TOWN OF Summerfield
Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358
ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com

AGENDA ITEM 10A

Zoning Board reappointments (Dick Feulner and Trudy Whitacre)

Attachment(s): yes

MEETING DATE: FEBRUARY 10, 2015

STAFF COMMENTS / RECOMMENDATION:

The terms of Zoning Board voting members Dick Feulner and Trudy Whitacre expire this month. Both have indicated their willingness to continue service. Mr. Feulner has attended 4 of the last 5 meetings and Mrs. Whitacre has attended 5 of the last 5 meetings. Additional info for consideration is attached.

NOTES:

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AGENDA ITEM 10B

SCP main entrance walkway improvement

Attachment(s): no (diagrams were included last month; images will be presented on screen)

MEETING DATE: FEBRUARY 10, 2015

STAFF COMMENTS / RECOMMENDATION:

The topic was explained in detail last month and tabled following discussion to give Council time to inspect the entrance and consider options to make it more accessible and inviting. Options discussed included:

1) cutting and constructing a smaller doorway into the existing large gate ($1600);
2) constructing a permanent, ADA-friendly walk-around using pavers matching the area ($4260); and,
3) leaving the gate open at all times and installing bollards to prevent unwanted motorized traffic. At Council's direction, staff investigated bollards since the last meeting and three would be needed given the road width. The material cost would be approximately $750–$2250, ranging from utilitarian to more decorative and attractive.

The park has a substantial entrance gate with a school crosswalk leading to it, but without the best access approach. The manager's recommendation is to permanently improve the area with an approach that doesn't leave the main gate open when the park is closed and that keeps visitors and students out of the grass and washed area.

The project was not budgeted, although funding is available without a net budget increase. A budget amendment would be requested upon project completion.

NOTES:

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AGENDA ITEM 10C

PS Committee's recommendation for feasibility study of pressurized hydrants

Attachment(s): yes

MEETING DATE: FEBRUARY 10, 2015

STAFF COMMENTS / RECOMMENDATION:

Last April, Council discussed town water-related issues and it was decided (from those 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.)"

The PS Committee then requested that members most familiar with the fire district's fire protection needs and processes consider options and report back to the full committee, and this information was presented at the committee's 11/19 meeting. The result was a PS Committee recommendation that Town Council consider a feasibility study to evaluate "rated pressurized hydrants (with adequate storage) at key points in town."

In December, Council requested a presentation of the three options (not to exceed 30 minutes). A hardcopy of the fire department's presentation to the PS Committee is attached, the committee will address the presented options and recommendation, and fire department representatives will be on hand to answer Council questions.

NOTES:

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AGENDA ITEM 10D

Vineyards trail property and maintenance

Attachment(s): yes

MEETING DATE: FEBRUARY 10, 2015

STAFF COMMENTS / RECOMMENDATION:

The HOA for The Vineyards at Summerfield has a need for maintenance of The Vineyard Trail that runs through its community and has requested help with needed repairs. These trails are labeled as "existing" on the attached 12/29/10 map and on the final plats for the development, the trail is shown within a series of public easements. Town documentation from 2010 and 2011 states that multiple tracts with widths of 8′, 10′, and 20′ had been offered to the town for dedication at some point, but these were never accepted.

As communicated by the neighborhood's HOA, many people use the trail that do not live within the community and it's an advertised, public part of a town-wide trail system. The HOA desires assistance with maintenance costs due to its "public" designation. If that cannot be achieved, it is requesting that the trail not be advertised as part of the town's trail system and that it instead be exclusively used by residents of The Vineyards. However, the community would much prefer to keep it intact as a public trail system and have on-going help with up-keep. The HOA will have representation on hand to answer questions directly, if needed.

Acceptance of trailways inside communities is part of a broader issue that should be addressed from a long-term perspective. The Comprehensive Plan states that the town "shall pursue a high level of connectivity between neighborhoods and other destinations…" and also stresses a limited-services government (e.g., the town has limited personnel for extensive trail maintenance and stresses low taxes). Policy Area 2 is also attached for review.

NOTES:

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AGENDA ITEM 10E

Bugle Boy monument area and Duke Energy agreement

Attachment(s): yes

MEETING DATE: FEBRUARY 10, 2015

STAFF COMMENTS / RECOMMENDATION:

The Bugle Boy monument site on Oak Ridge Road was discussed in the past in terms of beautification improvements and maintenance of the area given its historical significance. Photos are attached and past minutes stated that "...by consensus, council agreed to minimal upkeep of the property if Duke Energy allows access." The site fronts a Duke Energy substation and the Historical Committee and Manager have pursued an agreement (draft attached) with Duke Energy to formally allow access and improvements. The town attorney has reviewed this agreement and is legally comfortable with it.

If approved, it's anticipated that one parking space would be added near the substation drive. If desired, a natural-surface footpath could possibly be constructed from the parking space to the marker with Duke Energy's permission. There would be some initial cost for gravel and the Historical Committee plans to request a historical marker for the area in the 2015–16 budget. Periodic maintenance would be required moving forward, so implementing the project calls for financial commitment.

NOTES:

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AGENDA ITEM 10F

Revision of Personnel Policies and Manual

Attachment(s): yes

MEETING DATE: FEBRUARY 10, 2015

STAFF COMMENTS / RECOMMENDATION:

The request is to consider three changes to the current "Personnel Policies and Manual" and attachments are provided to illustrate the current text.

The first change request is to add a definition for a "seasonal employee," which isn't currently included. The suggested definition is *"A person hired to temporarily work a set period or periods of time that correspond(s) to annually-reoccurring seasons of work. Generally, seasonal employees are not entitled to employee benefits, grievance coverage, or any type of leave, unless specifically indicated upon hiring."*

The second change request is to modify when Veterans Day is observed by the town. It is currently set aside as the "second Monday in November," although it is always observed November 11. The suggested wording change regarding observation is *"Actual holiday; if on a weekend, follow current State of NC schedule."*

The third change request is to modify the "Adverse Weather Conditions" section. For all adverse weather situations, the policy requires non-exempt staff (all current employees, except the manager) to use vacation time (e.g., if the office were closed a full day, that missed time could require the use of vacation leave). Most public employers offer some mix of paid sick and vacation leave to be used. The request is to give a non-exempt employee a choice to use sick leave (instead of only vacation leave) for adverse weather days off. The change would simply be modified as follows: *"The employee must charge time away from work during adverse weather to vacation leave* ***or sick leave****…."*

NOTES:

TOWN COUNCIL COMMENTS / ACTION: