Town of Clayton
Special Meeting - Clayton Town Council Minutes
Tuesday, February 15, 2022 @ 1:00 PM
Beaufort, NC

COUNCIL PRESENT:
Mayor McLeod ***
Mayor Pro Tem Thompson
Council Member Everett
Council Member Archer
Council Member Casey
Council Member Sims

*** *Attended Virtually*

STAFF PRESENT:
Rich Cappola, Interim Town Manager
Dolores Gill, Deputy Town Manager
Lee Barbee, Interim Deputy Town Manager & Fire Chief
Kimberly Moffett, Town Clerk
Heidi Holland, Deputy Town Clerk

COUNCIL ABSENT:

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 1:06 p.m.

2 WELCOME

a) Mayor McLeod welcome everyone and thanked all for attending.

The Mayor of Beaufort, Sharon Harker, along with two commissioners, was present to welcome council. She presented Mayor Pro Tem Thompson with a key to the city of Beaufort.

Dolores Gill, Deputy Town Manager, discussed the retreat goals which included: to develop relationships to enhance communication and decision making, to develop an understanding of major impacts related to growth and develop consensus related to council priorities. She shared details on a Norms Activity, State of the Town, Team Culture and Dynamics Activity.

Ms. Gill asked council to write down 5 behaviors that make positive meetings they would like to see. She shared these with the group and discussed further. Some of the behaviors were open-minded, accountability, focus, communication skills and respect.

3 STATE OF THE TOWN

a) Rich Cappola, Interim Town Manager, discussed these topics. He went into detail on: Comprehensive Growth Plan, CIP, Budget, ADA Transportation Plan, Town Policy Manual, and Code of Ordinances (which included development regulations).

Priorities and Goals

- Utilize team approach with the Executive Team.

- Consistently communicate the priorities and goals to town staff.
- Ensure accountability for action steps necessary to obtain goals.
- Provide quarterly updates on progress for FY22.
- Utilize the monthly 2 on 1 meetings to explore and discuss.
- Provide opportunities for "just in time" topic specific sessions.

There was lengthy discussion on the review of Quarter 3. First priority is finance. There was discussion on the warehouse and ideas of implementing a new system; the warehouse could become the centralized fleet group and help out with more equipment. The second priority is Human Resources.

<u>On the Horizon for Quarter 4:</u>

- Right of Ways and Easements (centralize efforts)
- Departmental Reorganization where necessary for increased productivity (job descriptions are in the process of being updated)
- Pay and Class Study Finalized (revaluate positioning, find efficiency)
- FY23 Budget Process
- Mini-Training Sessions with Council
- Completion of Property Maintenance Projects
- Neo Gov Training/Policy Training

<u>Growth: Opportunities & Challenges</u>

- Growth and Development
- Planning for Capital Projects impacting infrastructure
- Town Amenities/Offerings vs. Costs
- "Old versus New" in Though Patterns of staff and residents
- Public Safety Needs
- Recruiting and Training of Professional Staff
- Maintaining Momentum

4 BREAK

A break was held from 2:30 - 2:45 p.m.

5 DEVELOPING A COLLABORATIVE TEAM CULTURE

a) Prior to the retreat, Ms. Gill had council and select staff complete a True Colors Personality and Leadership Assessment. There was lengthy discussion on the different personality types among the group and how these different personalities benefit working together.

6 DEVELOPING TEAM PRIORITIES

a) Ms. Gill had the team participate in Developing Team Priorities. This activity involved, pebbles, rocks and sand. The goal behind this activity was to realize to focus on the big rocks. If you fill your time up with pebbles and sand, your time will be filled up with smaller distractions and not much time to focus on the big needs.

7 WRAP UP

a) Ms. Gill distributed a Goal Setting Article to council and staff. Council discussed the takeaway points from this article which include prioritizing, focus, accountability, align policy makers to goals, and being realistic.

Ms. Gill discussed a preview of discussion for Day 2.

She concluded with Day 1 Pros and Cons.

Pros

- Stuck to the Agenda
- True Colors Assessment was telling, got to learn about one another
- Engaging/Interactive
- Good Presentation

Cons

- Would like more time for discussion

8 ADJOURNMENT

a) With nothing further, the meeting was adjourned at 5:14 p.m.

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

Duly adopted this the 7th day of March, 2022 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

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

Town of Clayton
Special Meeting - Clayton Town Council Minutes
Wednesday, February 16, 2022 @ 8:30 AM
Beaufort, NC

COUNCIL PRESENT:
Mayor McLeod ***
Mayor Pro Tem Thompson
Council Member Everett
Council Member Archer
Council Member Casey
Council Member Sims

STAFF PRESENT:
Rich Cappola, Interim Town Manager
Lee Barbee, Interim Deputy Town Manager & Fire Chief
Dolores Gill, Deputy Town Manager
Jim Cauley, Town Attorney
Kimberly Moffett, Town Clerk
Heidi Holland, Deputy Town Clerk
Patrick Pierce, Economic Development Director ***
Ben Howell, Planning Director ***
Adam Sharpe, HDR (Owner's Advisor) ***
Joshua Baird, Engineering Director ***
Louis Duffie, Project Manager/Asst. Program Manager ***

*** *Attended Virtually*

COUNCIL ABSENT:

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 8:36 a.m.

2 AGENDA AND NORM REVIEW

a) Ms. Gill discussed the agenda for the day and reviewed the takeaway of the Norm review from the previous day.

3 KWLS ACTIVITY

a) Ms. Gill explained an activity she would like council and staff to participate in. Participants would be assigned to small groups to brainstorm and respond to each topic on the chart by completing the K-Know, W-Want to Know. Topics on the charts included: Capital Improvement Plan and Process, Economic Development, Transportation, Planning Process and Water/Electric Resources.

4 BREAK

A break was held from 9:30 a.m. until 9:45 a.m.

5 ECONOMIC DEVELOPMENT

a) *Presenter: Patrick Pierce, Economic Development Director*

Mr. Pierce described what Economic Development exactly means. He stated it is the intentional practice of improving a community's economic well-being and quality of life. It includes a broad range of activities to attract, create, and retain jobs and to foster a resilient, pro-growth tax base and an inclusive economy.

Activities Described

- Business Retention & Expansion
- Marketing & Attraction
- Entrepreneurship & Small Business Development
- Technology Commercialization
- Real Estate Development
- Finance
- Workforce Development
- Strategic Planning
- Disaster Recovery & Resilience
- International Opportunities

He shared slides on the Business Recruitment Funnel and the Role of an Economic Developer.

Economic Development Strategic Goals

- Grow jobs for Clayton
- Build on Charm and Historic Downtown
- Build Clayton's sense of community and quality of life
- Develop the infrastructure necessary to improve quality of life

Opportunities for Growth

- Shared vision, intentional action
- Seize current momentum/leverage existing projects and assets
- Support existing business and industry
- ETJ expansion
- I-540

Key Projects

- Product Development
- Business Retention, Expansion (BRE) & Recruitment
- Downtown Development & Parking
- Transportation & Transit
- Project Goodwill
- Wayfinding

There was lengthy group discussion on these topics which included where Johnston County schools rank in comparison to Wake County schools. There was discussion on private and charter schools being developed in Johnston County. There was further discussion on the access road that would need to be built for Project Goodwill and discussion on the status with development on Hwy. 70.

There was lengthy group discussion with the town's role with the Chamber of Commerce and options with that relationship. There was discussion on development requirements (this could be modified with the UDC update). There was discussion on the pros and cons of extending the ETJ.

6 PLANNING

a) *Presenter:* Ben Howell, Planning Director

Mr. Howell provided an overview of the Planning Process. He stated by 2050, it is projected the population in Clayton will have doubled.

<u>A Plan with a Vision</u>

- Thriving, diverse community
- Small town ambience
- Quality house choices
- Easy access
- Shops, dining, parks, schools
- Vibrant downtown
- Successful businesses that locate, value and invest in community

He discussed the Plan for Land Use & Housing as well as the goals: preserve Clayton's character while allowing growth and development, provide a sense of place and enhance aesthetics along major corridors and in new developments, encourage a range of housing types and lot sizes that will meet needs of various income levels, family sizes and ages, provide safe, sound and well-maintained housing and neighborhoods.

He discussed in detail the process of the Pre-Application Meeting as well as the Development Process from start to finish. He shared information on New Development Planning Applications and Types of Review regarding administrative project types, quasi-judicial project types and legislative project types. He went into further discussion on this subject.

Council asked questions on the Quasi-judicial reviews. It was requested to receive an updated monthly email of all projects that are in the works. For the projects that do not go before council, how will council know about these projects? They stated they would like to be aware of all projects in the town.

There was discussion on the project of modifying the current UDC. Mr. Howell stated it would be approximately an 18-24 month timeline on the new UDC rewrite.

Mr. Howell discussed other considerations which included: Conditional Zoning Districts, Wastewater Allocation Policy, Transportation Infrastructure Improvements and Amendments to Development Approvals. There was further discussion on these topics.

Shared were Growth Plan Implementation Projects

- UDC Update
- NC 42/US 70 Small Area Plan
- Downtown Master Plan Update
- Mobility/Transportation Plan
- ETJ Expansion to 3 Miles *(Conversation(s) starting with County staff)*

7 LUNCH

Lunch was held from 12:30 until 1:30 p.m.

8 UTILITY MANAGEMENT

a) *Presenters:* Joshua Baird, Engineering Director; Byron Poelman (Water Resources Director); Louis Duffie (Project Manager/Assistant Program Manager); Adam Sharpe (HDR - Owner's Advisor), Ethan Poppe (Energy Services Technician)

UTILITY MANAGEMENT - WATER RESOURCES

Mr. Sharpe provided an update on the Sam's Branch WRF & Associated Conveyance Infrastructure Program Update. He went into detail on: *(renderings were shared)*

Sam's Branch WRF

- 6 MGD capacity (expandable to 10 MGD)

Little Creek (LC) Conveyance

- LC Pump Station (13 MGD)
- LC Force Main & Gravity Sewer

ECIA Conveyance

- ECIA Pump Station improvements (to 5 MGD)
- ECIA Force Main

Mr. Sharpe presented slides that shared monthly and cumulative cash flow and a project schedule summary. He shared the Unified Project Organization as well as the Unified Project Organization Financial Team.

