



Public hearing/action re: FY2017-18 budget

Attachment(s): budget document; also available electronically on town website

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The budget process has followed the adopted budget calendar and the proposed full budget document was distributed to Council and made publicly available 5/23. It is available electronically on the town website, a review copy is on hand at town hall, and copies are available for nominal copy costs.

No Council changes were directed at the 5/23 presentation meeting. Following the public hearing, Council will have an opportunity to discuss and take action on the budget as presented. Adoption of the budget as presented would include all components: the detailed budget, budget ordinance, and fee schedule.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Public hearing/action regarding rezoning case RZ-01-17 (requested change: CU-OSRD to CU-OSRD with a condition change; location: 7508 Strader Rd.; parcel: 0218651)

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

See attached staff report for full details to be presented.

As a reminder, rezoning decisions must be made based on:

- our current development ordinance;
- our comprehensive plan (per NCGS 160A-383 below); and,
- “any other officially adopted plan that is applicable.”

Council must “approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explain why the board considers the action taken to be reasonable and in the public interest.” The statement will be provided to the applicant as formal notification of the rezoning decision.

§ 160A-383. Purposes in view. Zoning regulations shall be made in accordance with a comprehensive plan. When adopting or rejecting any zoning amendment, the governing board shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explaining why the board considers the action taken to be reasonable and in the public interest. That statement is not subject to judicial review.

The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

Zoning regulations shall be designed to promote the public health, safety, and general welfare. To that end, the regulations may address, among other things, the following public purposes: to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to lessen congestion in the streets; to secure safety from fire, panic, and dangers; and to facilitate the efficient and adequate provision of transportation, water, sewerage, schools, parks, and other public requirements. The regulations shall be made with reasonable consideration, among other things, as to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such city. (1923, c. 250, s. 3; C.S., s. 2776(b); 1971, c. 698, s. 1; 2005-426, s. 7(a); 2006-259, s. 28.)

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Temporary construction easement agreement re: SAP northern parking lot

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

A temporary roadway is needed for the upcoming construction of the SAP northern parking lot. Construction equipment should not traverse existing internal drives and parking lots to protect park users and the existing paving and infrastructure. The project plans require a separate construction road access off of Winfree Road and an agreement has been reached with the property owner that includes a lump sum compensation in the amount of \$1000. A temporary construction easement is needed and the manager recommends approval.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Bid award for SAP northern parking lot

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The planned northern SAP parking lot is a major capital project and the town contracted with WithersRavenel to provide services for permitting, bidding and preconstruction, and construction administration and oversight. The RFP utilized a formal bid process. The project timeline involved bidding the job during budget development with a planned start date shortly after July 1.

The bid opening yielded five bidders with bids from \$524,999 to \$659,712 and WithersRavenel certified the bid tabulation. The engineer recommends (see the attached cover letter and documentation) awarding the contract to Greensboro's P&S Grading at a low-bid price of \$524,999. The town attorney has reviewed the Notice of Award and Agreement.

WithersRavenel checked three project references with positive reviews. P&S Grading is very familiar with SAP as the town has contracted with the company on two occasions over the last four years for improvements involving grading, drainage, and concrete. The manager and P&R manager have been pleased with the company's work and P&S's general manager has a good understanding of the town's expectations of professional results.

Based on the bid price, references, direct experience with P&S, and the engineer's recommendation, the manager agrees that the lowest bidder is a "responsible bidder" as required. **The request is a motion to award the SAP northern parking lot project (WR Project No. 06170042.00) to P&S Grading, LLC for \$524,999, provided that the construction access is finalized prior to awarding.**

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



Master planning of intersection area at Summerfield Rd. and Oak Ridge Rd.

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The related RFQ described the project background, process, services needed, and evaluation criteria used to select a qualified firm to handle master planning for the intersection area. Council selected WithersRavenel in May as the preferred firm to perform the work. The directive was for the manager to negotiate and return a contract for consideration. The request is to contract with Withers-Ravenel for master planning services related to the intersection area at Summerfield Road and Oak Ridge Road per the \$45,000 contract dated 6/9/17 (attached).

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Architectural services for Gordon Hardware Building and Martin House

Attachment(s): no (expected under separate cover)

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The related RFQ describes the project background, process, services needed, and evaluation criteria used to select a qualified architectural firm to handle renovations for the Gordon Hardware Building and a bathroom addition for the Martin House. Council selected Cube Design + Research in May as the preferred firm to perform the work. The directive was for the manager to negotiate and return a contract for consideration.

Cube Design wishes to further define the details of the design criteria and a working construction budget, which will better guide the town and firm. Cube recommends a conservative approach of investing more up front to reduce risks later in the project and beginning the project with a pre-design and programming phase with the following objectives:

- establishing existing building drawings with which to begin work;
- assessing the detailed needs of the users and stakeholders;
- defining the necessary improvements needed to the building to meet current codes and restore the historic elements;
- testing conceptual layouts from a minimum approach with no addition to a maximum approach with a large addition, and along with that an understanding of the systems and desired performance levels; and,
- pricing the conceptual design direction with a cost consultant.

The results would become the criteria needed to move into design. The request is to contract with Cube Design + Research for architectural services and the firm has submitted a detailed contract that includes a suggested pre-design and programming phase. The contract is under attorney review, still being negotiated, and expected under separate cover.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Regional contract re: feasibility study for development of regional public water system

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

In July 2016, Council held a special called meeting to discuss: 1) the results of a water and fire protection study; and, 2) a regional water initiative for water supply planning. Prior to that meeting, approximately \$14.5 million was approved by NC to fund interconnection and extension of water lines and to establish a regional water authority that would include Guilford and Rockingham counties and one or more municipalities within those counties. The Council's resulting unanimous decision read:

I hereby move for a vote of support for this Council to explore the possibility of participating in a regional water authority along with Rockingham County and other jurisdictions. In making this motion, I am aware of our obligation to protect our citizens, which includes access to water to sustain growth and support our everyday lives. I am also aware of funds budgeted by the state of North Carolina for creation of such a regional water authority.

At this time, my motion is that we as a council give a statement of intent to Rockingham County to investigate and explore this possibility, without a pledge of any Town funds at the current time. After we gather all available information, we can then consider any and all financial obligations in this undertaking. In accordance with Policy 5.1 of the Comprehensive Plan, Summerfield should investigate the potential opportunities of participating in such a regional water authority.

Guilford and Rockingham counties and the towns of Summerfield, Oak Ridge, and Stokesdale had follow-up discussions and Rockingham didn't wish to participate in a preliminary feasibility study or a regional authority, although it still desired to sell water to the northwest Guilford area. Guilford and its towns decided to collaborate and explore regional water supply options and the formation of a water authority. The collective Guilford thought is that a significant feasibility study is needed.

Guilford jurisdictions passed MOUs that outlined a cost-sharing arrangement between the parties. The four jurisdictions used a Request for Qualifications (RFQ) process to identify a qualified engineering firm. Timmons Group was selected and the all parties negotiated a contract for services (attached). House Bill 637 was amended to ensure reimbursement of the study costs, it passed, and per county discussions with the State Budget Office, the county and municipalities would not need to front any local money for the study. (The total study price is \$175,000, which equates to \$43,750 per jurisdiction.)

The town manager recommends the following motion, pending the town attorney's approval of legal sufficiency: "Based on the Summerfield Comprehensive Plan's Policy 5.1, Council's July 2016 position, regional interest and collaboration, and state funding availability, I motion to approve the multi-jurisdictional contract with Timmons Group for the Northwestern Guilford County Water System Feasibility Study in the amount of \$175,000."

(room for notes on back)



AGENDA ITEM



Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358

ph: 336-643-8655 / fax: 336-643-8654 / www.summerfieldgov.com

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



UDO Review Committee Ordinance revisions

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

Council approved the UDO Review Committee Ordinance last month and a designated subcommittee has been assisting with the committee formation and process. It has recommendations that require changes within the ordinance. The substantive changes requested involve: 1) increasing the number of voting residents and eliminating alternate members; 2) utilizing *both* a Facilitator and Chair instead of *either or* and better defining these roles; and, 3) changing the committee's start date.

The suggested revised ordinance is attached and marked accordingly.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



UDO Review Committee facilitation

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The designated subcommittee to assist with the UDO Review Committee formation has further considered how the review committee will be lead (Facilitator vs. Chair). The desire is for a productive, citizen-led committee and staff and the subcommittee have had discussions with area agencies and facilitators concerning how to best structure the review committee's leadership and how to maintain a neutral approach.

The subcommittee met with Piedmont Triad Regional Council (PTRC) and Bill McNeill Planning Solutions (MPS) to discuss facilitation services. PTRC and MPS proposed an approach in which PTRC would provide staff and share facilitation duties with Bill McNeill (brief bio attached) who it has partnered with before. A contract with PTRC for \$9,995 is attached for Council consideration, provided that requested adjustments to the UDO Review Committee Ordinance are made to clarify all participant roles within this town ordinance.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



UDO Review Committee appointments

Attachment(s): yes

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

The designated subcommittee to assist with the UDO Review Committee formation has proposed changes to the UDO Review Committee Ordinance to expand the committee's size. Provided that requested adjustments to the UDO Review Committee Ordinance are made, the subcommittee is proposing a slate of thirteen voting, resident members. Applications are attached.

Twenty-four residents applied and all were interviewed by the subcommittee. There were strong applicants beyond the following slate recommended. The group represents a solid cross-section based on criteria in the UDO Review Committee Ordinance. **The thirteen subcommittee-recommended appointments for the ad-hoc UDO Review Committee are:**

Amber Best	Elizabeth Kaplan
Andrew Broom	Jeffrey Livaudais
Churchill Brown	Ryan Moats
Gary Brown	Deborah Proehl-Moser
Andrea Cockcroft	William (Billy) Tesh
Mildred Hoffler-Foushee	Jason Webster
Robert Jones	

Other applicants included:

Elizabeth Burkett	Robert McIver
Carolyn Collins	Trista Munson
Philip Cooke	Priscilla Olinick
Melissa Feinstein	Todd Rotruck
Casey Francis	Linda Southard
Thomas Lane	

NOTES:

TOWN COUNCIL COMMENTS / ACTION:

Designation of Deputy Town Clerk

Attachment(s): no

MEETING DATE: JUNE 13, 2017

STAFF COMMENTS / RECOMMENDATION:

Town Clerk Valarie Halvorsen is currently out on requested leave and the town needs to fill that role in her absence. Mary Gant is temporarily performing administrative and some clerk duties.

NCGS 160A-172 grants the authority to name a Deputy Clerk: *"The council may provide for a deputy city clerk who shall have full authority to exercise and perform any of the powers and duties of the city clerk that may be specified by the council."* Mrs. Gant is currently the best internal fit for this position. With Town Council approval, an oath would be administered internally affirming support of the Constitution and laws of the United States and North Carolina, and also promising that personal and political friendships or obligations would not influence any deputy clerk duties and actions. This would be a temporary designation.

NOTES:

TOWN COUNCIL COMMENTS / ACTION:
