



Finance Committee vacancy/consideration of Dwayne Crawford

Attachment(s): yes

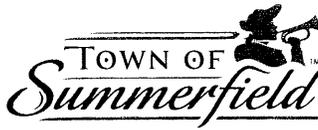
MEETING DATE: SEPTEMBER 9, 2014

STAFF COMMENTS / RECOMMENDATION:

Dail Perry's recent relocation and resignation has resulted in a new vacancy on the Finance Committee. Dwayne Crawford can now be considered. He is a Summerfield resident, has completed the appropriate committee application, has attended recent committee meetings, and would have full voting status if appointed. The interviewing subcommittee members and full Town Council all know Mr. Crawford and his application is attached.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Revision of Continuity of Operations Plan (COOP)

Attachment(s): yes

MEETING DATE: SEPTEMBER 9, 2014

STAFF COMMENTS / RECOMMENDATION:

Former Mayor Brown, Town Clerk Halvorsen, and others attended training in early 2012 regarding a Continuity of Operations Plan (COOP). A COOP is part of emergency planning that provides a way for organizations to ensure that they are able to continue providing essential functions in the event of different emergencies that could interrupt the normal operating environment—human, natural, or technological in nature. It outlines what would need to be done in the three phases of operation—Activation and Relocation, Alternate Facilities Operations, and Reconstitution.

The plan needs to be updated to include newer contacts and minor revisions. The revisions are minor enough that Halvorsen can address any specific questions during the meeting.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Salvage/demolition contractor approval (Gordon property northern tract)

Attachment(s): yes

MEETING DATE: SEPTEMBER 9, 2014

STAFF COMMENTS / RECOMMENDATION:

The northern tract of the Gordon property needs miscellaneous demolition and clean-up and was budgeted for this fiscal year. Contractors met on site with the manager and Parks and Recreation Manager and reviewed the scope of work. Significant components involve: demo of two framed houses, five mobile homes, and miscellaneous outbuildings/structures; removal of miscellaneous concrete footings, foundations, pads, walks, trees, brush piles, undergrowth, stumps, fences, posts, poles, mailboxes, and trash; and grading and seeding of select areas to provide reasonable mowing and maintenance. No asbestos removal is involved, according to report findings.

Four written bids were secured in order to proceed with the needed work and are attached for review, along with a comparison. While the proposals have varying levels of detail, the awarded contractor would be required to sign a detailed contract as with the demo of the southern tract. The two lower-priced proposals (DH Griffin and Anthony's Grading and Hauling) fall within our budget and the others do not. A question arose about potential older septic tanks prior to installation of the property's newer system(s), so each contractor was requested to provide a per unit price to remove older tanks, if needed. This can be discussed more at the meeting. DH Griffin included handling the NESHAP permits, although that was not requested from all contractors (the manager completed and submitted these for the southern tract).

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Summerfield Christmas Tree Lighting

Attachment(s): no

MEETING DATE: SEPTEMBER 9, 2014

STAFF COMMENTS / RECOMMENDATION:

Council member Flowers requested that the annual tree lighting event be placed on the agenda this month. Months ago, the date was established as Saturday, 11/22, and the time as 5:30pm. A major decision was made to light the large magnolia at SAP instead of the usual tree. Staff will field questions.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Revision of Ordinance Establishing General Rules of Procedure for Summerfield Committees

Attachment(s): yes

MEETING DATE: SEPTEMBER 9, 2014

STAFF COMMENTS / RECOMMENDATION:

When considering committee membership and term limits in July, there was "brief discussion about the general committee ordinance (O-2008-002); Adams requested that potential changes to the ordinance be addressed at a future meeting."

A challenge with committees is finding a balance between allowing opportunities for different citizen volunteers to participate and finding willing volunteers at other times – freeing up membership slots for fresh members versus retaining experienced committee members. Terms limits are currently in place that can limit the depth of experience on a given committee. Adams expressed a desire to look at this issue and Attorney Hill added that he would like to review any proposed future changes. A red-lined draft of the policy is attached with recommended language for council's consideration.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

