



Town of Clayton
Regular Town Council Meeting Minutes
Monday, June 18, 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
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Samantha Wullenwaber, Planning Director
David DeYoung, Economic & Community
Development Director
Rich Cappola, Engineering & Inspections Director
Tim Simpson, Public Works Director
Larry Bailey, Parks & Recreation Director
Robert McKie, Finance Director
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:02 p.m. He led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

3 CONSENT AGENDA

- a) Draft Minutes
 - May 21, 2018 (Regular & Closed)
 - June 4, 2018
- b) Resolution to Adopt TJCOG Charter
- c) NCDOT Utility Relocation Reimbursement Agreement

ACTION: Adoption of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Library Advisory Board Annual Update

Presenter: Stephanie Satkowiak, Board Chair

Ms. Satkowiak provided an overview of the accomplishments of the board for 2018. She stated how thrilled she was to be included during the hiring process of Ms. Garretson. She stated over the past year some of the projects the board had been part of included; culling the library collection, physical updates include paint and carpeting, children's room, an overall face lift of the library and application for an LSTA grant. She stated that moving forward the board plans to look at and address space constraints, the need for designated private study spaces, children reading time and events, concerns about common area for staff, safety concerns and in general staff needs. She stated that the library serves as the heart of downtown and helps in bringing folks into Clayton. She further stated the library is a tremendous asset to the community.

Mayor McLeod asked that all the board members who were present to stand and be acknowledged. On behalf of the entire council, he thanked them for their years of service to the library as well as their part in taking Clayton to the next level.

b) Recognition of Parks & Recreation Department Staff
Presenter: Larry Bailey, Director Parks & Recreation

The Parks & Recreation staff joined Mr. Bailey. He thanked the council for the support and spoke about July being recognized as Parks & Recreation month. He spoke about the July 4th celebration and the many other events that have taken place this year to include; Special Needs Camp, Summer Camp Programs, Senior Games, Halloween Events, Special Needs Dance, Santa Workshop and Santa Calls. He shared the fact that there will be 76 basketball teams this year with 10 members per team. He shared data regarding national staffing data and the fact that the national average is 8 full time staff members for populations of 10,000, while Clayton has 8 full time staff members with a population of over 20,000. Mr. Bailey introduced and provided a brief bio of all the staff members present; Mike Beasley, Steven Brown, Amy Shearin, Lauren Lambert, Nick Rummage, Jimmy Bradley and Matt Lorion.

Mayor McLeod offered his thanks to the entire staff and presented a formal recognition to the staff.

Council Member Thompson stated he was very impressed by all the resumes of each department member and how every member of the town is touched in some way by the staff. He appreciated all the expertise within the department.

Council Member Bunn stated that most folks do not realize how much Parks and Recreation staff accomplishes. He stated they do an outstanding job and he is extremely proud.

Council Member Lawter spoke about being part of the Parks & Recreation Advisory Board prior to serving on the council and well as council liaison to the

board. He spoke about the success of the new dog park as well as the new disc golf course. He offered his sincere thanks to the staff.

Mayor Pro Tem Grannis spoke about the dedication and commitment of the parks and recreation staff being unmatched. He stated feedback he receives is consistently amazing. He offered his thanks and appreciation.

6 PUBLIC HEARINGS

- a) 2018-98-OA - Review Bodies Amendments - Chapters 32 & 155
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

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

- b) 2018-30-PDD - Steeplechase - Planned Development Rezoning
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

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

- c) 2018-31-SD - Steeplechase - Master Plan
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

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

- d) 2018-66-RZ - Spinning Mill - Rezoning
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

Motion: Mayor Pro Tem Grannis
Second: Council Member Thompson

Vote: Unanimous

- e) 2018-72-RZ - Spring Branch - Rezoning
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

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

- f) 2018-88-RZ - 330 W. Stallings Street - Rezoning
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

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

- g) 2018-87-SUP - 330 W. Stallings Street - Special Use Permit
Presenter: Samantha Wullenwaber, Planning Director

Due to a procedural error, this public hearing has been tabled to July 16, 2018.

ACTION: Tabled to July 16, 2018

Motion: Mayor Pro Tem Grannis
Second: Council Member Thompson

- h) System Development Fees Analysis
Presenters: Robert Chambers, Black & Veach & TOC Staff Members

Mr. Tim Simpson presented and provided a brief background regarding the analysis. He stated HB 436 directed that all municipalities collecting development fees must follow a certain set of requirements to include an analysis being conducted by a third party. This analysis has been completed by Black & Veach.

Mr. Chambers, who is with Black & Veach, provided detailed information regarding the process. He stated a required public comment period was posted for 45 days prior to this presentation and further that several meetings were held with staff to ensure compliance was met. He provided analysis details that included purpose of system development fees/impact fees. He shared information regarding different approaches to include; buy-in approach, incremental cost approach and combined systems approach. Mr. Chambers stated the approach taken for the town was the combined systems approach. He also shared information regarding capacity standard

determination to include components of calculation. It was confirmed that the new wastewater plan was included in expansion figures. Also discussed was the actual water system calculation and total related cost and how credit is to be issue. He stated a review of Impact Fees should be performed every 3 years.

Council Member Bunn asked for a chart of current rates versus those being proposed. Council Member Lawter asked about the proposed water/sewer plant and Mr. Simpson stated a contingency had been included. Mayor Pro Tem Grannis asked out meter sizes and if they would remain the same. Mr. Simpson stated the least frequently used meter size was 1.5 and further stated we do not currently collect fees based on size.

Mr. Cappola stated current fees are based on capacity and acreage and new fees would be a combination of the two. Number has some fluctuation based on lot size. Average increase would be \$1100 for a 3-4 bedroom home. He stated staff had dedicated many hours working on this project. He stated this might need to be re-visited as we work through the process.

Attorney Ross stated the staff has worked extremely hard on this process. She stated that everyone across the state must go this process. She further stated this is a very complex subject and staff had done an excellent job.

Mr. Cappola asked that a special meeting be set for June 25, 2018 to consider adoption of the written analysis of system development fees as well as ordinance setting fees.

Mayor McLeod noted this as a public hearing at 7:01. With there being no one wishing to speak, the item was turned over to council for deliberations.

ACTION: Set Special Meeting for June 25, 2018

Motion: Mayor Pro Tem Grannis

Second: Council Member Holder

Vote: Unanimous

7 ITEMS SCHEDULED FOR THE UPCOMING TOWN COUNCIL MEETING

8 OLD BUSINESS

- a) Code of Ordinance Amendment - Chapter 71 - Designated Commercial Vehicle Truck Routing
Presenter: David DeYoung, Economic & Community Development Director

Mr. DeYoung provided a brief update to the ordinance, regarding clarification of the penalty fee to be included in the ordinance.

Council Member Bunn asked how things were progressing. Mr. DeYoung stated he believed everything was going well. Warning tickets were being issued and a stop sign issue at Robertson is being addressed.

ACTION: Adopt Ordinance #2018-06-1A

Motion: Council Member Bunn

Second: Council Member Thompson

Vote: Unanimous

9 NEW BUSINESS

- a) Disposal of Surplus Property Valued Less than \$30,000

Presenter: Robert McKie, Finance Director

Mr. McKie presented this item regarding how the town currently disposes of surplus personal property valued at less than \$30,000. He stated the council has authority to delegate the approval of disposal of these types of item to a designee. He stated he believed authorizing the disposal via a designee would be a more effective and efficient manner.

ACTION: Placed on July 16, 2018 Consent Agenda

- b) Budget Amendments

Presenter: Robert McKie, Finance Director

- Police Special Reserve Fund
- Capital Project - ECIA Lift Station Project
- Salary Reserve Allocation
- Electric Fund
- Capital Project - CAMPO LAPP Projects
- Capital Project - Raleigh/Clayton Sewer Project
- Capital Project - Sam's Branch Phase II Interceptor
- Capital Project - Rollingwood Gravity Sewer Extension Project
- Water & Sewer Fund
- Water & Sewer Capital Reserves

Mr. McKie provided information for each budget amendment as listed above.

ACTION: Adoption of Ordinances:

2018-06-04

2018-06-05

2018-06-06

2018-06-07

2018-06-08

2018-06-09

2018-06-10

2018-06-11

2018-06-12

2018-06-13

Motion: Council Member Lawter

Second: Council Member Holder

Vote: Unanimous

- c) **East Wake Sewer Study Memorandum of Understanding between City Raleigh and Clayton**
Presenter: Tim Simpson, Public Works Director

Mr. Simpson provided information regarding a draft Memorandum of Understanding. He stated the City of Raleigh had reached out to Clayton, Fuquay and Johnston County to look at the needs of Eastern Wake County as well as possible partnerships. There is no cost to participate; however, based on outcome of efforts there may be a cost later.

Council Member Lawter asked if there were any strings attached that would affect us to make decisions for ourselves. Mr. Simpson stated no, there were none. Mr. Lindsay confirmed.

ACTION: Approval of Memorandum of Understanding

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

- d) **2018-79-SNA - Alternate Sign Plan - Clayton Professional Center**
Presenter: Samantha Wullenwaber, Planning Director

Ms. Wullenwaber presented an Alternate Sign Plan request for the Clayton Professional Center, which is located on Highway 42. The request is for a non-residential sign and the applicant is present to answer any questions.

Staff stated the widening of Highway 42 needed to be considered and requested a new condition be added to ensure that the signage is placed far enough back off the road and to not interfere with that work. Staff recommended approval with condition just mentioned as well as those listed in staff report.

ACTION: Approval with Conditions as listed in Staff Report as well as added condition

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

- e) **NCDOT Transportation Improvement Project Municipal Agreement - TIP R-3825B**
Presenter: Rich Cappola, Engineering & Inspections Director

Mr. Cappola provided information regarding this agreement.

ACTION: Approval of Agreement

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

10 STAFF REPORTS

- a) Town Manager
- b) Town Attorney
- c) Town Clerk
- d) Other Staff

Stacy Beard, Public Information Officer, provided update regarding the 2018 sculpture trail. She stated the installation of new sculptures is going very well. She spoke about the amazing job that is done by our public works department. She stated many of the new sculptures are now in place and several others will be placed shortly.

11 OTHER BUSINESS

- a) Informal Discussion & Public Comment

A resident addressed the council and suggested a coat drive be considered in conjunction with a location on the sculpture trail.

- b) Council Comments

Council Member Thompson offered his thanks to everyone who attended the meeting and Mayor Pro Tem Grannis stated he was very happy to publicly acknowledge town departments and staff.

12 ADJOURNMENT

- a) With there being nothing further, the meeting was adjourned at 7:35 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Thompson

Second: Mayor Pro Tem Grannis

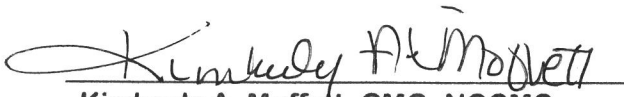
Vote: Unanimous

Duly adopted this the 16th day of July, 2018 while in regular session.



Michael Grannis
Mayor Pro Tem

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk