



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

Tuesday, February 8, 2011

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 Workshop and Regular Meeting) *Page 3*
- 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. ACTION ITEMS
 - 1. East Carolina Council Board Appointment *Page 6*
 - 2. Entranceway Sign Replacement Project – Resolution No. 2011-02 *Page 7*
- F. Commissioner’s Comments
- G. Adjourn



February 8, 2011

MEMORANDUM

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: East Carolina Council Board Appointment

Based on discussion and direction at the February Workshop meeting, I recommend that the Board appoint Commissioner Whitehurst to the East Carolina Council Board.

Item E-2: Entranceway Sign Replacement Project – Resolution 2011-02

As the Board is aware, the STEP grant is nearing the end of the allotted time for completion of projects and expenditure of funds. However, we have one more project to bid and get under construction. This project is the replacement of the entrance signs on north and south Highland Avenue. Unfortunately, I we do not have time to advertise and received formal bids. Therefore, we need to receive informal quotes immediately. I am requesting authorization to receive informal bids and award the contract for construction via Resolution No. 2011-02. If Board members have recommendations on masonry contractors I would welcome those names.

I have attached the monthly reports from Police, Utilities, and the Library.