



**TOWN OF SUMMERFIELD TOWN COUNCIL**

**MEETING DATE** September 13, 2011

<b>Agenda Item #</b>	
<b>11. A.</b>	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

**ITEM TO BE CONSIDERED**

**Subject**

Consideration/Approval MoA with NCDOT for 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?

**Action 2.4; Action 4.1**

**REVIEW PROCESS**

**STAFF RECOMMENDATIONS/COMMENTS**

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

Update sent under separate cover

**TOWN COUNCIL ACTION/COMMENTS**



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<b>Agenda Item #</b>	
<b>11. B.</b>	
Consent Agenda	_____
Regular Agenda	_____

**ITEM TO BE CONSIDERED**

**Subject**

Consideration/Approval of Hunter Enterprises Contract

**Requested Action**

Requested By: M. Brandt Dept./Committee Administration

Signature \_\_\_\_\_ Attachments YES  NO

Date: 25-Aug-11 Length of Presentation 5 min

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	YES	✓		
Budget Amendment required				
Town Attorney	YES	✓		
Town Planner				
Town Manager	YES	✓		
Other _____				

Brockman's Lawn Care is unable to continue the contract to maintain the SAP athletic fields. Hunter Enterprises is willing to take over the current contract at the same rate as Brockman. Hunter was the 2nd lowest bidder when the contract was bid last year. They also provide other field maintenance services and were the subcontractor that originally installed the fields.

**TOWN COUNCIL ACTION/COMMENTS**

\_\_\_\_\_

Brockman will continue to provide other lawn maintenance services under separate contract.



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<b>Agenda Item #</b>	
<b>11. C.</b>	
Consent Agenda	_____
Regular Agenda	_____

**ITEM TO BE CONSIDERED**

Discussion/Approval of Volunteer Appreciation Funds Use

Approval to use unspent Volunteer Appreciation funds throughout the year during various events to provide refreshments for volunteers

Requested By: M. Brandt Dept./Committee Administration

Signature \_\_\_\_\_ Attachments YES \_\_\_\_\_ NO \_\_\_\_\_

Date: \_\_\_\_\_ Length of Presentation 10 min.

Comprehensive Plan Implementation Item: NO

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	YES	✓		
Budget Amendment required				
Town Attorney				
Town Planner				
Town Manager	YES	✓		
Other _____				

Many events that utilize volunteers occur either over many hours or during the dinner hour. Providing refreshments is a form of "appreciation" to volunteers that may only volunteer for one or two events a year. Many of these individuals do not serve on committees so do not participate in our formal Volunteer Appreciation event. The request is to apply unspent funds from the recent Volunteer Appreciation Event to provide refreshments for volunteers at upcoming events.

**TOWN COUNCIL ACTION/COMMENTS**

\_\_\_\_\_



**TOWN OF SUMMERFIELD TOWN COUNCIL**

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<b>Agenda Item #</b>	
<b>12. A.</b>	
Consent Agenda	_____
Regular Agenda	_____

**ITEM TO BE CONSIDERED**

<b>Subject</b>	Consideration/Approval of Unsealing Closed Session Minutes	
<b>Requested Action</b>	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	YES	✓		
Town Planner				
Town Manager				
Other _____				

Per Town Council Resolution, each September the Town Council shall review any closed session minutes and determine if they may be opened. Mr. Hill has reviewed the minutes and has made recommendations to the Town Council regarding unsealing certain minutes.

**TOWN COUNCIL ACTION/COMMENTS**

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**MEETING DATE** September 13, 2011

<b>Agenda Item #</b>	
<b>12. C.</b>	
Consent Agenda	_____
Regular Agenda	_____

**ITEM TO BE CONSIDERED**

Appoint Richard Lipinski to the public safety committee

**Subject**

**Requested Action**

Requested By: M. Brandt Dept./Committee Administration

Signature \_\_\_\_\_ Attachments YES  NO

Date: \_\_\_\_\_ Length of Presentation 5 min.

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	YES	✓		
Other _____				

Recommend appointment of Mr. Lipinski to the Public Safety Committee

**TOWN COUNCIL ACTION/COMMENTS**



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**MEETING DATE** September 13, 2011

<b>Agenda Item #</b>	
<b>12. C.</b>	
Consent Agenda	_____
Regular Agenda	_____

**ITEM TO BE CONSIDERED**

**Subject**

Appoint Richard Lipinski to the public safety committee

**Requested Action**

Requested By: M. Brandt Dept./Committee Administration

Signature \_\_\_\_\_ Attachments YES  NO

Date: \_\_\_\_\_ Length of Presentation 5 min.

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	YES	✓		
Other _____				

Recommend appointment of Mr. Lipinski to the Public Safety Committee

**TOWN COUNCIL ACTION/COMMENTS**

\_\_\_\_\_



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<b>Agenda Item #</b>	
<b>13. A.</b>	
Consent Agenda	
Regular Agenda	<input checked="" type="checkbox"/>

**ITEM TO BE CONSIDERED**

**Subject**

Proclamation - Constitution Week

**Requested Action**

Requested By: Mayor Brown Dept./Committee \_\_\_\_\_

Signature \_\_\_\_\_ Attachments YES  NO

Date: \_\_\_\_\_ Length of Presentation 5 min.

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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<b>13. B.</b>	
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

**ITEM TO BE CONSIDERED**

**Subject**

Proclamation - Week of Service in Remembrance of 9/11

**Requested Action**

Requested By: Mayor Brown Dept./Committee \_\_\_\_\_

Signature \_\_\_\_\_ Attachments YES  NO

Date: \_\_\_\_\_ Length of Presentation 5 min.

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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Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>

**ITEM TO BE CONSIDERED**

**Subject**

Certificate of Appreciation - Jeanne Plybon

**Requested Action**

Requested By: Mayor Brown Dept./Committee \_\_\_\_\_

Signature \_\_\_\_\_ Attachments YES  NO

Date: \_\_\_\_\_ Length of Presentation 5 min.

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**

\_\_\_\_\_