



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

Tuesday, December 7, 2010  
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 Applications *Page 5*
  - 2. Water Shortage Response Plan *Page 6*
  - 3. Ordinance Amendment – Museum Commission *Page 8*
  - 4. Code of Ethics *Page 9*
  - 5. Park Hours *Page 13*
  - 6. Disposal of Town Owned Personal Property *Page 14*
  - 7. Board of Commissioners Retreat *Page 16*
- F. Commissioner's Comments
- G. Adjourn



December 7, 2010

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for December Workshop

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

### **Item D-1: Façade Grant Applications**

We have received three façade grant applications from properties owned by Emily Exum. The three project total \$6,259. Thus, the eligible grant amounts would total \$3,129.50. The STEP Committee has reviewed the applications and recommends approval. If the Board concurs, this item will be placed on the Consent Agenda for the December 14<sup>th</sup> meeting.

### **Item D-2: Water Shortage Response Plan**

In accordance with North Carolina General Statutes, local governments that provide public water services are required to adopt a water shortage response plan providing appropriate guidance for the future management of water supplies. The North Carolina Department of Environment and Natural Resources has reviewed and approved our proposed Plan. Therefore, if the Board concurs, this item will be placed on the Consent Agenda for the December 14<sup>th</sup> meeting.

**Item D-3: Ordinance Amendment – Museum Commission**

At a previous meeting, the Board received a request from the STEP Committee and the Chairperson of the Civic Center Board that the Museum functions and oversight be separated from the Civic Center Board. I was instructed to draft an ordinance that would create a separate Museum Board for the oversight and management of that facility. I have crafted an amendment to our Code of Ordinances that creates such a Board. The ordinance is similar to the existing language used for the Parks and Recreation Commission and the Library Commission. If the Board concurs, this item will be placed on the Consent Agenda for the December 14<sup>th</sup> meeting.

**Item D-4: Code of Ethics**

Recent legislation of the North Carolina General Assembly requires that local governments adopt a Code of Ethics for municipal elected officials. A model code was developed by the School of Government at UNC-Chapel Hill. In keeping with this model, I have drafted a Code of Ethics for consideration by the Board of Commissioners. The legislation dictates that the Code be adopted by the end of calendar year 2010. If the Board concurs, this item will be placed on the Consent Agenda for the December 14<sup>th</sup> meeting.

**Item D-5: Park Hours**

Police Chief, Bryan Cauley, has requested that the Board consider changing the hours of occupation for our parks. I have attached a memo from Chief Cauley outlining his position and reasons for the request.

**Item D-6: Disposal of Town Owned Personal Property**

Periodically, it becomes necessary to inventory and dispose of non-useful, non-working, and obsolete personal property. We have compiled a list of electronic equipment that needs to be declared surplus.

**Item D-7: Board of Commissioners Retreat**

In the past, the Board has held an annual retreat for the purposes of planning and preparing for the upcoming budget season. I have enclosed some past retreat agendas to give the Board an opportunity to think about items of discussion for our 2011 Retreat. Please review these agenda and be prepared to discuss the upcoming retreat and possible topics the Board should review. We will also need to think about the dates and times for the meeting.