TOWN OF GRIFTON
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, February 12, 2013
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 (January Regular Meeting) *Page 4*

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. DISCUSSION/ACTION ITEMS

1. Residential Garbage and Recycling – Request for Proposals *Page 9*
2. Annual Retreat – Set Date *Page10*
3. Streets Improvement Project Special Meeting – Set Date *Page11*
4. Budget Amendments – January 2013 *Page14*

G. Commissioner's Comments

H. Adjourn.

February 12, 2013

M E M O R A N D U M

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for February Regular Meeting

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

Item E-1: Residential Garbage and Recycling – Request for Proposals

In 2011, the Board extended the Solid Waste Collection contract with Waste Industries. This was the fourth extension to the original 2001 contract, which is set to expire on June 30, 2013. At the time of this last extension, the Board expressed an interest in "re-bidding" the service. OCS Waste (formerly Onslow Container Service) and Country Side Sanitation (small local operation) have both expressed interest in the opportunity to bid on the service. Because of the time required to re-bid, negotiate a final contract, and potentially provide adequate time for a new vendor to be ready to provide service, I need direction now on whether or not proceed with the process.

Item E-2: Annual Retreat – Set Date

It is time to begin planning the Annual Retreat of the Board. The Retreat is usually held in late February. This day-long meeting has traditionally served as an opportunity for the Town Manager and Department Heads to provide information on the provision of services over the past calendar year and then discuss ideas, plans, and expectations for the upcoming year. This helps

the Town staff to prepare the budget and operational needs for the upcoming fiscal year. I recommend that the Retreat be held either on Friday, February 22, 2013 or Friday March 1, 2013.

Also, the Board should be prepared to discuss the format and content of the upcoming retreat. Interest has been expressed in doing long range planning. This should be discussed and decided upfront. Adding this type of element to the Retreat, will require more preparation and in turn, more time during the actual Retreat meeting. I have provided a copy of last year's agenda for your information.

Item E-3: <u>Streets Improvement Project Special Meeting – Set Date</u>

At our previous "Streets" meeting held on November 20th, the Board leaned toward resurfacing option "2B", which call for one inch of asphalt on all streets and two inches where required at a projected cost of $1.668 million. As I understood the Board direction from this meeting, the next step is for staff to come up with funding options for this project. Work has begun on the financial analysis, but is not yet prepared to bring forth any recommendations. I would like to recommend that we not schedule a special meeting at this time. It would be my recommendation that we set aside a block of time during the Retreat for this discussion. This would allow staff more time to prepare the presentation and provide more accurate and up to date estimates and options for funding.

Item E-4: <u>Budget Amendments – January 2013</u>

Even though we are financing the two new police cars, it is necessary to show the entire purchase price amount as revenue (from the bank) and expenditure (to the car dealership). This amendment will correct this budgeting oversight and will not materially change the operational budget. The second amendment is necessary to account for interest received and bank fees expended for the Cemetery Trust Fund. I recommend approval of both amendments.