



Town of Clayton
Regular Town Council Meeting Agenda
Monday, October 21, 2019 @ 6:00 PM
Council Chambers

1. CALL TO ORDER

Pledge of Allegiance and Invocation

2. ADJUSTMENT OF THE AGENDA

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. Proclamation - 100th Anniversary of American Legion Auxiliary
[American Legion Proclamation](#)

b. Proclamation - Friends of the Library Week
[Friends of the Library Proclamation](#)

c. October 7, 2019 DRAFT Minutes - Regular Session
October 7, 2019 DRAFT Minutes - Closed Session
[October 7 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. American Legion Auxiliary 100th Anniversary Proclamation
Presenter: Sharon Neville, Auxiliary President - Leonard Moore Clayton Unit #71

POTENTIAL ACTION: Presentation of Proclamation

b. Friends of the Library Week Proclamation
Presenter: Bonnie Johnson, President - Friends of the Library

POTENTIAL ACTION: Presentation of Proclamation

6. PUBLIC HEARINGS

7. OLD BUSINESS

a. Reimbursement Resolution - New Neuse River Water Reclamation Facility
Presenter: Robert McKie, Finance Director
[Cover](#)

[Resolution](#)

POTENTIAL ACTION: Adoption of Resolution #2019-46

- b. 220 East Main Street - Acceptance of Highest Upset Bid
Presenter: David DeYoung, Economic Development Director

[Cover](#)

[Resolution](#)

POTENTIAL ACTION: Accept High Bid & Authorize Town Manager to Execute Required Documents

8. NEW BUSINESS

- a. Parks & Recreation Advisory Board By-Laws Update
Presenter: Scott Barnard, Parks & Recreation Director

[Cover](#)

[Resolution](#)

POTENTIAL ACTION: Adoption of Resolution #2019-47

- b. Advisory Board Recommendations
Presenter: Kimberly Moffett, Town Clerk

- Planning Board
 - Brian Tiede - ETJ - Term Expiration - 12/31/2022
 - Travis Avery - In Town - Term Expiration - 12/31/2021 (Filling Unexpired Term)
 - Andria Merritt - In Town - Term Expiration - 12/31/2022
- Library Advisory Board
 - Vanessa Flores-Watson - In Town - Term Expiration - 12/31/2022
 - Laurie Lee - In Town - Term Expiration - 12/31/2022

[Cover](#)

[Appointment Recommendations](#)

[Applications](#)

POTENTIAL ACTION: Appointments to Advisory Boards as Presented

9. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
- d. Other Staff
 - Author Grace Lin Event
Presenter: Joy Garretson
 - Bond Referendum Update
Presenter: Scott Barnard

10. OTHER BUSINESS

- a. Informal Discussion & Public Comment
- b. Council Comments

11. ADJOURNMENT

Quasi-Judicial (evidentiary) – These hearings are different from other public hearings in that they resemble a court hearing where testimony is presented and the Town Council acts like a court of law. During evidentiary hearings, the Town Council receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. Citizens may give testimony in an evidentiary hearing after they have taken an oath.

*P*roclamation

American Legion Auxiliary Centennial Day

WHEREAS, The American Legion was chartered by Congress in 1919 as a wartime veterans organization based on the four pillars of care for veterans, national security, Americanism, and children & youth; and

WHEREAS, The members of the American Legion are dedicated to upholding the ideals of freedom and democracy, while working to make a difference in the lives of fellow Americans; and

WHEREAS, The American Legion Auxiliary was also founded in 1919 to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad; and

WHEREAS, The Leonard Moore Clayton Unit #71 was chartered in 1999 and has a long standing history of service to the community; and

WHEREAS, The American Legion Auxiliary is celebrating its centennial in 2019-2020.

NOW, THEREFORE, I, Jody McLeod, Mayor of Clayton, North Carolina, on behalf the Clayton Town Council do hereby proclaim November 10, 2019 as

“American Legion Auxiliary Centennial Day”

Duly adopted this the 21st day of October, 2019 while in regular session.

Jody McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

*P*roclamation

Whereas, the Friends of the Hocutt-Ellington Memorial Library are dedicated to the support of libraries as institutions essential to democracy and life-long learning; and

Whereas, the Friends help integrate the library thoroughly with the life and work of the community of Clayton, North Carolina; and

Whereas, the Friends advocate for funding that will provide the library with the necessary print and electronic materials, expert assistance in research, technology equipment, and programs and services for all ages from the very young to the senior citizen; and

Whereas, the Friends promote the joys and benefits of literacy, learning, and economic well-being for Claytonites of all ages by investing time and effort in raising supplementary funds to enhance library resources and programming; and

Whereas, members of the Friends also volunteer many hours of work to help the library provide services and materials to its patrons; and

Whereas, the gifts of time commitment by the Friends of the Hocutt-Ellington Memorial Library set a positive example of civic engagement that benefits both volunteers and the community of Clayton;

Now, therefore, I, Jody McLeod, on behalf of the Clayton Town Council, do hereby proclaim October 20-26, 2019 as

Friends of the Library Week

In Clayton, North Carolina and encourage all citizens to join me in this worthy observance.

Duly adopted this the 21st day of October, 2019 while in regular session.

Jody McLeod
Mayor



Town of Clayton
Regular Town Council Meeting Minutes
Monday, October 7, 2019 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:

Mayor McLeod
Council Member Satterfield
Council Member Holder
Council Member Thompson
Council Member Bunn

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Rich Cappola, Public Services Director
David DeYoung, Economic Development Director
Samantha Wullenwaber, Planning Director
Scott Barnard, Parks & Recreation Director
Joy Garretson, Library Director
Blair Myhand, Police Chief
Dale Medlin, Electric Department Supervisor
Lee Barbee, Fire Chief
Stacy Beard, Communications Director

COUNCIL ABSENT:

Mayor Pro Tem Grannis

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) Mr. Lindsay requested that a Closed Session pursuant to NCGS 143-318.11(a)(3), Attorney/Client Privilege, be added to the agenda. He also asked that item 8e regarding the Fire Department SAFER Grant be removed from this agenda. It will be presented to council at 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) Draft Minutes
 - September 16, 2019 - Regular Meeting
- b) Warranty Acceptance
 - Gordon Park, Phase 6

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Holder

Second: Council Member Bunn

Vote: Unanimous

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

6 PUBLIC HEARINGS

- a) 2019-144-ANX - Town of Clayton Regional Wastewater Pretreatment Facility
Presenter: Samantha Wullenwaber, Planning Director

Ms. Wullenwaber presented and stated this annexation is for the Town of Clayton Regional Wastewater Pretreatment Facility that is located at 3798 Powhatan Road. There were no questions for staff

This was noted as a public hearing and those wishing to speak were asked to step forward. With no one wishing to speak, this item was turned over to council for their deliberation.

ACTION: Adoption of Ordinance #2019-10-01

Motion: Council Member Bunn

Second: Council Member Holder

Vote: Unanimous

7 OLD BUSINESS

8 NEW BUSINESS

- a) Acceptance of R. Steven Biggs Regional Wastewater Pretreatment Facility
Presenters: Rich Cappola - Public Services Director, Nancy Medlin – Deputy Town Manager, Shaylah Nunn Jones - Novo Nordisk Government & Public Affairs Principal and Matthew Kuntz - Novo Nordisk Manager, Operations - Site Support, DAPI US

Mr. Cappola presented and provided details and history about this project. He introduced those who would be speaking this evening as well. Ms. Medlin provided history about the project and it being the brainchild of former long term town manager, Steve Biggs. She stated it was an honor to name the facility after him. Ms. Jones and Mr. Kuntz stated they were very excited and appreciative of the opportunity to be present this evening. Ms. Jones spoke about the size and magnitude of this project and infrastructure needs. She stated how important the collaboration of this project was and how grateful she was for town staff. She stated this is a state of the art project and shared a brief PowerPoint about the last 17 month timeline of the project. She stated

there would be an official Ribbon Cutting held on October 10, 2019. Mr. Kuntz also shared his deep appreciation to staff for the great partnership along the way. He stated this facility will be a great asset to the area. He shared information about how the facility works to include; flow equalization, biological nitrogen removal, clarification, sludge digestion, phosphorus removal, solids removal and conveyance to further treatment. He also shared information about regionality of the facility and best practices for sustained growth. He stated this facility was designed to meet multiple users' needs and has unique attributes that are important to attract future users.

Mr. Cappola also offered his thanks to Ch2M for their assistance with this project.

Mayor McLeod stated this was a historical moment for the town and offered his deep thanks and appreciation to all involved in this major undertaking and project.

ACTION: Acceptance and Transfer of Ownership of Facility

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

ACTION: Adoption of Resolution #2019-41

Motion: Council Member Satterfield
Second: Council Member Thompson
Vote: Unanimous

- b) Clayton Downtown Redevelopment Incentive Grants
Presenter: David DeYoung, Economic Development Director
- 114 West Main Street
 - 800 East Main Street

Mr. DeYoung presented information about this grant program. He stated the purpose of these grants is to encourage and promote infill growth with new commercial development to include mixed use in Clayton's Designated Downtown Overlay District. The grants provide an incentive to property owners to improve economic vitality and appearance of downtown while stimulating long-term investment in buildings.

He stated the town's participation occurs only after the property owner has paid their ad valorem tax assessment. The grant is used to reimburse the owner for the difference between the pre-construction tax value and post-construction value as determined by the Johnston County Tax Office. Grants are distributed as follows: Years 1&2 = 100%, Year 3 - 75%, Year 4 = 50% and Year 5 = 25%.

The two properties to be reimbursed are 114 West Main Street (Old Paper Company) for a total of \$14,305.62 and 800 E. Main Street (Vinson's Pub) for a total of \$9,099.49.

There were no questions for staff.

ACTION: Authorize Agreements

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

ACTION: Adoption of Resolutions #2019-42 & #2019-43

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

- c) Town of Clayton 2020 Holiday Schedule
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated it was policy of Town of Clayton to follow the same annual holiday schedule that is issued by the State of North Carolina for its employees. A copy of the proposed 2020 holiday schedule was provided.

ACTION: Adoption of Resolution #2019-44

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

- d) Clayton Town Council 2020 Meeting Schedule
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett stated council meetings are held the first and third Monday of each month at 6:00 p.m. in the Council Chambers, unless otherwise noted. Exceptions would include if a meeting date fell on a Monday evening that was a holiday, then meeting would be held on Tuesday of that week. Other exception is during the month of July where traditionally only one meeting is held. A copy of the proposed meeting schedule was presented.

ACTION: Adoption of Resolution #2019-45

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

- e) Fire Department SAFER (Staffing for Adequate Fire and Emergency Rescue) Grant
Presenter: Lee Barbee, Fire Chief

This item was removed from the agenda and will be brought before council at a future meeting.

9 STAFF REPORTS

a) Town Manager

Mr. Lindsay stated it was Public Power Week and offered his appreciation to our Electric Department.

b) Town Attorney

c) Town Clerk

d) Other Staff

Fire Department

Presenter: Chief Barbee, Fire Chief

Chief Barbee announced the October 1, 2019 retirement of long time firefighter Jamie Hill. He stated a retirement dinner would be held on October 14, 2019 and stated all council members were invited to attend.

Library - Ghost Walk Update

Presenter: Joy Garretson, Library Director

Ms. Garretson shared a slideshow the event. She stated it was an outstanding event attended by nearly 500. She offered her thanks to Pam Baumgartner who put the entire event together. Mayor McLeod offered his thanks and requested that a letter of appreciation be sent to Ms. Baumgartner. He stated this event could not have been better and hoped for it to become an annual event that would take place over two nights. He offered his thanks to the library staff, historical society and everyone who participated in the event.

Sam's Branch Greenway Update

Presenter: Joshua Baird, Engineer

Mr. Baird shared details about this project and stated that construction is slated to begin at Legend Park and it will be closed beginning October 7. He stated that City Road will remain open. He also stated the closure of O'Neil Street is currently on hold as they are in significant coordination with staff, permitting agencies and contractors to assist in determining optional times for road closure. He stated Greenway projects are not easy ones as they touch so many properties and include numerous permitting agencies to be involved. Mayor Pro Tem Grannis asked how long do we anticipate O'Neil being closed once a date was determined. Mr. Baird stated it would be approximately 1.5 months of closure.

220 E. Main Street Update

Presenter: Dave DeYoung, Economic Development Director

Mr. DeYoung stated the Upset Bid Process ended last Friday, October 4, 2019, with the high bid at \$110,300. The high bid belonged to the Lee family. Mr. DeYoung stated he will be working with town attorney to draw up the deed and would return to the November 18, 2019 council meeting for anticipated action.

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

Ms. Donna Steele of the Clayton Woman's Club shared information regarding their upcoming Small Town Gala, This event will be held on November 9, 2019 at The Farm on 42. Tickets are \$100 each and include dinner, dancing, casino cash and one reverse raffle. She stated there will also be a Diamond Dip. She stated this will be a great event and asked for support. She also stated that Donna White would be in attendance (in costume as worn in The Ghost Walk) and serving as a greeter.

b) Council Comments

11 CLOSED SESSION

a) Closed Session Pursuant to NCGS 143-138.11(a)(3), Attorney Client Privilege

ACTION: Motion to Go Into Closed Session

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

12 ADJOURNMENT

a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:16 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 21st day of October, 2019 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

October 7, 2019
Minutes

October 7, 2019
Minutes



Town Council Agenda Cover Sheet

Meeting Date

October 21 2019

Agenda Location

Old Business

Item Title

Reimbursement Resolution for the new Neuse River Water Reclamation Facility (WRF)

Presenter

Robert McKie, Finance Director

Summary/Description

The Finance Director will present a reimbursement resolution that will authorize the Town to utilize debt proceeds to reimburse itself for up expenditures incurred for the acquisition, construction, and equipping of certain capital improvements, including construction of the new Neuse River Water Reclamation Facility and the related lines, pipes, and other infrastructure in conjunction with the acquisition of nitrogen credits. The expenditures shall not be incurred more than 60 days prior to the date of this resolution and the total reimbursement is not expected to exceed \$100 million.

Requested Action

Approval

Funding Source (If Applicable):

Cost: Yes ☒ No ☐

Additional Documents to be Included in Agenda Packet

Reimbursement Resolution

Meeting Timeline

Click or tap here to enter text.

TOWN COUNCIL
OF THE TOWN OF CLAYTON, NORTH CAROLINA

Excerpt of Minutes
of Meeting on
October 21, 2019

Present: Mayor _____ presiding, and

Councilmembers : _____

Absent: _____

* * * * *

The following resolution was discussed and its title was read:

RESOLUTION OF OFFICIAL INTENT TO PURSUE
TAX EXEMPT FINANCING AND TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF A BORROWING

WHEREAS, the Town Council of the Town of Clayton, North Carolina (the “Town”) intends to provide a portion of the financing of the acquisition, construction, and equipping of certain capital improvements for its wastewater treatment system, including construction of a new water reclamation facility and related lines and pipes and other infrastructure, and acquisition of nitrogen credits (the “Project”);

WHEREAS, the Town may advance its own funds to pay expenditures related to the Project, may borrow funds on a short term taxable or tax exempt basis in order to pay such expenditures or may enter into contracts obligating third parties to make certain expenditures relating to the Project (the “Expenditures”) prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CLAYTON,
NORTH CAROLINA:**

1. The Town intends to utilize the proceeds of tax-exempt indebtedness, including but not limited to revenue bonds or notes (the “Indebtedness”) or to incur other debt, to pay the costs of the Project in an amount not currently expected to exceed \$100,000,000.
2. The Town intends that the proceeds of the Indebtedness be used to reimburse the Town for Expenditures with respect to the Project made on or after the date that is no more than

60 days prior to the date of this resolution. The Town reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Indebtedness or other debt.

3. The Town intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

4. This resolution shall take effect immediately upon its passage.

Councilmember _____ moved the passage of the foregoing resolution,
Councilmember _____ seconded the motion, and the resolution was passed by the
following vote:

Ayes: _____

Nays: _____

Not Voting: _____

* * * * *

I, Kimberly Moffett, Clerk to the Town Council for the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council at a regular meeting duly called and held October 21, 2019, as it relates in any way to the resolution hereinabove set forth and that such proceedings are recorded in Minute Book _____ of the minutes of the Town. Pursuant to G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Town Council is on file in my office.

WITNESS my hand and the common seal of the Town, this ____ day of October, 2019.

Clerk, Town Council
Town of Clayton, North Carolina

(SEAL)



Town Council Agenda Cover Sheet

Meeting Date

October 21 2019

Agenda Location

Old Business

Item Title

Accept High Bid – 220 East Main Street

Presenter

David DeYoung, Economic Development Director

Summary/Description

The Upset Bid process for 220 East Main Street ended on October 5, 2019 with a high bid of \$110,300. The high bidder was Fred Lee. The next step in the process is for Town Council to accept or reject this bid. Following acceptance of bid, staff will work with attorney to draft required documents to perfect the sale and transfer of the property in compliance with terms as outlined Resolution #2019-33, which was adopted by council on July 15, 2019.

Requested Action

Acceptance of High Bid in the amount of \$110, 300 and Authorize Town Manager to Execute Required Documents

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet**Meeting Timeline**

Click or tap here to enter text.

RESOLUTION AUTHORIZING DISPOSITION OF REAL PROPERTY

WHEREAS, the Town of Clayton owns certain real property, a 0.06 acre property located at 220 E. Main Street, NC Pin: 166913-12-0632; and

WHEREAS, North Carolina General Statute § 160A-269 permits the Town to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, the Town has received an offer to purchase the property described above, in the amount of \$50,000, submitted by Fred Lee, whose mailing address is 2130 Shotwell Road, Clayton, NC 27520; and

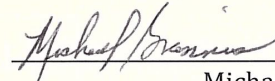
WHEREAS, Fred Lee has paid the required five percent (5%) deposit on his offer;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clayton that:

1. The Town Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.
2. The Town Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.
3. Any person may submit an upset bid to the office of the Town Clerk, located at 111 East Second Street, Clayton, NC 27520 within 10 days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.
4. If a qualifying higher bid is received, the Town clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Town Council.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The Town will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The Town will return the deposit of the final high bidder at closing.
7. The terms of the final sale are that:

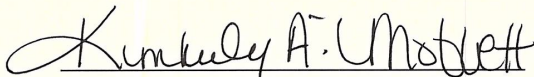
- the Town Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed;
 - the buyer must pay with cash at the time of closing;
 - all building deficiencies identified by the Town of Clayton Building Department that pose a threat to the health, safety or welfare of adjacent structures and the public shall be addressed within 90 days of the sale date of the property. Failure to resolve identified deficiencies will result in the condemnation of the existing structure; and
 - any building renovations and/or reconstruction efforts must protect or reestablish the historic character of the primary façade (facing Main Street) to the greatest extent possible.
8. The Town reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.
9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate Town officials are authorized to execute the instruments necessary to convey the property to Fred Lee.

Duly adopted this the 15th day of July, 2019 while in regular session.

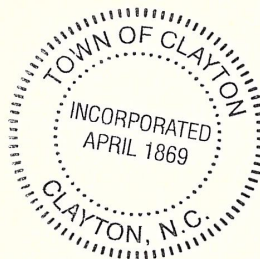


Michael Grannis
Mayor Pro Tem

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk





Town Council Agenda Cover Sheet

Meeting Date

October 21 2019

Agenda Location

New Business

Item Title

Parks and Recreation Advisory Board By Law Amendment

Presenter

Scott Barnard, Parks and Recreation Director

Summary/Description

Per the unanimous recommendation of the Parks and Recreation Advisory Board on 10/14/19, the board recommends both reducing the board size from 15 to 11.

Requested Action

Approval/Denial

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Attached Resolution

Meeting Timeline

Click or tap here to enter text.

Resolution to Amend
Town of Clayton
Recreation Advisory By-Laws

Whereas, the Clayton Town Council hereby adopts amendment to the Recreation Advisory By-Laws regarding membership to read as follows:

MEMBERS:

Appointment. There shall be 11 members appointed by the Town Council. The membership should be as broadly representative of the community as possible.

Duly adopted this the 21st day of October, 2019 while in regular session.

Jody McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



Town Council Agenda Cover Sheet

Meeting Date

October 21 2019

Agenda Location

New Business

Item Title

Volunteer Advisory Board Appointment Recommendations

Presenter

Kimberly Moffett, Town Clerk

Summary/Description

Recommendations for appointments to upcoming vacancies on both the Planning Board and Library Town Council Advisory Boards are submitted for your consideration and approval. All board vacancies were advertised and numerous applications received. Everyone who submitted an application was offered an interview. Recommendations were difficult, as there were many excellent applicants. Interviews were conducted by town clerk, board staff liaison and board council liaison. The attached chart indicates name of recommended appointee as well as term expiration. Additional recommendations for other advisory boards will be presented at the November 18, 2019 council meeting.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Recommendation Chart
Applications

Meeting Timeline

Click or tap here to enter text.

2019 Appointment Recommendations for Volunteer Advisory Boards

BOARD	POSITION NUMBER	RECOMMENDED APPOINTEE NAME	APPOINTMENT TYPE	RESIDENCY	TERM EXPIRATION
Library Advisory Board	LA7	Vanessa Flores-Watson	New-Appointment	In-Town	12/31/2022
Library Advisory Board	LA8	Laurie Lee	Re-Appointment	In-Town	12/31/2022
Planning Board	PB6	Travis Avery*	New-Appointment	In-Town	12/31/2021
Planning Board	PB7	Andria Merritt	Re-Appointment	In-Town	12/31/2022
Planning Board	PB9	Brian Tiede	New-Appointment	ETJ	12/31/2022

* - Filling Unexpired Term



9.19.2019
ETJ

ADVISORY BOARD CANDIDATE APPLICATION

The Town of Clayton welcomes and appreciates your interest in serving the Town. This application is designed to gather information to evaluate your qualifications. Candidates may be interviewed prior to appointment.

If requesting consideration for more than one, please submit a separate application for each board.

CHOOSE ONE:

- | | |
|---|--|
| ☒ Planning & Zoning Board | ☐ Board of Adjustment |
| ☐ Downtown Development Assoc. | ☐ Clayton Library Board |
| ☐ Recreation Advisory Committee | ☐ Fire Dept. Advisory Board |
| ☐ Public Arts Advisory Board | |

PLEASE NOTE: In accordance with North Carolina law, this application is a public record and will be disclosed upon request and without notice. If there is any information you do not want released to the public, please do not include it.

Please type or use dark ink.

Name: Brian Tiede

Mailing Address: 148 Foxtail Court, Clayton, NC 27520

Physical HOME Address: 148 Foxtail Court, Clayton, NC 27520

Phone Number (HOME): 984.204.3687 (WORK) 919.829.2789

FAX Number: _____ Mobile Number: 984.204.3687

Email Address: btiede@gmail.com

*Female ☐ *Male ☒

*Race Caucasian

Employer: LS3P Associates, Ltd.

Occupation: Architect

*This information is voluntary and is requested for the sole purpose of assuring that a cross section of the community is appointed; NC GS 143-157.1.

Interview: 10.7.19 @ 8:30am

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residence in Clayton: 3 years, 3 months

Do you live in the Clayton town limits: Yes ☐ No ☒ ETJ: Yes ☒ No ☐

How did you find out about this board or committee? Facebook ☐ Website ☒ TV ☐

Newspaper ☐ Email ☐ Twitter ☐ Mail ☐ Other _____

Outline your qualifications and why you wish to serve the board/committee you indicated.

I have over 19 years of experience in the architectural profession and am currently a
licensed architect in the states of NC and NY. My family moved to Clayton in 2016
and I'm eager to contribute my experience to better the community.

State why you would be an asset to this board or committee. _____

I have a number of years of experience in the field of architecture and am familiar with
zoning and planning code structure. I try to offer a fair and balanced opinion on issues.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board or committee? No ☒ Yes ☐ If Yes, explain: _____

PLEASE LIST CURRENT AND PREVIOUS SERVICE TO THE COMMUNITY, CIVIC CLUBS, ETC., ACTIVITY AND ANY SPECIAL TALENTS.

Boards/Committees/Civic	From	To
Activate Triangle Steering Committee	6/16	Present
Architecture in Education (NY)	10/13	1/16
_____	_____	_____
_____	_____	_____

Brian Tisdale 9/19/19
Signature Date

- Please do not submit resumes or attachments.
- This application is a **public record**.
- Information in the application will be considered in making appointments.
- Candidates may be interviewed prior to appointment.
- If not initially appointed to serve, this application will remain active until August 1 of the following year.

Applications are to be turned in to the Town Clerk in person (111 East Second Street), by mail (Town of Clayton, PO BOX 879, Clayton, NC 27528) or by email (kmoффett@townofclaytonnc.org)



Clerk's Office Use	
Date Rec'd:	9.19.2019
Town/ETJ:	in-town

ADVISORY BOARD CANDIDATE APPLICATION

The Town of Clayton welcomes and appreciates your interest in serving the Town. This application is designed to gather information to evaluate your qualifications. Candidates may be interviewed prior to appointment.

If requesting consideration for more than one board, please submit a separate application for each board.

CHOOSE ONE:

☒ Planning Board

☐ Clayton Downtown Development Association
Advisory Board

☐ Recreation Advisory Board

☐ Hocutt-Ellington Memorial Library
Advisory Board

☐ Fire Advisory Board

☐ Public Art Advisory Board

PLEASE NOTE: In accordance with North Carolina law, this application is a public record and will be disclosed upon request without notice. If there is any information you do not want released to the public, please do not include it.

Please type or print using dark ink.

Name: Travis Avery
Mailing Address: 77 Sugarberry Lane Clayton, N.C. 27527
Physical HOME Address: Same as above
Phone Number (PERSONAL): 919-741-8244 (WORK): SAME
Email Address: Travis.Avery@hotmail.com
Employer: CBRE
Occupation: Procurement Analyst

☐ Female*

☒ Male*

*This information is voluntary and is requested for the sole purpose of assuring that a cross section of the community is appointed; NCGS 143-157.1

Interview
10.7.19
10:10am

Ina L. King
Signature

9/19/2019
Date

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on **most** Council advisory boards.

Length of residence in Clayton: 12 years

Do you live in Clayton Town Limits: ☒ Yes ☐ No ETJ: ☐ Yes ☐ No

How did you find out about this board?

☐ Facebook ☒ Website ☐ Newspaper ☐ Twitter
☐ TV ☐ Friend ☐ Email ☐ Other

Outline your qualifications and why you wish to serve on the board you indicated:

- Worked in corporate real estate for the past 3 years.
- Currently work in corporate real estate
- I want to serve on the board because I have lived ~~in Clayton~~ →

State why you believe you would be an asset to this board:

→ in Clayton over the last 12 years. My family is here, my kids go to school in Johnston County. We have a vested interest in what Clayton grows to be. We will be here for the long haul.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board:

☒ No ☐ Yes If Yes, please explain:

Please list any current or previous service to the community, civic organizations, activities and any special talents:

Boards/Civic	Organization/Talents	From	To
N.C. National Guard		1998	2006
N.C. School Graduate W.C.U.		1998	2003
Master of Science in Acquisition + Contract Management			2010 - 2012
<u>Iran Zang</u>			9/19/2019
Signature			Date

- Please do not submit resumes or attachments.
- This application is a PUBLIC RECORD.
- Information contained in the application will be considered when making appointments.
- Candidates may be interviewed prior to appointment.
- If not initially appointed to serve, applications will remain active for one year from date of receipt.

Applications should be submitted to the Town Clerk in person at 111 East Second Street, by mail at Town of Clayton, PO Box 879, Clayton, NC 27528 or via email at kmoffett@townofclaytonnc.org



Clerk's Office Use	
Date Rec'd:	9.25.19
Town/ETJ:	in-town

ADVISORY BOARD CANDIDATE APPLICATION

The Town of Clayton welcomes and appreciates your interest in serving the Town. This application is designed to gather information to evaluate your qualifications. Candidates may be interviewed prior to appointment.

If requesting consideration for more than one board, please submit a separate application for each board.

CHOOSE ONE:

☒ Planning Board

☐ Library Advisory Board

☐ Downtown Development Association

☐ Fire Department Advisory Board

☐ Recreation Advisory Committee

☐ Public Arts Advisory Board

PLEASE NOTE: In accordance with North Carolina law, this application is a public record and will be disclosed upon request without notice. If there is any information you do not want released to the public, please do not include it.

Please type or print using dark ink.

Name: Andria Merritt

Mailing Address: 406. S. Fayetteville St., Clayton, NC 27520

Physical HOME Address: Same

Phone Number (HOME): _____ (WORK) _____

FAX Number: _____ Mobile Number: 919-747-1483

Email Address: andria1836@gmail.com

☒ Female*

☐ Male*

Employer: NCDEQ

Occupation: Hydrogeologist/Supervisor

*This information is voluntary and is requested for the sole purpose of assuring that a cross section of the community is appointed; NCGS 143-157.1

phone interview
10.7.19 @ 11:10am

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on **most** Council advisory boards.

Length of residence in Clayton: 13 years

Do you live in Clayton Corporate Limits: ☒ Yes ☐ No ETJ: ☐ Yes ☐ No

How did you find out about this board?

☐ Facebook ☐ Website ☐ Newspaper ☐ Twitter
☐ TV ☐ Friend ☐ Email ☒ Other

Outline your qualifications and why you wish to serve on the board you indicated:

As a geologist for NCDEQ, I am responsible for implementing complex state and federal regulations. I write technical documents, procedures, and interpretations of rules. I am an active and invested resident of the Town and would like to serve my community.

State why you believe you would be an asset to this board:

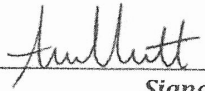
I enjoy learning and have gained much knowledge serving the Planning Board for the past two years and would like to continue to expand on that.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board:

☒ No ☐ Yes If Yes, please explain:

Please list any current or previous service to the community, civic organizations, activities and any special talents:

Boards/Civic Organization/Talents	From	To
<u>Clayton Farm + Community Market</u>	<u>8/2015</u>	<u>present</u>
<u>Last Friday in Clayton</u>	<u>2/2019</u>	<u>present</u>


Signature

9/25/2019
Date

- Please do not submit resumes or attachments.
- This application is a PUBLIC RECORD.
- Information contained in the application will be considered when making appointments.
- Candidates may be interviewed prior to appointment.
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Applications should be submitted to the Town Clerk in person at 111 East Second Street, by mail at Town of Clayton, PO Box 879, Clayton, NC 27528 or via email at kmoffett@townofclaytonnc.org



Clerk's Office Use

Date Rec'd: 9.24.2019

Town/ETJ: in town

ADVISORY BOARD CANDIDATE APPLICATION

The Town of Clayton welcomes and appreciates your interest in serving the Town. This application is designed to gather information to evaluate your qualifications. Candidates may be interviewed prior to appointment.

If requesting consideration for more than one board, please submit a separate application for each board.

CHOOSE ONE:

- | | |
|---|--|
| ☐ Planning Board | ☒ <u>Hocutt-Ellington</u> Memorial Library
Advisory Board |
| ☐ Clayton Downtown Development Association
Advisory Board | ☐ Fire Advisory Board |
| ☐ Recreation Advisory Board | ☐ Public Art Advisory Board |

PLEASE NOTE: In accordance with North Carolina law, this application is a public record and will be disclosed upon request without notice. If there is any information you do not want released to the public, please do not include it.

Please type or print using dark ink.

Name: Vanessa Flores-Watson

Mailing Address: 38 Cameo Ct. Clayton NC 27527

Physical HOME Address: same as above

Phone Number (PERSONAL): 984-255-4661 (WORK): 919-661-3779

Email Address: vanessa.flores.watson@gmail.com

Employer: Sitemed North America LLC

Occupation: COO

☒ Female*

☐ Male*

*This information is voluntary and is requested for the sole purpose of assuring that a cross section of the community is appointed; NCGS 143-157.1

interview 10.9.19 @ 8:30am

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on **most** Council advisory boards.

Length of residence in Clayton: 6 years

Do you live in Clayton Town Limits: ☒ Yes ☐ No ETJ: ☐ Yes ☐ No

How did you find out about this board?

☐ Facebook ☐ Website ☐ Newspaper ☐ Twitter
☐ TV ☐ Friend ☐ Email ☒ Other

Outline your qualifications and why you wish to serve on the board you indicated:

I've had a love of reading and organization ever since I can remember. I'd love to serve on this board to assist in the development of our town's library.

State why you believe you would be an asset to this board:

As an executive one of my primary goals is to strategize and develop ideas for implementation. I also love to foster cooperation.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board:

☒ No ☐ Yes *If Yes, please explain:*

Please list any current or previous service to the community, civic organizations, activities and any special talents:

Boards/Civic	Organization/Talents	From	To
<u>St Joseph Clinic @ St Ann Church</u>	<u>I help as Spanish translator for underserved population</u>	<u>2017</u>	<u>Present</u>
<u>Fully bilingual in Spanish; some French, Notary Public,</u>			

Janeen Frew
Signature

9/24/19
Date

- Please do not submit resumes or attachments.
- This application is a PUBLIC RECORD.
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Clerk's Office Use

Date Rec'd:

9-6-19

Town/ETJ:

In-town

ADVISORY BOARD CANDIDATE APPLICATION

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CHOOSE ONE:

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☐ Downtown Development Association

☐ Fire Department Advisory Board

☐ Recreation Advisory Committee

☐ Public Arts Advisory Board

PLEASE NOTE: In accordance with North Carolina law, this application is a public record and will be disclosed upon request without notice. If there is any information you do not want released to the public, please do not include it.

Please type or print using dark ink.

Name: LAURIE LEE

Mailing Address: 320 COLLINSWORTH DRIVE

Physical HOME Address: SAME

Phone Number (HOME): 919-763-0252 (WORK) 919-218-6799

FAX Number: _____ Mobile Number: 919-763-0252

Email Address: laurie728@gmail.com

☒ Female*

☐ Male*

Employer: STATE OF NC, DEPT. OF PUBLIC SAFETY

Occupation: AUDITOR

*This information is voluntary and is requested for the sole purpose of assuring that a cross section of the community is appointed; NCGS 143-157.1

interview = 10.9.19 @ 9:20am

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