



Town of Clayton
Regular Town Council Meeting Minutes
Monday, February 17, 2020 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Thompson
Council Member Grannis
Council Member Holder
Council Member Bunn
Council Member Everett

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Samantha Wullenwaber, Planning Director
Robert McKie, Finance Director
Rich Cappola, Public Services Director
Blake Mills, Asst. Public Services Director
Lee Barbee, Fire Chief
Stacy Beard, Communications Director

COUNCIL ABSENT:

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) Item 5b was requested to be moved from this agenda and placed on 3/2/20 agenda. Item 8f was added for Resolution in Support of Immediate Funding of I-540. Item 9d under Staff Reports was added for update regarding storm water engineer position.

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) DRAFT Minutes
- February 3, 2020 - Regular Meeting

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Holder
Second: Mayor Pro Tem Thompson
Vote: Unanimous

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) New Employee Introductions

Presenters: Samantha Wullenwaber, Planning Director; Matt Lorion, Recreation Superintendent and Robert Yarborough, Building Code Supervisor

- Sharon Sharpe - Planner
- Joni Hubble-Zeneberg - Recreation Program Coordinator
- Stephanie Woods - Recreation Program Coordinator
- Danny Tyndall - Building Inspector II

Ms. Wullenwaber introduced Sharon Sharpe. Ms. Sharpe is our newest Planner and comes to the town with over 17 years of experience. She was worked for both the City of Raleigh and the City of Charlotte. Ms. Sharpe stated she was very happy to be part of the team. She stated everyone has been very welcoming. Council welcome her.

Mr. Lorion introduced two of Parks & Recreation newest employees. Ms. Woods will head up fitness and specialize recreation. She stated she was excited to be part of the team. She shared information about the upcoming Special Needs event, "Putting on the Ritz", which will be held on March 21. She invited all to attend. Mr. Lorion introduced Ms. Hubble-Zeneber who will be overseeing the art, senior, teen and preschool programming. Prior to joining Clayton, she was with the Town of Selma. She shared information about the upcoming Senior Games. She also stated she was happy to be part of the Clayton Team. Council welcomed both.

Mr. Yarborough introduced Danny Tyndall as the new Code Enforcement Level II Official. Mr. Tyndall is a graduate of Campbell University. Mr. Tyndall offered his thanks for being part of Clayton. He is excited to be here. Council welcomed him.

b) ~~East Clayton Disc Golf Course - Clayton Area Disc League (CADL) Donation~~
~~Presenters: Matt Lorion, Recreation Superintendent & Jay Pontier, CADL Disc Golf Group~~

This item was removed and will be placed on the March 2, 2020 agenda.

c) Parks & Recreation Advisory Board Annual Update

Presenter: Emily Beddingfield, Chair

Ms. Beddingfield provided the annual update for the Parks & Recreation Advisory Board. She shared an overview of 2019 and vision for 2020. Spoke about Parks Tour that took place last February and stated this was a great opportunity for the board members. She advised that the advisory board would be serving as the steering committee for the master plan. She further stated the board had provided input on conditions of our parks and this led to help bringing parks maintenance back in house. Additionally the board had significant involvement as citizen advocates for getting the word out about the bond referendum and how important it was for our community. During 2019 the board membership numbers were decreased. She stated there is a

good mix of both new members and those with longevity. She stated the board is proud to be serving as steering committee for design and have set up additional meetings in February, March and April with consultants. The board is looking at ways to better engage community for additional input. She stated the board is excited about moving forward and appreciates the support of the town council.

Council Member Grannis offered thanks to entire board for their dedication and hard work.

6 PUBLIC HEARINGS

- a) 2019-244-OA - Code of Ordinance Amendment - Chapter 155; Section 202
Presenter: Samantha Wullenwaber, Planning Director

Ms. Wullenwaber presented this item which references Assembly as a Special Use in R-E, B-1, B-2 and B-3. These changes would be made to the Use Table. There was discussion that Assembly as a Special Use in B1 zoning would be new, however, other zoning areas that currently allow this are identified as a Conditional Use and will now be changed and referenced as a Special Use. Both Planning Board and staff recommended approval.

Council Member Grannis questioned if this affected the downtown overlay district. Ms. Wullenwaber stated it did not.

The Public Hearing was opened at 6:21 p.m. With no one wishing to speak, the hearing was closed and turned over to council for their deliberations.

ACTION: Adoption of Ordinance #2020-02-06

Motion: Council Member Grannis

Second: Council Member Holder

Vote: Unanimous

7 OLD BUSINESS

8 NEW BUSINESS

- a) Application for Assistance to Firefighters Grant (AFG)
Presenter: Lee Barbee, Fire Chief

Chief Barbee presented this item and requested approval to apply for grant. These grants would allow for assistance of installing vehicle exhaust systems in both bays at both fire stations. Hazardous vehicle exhaust emissions in a fire station are a significant cancer health risk. Chief Barbee provided information regarding grant period which would be from May 1 2020 - April 30, 2021. The maximum grant would be \$100,000 cost per station and the town cost-share would be 10%. Cost estimates are \$30,000 for Station 2 and \$90,000 for Station 1

Mayor McLeod agreed this was a very important project/grant.

