

Jim Palenick

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ent: Wednesday, November 21, 2012 2:23 PM
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Cc: 'Maria Stroupe'; 'Gary Buckner'; 'Steve Lambert'; 'Doug Huffman'; 'Bill Trudnak'; 'David Kahler'; 'A Martin'
Subject: Town Manager's Weekly Report (#7)

Mayor & Board of Aldermen:

Please accept the following as the Town Manager's Report for the Week-ended Friday, November 23rd, 2012.

- The Tree-trimming and brush removal contract has been bid-out, and the mandatory pre-bid meeting was attended by representatives of two firms, being Asplundh (our current contractor); and Mackey Tree service (our previous contractor). Bidders were given the opportunity to submit a 1, 2, or 3-year proposal. We do expect to have bids in and an agenda action item for the December 11th Board Meeting.
- Following passage of the Pole attachment Ordinance and companion Resolution establishing pole attachment fees, we are now formally notifying both Time Warner Cable and Charter Communications of their obligations to pay the yearly Pole Attachment fees by January 1st, in advance for the calendar-year 2013 and based upon the number of attachments on December 1st, 2012. We will see how they respond now, since our attempts to negotiate agreements with each have essentially been met with stalling techniques.
- We received the formal real estate appraisal report that we had commissioned from Jerry Lackey Appraisal for the 0.259-acre parcel of East Church St. property we need to acquire for the new electric substation. The report indicates a fair-market-value of \$15,900 based on a per-acre value of \$68,000. We will now make a formal offer to the property owner in keeping with the Appraisal in order to keep moving this budgeted project forward.
- Rob Collis informs me that work on the Audit is now nearly complete and we are likely to see the first Draft of the report some time next week. I will be using the financial information received at that time to then complete the North Carolina Utilities Commission annual report for our electric utility. This was the document that was previously contracted to Kevin O'Donnel for completion.
- Work on the NCDOT sidewalk project, as of mid-week, was fully complete with the singular exception of the last, small section at the far western end, linking the Bojangles lot to the entrance of Gaston College. I am not sure why that small piece has remained undone, there is a topography challenge through there which could require some grading, fill, or retaining wall. We will check with NCDOT rep's to see what is intended.
- Ellen Harris, the Town's contracted Architect working on design drawings for the historic Courthouse building was in Town and on-site this week, both Monday and Tuesday. She also had the sub-contracted Landscape Architect from Site Solutions with her working on the site and landscaping plan as well. The Mayor and myself were able to meet with the Architects, as did Charlotte Jenkins of the Foundation Board and Bill Trudnak and Doug Huffman. The design work remains fully on schedule for completion by early February.
- Doug Huffman and I are scheduled to attend the Duke Energy Wholesale Customer Forum in Greenville SC next week on Tuesday the 28th and Wednesday the 29th. In fulfilling my attendance, which had been scheduled over a month ago, I will be unable to be at the Special Board Meeting set for Tuesday at 5:00. The Board will be provided all necessary materials in advance, however, regarding the Town Attorney selection discussion, so my attendance is not necessarily required, but I would be available by phone if needed for specific questions. Whatever is decided on the selection of a Town Attorney, I would strongly advise that we enter into a clearly-detailed contract with the selected candidate or firm which specifies total hours to be committed; obligations regarding meeting attendance; retainer duties; and hourly rates charged for hours beyond the retainer-required obligation.
- Finally, The City of Pueblo, Colorado is expected to make a decision on its selection of a new City Manager at the City Council Meeting to be held on Monday, November 26th.

Thank You,

Jim Palenick
Interim Town Manager