



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE February 14, 2011

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

ITEM TO BE CONSIDERED

Subject

A&Y Feasibility Study Presentation

Requested Action

Requested By: C. Spencer Dept./Committee Planning

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

Comprehensive Plan Implementation Item:	NO		YES		
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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 _____				

Greensboro MPO is requesting Council adopt the A&Y Feasibility Study.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE February 14, 2011

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

ITEM TO BE CONSIDERED	
Subject	Discussion of Town Procedures and Policies
Requested Action	<p>Requested By: <u>D. Luther</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																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Review Required</th> <th colspan="2" style="width: 20%;">Approved</th> <th style="width: 15%;">Attachment</th> </tr> <tr> <td></td> <td></td> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> <td></td> </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>POL-2006-001 currently addresses Public Comments. The policy has changed as speakers from the floor are now allowed to address agenda items. The attached is the official change to the Town Council policy and includes other staff suggestions as well. A draft Public Hearing Procedure is attached for your review to provide consistency in our public hearing format going forward.</p>
	Review Required	Approved		Attachment																																										
		YES	NO																																											
Finance Committee																																														
Finance Officer																																														
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TOWN COUNCIL ACTION/COMMENTS																																														



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE February 14, 2011

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

ITEM TO BE CONSIDERED	
Subject	Consideration/Approval of Public Records Request Policy
Requested Action	<p>Requested By: <u>D. Luther</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			Attachment	STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved			
		YES	NO		
Finance Committee					To provide consistency in responses to public records requests and to provide a mechanism by which staff can track such requests, the attorney and staff recommend approval of the attached Public Records Request Policy.
Finance Officer					
Budget Amendment required					
Town Attorney					
Town Planner					
Town Manager					
Other _____					

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE February 14, 2011

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

ITEM TO BE CONSIDERED

Subject

Consideration/Approval of POL-2012-001 Waste Reduction and Recycling Policy

Requested Action

Requested By: M. Brown 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 _____				

It has been the practice of Town staff to make all reasonable conservation efforts regarding use and reuse of supplies, and use of recycled materials when possible. Attached is a formal policy relating to this issue.

TOWN COUNCIL ACTION/COMMENTS



TOWN OF SUMMERFIELD TOWN COUNCIL

MEETING DATE February 14, 2011

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11. E.	
Consent Agenda	
Regular Agenda	

ITEM TO BE CONSIDERED

Subject

Request from MPO for Project Update Regarding 2035 Long Range Transportation Plan

Requested Action

Requested By: C. Spencer Dept./Committee Planning

Signature _____ Attachments YES NO

Date: _____ Length of Presentation _____

Comprehensive Plan Implementation Item:	NO		YES		
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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 February 14, 2011

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

ITEM TO BE CONSIDERED	
Subject	Preliminary Budget Calendar & Process Discussion
Requested Action	<p>Requested By: <u>D. Luther</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		Attachment	STAFF RECOMMENDATIONS/COMMENTS
	Review Required	Approved		The proposed calendar will be distributed via email once scheduling is completed, with a hard copy to follow at the meeting. Discussion to include Finance Committee recommendation to hold a public question and answer session following the Budget Presentation and Council discussion.
		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 February 14, 2011

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

ITEM TO BE CONSIDERED

Subject

Approval of Resolution Regarding Equestrian Facility Bill

Requested Action

Requested By: M. Brown Dept./Committee Planning

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	Approved		Attachment
	Required	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 February 14, 2011

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

ITEM TO BE CONSIDERED

Subject
 Appoint Mark Mortensen 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: 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

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

ITEM TO BE CONSIDERED

Subject

Appoint Joseph Haywood to Parks & Recreation Committee

Requested Action

Requested By:	<u>V. Halvorsen</u>	Dept./Committee	<u>Administration</u>
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					
Finance Officer					
Budget Amendment required					
Town Attorney					
Town Planner					
Town Manager					
Other _____					

TOWN COUNCIL ACTION/COMMENTS



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Agenda Item #	
12. F.	
Consent Agenda	
Regular Agenda	

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



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

ITEM TO BE CONSIDERED

Subject

Appoint John O'Day 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:	NO	YES
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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

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

ITEM TO BE CONSIDERED

Updated Founders' Day Committee Roster

Subject

Requested Action

Requested By: D. Luther 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 _____				

The roster has been updated to list the Finance Officer as a voting member of the committee, rather than an ex-officio member, to comply with O-2009-003 Ordinance Establishing the Town of Summerfield Founders' Day Committee. The ordinance states membership shall include, at minimum, the Town Manager and/or their designee, Finance Officer, Mayor, and four Town of Summerfield residents.

TOWN COUNCIL ACTION/COMMENTS