ACTION: Approval to Apply for Grant

Motion: Council Member Holder
Second: Mayor Pro Tem Thompson
Vote: Unanimous

- b) Award Bid - 2020 Road Rehabilitation Project
Presenter: Blake Mills, Asst. Public Services/Utilities Director

Mr. Mills presented this item and provided background on this item. He stated there was a total of six bidders and further that 3 of those bids were within 3% of each other. He stated that Fred Smith Company was lowest responsible bidder. Recommended bid be awarded to Fred Smith Company in the amount of \$1,316,321.03. Additionally asked that approval be granted to town manager to execute the contract. Mr. Mills provided additional information about criteria used including; scoring system regarding road rehab; age, traffic volume, available funding, water sewer, location. He also provided details about the need to fix those roads that are currently on the cusp on being in poor condition. He stated the project plan included a good mix of road. Mr. Mills stated results of the pavement survey would be presented to council at a future meeting. Also discussed were sidewalk installation that is included in the project. Further the Sidewalk Master Plan is currently being worked on. Also shared was information regarding the communication plan with homeowners. Plan includes door hangers and direct communication with homeowners.

Council Member Bunn confirmed work would be completed by May 29, 2020. Mr. Mills stated that was correct. It is hoped that the contract will be signed by early March with project beginning mid-March. Mr. Mills stated there is discussion with the railroad regarding sidewalk on Front Street and the right of way.

Council Member Grannis asked about non-performance clause in contract. Mr. Mills stated the town would need to hire another company to perform completion and we certainly would work with attorney should that occur. Spoke about \$500 per day fine for not completing on time so they are motivated to complete on time. Council Member Grannis stated he wanted to ensure we are protected. Mr. Mills stated with regard to weather delay, a certain amount is built into contract. He further stated there would be weekly meetings to ensure project is being completed on schedule.

Mayor McLeod stated he would like to see entire Clayton street list with ratings from high to low. Mr. Mills stated he would return to council at a future meeting with said information.

ACTION: Adoption of Resolution #2020-05

Motion: Council Member Grannis

Second: Council Member Holder
Vote: Unanimous

ACTION: Authorize Town Manager to Execute Contract

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

- c) 2020-14-SNA - Clayton Corners - Alternative Sign Plan
Presenter: Samantha Wullenwaber, Planning Director

Ms. Wullenwaber presented this item request to install a development identification sign which requires an alternative sign approval. The request is that proposed sign be allowed to exceed the maximum height requirement of the UDO. The current sign was located in the right of way and needed to be moved. Maximum sign height allowed is 8' and it is requested that this sign be 11'.

Council Member Grannis asked about staff position. Staff stated they are in support of approval.

ACTION: Approval of Alternative Sign Plan

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

- d) Application for Johnston County Open Space Grant - Covered Bridge Road Trailhead
Presenter: Scott Barnard, Parks & Recreation Director

Mr. Barnard presented this item regarding grants. He shared details about both projects (Items 6d and 6e) together. He stated the first project would help improve parking, asphalt at Covered Bridge road, modular restroom addition. He stated the total estimate for this project would be \$428,000 project with town match of \$22,500. The second project would include improvements at Clayton Middle School including; athletic field, multi-sport court, irrigation and other projects. The estimate for this project cost total is \$111,000 with a town match of \$5,800.

Mayor McLeod stated he was very happy with these partnerships.

ACTION: Approval to Apply for Grant

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

- e) Application for Johnston County Open Space Grant - Clayton Middle School
Presenter: Scott Barnard, Parks & Recreation Director

ACTION: Approval to Apply for Grant

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

- f) Resolution in Support of Immediate Funding & Construction of I-540
Presenter: Stacy Beard, Communications Director

Ms. Beard stated we were recently contacted by the Turnpike Authority. This is a very critical project and as they work to expedite the completion of I-540 they are applying for a federal grant. They have reached out to municipalities seeking letters/resolutions of support.

ACTION: Adoption of Resolution #2020-06

Motion: Mayor Pro Tem Thompson
Second: Council Member Bunn
Vote: Unanimous

9 STAFF REPORTS

- a) Town Manager
- b) Town Attorney
- c) Town Clerk
- d) Other Staff
 - RFP for Financing - Neuse River Water Reclamation Facility
Presenter: Robert McKie, Finance Director

Mr. McKie provided update regarding financing for this project. He stated he have engaged Davenport to solicit bids. Bids are due back on February 26. He requested council to approve the winning bud.

- Storm Water Engineer Position Update
Presenter: Rich Cappola, Public Works Director

Mr. Cappola provided an update on this position. He stated it was originally approved at a grade 22 and it has been discovered it was classified improperly and should be a grade 25. He request council approve that upgrade. Council

Member Grannis asked what the range difference would be. Mr. Cappola stated a grade 22 range is \$55,370-\$87,000 and grade 25 is \$64,000-\$100,000

ACTION: Approve Position Upgrade

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

10 OTHER BUSINESS

a) **Informal Discussion & Public Comment**

Mr. Salupo, who is a resident of Riverwood, was present and stated he would be interested in having specific details regarding the road rehab project. He shared his concerns about the low bidder not having the best record with finishing projects in a timely manner. He stated he would like to be informed when contract is signed.

b) **Council Comments**

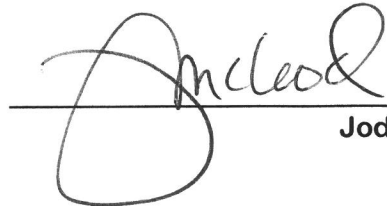
11 ADJOURNMENT

a) **Adjourn the Meeting**

With there being nothing further, the meeting was adjourned at 7:02 p.m.

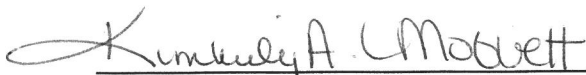
Motion: Council Member Holder
Second: Mayor Pro Tem Thompson
Vote: Unanimous

Duly adopted this the 2nd of March, 2020 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk

