

TOWN OF GRIFTON
BOARD OF COMMISSIONERS
November 10, 2009

Present: Mayor Billy Ray Jackson; Commissioners Ardathy Spikes, Richard Hill, Al Clements
Buddy Albritton, Johnny Craft; Manager Joe Albright, Clerk Angel Hudson.

Absent: None

Meeting called to order.

Mayor Jackson led the Board of Commissioners in the Pledge of Allegiance to the Flag of the
United States of America.

Commissioner Spikes made a motion to accept the October, 2009 minutes. Seconded by
Commissioner Craft. Motion carried unanimously.

RECOGNITION OF PERSONS TO BE HEARD:
None

PRESENTATIONS:
Tim Ware, Executive Director, of Mid-East Commission came before the Board to present their
annual report.

CONSENT AGENDA
Commissioner Craft made a motion to accept the consent agenda. Seconded by Commissioner
Hill. Motion carried unanimously for the following items;

1. Disposal of Personal Property – Surplus Vehicles
2. Employee Christmas Gifts
3. NC Department of Emergency Management – Resolution Designating Applicants Agent
4. Grease Reduction Ordinance – Public Education Program
5. Police Department Overtime Pay
6. Budget Amendments & Adjustments

PUBLIC HEARING 7:30 p.m.
A Public Hearing of the Town of Grifton was held to receive public comment on granting a
Conditional Use permit to True Deliverance Church for the property located at 510 Queen Street.
They would like to use this property as a Church/Developmental Center.

Manager Albright informed the Board that the Planning Board has recommended that the Town
Board grant this request.

The members of True Deliverance church and an audience member were in favor of this request.

Mayor Jackson apologized on the Board's behalf for the time it has taken for this public hearing
to take place.

Public Hearing was closed.

ACTION ITEMS

After a lengthy discussion about the parking issue for True Deliverance Church/Devolpmental Center Commissioner Hill recommended that this issue be tabled until further information was received.

Commissioner Craft made a motion to table the Conditional Use Permit for True Deliverance Church. Seconded by Commissioner Albritton. Motion carried unanimously.

ADMINISTRATIVE UPDATES

Manager Albright informed the Board that DOT has responded to the request to increase the Speed Limit from 45mph to 55mph from Sam McLawhorn Rd to Hwy 11. DOT agreed with the request, however, they feel the speed limit needs to be raised from River Road to Hwy 11.

The Board requested that Manager Albright reiterate to DOT the original request.

COMMISSIONER COMMENTS

Commissioner Clements stated that a list of Officers for the Fire Department will be presented at the next meeting for approval.

Commissioner Hill commented that the 4-way at McCrae St. is working very well.

Mayor Jackson stated that he received a complaint that the Police Department is not patrolling Country Club as they should.

Mayor Jackson also commented that Mrs. Joyce Jones is still complaining about an odor problem she is having from the sewer mishap we had. He stated that we may need to take further steps to correct the problem.

Commissioner Hill made a motion to enter into closed session to discuss a personnel matter (police chief search). Seconded by Commissioner Spikes. Motion carried unanimously.

Commissioner Spikes made a motion to come out of closed session. Seconded by Commissioner Hill. Motion carried unanimously.

Commissioner Spikes made a motion to have a special meeting on Monday, November 16th at 6:00p.m. to interview candidates. Seconded by Commissioner Hill. Motion carried unanimously.

There being no further business the meeting is adjourned.

Respectfully Submitted
Angel Hudson
Town Clerk

**GRIFTON CIVIC CENTER
BYLAWS**

Section 1. Purpose

It shall be the purpose of this document to serve as the policy for guiding all operations, functions, and events that are carried out at the Grifton Civic Center. This policy shall be adhered to and administered by the Grifton Civic Center Advisory Board.

