



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

Tuesday, January 4, 2011
7:00 PM

AGENDA(Revised)

- 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. SPECIAL PRESENTATION

-NC Highway 11 Corridor Committee Report – Alex Rickard

E. DISCUSSION ITEMS

- 1. State Recognized Shad Festival Designation – Resolution No. 2011-01 *Page 4*
- 2. Town Commons Shelter Construction – Bid Award *Page 5*
- 3. Harvey Building Use Request *Page 9*
- 4. Police Department Overtime Pay Request *Attached***

F. Commissioner's Comments

G. Adjourn



January 4, 2011

MEMORANDUM (Revised)

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for January Workshop

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

Item D: Special Presentation – NC Highway 11 Corridor Committee Report

Alex Rickard with the East Carolina Council of Governments Regional Planning Organization will be on hand to present to findings and recommendation of the NC Highway 11 Corridor Committee.

Item E-1: State Recognized Shad Festival Designation – Resolution No. 2011-01

Based on a request from Commissioner Whitehurst and consensus from the remaining Board members, I have drafted a resolution to be forwarded to our state legislative delegation requesting that the Grifton Shad Festival be designated as the official Shad Festival of North Carolina. If the Board concurs, this item will be placed on the Consent Agenda for the January 11th meeting.

Item E-2: Town Commons Shelter Construction – Bid Award

The STEP Committee, as a part of the Streetscape Improvements portion of our NC STEP Grant would like to construct a shelter on the rear portion of the Town Commons property. This shelter would replace the two existing aluminum carport type structures that are currently

present and used only during the Shad Festival. The Committee feels that a new larger structure would be a valuable asset to the Town and the Shad Festival as it could be used year round for various private and public activities and functions. I have sought and received three (3) bids for the construction of a 22'x56' wooden shelter (attached). The lowest responsible bidder is T.A. Bright Construction Company, Inc. in the amount of \$22,458. This amount is within our STEP grant budget and would not require Town funds to construct. The Committee, with member Tim Bright being excused from discussion and voting on the matter, unanimously recommends award of the construction contract to the lowest responsible bidder. Therefore, if the Board concurs, this item will be placed on the Consent Agenda for the January 11th meeting.

Item E-3: Harvey Building Use Request

At a previous meeting, the Board received a request from Linwood Thorbes representing the 21st Century Change Tutorial Program. The Board instructed me to meet with the organization and further flush out the request. On November 16th, Commissioner Whitehurst, Tammy Buck and I met with Mr. Thorbes and the owners of VanGaurd Outreach Servies (the sponsors of the tutorial program). The purpose of the meeting was to discuss the program and the space needs required. The request, simply stated, is that the Town of Grifton allows VanGaurd Outreach Services to use a portion of the Harvey Building to carry out their program. I instructed the request, along with details of the program, be put in writing to the Board of Commissioners. We have received that request (attached) and need to discuss the matter.

Item E-4: Police Department Overtime Pay Request

Because of staffing shortages of the Department in the summer months, two of our police officers have accumulated overtime. This overtime has lingered and has been unable to be paid as compensatory time off due to these shortages. Therefore, Police Chief, Bryan Cauley has requested that the Town pay two officers for their accumulated overtime. The total amount of the pay-out including taxes and other fringes is \$2057.82. There is sufficient funds available in

the Police Department Salary budget, due to the fewer number of officers on the payroll during the summer months. Therefore, if the Board concurs, this item will be placed on the Consent Agenda for the January 11th meeting.