



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

Tuesday, August 7, 2012  
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. PUBLIC HEARING (**NOTE: The public is asked to adhere to the following guidelines for the Public Hearings:**
- Step to the podium in front of the Board. State your name clearly. Direct comments to the full Board, not an individual member.
  - Be concise; avoid repetition; limit comments to five minutes or less; designate a spokesperson for large groups.
  - Each person may speak once for a specific Public Hearing.
1. Conditional Use Permit Request – Robert Dixon *Page 6*
- E. DISCUSSION ITEMS
1. 2009 Water Supply Plan – Resolution No. 2012-08 *Page12*
2. Street Improvements Project – Bond Referendum Timeline Update *Page18*
3. Golf Cart Operation on Town Streets – Ordinance No. 2012-02 *Page22*
4. Contentnea Creek Woods-Walk Project – Grant Applications and Award *Page27*
5. Sewer Rehabilitation Project – Bid Update *Page48*
- F. Commissioner's Comments
- G. Closed Session: Personnel Matter as authorized by N.C.G.S. 143-318.11(a)(6)
- H. Adjourn



August 7, 2012

## **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: Conditional Use Permit Request Public Hearing – Robert Dixon**

We have received a request from Robert Dixon of 719 Wall Street for a Conditional Use Permit to place a new Class A Manufactured Home on Pitt County Parcel #32660 located at 6724 Sherry's Lane in our Extra Territorial Jurisdiction. The property is currently zoned R-8 and allows Class A Manufactured Homes as a Conditional Use. Adjoining property owners have been notified via first class letter. The general public has been notified via posting in Town Hall, and publication in the Times Leader.

### **Item E-1: 2009 Water Supply Plan – Resolution No. 2012-08**

The General Statutes of the State of North Carolina requires that each unit of local government providing water service to the public prepare a local water supply plan. The purpose of the Plan is to provide appropriate guidance for the future management of the water supply as well as to provide useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as also required by statute. I recommend approving this Plan via the Consent Agenda at the August regular meeting of the Board.

### **Item E-2: Street Improvements Project – Bond Referendum Timeline Update**

In July, the Board received, discussed, and recommended revisions to the suggested Timeline for the Street Improvements Project. As you will recall, staff was asked to develop a timeline for moving forward with receiving citizen input on the concept and various options presented for the improvement of the Town's street system. The timeline is intended to lay the steps for placing a general obligation bond question on the local ballot in November of 2013.

Besides the timeline, the Board should discuss its actions moving forward; especially relating to public input and bond amount (project) selection. It is my recommendations that staff be allowed to develop a brochure concerning the project, referendum and potential options. This brochure can be inserted into water bills, placed on our web site and Facebook page, as well as distributed a various locations throughout Town. Because public input is an extremely important factor moving forward, it is imperative that the Board concentrate on methods to garner participation and feedback from the citizens.

### **Item E-3: Golf Cart Operation on Town Streets – Ordinance No. 2012-02**

Based on a previous request from the Board, the Police Chief and I have crafted a proposed ordinance legalizing, with regulation, golf cart operation on certain streets in Town. The proposed ordinance uses components from the ordinances already in place in the Towns of Ayden and Winterville, respectively. The Board is advised to discuss and provide feedback to the staff concerning any questions, comments, additions, or deletions to this proposed ordinance.

### **Item E-4: Contentnea Creek Woods-Walk Project – Grant Applications and Award**

In 2010, the forty-plus acre "Houston Property" along the junction of the Contentnea Creek and the Railroad tracks was logged. Subsequently, the owners donated the property to the Town. After the Town took ownership of the properties in late 2011, the Community Development Committee began seriously discussing ways to utilize the property. The Committee referred to previous planning documents concerning the property. The Greenway

Master Plan (2003), the Pedestrian Plan (2009), and the Downtown Master Plan (2010) all illustrate some sort of trail/boardwalk system throughout the property and along the Creek. The Committee further felt that replenishing the indigenous forestry and adding educational opportunities would not only enhance the property, but grant applications as well.

To that end, the Committee began exploring grant ideas and opportunities. Because of existing finances of the Town and the nature of the property, the Committee recognized the need to keep the project small in cost and scope of work. The Committee also recognized the need to collaborate with other interested parties on this project. Thus, we have received endorsements and “buy-in” from organizations such as: Southern Pitt Ducks Unlimited, our local Boy Scout Troop, Ayden Grifton High School, and East Carolina University.

With the assistance of Arborist, John Sugg, we submitted a grant application to the North Carolina Forestry Service for an Urban Forestry Grant. The request was denied. However, it was suggested that we contact U.S. Fish and Wildlife for other funding opportunities. While working with a representative with the Fish and Wildlife, we were contacted by the North Carolina Forestry Service and informed of a different funding opportunity with them, which we are pursuing. Because we are seeking assistance from multiple agencies, it was necessary to bring all of the funding agencies together with the Town. Thus, an “on-site” meeting was held in late May with the Town, the Committee, the North Carolina Forestry Service, the Pitt County Forestry Service, and the U.S. Fish and Wildlife agency all represented. The State and Federal attendees were optimistic about the property and the project. During that meeting it was decided that Federal funds would be sought for the construction of the trail and boardwalks throughout the property and the State funds would be proposed for use on the educational and tree planting component of the project. Also, an important aspect of the funding that was discussed is the fact that both grants being sought require a local match. However, the local match is allowed be in the form of “in-kind” services instead of actual dollars.

We were recently notified that the U.S. Fish and Wildlife grant has been awarded. The grant awarded is for \$10,000 and requires a equal match from the Town. It is our intent to use the volunteer labor from the Committee and other collaborating organizations as our match in the form of in-kind services. I am requesting that the Board approve and accept this grant by adopting Resolution No. 2012-09 via the Consent Agenda at the next regular meeting.

**Item E-5: Sewer Rehabilitation Project – Bid Update**

Bids for the Sewer Rehabilitation Project were received and opened on July 31<sup>st</sup>. Currently, the Engineers have certified the bids. However, because the lowest responsible bid is more than \$500,000 over budget, the Engineers are working with the contractors to insure the bid numbers are reflective of the project intent. Also, we have spoken with the USDA Rural Development concerning the potential need for additional funding, should that become necessary. I will have more information at the Meeting.