



HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

***Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: November 14, 2011

FROM: Dale Burris, Director of Facilities and Maintenance

MEETING DATE REQUESTED: November 21, 2011

Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm

SUBJECT: DSS\Health\Building and Environmental Services Approval of Substantial Completion

REQUEST: To approve the Haywood County Board of Commissioners to allow Chairman Swanger to approve the Substantial Completion letter once received from Padgett & Freeman Architecture

BACKGROUND:

IMPLEMENTATION PLAN:

FINANCIAL IMPACT STATEMENT:

SUPPORTING ATTACHMENTS: YES _____ NO X HOW MANY? _____

LIST:

If yes, one ORIGINAL ATTACHMENT, and 14 copies, copied front and back side of pages, stapled and three-hole punched must accompany the agenda request

PowerPoint Presentation: YES _____ NO X

PERSON MAKING PRESENTATION AT MEETING: Dale Burris

TITLE: Director of Facilities and Maintenance

PHONE NUMBER: 452-6651

E-MAIL: dburris@haywoodnc.net

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): 10/14/11 11:50

County Manager / Clerk to the Board Comments: _____

In an effort to save paper, attachments should be copied on both front and back sides.