



The Town of Clayton
Regular Town Council Meeting Minutes
Monday, March 19, 2018 @ 6:00 PM
Council Chambers

COUNCIL PRESENT:

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

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, Deputy Town Manager
Christy Anastasi, Deputy Town Clerk
Charles Meeker, Town Attorney
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer
Samantha Wullenwaber, Planning Director
Jay McLeod, Senior Planner
David DeYoung, Economic Development Officer
Kaitlin Russo, Economic Development Specialist
Rich Cappola, Engineering & Inspections Director
Joy Garretson, Library Director
Blair Myhand, Police Chief
Scotty Henley, Clayton Center Director
Tim Simpson, Public Works Director

COUNCIL ABSENT:

1 CALL TO ORDER

- a) Mayor McLeod called the meeting to order at 6:00 p.m. Mayor McLeod led everyone in the Pledge of Allegiance as well as offering the 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) Draft Minutes:
- February 19, 2018 - Closed Session
 - March 5, 2018 - Regular Meeting
- b) Certificate of Sufficiency 2018-06-ANX - Glen Haven
- c) Certificate of Sufficiency 2018-19-ANX - Powhatan Warehouse
- d) Appointment to Recreation Advisory Board
- e) Proclamation Recognizing May 5, 2018 as Clayton Derby Classic Day
- f) Special Event Road Closure - Alzheimer's NC Johnston County Walk/Fun Run - April 28, 2018
- g) Special Event Road Closure - Mondo Roots - June 2, 2018

- h) Special Event Road Closure - Clayton Road Race - May 12, 2018

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

- a) Recommendation for Appointment to Library Advisory Board

Presenter: Joy Garretson

- Paul Taperek

Ms. Garretson stated there are eight in-town residents and two ETJ residents. An ETJ position was advertised on the Town website and an application was received from Mr. Paul Taperek. Ms. Garretson stated that she along with Kimberly Moffet, Town Clerk had recently interviewed Mr. Taperek and stated she would like the Council to recommend Mr. Taperek for appointment to the Library Advisory Board.

ACTION: Place on April 2, 2018 Consent Agenda

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

- b) Warranty Acceptance

- Highgate Subdivision - Phase I (Includes the off-site water line)
- Lionsgate Subdivision - Phase 2A-2D
- RWAC Alpine Valley - Phase 6A-4 Pre-Warranty Asphalt
- RWAC Alpine Valley - Phase 6A-4 Pre-Warranty Utilities

ACTION: Place on April 2, 2018 Consent Agenda

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

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Employee Promotions & Introductions

Presenter: Blair Myhand, Police Chief

- Brian Temple - Police Sergeant

Presenter: Scotty Henley, Clayton Center Director

- Justin Doan - Conference Center Support Specialist

Chief Myhand introduced newly promoted Brian Temple as Police Sergeant. Chief Myhand stated that Mr. Temple has a total of 17 years of service with the Town of Clayton. Mr. Temple stated that he is thankful for his job and the

opportunity. The Mayor and Council congratulated Mr. Temple on his promotion and his service.

Mr. Henley introduced Justin Doan a new employee to the Clayton Center. Mr. Doan did an internship in 2016. He has worked part-time with the Clayton Center as well. When the full-time position opened, Mr. Doan applied and accepted the position. The Mayor and Council welcomed Mr. Doan.

- b) **Advanced Firefighter Certificate - Garrett Lane**
Presenter: Lee Barbee, Fire Chief

Chief Barbee introduced Mr. Lane as the 13th firefighter in the Town of Clayton to receive the Advanced Firefighter Certificate. More than half of the full-time staff has been involved in the process of receiving the certificate. Mr. Lane is currently a part-time employee. Mr. Lane has been with the fire department for eleven years. He logged over 1800 hours of training in order to receive a certification. Mr. Lane is currently working towards his Fire Protection Degree. Mr. Lane stated that he could not have accomplished this without his family. The Mayor and Council congratulated Mr. Lane. The Mayor presented Mr. Lane with the Advanced Firefighter Certificate.

6 PUBLIC HEARINGS

7 ITEMS SCHEDULED FOR THE UPCOMING TOWN COUNCIL MEETING

- a) **2018-06-ANX - Glen Haven Phase 4 Annexation**
Presenter: Planning Department

Mr. DeYoung stated 2018-06-ANX is a 8.55-acre annexation for Glen Haven Phase 4. Mr. DeYoung requested that Council set the public hearing for this item on the April 2, 2018.

ACTION: Set Public Hearing for April 2, 2018

- b) **2018-19-ANX Powhatan Warehouse Annexation**
Presenter: Planning Department

Mr. DeYoung stated 2018-19-ANX is a 0.35-acre annexation for a Warehouse located off Powhatan Road. This was a condition of approval for this annexation. Mr. DeYoung requested that Council set the public hearing for this item on the April 2, 2018.

ACTION: Set Public Hearing for April 2, 2018

- c) **2017-149-PDD Parkview Modification Planned Development Rezoning**
Presenter: Planning Department

Mr. DeYoung stated 2017-149-PDD is a modification to the Parkview Subdivision to add 2.07 acres of land for additional units to incorporate into the existing Parkview Master Plan. Mr. DeYoung requested that Council set the public hearing for this item on the April 2, 2018.

ACTION: Set Public Hearing for April 2, 2018

- d) 2017-150-SD Parkview Modification Preliminary Plat (Acting as Master Plan)
Presenter: Planning Department

Mr. DeYoung stated 2017-150-SD Parkview Modification with the preliminary plat acting as the master plan requests approval to incorporate 2.07 acres of land into the existing Parkview Master Plan. Mr. DeYoung requested that Council set the public hearing for this item on the April 2, 2018.

ACTION: Set Public Hearing for April 2, 2018

- e) 2017-188-RZ Sunbelt Rental
Presenter: Planning Department

Mr. DeYoung stated 2017-188-RZ is a rezoning for Sunbelt Rental he stated a special use permit might be requested at a later date. Mr. DeYoung requested that Council set the public hearing for this item on the April 2, 2018.

ACTION: Set Public Hearing for April 2, 2018

8 OLD BUSINESS

- a) Special Event Costs & Town Sponsorship Review
Presenter: Kaitlin Russo, Economic Development Specialist

Ms. Russo stated staff has been working on updates to the Special Events Policy and a cost analysis of these events. In order to complete the revisions, staff is seeking guidance from Council in two areas. One area being the number of events the Town would co-sponsor and secondly establishing an acceptable financial cap of expenditures on these events. As the Town continues to grow, the cost and demand on the Town's resources for events have grown as well. This policy would bring consistency and uniformity to both Town and private events as well as make the best use of Town resources. Staff's has identified three events as legacy events. Staff recommendation is that the following events be considered as Town-sponsored legacy events: Clayton Harvest Festival, Clayton Christmas Parade and Clayton High School Homecoming Parade. The Town does not recover 100% of any private events. A spreadsheet was provided to Council that showed staff time, resources, cost to the Town and any recovery fees. Multiple departments are involved in assisting with a special event. A few of these are police, and electric departments.

Council asked for clarification on what would justify as a "legacy" event. Ms. Russo stated staff had identified a "legacy" event as an event as a long-standing community event.

Council asked if there were cost comparisons to neighboring Town events. Mr. DeYoung stated there was not a comparison, and this would be a difficult to comparison.

Mr. Lindsay stated one of the largest cost to the Town would be off-duty police officers. Mr. Lindsay stated that Chief Myhand did research what neighboring Towns are charging for off-duty police officers and the Town is within the same range. Mr. Lindsay stated that he has had conversations with several of the event organizers. All are in agreement that these are very successful events. Mr. Lindsay stated Council consider identifying the Harvest Festival, Christmas Parade and the Clayton High School Homecoming Parade, as legacy events would not include any annual fees. Should these legacy events become larger or change the event organizers would need to contact the Town and discuss the details.

Council is in agreement that the Harvest Festival, Christmas Parade and Clayton High School Homecoming Parade events be considered as legacy events with no attached fees. Council does want to see these events grow. Council stated that if these events are considered Town-sponsored events, the Town should have some say in how the event is run. Council would like input regarding the route of the Christmas Parade. Council was pleased with the Christmas Parade and thanked everyone who helped make it possible.

Council suggested a possible clause be added stating that the Town could review cost rather than setting a cap.

Council agreed that the following events be considered as legacy events Harvest Festival, Christmas Parade and the Clayton High School Parade.

ACTION: Define above three events as Legacy Events

b) Engineering Fees

Presenter: Rich Cappola, Engineering & Inspections Director

Mr. Cappola provided an overview of the engineering and inspection fees. These fees are to provide a revenue source to offset some of the expenditures associated with the review and approval. Mr. Cappola stated that this item was originally presented to Council at the January 16, 2018 Town Council meeting. Proposed fees were discussed at the February 16, 2018 Developer's Breakfast where Town staff presented changes to the development process, and included a discussion of these fees. Follow-up conversations with several of the stakeholders in attendance indicated that the fees associated with the service provided by the Engineering function of the Town were not uncommon and that the rates proposed were reasonable. As a result of Town Council discussion, the comprehensive list of fees has been updated to consolidate all fees associated with the Engineering function to make it more clear to developers what the costs associated with their proposed developments will be. Mr. Cappola stated if approved the effective date would be April 2, 2018.

ACTION: Adoption of Ordinance # 2018-03-07

Motion: Council Member Thompson

Second: Mayor Pro Tem Grannis

Vote: Unanimous

9 NEW BUSINESS

10 STAFF REPORTS

a) Town Manager

Mr. Lindsay acknowledged the many people, including Katlin Russo and David DeYoung for making the Main Street conference such a wonderful and successful event. Mr. Lindsay stated that he had received many positive comments about the Main Street Conference.

b) Town Attorney

c) Town Clerk

d) Other Staff

11 OTHER BUSINESS

a) Informal Discussion & Public Comment

Mayor McLeod acknowledged there were representatives from Rotary Club and Chamber of Commerce.

Mr. Bob Satterfield asked for clarification on the Special Events Fees. Mr. Satterfield asked if every dollar spent last year put back into budget in order to pay for all of the other events. Mr. Satterfield stated that it is his understanding that the Town would be paying for the three legacy events. What is the Town's standing on the other events? Mayor McLeod stated the Town sponsored events would have no Town fees associated and any event that is not a Town sponsored event would be charged a fee. Mr. Lindsay stated that the legacy events are not organized by the Town nor the DDA. Examples of a few events that are run by the Town are the 4th of July and Easter Egg Hunt. These events are accounted for in the budget. The three legacy events would be added to the list of events that the Town would not charge a fee to the organizer.

Mr. Jim Perricone, Clayton Rotary Club stated with all of the challenges the Christmas Parade encounter led everyone to realize that better communication is needed. Mr. Perricone stated that has now formed a true partnership between the Town and the Rotary Club.

Ms. Sara Perricone stated how well organized the Main Street Conference was. Ms. Perricone stated how proud she was of the event and she received multiple positive comments.

Ms. Dana Wooten, Clayton Chamber of Commerce stated how pleased she was that the Town would be recognizing the Harvest Festival as a legacy event. It is important that the Town and the Chamber of Commerce partner for this event, as well as other events, and to continue positive partnerships.

Motion: Mayor Pro Tem Grannis

Second: Council Member Thompson

Vote: Unanimous

b) Council Comments

Mr. Grannis stated his pleasure with all of the staff and volunteers for doing such a great job before and during the Main Street conference. Mr. Grannis thanked Kaitlin Russo for all her hard work and what a wonderful job she had done. Mr. Grannis stated that there are about 180 plus people that work for Town and every employee had a part in making the Main Street Conference a success.

Mr. Thompson stated he attended the Arbor Day event held on Friday, March 16, 2018. Mr. Thompson stated it was a successful and wonderful event. Mr. Thompson stated that he read the Arbor Day Proclamation and a tree was planted. The children had a great time. Mr. Thompson stated he wanted to thank all of the Town departments involved that made Arbor Day a huge success.

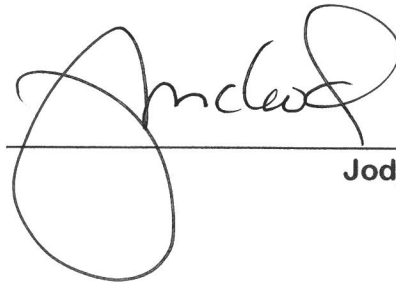
Mr. Thompson stated that the Town hosted the Triangle J Council of Governments meeting. In attendance were staff from Garner and Archer Lodge. There was discussion regarding goals and challenges. The meeting provided an opportunity to find ways for collaboration.

12 ADJOURNMENT

- a) With there being nothing further, the meeting was adjourned at 6:47 p.m.

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

Duly adopted this the 2nd day of April, 2018 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk