



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 9

Agenda item:

Audit report presentation from Rouse, Rouse, Penn & Rouse, LLP

Attachment(s): yes

Requested by: Finance Officer

Department (if applicable): Administration

Staff comments/recommendations:

The audit report is included and Rex Rouse will give the presentation concerning our audit of the FY ending 6/30/12.

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 10

Agenda item:

Public hearing/action regarding rezoning case #04-12 R (applicant: Tolin Properties, Inc. and David and Teresa Tolin; location: 7418 and 7419-7467 Strader Rd.)

Attachment(s): yes

Requested by: Interim Town Planner

Department (if applicable): Planning

Staff comments/recommendations:

The request is to rezone two parcels comprising approximately 19.17 acres from AG/SR (Agricultural and Scenic Corridor) to CU-RS-40/SR (Conditional Use Residential and Scenic Corridor). The ZB initially recommended against rezoning, additional uses were offered by the applicant at the TC meeting, and it was remanded back to the ZB. Following further changes, the ZB voted 4 to 1 to recommend approval of the request this time.

Opposition exists to the rezoning and a valid protest petition was filed in accordance with town procedures. Such protest petitions only apply to zoning map amendments and are governed by NCGS 160A-385(a), which requires adoption of the proposed rezoning by a $\frac{3}{4}$ vote (75%) of "all the members of the city council." The calculation of this super-majority is specifically clarified for different scenarios that could factor into this vote (the manager and attorney will guide as needed).

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 11A

Agenda item:

Introduction of Parks and Recreation Manager Jeff Goard

Attachment(s): no

Requested by: Manager

Department (if applicable): Parks & Recreation

Staff comments/recommendations:

Jeff Goard comes from the P&R Department of the City of Danville. He was Danville's Assistant Sports Director and before that was with the Eden Family YMCA as its Sports and Facilities Director. Jeff has a BS degree in Physical Education/Sports Management and 14 years of experience in areas of field maintenance, programming, scheduling, budget planning, and supervising and organizing youth and adult athletics. Other assets are his municipal experience and solid reputation. His start date is December 10.

Notes:

Town Council action/comments:





**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 11B

Agenda item:

Designation of new check signer

Attachment(s): no

Requested by: Manager

Department (if applicable): Administration

Staff comments/recommendations:

The Cash Management and Investment Policy was revised at the last TC meeting. One change was for an elected official to replace the position of Finance Committee Chairman, and this position was listed as a "designated Council member." The Mayor, Mayor Pro-tem, and Town Manager are the three other authorized signers. Council did not make a motion to specify this fourth signer, and Councilmember Flowers has volunteered for your consideration.

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 11C

Agenda item:

**Revision of O-2009-003 Ordinance Establishing Founders'
Day Committee**

Attachment(s): yes

Requested by: Manager

Department (if applicable): Administration

Staff comments/recommendations:

The Founders' Day Committee needs to be established for 2013 (The committee that met in October was the standing 2012 committee.) When reviewing the policy that specifies the committee's formation, the policy needed some edits to add clarity and to keep it current. Attached is a red-lined draft for Council's consideration.

Notes:

Town Council action/comments:





**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 11D

Agenda item:

Appointment of 2013 Founders' Day Committee members

Attachment(s): yes

Requested by: Manager

Department (if applicable): Administration

Staff comments/recommendations:

A roster of recommended committee members is attached and appropriate application and documentation materials are on hand. The first committee meeting is scheduled for January 11, 2:00pm, at Town Hall.

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Agenda item: 11E

Meeting date: December 11, 2012

Agenda item:

Adoption of Continuity of Operations Plan (COOP)

Attachment(s): yes

Requested by: Clerk

Department (if applicable): Administration

Staff comments/recommendations:

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.

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 11F

Agenda item:

Update of Development Ordinance rewrite

Attachment(s): no

Requested by: Mayor

Department (if applicable): Planning

Staff comments/recommendations:

Manager will address a plan and timeline for having a revised draft of UDO rewrite.

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 11G

Agenda item:

Budget amendment for interim planning

Attachment(s): yes

Requested by: Manager

Department (if applicable): Planning

Staff comments/recommendations:

The second round of advertising for the Town Planner position has a close date of 12/14. The manager requests a budget amendment in the amount of \$7500 for continued interim planning expenses.

Notes:

Town Council action/comments:



**Town of Summerfield
Agenda Item Cover Sheet**

Meeting date: December 11, 2012

Agenda item: 12A

Agenda item:

Discussion of Brookbank Road property/proposed Armfield park

Attachment(s): yes

Requested by: Mayor

Department (if applicable):

Staff comments/recommendations:

A statement will be read concerning the desire to sell the town-owned acreage on Brookbank Road, a past gift by the Edward M. Armfield, Sr. Foundation. The intention was to use the land (about 29.2 acres) for a town park. The developing I-73 corridor and Brookbank Road relocation change the dynamics of the property such that it isn't as conducive for park facilities. The Armfield Foundation has given permission to sell the property without any stipulations or legal ramifications and the town and foundation have signed an agreement acknowledging this. A motion to accept the mutual agreement and release would be appropriate.

Notes:

Town Council action/comments: