Town of Clayton
Regular Town Council Meeting Minutes
Monday, May 17, 2021 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:
Mayor McLeod
Council Member Grannis
Council Member Holder
Council Member Bunn
Council Member Everett

STAFF PRESENT:
Rich Cappola, Interim Town Manager
Dolores Gill, D/Town Manager
Jim Cauley, Town Attorney
Kimberly Moffett, Town Clerk
Heidi Holland, D/Town Clerk
Greg Tart, Police Chief
Lee Barbee, Fire Chief
Matt Sutphin, Deputy Fire Chief
Jeff Caines, Senior Planner
Robert McKie, Finance Director

COUNCIL ABSENT:
Mayor Pro Tem Thompson

1 **CALL TO ORDER**
Pledge of Allegiance and Invocation

a) Mayor McLeod called the meeting to order at 6:00 p.m. He led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 **ADJUSTMENT OF THE AGENDA**

a) It was requested that the item regarding CHS Joint Use of Turf Field Agreement be moved up in the agenda from Item 8a to Item 5a. Additionally it was requested that Final Acceptance for Village at Little Creek be pulled from the Consent Agenda. This item will be rescheduled for a later date.

3 **CONSENT AGENDA**
(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

a) ~~Final Acceptance~~
- ~~Village at Little Creek Subdivision - Phase 1~~

b) DRAFT Minutes
- April 5, 2021 - Regular Meeting
- May 3, 2021 - Regular Meeting
- May 3, 2021 - Closed Session

Minutes will be sent under separate cover

c) Resolution Authorizing Bank Signatures/Deputy Finance Officers

d) Certification of Sufficiency

- 2021-36-ANX - Ashcroft Phase 7 & 8

e) Resolution Setting Public Hearing
   - 2021-36-ANX - Ashcroft Phases 7 & 8

f) Resolution Authorizing Acceptance of American Rescue Plan Act of 2021 Funding

g) Proclamation - Public Works Week

h) Proclamation - Building Safety Month

i) Proclamation - 2021 National Police Week

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Holder
Second: Council Member Bunn
Vote: Unanimous

4 **ADMINISTRATIVE ITEMS**

a) Swearing In of New Police Officer
   - Officer Brandon Hart Rico

Officer Brandon Rico was joined by members of his family. He was sworn in as Clayton's newest Police Officer. Mayor McLeod welcomed Officer Rico to the town on behalf of the entire council.

b) Fire Advisory Board Appointment Recommendation
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated that recently a member of the Fire Advisory Board resigned due to personal obligations. She further stated interviews for a previous opening were held recently. It was recommendation of staff that Chris Carter be appointed to fill this unexpired vacancy with a term expiration of December 31, 2023.

ACTION: Appointment of Chris Carter to Fire Advisory Board

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

5 **INTRODUCTIONS AND SPECIAL PRESENTATIONS**

a) Clayton High School Joint Use of Turf Field Agreement
Presenter: Bennett Jones, CHS Principal

Mr. Jones was present and shared details regarding proposed agreement. He shared details about current facility needs at Clayton High School that include; an incomplete field house, tennis courts, softball and baseball field leveling, drainage issues on the football field, practice field, and more. He shared details about the school having only 30 acres while many high schools in

Johnston County have over 100 acres and how this limits the use of field space. He shared details about needs of the town to include; additional field space, additional gym space, meeting space for events, parking for events and additional lighted tennis courts. Idea is to create a joint use agreement between CHS and the Town of Clayton which would benefit both. Details include town making a financial investment in improving the facilities.

Council Member Bunn stated he was excited about this project. He questioned if we had a number with regard to maintenance cost. Mr. Barnard stated the approximate cost for equipment to get up and running would be approximately $100,000-$125,000 plus an annual cost of approximately $100,000. Mr. Barnard stated most fields with artificial turf can last 10-14 years. He stated the average time for time to see investment return would be approximately 7 years. Representative from Field Turf was present and stated average time for fields is 13-14 years. He stated total grooming of field is only 15 minutes versus 3-4 hours. Council Member Holder asked if the $500,000 was a one-time investment. Mr. Jones stated that was correct. Council Member Grannis asked Mr. Barnard about his thoughts for return on investment. Mr. Barnard stated the value would be immeasurable. He stated if the town were to have to build all the amenities we would be able to utilize with a shared agreement, we would be looking at the tens of millions of dollars. Mayor McLeod stated he felt this a fantastic opportunity. Board of Education Commissioner Todd Sutton was present and shared his thoughts and support for this awesome opportunity. He thanked Council for their consideration regarding this great collaboration. Council confirmed there was funding available for this project. Both Finance Director and Interim Town Manager stated funding would be available. Council Member Grannis confirmed funding would available for initial funding and purchase of required equipment and cost of first year of maintenance costs.

<u>ACTION:</u> Authorize Town Manager to Negotiate with Johnston County Board of Education on a Joint Use Agreement with Clayton High School

Motion: Council Member Grannis
Second: Council Member Everett
Vote: Unanimous

b) Employee Introductions
Presenters: Kimberly Moffett - Town Clerk; Lee Barbee - Fire Chief & Matt Sutphin - Deputy Fire Chief

- Sarah Byers - Front Desk Receptionist
- Amy Shearin - Emergency Management Coordinator
- Stacey Turner - Battalion Fire Chief
- Kyle Driver - Fire Captain
- Joel Shanks - Fire Equipment Operator

Ms. Byers was introduced by Ms. Moffett. Ms. Byers stated she was very happy to be part of the team. Chief Barbee introduced Amy Shearin in her new role as the Emergency Management Coordinator with the Fire Department. Ms. Shearin stated she was happy to be here and looked forward to growing with the town. D/Chief Sutphin was present and introduced Stacey Turner, Kyle

Driver and Joel Shanks who were all recently promoted. Mr. Shanks stated he appreciated the opportunity for promotion and was very happy to be with Clayton. Mr. Driver stated he was very happy to here and hoped to be part of the town until he retired. Mr. Turner offered his thanks for the opportunity and stated he was happy to be with Clayton.

c) Recognition of Long Term Employee
Presenter: Rich Cappola, Interim Town Manager

- James Warren - Wastewater Treatment Plant Superintendent

Mr. Cappola shared information about James. He has been with town for 27 years and we have been very fortunate with his outstanding leadership. He spoke about his high work ethic and professionalism. Mayor McLeod read and shared a Recognition of Retirement. He presented this plaque to Mr. Warren. Mr. Warren received a standing ovation. Mr. Warren offered his thanks and appreciation for all the opportunities afforded him from the Town. Mayor thanked Mr. Warren for his many years of service and the kind comments.

d) Introduction of Gannett Fleming & HDR Staff
Presenter: Rich Cappola, Interim Town Manager

Mr. Cappola introduced the team that includes Gannett, Craig, Adam & Steve. Mr. Cappola stated that Adam and Steve would be the day to day contacts with this project.

Council Member Holder issued a challenge to move the project from October 2023 to April 2023. He stated the sooner the better.

6 PUBLIC HEARINGS

a) 2021-04-SUP - Smithfield Chicken & BBQ - Special Use Permit (Quasi-Judicial)
Presenter: Planning Department

Attorney Cauley provided information about the process for a quasi-judicial. He stated only certain types of evidence could be considered when making decision. All testimony must be given under Oath. All those who wished to offer testimony were issued the Oath of Affirmation by the Town Clerk.

Mr. Caines reminded this item was heard at previous council meeting of May 3, 2021. He shared details about the project which is for a paved offsite parking area. He stated the request is consistent with Comprehensive Plan and Surrounding Land Use. It was stated that conditions of approval be placed upon the application if approved by council. These conditions were outlined in the staff report. He stated all parties were in agreement with proposed conditions.

Council Member Grannis asked about conditions related to storm water requirements. Mr. Baird, Town Engineer, stated this project would be subject to requirements. He stated proposed parking lot has less impervious surface. He stated project taking place on Durham Street is approximately a one year project. Mr. Baird stated that curb gutter would coincide with above project.

Mr. Temple was present and provided updated Findings of Fact to be included as part of the official record. . A copy of the updated Findings are attached as part of the record.

Council Member Grannis offered his thanks for elaborating on the Findings of Facts.

With there being nothing further and no one wishing to speak in opposition, the item was turned over to council for their deliberation.

ACTION: Approval #2021-04-SUP with Conditions as Listed in Staff Report

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

b) 2020-103-PDD - Lumen - Rezoning
Presenter: Planning Department

ACTION: Continued to June 7, 2021

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

c) 2020-104-SD - Lumen - Subdivision (Quasi-Judicial)
Presenter: Planning Department

ACTION: Continued to June 7, 2021

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

d) Development Agreement - Lumen
Presenter: Planning Department

ACTION: Continued to June 7, 2021

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

e) BREAK

15 minute break was taken.

