



**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

Tuesday, December 8, 2009  
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 (November Workshop and Regular meeting) *Page 7*
- 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. Special Presentations
  - 1. William C. Smith Plaque Presentation
- F. Discussion/Action Items – Old Business
  - 1. Grifton Civic Center Bylaws *Page 12*
  - 2. Grifton Volunteer Fire Department – Slate of Officers *Page 17*
  - 3. Grifton Public Service Award
- G. Swearing In Ceremony
  - Mayor Billy Ray Jackson
  - Commissioner Alton Clements
  - Commissioner Richard Hill
  - Commissioner Sammy Whitehurst
- H. Discussion/Action Items – New Business
  - 1. Selection of Mayor Pro-Temp
  - 2. Appointment – Mid East Commission Board *Page 20*

J. Commissioner's Comments

K. Closed Session – Personnel Matter (Police Chief Search)  
-As permitted under NCGS Chapter 143-318.11(a)(6)

L. Adjourn.



December 8, 2009

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Interim Manager

SUBJECT: Manager's Comments for November Regular Meeting

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

### **Item E: William C. Smith Plaque Presentation**

At this time, Mayor Jackson will present a plaque to the family of Bill Smith honoring his service to the Town.

### **Item F-1: Grifton Civic Center Bylaws**

The Civic Center Advisory Board is recommending changes to its bylaws. The changes are dealing with the financial portion of the Bylaws. Specifically, Section 6.4, dealing with petty cash was deleted. The Center no longer keeps petty cash on hand. Thus, removing that Section is desirable. The other changes specify how purchases by Center staff are approved. I feel that these changes are insignificant, but necessary. **Therefore, I recommend approval of the Amended Civic Center Bylaws.**

**Item F-2: Grifton Volunteer Fire Department – Slate of Officers**

By consensus at the December Workshop, the Board agreed not to place this item on the consent agenda. Instead, this item is open for discussion.

**Item F-3: Grifton Public Service Award**

At this time on the agenda, Mayor Jackson will present Public Service Award to Johnny Craft, in recognition of his twenty-four years of service as a Commissioner.

**Item G: Swearing In Ceremony**

Town Clerk, Angel Hudson will receive the oaths of office from the Mayor Jackson, followed by the jointly presented oaths from newly elected commissioners Clements, Hill, and Whitehurst.

**Item H-1: Selection of Mayor Pro-Temp**

The Board will need to select a Mayor Pro-Temp from its sitting members to serve in official capacity in the Mayor's absence.

**Item H-2: Appointment to Mid-East Commission Board**

The Board will need to appoint someone to represent Grifton on the Mid-East Board.

### **Item H-3: Consulting Firm Selection – Streetscape Master Plan Design**

In 2006, Grifton applied for and was invited to participate in the North Carolina Rural Centers' Small Town Economic Prosperity Initiative, also known as the NC STEP program. The goals of the program are (1) to support economic recovery and revitalization in small towns adversely affected by structural changes in the economy or recent natural disasters; (2) to test a comprehensive model of technical assistance and grant making to aid in revitalization efforts; and (3) to provide information vital to the development of public policies that support long-term investment in the economic vitality of North Carolina's small towns.

The Grifton Community Development Committee to serve as the "STEP Committee". This group was tasked with overseeing the strategic planning process. *This Committee is made up of a cross-section of members of the community, with technical assistance from the Division of Community Assistance, professional Planner Bob Clark, and your Town Manager.* From that process, the Vision 2015 Economic Development Strategic Plan was developed. The purpose of the plan is to guide the Town's efforts to stimulate economic growth by recommending projects, programs, or activities that will help create and retain jobs, provide living wages for citizens, expand the market for the local businesses, or diversify the local tax base.

Numerous planning sessions along with a community survey were used to identify strengths and weaknesses, formulate goals, and develop implementation strategies. Six goals were agreed upon, with the first one being Downtown Revitalization, which states: *To rekindle the economic vitality of downtown by offering an appropriate mix of specialty retail, services, and events for visitors and the community.* The action plan associated with this goal has three parts, which are: (1) Streetscape/Beautification; (2) Water Street-Main Street Improvements; and (3) Downtown Façade Improvement Grant. To implement the action plan necessary to achieve this goal, the NC STEP program provides funding for a Streetscape Master Plan.

Thus, our local STEP Committee has gone through the process of seeking Requests for Proposals (RFP's) from professional landscape architectural and engineering firms. From those received, the Committee selected the top two firms to interview. Based on the interviews and the information provided in the request, the Committee feels that the firm of Withers & Ravenel is the most qualified respondent for the job. Therefore, the Committee, with my concurrence respectfully requests that the Board of Commissioners adopt the attached Resolution selecting Withers & Ravenel to perform the Streetscape Master Plan. It is my further recommendation that I be designated as the Town's authorized representative with respect to completing contract negotiations and executing all necessary documents associated with the project.

*I have attached the monthly reports from Police, Code Enforcement, and Library. Also included are the November financials and other recent correspondence from my Office.*