



**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
BOARD WORKSHOP**  
Tuesday, March 5, 2013  
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. Buckleberry Canal Update
  - 2. 2003 Doubtful Utility Account Write-Offs *Page 4*
  - 3. Streets Improvement Project *Page 6*
- E. Commissioner's Comments
- F. Adjourn.



March 5, 2013

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for March Workshop

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

### **Item D-1: Buckleberry Canal Update**

As the Board is aware, the Buckleberry Canal has been in need of maintenance attention for many years. As a reminder, this Canal (drainage basin) actually begins on St. Joseph Street and travels northeast, across Casey Drive, running parallel too and between Cottonwood and Dogwood Drives before it crosses Lewis Drive and exits our Town Limits. The Drainage District finally is prepared to dip and clean the Canal from its exit from our Town Limits to Brown Hodges Road. Back in 2011, the Board agreed to participate in the cost of this project in the amount of half the cost, not to exceed \$10,000. I have informed the District Maintenance Manager, Al Cannon that the Town of Grifton is still interested in participating to make sure this project is completed. The residents of the affected area in Town are aware of the problem and are expecting the Town's assistance in providing relief. I look forward to further discussing this matter with the Board.

**Item D-2: 2003 Doubtful Utility Account Write-Offs**

As a desirable accounting procedure, it is necessary for the Board of Commissioners to take action yearly to officially write-off certain utility accounts with outstanding balances owed to the Town. These are accounts for water and sewer services that are more than ten years in the past and basically uncollectable. It is necessary to take this action to make our receivables account more reliable and realistic. Leaving these balances can unintentionally inflate the amount shown as receivables in the annual audit. I recommend that the attached list of doubtful accounts for the years prior to 2003 be placed on the Consent Agenda for approval at the next regular meeting of the Board.

**Item D-3: Streets Improvement Project**

At the Annual Retreat of the Grifton Board of Commissioners held on February 22<sup>nd</sup>, I presented a document with information about past and future Street Department funding as well as several Debt Service Payment Plans to accommodate a Streets Improvement Project. The purpose of the Debt Service Impacts Report is to assist the Board by providing pertinent information about subject matter. Because of the time constraints of the bond referendum process, it is increasingly necessary for the Board to finalize discussions and make a decision on whether or not to place a question on the 2013 Ballot. I have included another copy of the Report in the Agenda Packet.