He went into detail on why the program costs have increased over time. The increases are attributed to the following: project scope clarity (further level of design), cost escalation, market volatility, and acceleration costs (due to schedule).

Commodities Critical to Construction

- Supply/Production impacts
- Transportation/Delivery has been impacted

Transportation/Delivery Costs

- Diesel costs are up
- Employment wages for transportation job rising
    - Driver Shortages
- Container shipping costs are rising

Master Plan and System Assessment

- Strategic Plan
- Staffing
- System Capacity
- Extensions
- Service Area (Territorial Rights)
- CIP
- Equipment life-span and replacement
- SCADA
- Future substations

Review and Evaluate Existing Agreements

- Pole Sharing
- Attachments
- Licenses
- Fees
- Relocations
- Liability
- Terms

There was brief discussion on load management, council stated they would like to discuss this at a possible future work session.

Mr. Poppe shared operational challenges to include: staffing, contracted versus in-house work, availability and lead time of materials, rising costs and facilities, storage and laydown areas.

9 TRANSPORTATION

a) *Presenter:* Jonathan Jacobs, Assistant Town Engineer

Mr. Jacobs spoke on this topic. He listed types of transportation to include roadways, public transportation and pedestrian/bicycles. Companies that are included in the Transportation Planning: CAMPO, Mobility Plan, NCDOT and Southeast Area Study.

MOBILITY/TRANSPORTATION PLAN
What is a Transportation Plan?

- Long-range plan over 25-30 years
- No fiscally constrained
- Identifies transportation needs
- Paints the overall picture

Why Do We Need It?

- Guide leaders to make transportation decisions that have large impact
- Provides residents and developers a transparent view of the future roadway network

- Copper District EST
- FS2 Ground Storage Tank
- Shotwell Waterline Extension
- Main St Sewer Rehab

Parks & Rec.

- Community Park
- Greenway Bridge Replacements
- Loop Rd. Annex
- Lionsgate Trail Realignment

Facilities

- Operations Center Renovations
- FS1 Renovations
- Durham St. Storage and Recycling
- Operations Facilities Needs around Town

Capital Improvement Plan (Moving Forward)

- Leveraging GIS
  Prioritization
- Consistency with adopted Comp Plan
- Scoping all aspects of project
- "Re-calibrate" based on current market and financial trends
- Software selection and implementation

Benefits of Prioritization System

- Understand which projects are most important to meeting Town Goals
- Projects are supported by justification and data
- Reduces ambiguity and subjectivity in selecting projects
- Consistent evaluation of projects
- Decision Making is Date Driven

Mr. Baird provided an exercise to council called the Pairwise Weighting Method. The idea is to rate Level of Service, Health/Safety, Regulatory Compliance, etc. Council provided great feedback on this exercise and stated they enjoyed this.

12 WRAP UP

a) Ms. Gill turned discussion over to Mayor McLeod. He stated the focus is to have the opportunity to discuss things as a group.

Ms. Gill asked the group of the pros and cons of the day.

Pros

- A lot of information
- Staff was highly prepared
- Enjoy prioritizing activity

Cons

- Would like more time for discussion

13 ADJOURNMENT

a) With nothing further, the meeting was adjourned at 5:18 p.m.

Motion: Council Member Sims
Second: Council Member Casey
Vote: Unanimous

Duly adopted this this 7th day of March, 2022 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

TOWN OF CLAYTON
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APRIL 1869
CLAYTON, N.C.

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

Town of Clayton
Special Meeting - Clayton Town Council Minutes
Thursday, February 17, 2022 @ 5:00 AM
Beaufort, NC

COUNCIL PRESENT:
Mayor McLeod ***
Mayor Pro Tem Thompson
Council Member Everett
Council Member Archer
Council Member Casey
Council Member Sims

*** *Attended Virtually*

STAFF PRESENT:
Jim Cauley, Town Attorney

COUNCIL ABSENT:

1 CALL TO ORDER

a) Mayor McLeod called the meeting to order at 8:54 a.m.

b) There was discussion among members regarding the need to officially begin the Town Manager selection process. It was the consensus to notify the Town Attorney to bring Council suggested firms to aid in the selection process. There is no timeline at this time, however, all agree it would likely be in the next fiscal year (after July 1).

It was the consensus of the members that the council receive all minutes from all town advisory boards meetings to allow Council to stay abreast of the various boards and projects.

Mayor McLeod advised members of the NCLM Conference in April and encouraged attendance.

There was discussion regarding the building currently occupied by Probation and Parole. The desire of the Council is to keep the proposed timeline for them to vacate the building.

A closed session was not held during this meeting.

2 COUNCIL/MAYOR DISCUSSIONS

3 ADJOURNMENT

a) With nothing further, a motion to adjourn was made at 12:08 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 7th day of March, 2022 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
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