



**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
BOARD WORKSHOP**  
Tuesday, August 2, 2011  
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. Façade Grant Funding Request – 521 Queen Street *Page 6*
  - 2. Offer to sell Property - Gordon Street *Page 10*
  - 3. John Lawson Days Committee Financial Shelter Request
  - 4. STEP Committee – Transition Plan
- E. Commissioner's Comments.
- F. Adjourn.



August 2, 2011

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for August Workshop

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

### **Item D-1: Façade Grant Funding Request – 521 Queen Street**

Wayne Hardee, owner of the property located at 521 Queen Street has applied for a Façade Grant under our NCSTEP funded grant program. Mr. Hardee's application has been reviewed by me. I have made a positive funding recommendation to the STEP Committee. This Committee has unanimously concurred and now makes a positive recommendation to the Board of Commissioners. I recommend this item be placed on the Consent Agenda for approval at the next regular meeting.

### **Item D-2: Offer to sell Property – Gordon Street**

The Town has been approached by the owner of a vacant lot (parcel #09971) on Gordon Street to see if we would have an interest in purchasing said property. Even though I am not prepared to make a recommendation on this request at this time, I do feel that the matter is worth discussion because of its proximity to other Town owned property. I have enclosed maps of the property in question as well as our adjacent land.

### **Item D-3: John Lawson Days Committee Financial Shelter Request**

As you may recall, representatives of the newly formed John Lawson Days Committee appeared before the Board in July and requested that the Town serve as the financial shelter for the upcoming two-day commemoration of the period in which John Lawson met his fatal end nearly three hundred years ago. In other words, the Committee is requesting that all donations and expenditures for the event be funneled through the Town's financial books. Because the group is newly formed, they are simply volunteers and not a formal non-profit with 501-3(c) status. Their intent is that by doing this, the donors would be able to receive tax deductions for the donations. As a result of the group's request, I was instructed by the Board to review the request and make a recommendation back to the Board in August.

In my investigation of this request, I looked at two main areas of concern; the first being our fiduciary responsibility and second being our general liability. After consulting with our Auditor, he advised against the Town acting as the bank for the Committee. He did this because of the fact that any funds received and expended by the Town must be done so under the same rules and regulations as all of our other monies, regardless of the reason or origin of the funds. We would be responsible for the properness of the expenditures. These responsibilities directly relate to the second area of concern, which is liability. As soon as we accept and expend funds on behalf of the Committee, we become responsible and liable for all of the activities of the group. In other words, we would be liable for all claims associated with the activities hosted by the group during the commemoration. Thus, our insurance carrier also recommended against the arrangement.

Therefore, I feel that I have no choice but to recommend to the Board of Commissioners that the Town of Grifton not accept and expend funds for the John Lawson Days Committee. I attended a Committee meeting on July 27<sup>th</sup> and informed the group of my findings and what my recommendation to the Board would be.

#### **Item D-4: STEP Committee – Transition Plan**

In September of 2006, the Town of Grifton was awarded a Small Town Economic Prosperity (STEP) grant from the North Carolina Rural Economic Development Center. The grant had a \$20,000 planning component and a \$200,000 implementation component. In order to manage and make recommendations about the use of the grant funds, the Town established a STEP Committee. This Committee has worked tirelessly over the past five years and has accomplished many beneficial things for the Town of Grifton including a Downtown Master Plan, the new Town Commons and Shelter, the Indian Village, the new Entranceway signs, a new Grifton Magazine plus postcards, a Recreation Master Plan, and a professional Marketing Plan.

However, as some of you may recall, the Committee wasn't a new group of individuals pulled together for this task. The group already existed and had been working for years under the name of the Community Development Committee (CDC). Therefore, since the work of the STEP Committee is complete, this group would like to transition back to its former name, but with a new and renewed purpose. At its final gathering at the STEP Committee, which was held on July 13<sup>th</sup>, the group discussed the future of the committee and its potential mission and benefits.

After discussing the future of the committee, the group decided to request that the Board of Commissioners allow the group to continue as the Community Development Committee. While not completely defined yet, the CDC would like to provide a service to the Town by acting as a clearinghouse for other events and volunteer organizations. This need was identified because of all of the new apparent "upstart" groups that are vying for the use of Town property/facilities and the attention of the public. For example, in the future, the CDC could act as the overseer and scheduler for Town property to be used by groups such as the Farmers' Market, the John Lawson Days Committee, and others. The CDC would like to establish rules

and regulations regarding the use of the Town parks, property, and facilities so the those uses would be conducive to the image the Board of Commissioners would like to see portrayed by groups using Town facilities. The CDC would like to establish a Community Calendar not only to let the public know what activities and opportunities are taking place, but also prevent overlap and duplication.

It my recommendation to the Board that the CDC be allowed to pursue the goals mentioned above. Obviously, I would work closely with the group and bring back to the Board any policies, rules and regulations that needed to be adopted in the future.