



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
REGULAR MEETING**
Tuesday, April 13, 2010
7:00 PM

AGENDA

- A. Meeting Called to Order
- B. Pledge of Allegiance to the Flag of the United States of America
- C. Approval of Minutes (March Workshop, Regular, and special meeting) *Page 4*
- D. Recognition of Persons to Be Heard (**NOTE: Comments are limited to 5 minutes per person. Everyone addressing the Board shall first state their name and their residential physical address.**)
- E. Consent Agenda *(All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a board member so requests, in which event the item in question will be removed from the General Order of Business and considered in its normal sequence on the Agenda.)*
 - 1. Budget Workshop – May 4th at 5pm
 - 2. CMSD Board Member Appointment
 - 3. Downtown Conceptual Master Plan *Page 10*
- J. New Business
 - 1. Drainage Tile – 297 Main Street *Page 12*
- K. Commissioner's Comments
- L. Adjourn.



April 13, 2010

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Town Manager

SUBJECT: Manager's Comments for the April Regular Meeting

Below I have attempted to summarize and provide explanation for each agenda item.

Item E-1: Budget Workshop

Per our discussion at the April Workshop, **I am recommending that the Board schedule a Budget Workshop for May 4th at 5:00 PM in the Town Hall.**

Item E-2: CMSD Board Member Appointment

At the April Workshop, Commissioner Alton Clements resigned from the CMSD Board. Since I now live within the corporate limits of Grifton, **I recommend that the Board appoint me to fill the vacant CMSD Board seat.**

Item E-3: Downtown Conceptual Master Plan

Representatives of the Withers/Ravenel consulting firm presented to the Board the Downtown Conceptual Master Plan. This document will serve as a planning tool to guide the

Town in our efforts to upgrade and enhance our downtown. Therefore, **I recommend that the Board adopt Resolution: 2010-03 approving the Downtown Conceptual Master Plan.**

Item F-1: Drainage Tile – 297 Main Street

In February, the owner of the property at 297 Main Street approached me concerning tiling the ditch in front of the property. I informed the owner that the Town had a long standing policy that, simply put, stated that if the property owner purchased the tile, the Town would be responsible for the installation. The owner proceeded to purchase the tile and have it delivered to the site. However, there are two issues with this particular project that are not typical. First, the pipe is too large for town forces to handle with our equipment. I am also concerned with our ability to install this pipe with our current workforce. Secondly, while I am not the property owner, I do reside in the house that would receive the benefit of this project. Even though there is nothing immoral, unethical or illegal about this situation, I did want you to be fully aware in case you received questions. Under normal circumstances, when the Town forces are able to install the tile, I would handle the matter without the Board getting involved. But, because we are going to have to contract out the installation, I wanted to get Board approval. I have attached our Policy concerning drainage tile installation. This request appears to meet all of the policy requirements. I have received two estimates from private contractors and am currently waiting on a third. I will have these quotes available at the meeting.

I have attached the monthly reports from Police, Code Enforcement, and Library. Also included are the March financials.