Section 2. Civic Center Advisory Board

There is hereby created a Civic Center Advisory Board. This Board shall serve as an advisory board to, and at the pleasure of the Grifton Board of Commissioners. It shall be the duty of this Board to coordinate all activities of the Civic Center according to this policy and any other future guidelines, policies, and/or ordinances as deemed necessary by the Board of Commissioners of the Town of Grifton.

2.1. Mission

It shall be the mission of the Civic Center to provide a variety of programs and services to the citizens of Grifton in a way that reflects positively on the Civic Center and Town so that the quality of living in Grifton will be enhanced.

2.2. Size, Appointment, Term, Removal

The Civic Center Advisory Board shall consist of seven (7) members from the Grifton Community. Members will be appointed by the Mayor with the concurrence of the Board of Commissioners to serve a two (2) year term. Upon the absence of a member for three (3) consecutive meetings, the Advisory Board may recommend to the Mayor that the absent member be removed. The Advisory Board may recommend a name for the Advisory Board vacancy to the Mayor. Further, a member may be recommended for removal by a unanimous vote of the remaining members for any misconduct, unfitness, incapacity, and/or neglect of duty. A member of the Town Board will serve as an eighth ex-officio, non-voting, member of the Advisory Board.

2.3. Election of Officers

There shall be a Chairman, Vice-Chairman, and Secretary/Treasurer elected by the Advisory Board from its own membership. Officers shall be elected in January to serve for that calendar year.

2.4. Meetings, Quorum, Voting

The Advisory Board shall meet to conduct business at least six (6) times per calendar year. A quorum shall consist of four (4) of the seven (7) members.

4.1. Standing Committees

The Chairman, with no objection from the Board, may appoint standing committees. It is not necessary for the committees to be made up of members of the Advisory Board. It is recommended that each area committee be chaired by the director, instructor, or head of that area. It is also recommended that the chair of each committee be responsible for the reports given to the Advisory Board. Further, the Chairman shall serve as an ex-officio member of each committee.

Section 5. Area Directors and Instructors

It is recognized that the various directors play a vital role in the success of the Center and contribute a great deal to its purpose. It is further recognized that while some directors are paid, either partially or in whole, for their service and some are strictly volunteer, it is necessary to establish some guidelines and responsibilities by which to operate.

1. Area directors and instructors shall not be eligible to serve as a member of the Civic Center Advisory Board. However, they may serve on any duly appointed committee.
2. Area directors and instructors are responsible for following all applicable guidelines set forth herein.
3. Area directors and instructors are responsible for reporting to the Advisory Board as it deems necessary and operating in a manner that will reflect positively on the Civic Center and the Town.

Section 6. Finance

It is the purpose of this section to establish the procedures and fiscal safeguards necessary to ensure equity and accountability regarding the reputation of the Civic Center and the Town for the proper expenditure of public funds.

6.1. Accounting

The elected Treasurer of the Advisory Board shall keep an accounting ledger. This ledger shall be maintained at all times by listing all revenues and expenditures from all departments that make up the Civic Center. Further, this ledger should be compared and reconciled with the balance sheets from the Town Clerk's office on a monthly basis.

6.2. Department Budgets

The Advisory Board shall be responsible for the allocation of funds to each department of the Center. Each area director and instructor shall submit

All members present at any meeting of the Board shall have equal voting rights on all matters considered by the Board. Further, all actions before the Board shall require a majority vote of members present for passage. All meetings should be conducted in accordance with "Robert's Rules of Order." Accurate minutes of all meetings shall be made with a copy to be kept in the office of the Town Clerk.

