



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
BOARD WORKSHOP**

Tuesday, April 2, 2013
7:00 PM

AGENDA

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. 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**).
- D. DISCUSSION ITEMS
 - 1. Recreation Master Plan Presentation – Alicia Arnold
 - 2. Buckleberry Canal Update *Page 6*
 - 3. Residential Solid Waste / Recycling – Bid Results *Page 9*
 - 4. Flood Damage Prevention Ordinance – Resolution No. 2013-02 *Page 10*
 - 5. Fiscal Year 12/13 Audit Contract *Page 11*
 - 6. Streets Improvement Project Bond Referendum
 - 7. Schedule Budget Workshop
 - 8. Legislative Update *Page 15*
- E. Commissioner's Comments
- F. Adjourn.



April 2, 2013

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for April Workshop

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

Item D-1: Recreation Master Plan Presentation – Alicia Arnold

As a result of discussion during the Board's Retreat held in February of this year, staff will begin monthly presentations of the various plan documents for the Town of Grifton. The first plan presented will be the Recreation Master Plan, which is a result of the NC STEP process, but has yet to be adopted. If after the presentation and discussion the Board wishes to proceed with adopting the plan, I will present a resolution for consideration at the regular meeting in April.

Item D-2: Buckleberry Canal Update

As the Board is aware, the Buckleberry Canal has been dipped and is draining properly. I have received the invoices from the Drainage District and issued payment for Grifton's promised assistance from 2011. Our share of the project cost is \$9,453.75. To further the work on the portion of the ditch in our jurisdiction, I am requesting permission from the Board to expend up to \$5,000 to clean and dip the ditch from Lewis Drive to St. Joseph Street. *As I mentioned in the Manager's Report last week, the individuals from the State that I met with on March 21st stated*

that we would need to clean and maintain the portion of the ditch in question to be eligible for any grant funding consideration. Because of the limited access to this portion of the ditch and the overgrown condition caused by these limitations, we would need to rent a mini-excavator that would be operated by our equipment operator and to hire a chainsaw operator to work in the ditch in tandem with the equipment operator. We would haul away spoils, trash and debris using our equipment and personnel.

Item D-3: Residential Solid Waste/Recycling – Bid Results

On March 13th, I held the mandatory pre-bid meeting for the Residential Solid Waste/Recycling Request for Proposals. At this meeting we had three companies represented: Waste Industries, Onslow Container Service (OCS Waste), and Country Side Sanitation. The purpose of the meeting was to have all interested parties in the room together to go over and discuss the RFP's that I had sent to them. I was also an opportunity for each provider to ask questions about the documents, service provided, etc. From this meeting and subsequent questions a made two revisions to the RFP's, which were sent to all bidders on March 19th. On March 26th, the bid proposals were received and opened publicly. Country Side Sanitation opted not to submit a bid. Thus, we received bids from Waste Industries and OCS Waste. I have evaluated the bids for price as well as adherence to the bid requirements (see attached). While the bids were extremely close, I recommend that the Board select Waste Industries to further negotiate with. I make this recommendation because of the following reasons:

1. Waste Industries currently provides good service with little need for oversight or involvement.
2. There would be no inconvenience, upset of process, or learning curve involved as would be with a transition to a new company.
3. Waste Industries provided the lowest overall per unit bit.

If the Board is inclined to agree with my recommendation, I will place this matter on the next regular meeting agenda for consideration. Again, at this point in the process, the Board would

only be selecting Waste Industries as the provider to negotiate a final contract with. The actual contract would be negotiated by me and presented to the Board in May.

Item D-4: Flood Damage Prevention Ordinance – Resolution No. 2013-02

Since 1989, Pitt County has been administering Flood Plain regulations for the Town of Grifton. Periodically, the ordinance regulating flood plains needs to be updated. When this occurs, it is necessary for the Town to reconfirm our agreement with the County. I recommend approving Resolution 2013-02 via the consent agenda at the next regular meeting of the board.

Item D-5: Fiscal Year 12/13 Audit Contract

It is time once again to enter into our annual auditing contract with Pittard Perry & Crone, Inc. This audit contract is produced and required by the North Carolina Local Government Commission. The amount of the contract is \$14,500. I recommend approving the contract via the consent agenda at the next regular meeting of the Board.

Item D-6: Streets Improvement Project Bond Referendum

In order for the question of incurring debt for street improvements to be placed on the November 2013 ballot, the Board needs to take official action to me to proceed with the necessary process. This process includes securing updated cost estimates from our engineers, engaging bond counsel, meeting with the Local Government Commission, and speaking with the Pitt County Elections office. We are at that point in the timeline in which a decision needs to be made.

Item D-7: Schedule Budget Workshop

It is time once again to begin the budget process. Thus, it is necessary for the Board to schedule a budget workshop. In recent years, we have met on the same day as the regular

workshop meeting of the Board, but at an earlier time. If the Board wants to continue this trend, we can meet on May 7th at 5pm in Town Hall.

Item D-8: Legislative Update

General Assembly sessions historically have been a time of anticipation and sometimes angst for cities and towns. This session however, is particularly troublesome. There appears to be an anti-local government sentiment that I have not witnessed in my twenty years of being a manager. I have included some information in your packet about some proposed legislation that reduce our regulatory authority, reduce our share of the state collected revenues, and limit our authority over our own utility systems. It is imperative that the Board, and even our local citizens and business leaders express our views and opinions to our state representatives. I look forward to discuss this important matter further with the Board.