signature _____ Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Date: _____ Length of Presentation _____</p>

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

REVIEW PROCESS

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

STAFF RECOMMENDATIONS/COMMENTS

Due to technology changes that make recording genres obsolete, it is recommended by the NC Department of Cultural Resources Records Management Division that typed minutes be designated as the official minutes rather than recordings of meetings. If this change should occur, meetings would continue to be recorded, and Council can decide how long to retain recordings.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

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

ITEM TO BE CONSIDERED	
Subject	<p style="text-align: center;">Comments/Update from Interim Town Manager</p>
Requested Action	<p>Requested By: <u>D. Luther</u> Dept./Committee _____</p> <p>Signature _____ Attachments YES _____ NO <input checked="" type="checkbox"/></p> <p>Date: _____ Length of Presentation _____</p>

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

REVIEW PROCESS	STAFF RECOMMENDATIONS/COMMENTS																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 20%;"></th> <th style="width: 10%;">Review Required</th> <th colspan="2" style="width: 20%;">Approved</th> <th rowspan="2" style="width: 10%;">Attachment</th> </tr> <tr> <th></th> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> </tr> </thead> <tbody> <tr> <td>Finance Committee</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Officer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Budget Amendment required</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Town Attorney</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Town Planner</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Town Manager</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Review Required	Approved		Attachment		YES	NO	Finance Committee					Finance Officer					Budget Amendment required					Town Attorney					Town Planner					Town Manager					Other _____					<p>This is a new agenda section to allow the Manager/Interim Manager to address citizens and Council on any necessary matters, such as comments made by Speakers From the Floor</p>
		Review Required	Approved			Attachment																																						
		YES	NO																																									
Finance Committee																																												
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TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

Agenda Item #	
11. C.	
Consent Agenda	
Regular Agenda	

ITEM TO BE CONSIDERED

Subject

Discussion of MOA with NCDOT - 220 widening

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 January 10, 2012

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

ITEM TO BE CONSIDERED

Subject

Consideration/Approval of Boy Scout Project in SAP and Process

Requested Action

Requested By: G Holub Dept./Committee Parks & Rec

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 _____				

Applicant has completed paperwork; It is recommended that Council approve the project, pending SPARC approval. Staff also requests that Council direct interim manager as to project approval process.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Subject

Requested Action

Consideration/Approval of New SAP Fee Schedule

Requested By: D. Luther Dept./Committee Parks & Rec

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

Comprehensive Plan Implementation Item: NO YES

If "yes" which Common Objective or Action Item? _____

REVIEW PROCESS				Attachment	STAFF RECOMMENDATIONS/COMMENTS
Review Required	Approved				
	YES	NO			
Finance Committee				Parks & Rec Supervisor George Holub, after analyzing operational costs of SAP, recommends Council provide direction to staff regarding recouping some costs through increased rental fees. It is recommended that teams using more than 250 hours per season be charged \$15.00 per player up from \$10, and that rates for Summerfield residents be increased from \$15/hour to \$20/hour and non residents from \$25/hour to \$30/hour. Changes are highlighted on the attached fee schedule.	
Finance Officer					
Budget Amendment required					
Town Attorney					
Town Planner					
Town Manager					
Other _____					

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

Agenda Item #	
12. A.	
Consent Agenda	_____
Regular Agenda	_____

ITEM TO BE CONSIDERED	
Subject	Appoint Don Wendelken to Parks & Recreation Committee
Requested Action	<p>Requested By: <u>V. Halvorsen</u> Dept./Committee <u>Administration</u></p> <p>Signature _____ Attachments YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Date: _____ Length of Presentation _____</p>

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

REVIEW PROCESS	STAFF RECOMMENDATIONS/COMMENTS																																		
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Review Required		Approved			Attachment																														
	YES	NO																																	
Finance Committee																																			
Finance Officer																																			
Budget Amendment required																																			
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TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

Agenda Item #	
12. B.	
Consent Agenda	_____
Regular Agenda	_____

ITEM TO BE CONSIDERED

Subject

Appoint Bob Williams to Parks & Recreation Committee

Requested Action

Requested By: V. Halvorsen Dept./Committee Administration

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

Comprehensive Plan Implementation Item:	<input type="checkbox"/> NO	<input 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				
Other _____				

Mr. Williams has served on the Parks and Recreation Committee in an ex-officio capacity since 1999. It is recommended that Williams be appointed to the committee as a regular, voting member.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Subject

Appoint Don Wendelken to Public Safety Committee

Requested Action

Requested By: V. Halvorsen Dept./Committee Administration

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 _____				

Mr. Wendelken is interested in serving on this committee, which is in need of additional members. It is recommended that Council appoint him to the committee.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

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

ITEM TO BE CONSIDERED

Reappoint Trudy Whitaker and Dick Feulner to Zoning Board

Subject

Requested Action

Requested By: C. Spencer 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 _____				

Whitaker and Feulner's terms expire in February. Both are willing to continue service. It is recommended that Council reappoint these members.

TOWN COUNCIL ACTION/COMMENTS



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

ITEM TO BE CONSIDERED

Subject: Appoint Don Wendelken to Founders' Day Committee

Subject

Requested Action

Requested By: C. Spencer Dept./Committee Administration

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 _____				

Mr. Wendelken is interested in serving on this committee, which is in need of additional members. It is recommended that Council appoint him to the committee.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE January 10, 2012

Agenda Item #	
12. F.	
Consent Agenda	
Regular Agenda	

ITEM TO BE CONSIDERED	
Subject	Preliminary Discussion of Trails
Requested Action	<p>Requested By: _____ Dept./Committee _____</p> <p>Signature _____ Attachments YES _____ NO _____</p> <p>Date: _____ Length of Presentation _____</p>

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

	REVIEW PROCESS			Attachment	STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved			
		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 January 10, 2012

Agenda Item #	
13. A.	
Consent Agenda	_____
Regular Agenda	_____

Subject	ITEM TO BE CONSIDERED		
	Discussion of Land Availability for Town Hall		
Requested Action	Requested By: <u>M. Brown</u> 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			Attachment	
	Review Required	Approved			
		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 January 10, 2012

Agenda Item #	
13. B.	
Consent Agenda	_____
Regular Agenda	_____

Subject	ITEM TO BE CONSIDERED		
	Update on Equestrian Facility Legislation		
	Requested Action	Requested By: <u>M. Brown</u>	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				STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		Attachment
		YES	NO	
Finance Committee				This item was discussed during the November 10, 2011 Council meeting, during which it was recommended to modify section (b4)(i) of House Bill 329 for the Town. Please see attached minutes excerpt and House Bill 329.
Finance Officer				
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager				
Other _____				

TOWN COUNCIL ACTION/COMMENTS	