Section 3. Powers and Duties of the Advisory Board

The Advisory Board shall have the following powers, duties, and responsibilities:

1. To formulate, recommend, and schedule programs, policies, and guidelines for the operation of the Civic Center. Such programs, policies, and guidelines are subject to review by the Town Board.
2. To inform the Town Manager of needed maintenance and repairs of the Center.
3. To make recommendations to the Board of Commissioners concerning improvements to the physical plant and request for short term/long term building and property concerns.
4. To provide an annual budget request to the Town Board through the Town Manager.
5. To recommend the creation of a special trust fund for the acceptance of gifts, grants, and bequests offered to the Center; to approve and make recommendations to the Town Board for disbursements from this fund.
6. To make a yearly presentation to the Board of Commissioners on the progress of the various programs, events, and operations of the Civic Center.
7. To create such committees necessary to coordinate programs, events, services, and policies for the operation of the Civic Center.

Section 4. Committees

Because of the diversity and number of activities carried out at the Center, it is recognized that the Advisory Board may from time to time need to create committees for specific purposes. Therefore, the Chairman is authorized, with no objection from the Board, to appoint committees as is deemed necessary.

For the purpose of keeping the Advisory Board informed, all committees will report to the Advisory Board at its meetings. Further, the committees will take direction from the Board as deemed necessary.

Budget requests to the Advisory Board for its consideration (with the exception of funds that come from an outside agency for the specific area, for example, Pitt Community College or Council on Aging).

6.3 Department Expenditures

The following process shall be followed when an area director/instructor/ wishes to make an expenditure for his or her department.

1. Area Director will obtain verbal permission from Chairman of Civic Board for purchase of budgeted items.
2. Present receipt and itemized purchase list and PO to Town Hall. PO must be signed by Treasurer and Chairman for reimbursement.

6.4 Revenues

It is the purpose of this section to establish guidelines for fund raisers, participant fees, grants, and various other activities used to raise money for the Center or particular department. The procedures outlined below shall be followed when funds are going for use at or by the Center or any part thereof.

1. All fund raising activities shall have prior approval from the Advisory Board.
2. Any grant applications that require matching funds shall have prior approval from the Town Board.

Section 7. Amendments

This document may be amended from time to time as deemed necessary by the Advisory Board with the approval of the Town Board. The Advisory Board may recommend changes to this document only after approval by at least one of the following methods.

1. By a unanimous vote of the entire membership of the Advisory Board.
2. By a vote in the affirmative of at least four members of the Advisory Board at the second reading of the amendment.

Adopted this the _____ day of _____, 1996

Ralph Thaxton, Mayor

ATTEST;

Pat Bryan, Clerk

A RESOLUTION SELECTING THE FIRM TO COMPLETE THE DOWNTOWN
STREETSCAPE MASTER PLAN AND AUTHORIZING THE TOWN MANAGER TO
EXECUTE ALL ASSOCIATED TRANSACTIONS

WHEREAS, the Town of Grifton recognizes the importance of an economically healthy downtown business district, the growing reliance of the local economy on travel and tourism and the need to enhance the attractiveness of the downtown area to visitors; and

WHEREAS, the Town of Grifton is participating in the NC STEP Program designed to support economic recovery and long term investment in North Carolina's small towns; and

WHEREAS, the Board of Commissioners has appointed a STEP committee to oversee the strategic planning process, including formulating goals and developing Action Plans for implementation; and

WHEREAS, the duly appointed STEP committee has recommended to the Board of Commissioners that it engage the services of a professional consulting firm to complete a Streetscape Master Plan, which is the first part of the action plan necessary to achieve the goal of Downtown Revitalization.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF GRIFTON, NORTH CAROLINA THAT:

Section 1. The Firm of Withers & Ravenel is hereby selected to complete a Streetscape Master Plan in accordance with the Scope of Services outlined in the Request for Proposals and subsequent negotiations.

Section 2. The Town Manager is authorized, in consultation with the STEP committee, to negotiate the final contract for services with the selected consulting firm understanding that the NC STEP program guidelines and grant amounts for the project shall be followed.

Section 3. The Town Manager is further authorized to execute any and all documents associated with this project.

Adopted and approved this the 8th day of December, 2009.

Billy Ray Jackson
Mayor

ATTEST:

Angel Hudson
Town Clerk