7 OLD BUSINESS

a) Parks & Recreation Bond Concept Idea

Presenters: Dolores Gill, D/Town Manager & Scott Barnard, Parks & Recreation Director

Ms. Gill shared a brief background regarding Parks Bond Update. Shared were details about the proposed updates to parks including, East Clayton Community Park and Municipal Park.

Mr. Barnard stated proposed updates to both East Clayton Community and Municipal Park were unanimously approved by the Parks & Recreation Advisory Board. They were very excited for these details to be shared. East Clayton Community proposals included artificial turf field, lighting enhancements and entrance enhancements. These changes would mean this location would house three fully functional fields. Also shared were details about Municipal Park to include design/build to re-think the layout of this park. A listing of amenities include picnic shelter, splash pad and more.

Also shared were details for Clayton Community Park.

Council Member asked about Clayton Community Park and possible relocation of tennis courts. Mr. Barnard stated final decision had not been made. He stated the tennis community interest is important. Council Member Grannis asked about multi-court replacing basketball court. He stated he has a concern as every time he drives by or passes the basketball court is always in use and feels it is important to have a dedicated basketball court.

Council Member Grannis stated he liked what he has seen and is excited to see us moving along.

Mayor McLeod stated that Municipal Park is a very special place and this needs to be enhanced properly. He further added the basketball court is always in use and is very important. He stated this park doesn't need to be the most expensive but it needs to be very creative and inviting with the creation of a wow factor. Council Member Bunn stated he felt the same way and this park was the town's first park and it felt like it was the 'baby of the town" and needed to be treated special. Council Member Bunn asked if there were any plans for fields and restrooms. Mr. Barnard stated yes there would be restrooms. Mr. Barnard stated there would large open space with no proposed use for organized sports but perhaps used for younger soccer team play. Council Member Grannis confirmed restroom would be handicap accessible. Mr. Barnard stated yes and most likely same plan as is part of Harmony Playground.

Mr. Cappola offered thanks to Ms. Gill for her leadership on this project. Council offered consensus to move forward.

8 NEW BUSINESS

a) Capital Project Ordinance Amendment - Wastewater Treatment Plant
Presenter: Robert McKie, Finance Director

Mr. McKie provided details regarding ordinance.

ACTION: Adoption of Ordinance #2021-05-01

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

b) Reorganization and Reclassification of Positions
Presenter: Rich Cappola, Interim Town Manager

Mr. Cappola provided a proposed Position Reclassification for some existing positions. These re-classifications would allow realignment of workload and would be effective July 1, 2021. No immediate impact to funding. Proposed budget incorporates these proposals.

Council Member Grannis asked if any of positions were currently vacant. Mr. Cappola stated only current vacancy was that of Facility Maintenance Supervisor. This position was previously held by Steve Blasko.

Council Member Holder asked about annual cost. Mr. Cappola stated total cost would be approximately $30,000 from general fund and approximately $20,000 from water/sewer fund.

ACTION: Approval of Reorganization/Reclassification

Motion: Council Member Holder
Second: Council Member Everett
Vote: Unanimous

9 STAFF REPORTS

a) Town Manager

Mr. Cappola offered his thanks to the council for the trust and support he has received. He stated all the staff has stepped up and we have a great team.

May 18 Budget Work Session will begin at 8:30 a.m. and breakfast will be available at 8:00 a.m.

With reference to CDC guidelines and questions regarding COVID protocols, conversations have taken place and currently OSHA has not updated their guidelines to align with CDC. Plan is to remain with current OSHA protocols.

Recognized Dick Hails as Interim Planning Director.

b) Town Attorney

c) Town Clerk

d) Other Staff

Amy Shearin provided information about the Fourth of July Celebration. Authorization was requested to move forward with planning an event to be held on Saturday July 3. The event would require the closure of Main Street. Ms. Shearin stated preliminary meetings have been held and everyone in attendance is excited about the event. All safety protocols will be followed. All agreed it was a great idea to move forward with planning the event. Council consensus to move forward.

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

b) Council Comments

11 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 8:12 p.m.

ACTION: Adjourn the Meeting

Motion: Council Member Holder
Second: Council Member Everett
Vote: Unanimous

Duly adopted this the 7th day of June, 2021 while in regular session.

Jason Thompson
Mayor Pro Tem

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
INCORPORATED
APRIL 1869
CLAYTON, N.C.