



**The Town Of Clayton
Work Session Meeting Agenda
Tuesday, January 19, 2016 @ 6:30 PM
Council Chambers**

1. CALL TO ORDER

- a. Mayor McLeod will call the meeting to order.
- b. Mayor McLeod will lead the Pledge of Allegiance and also offer 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 - December 21, 2015 Town Council Meeting
[December 21, 2015 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Clayton High School Tennis Player, Evans Klein
[Cover - Clayton HS Tennis Player Evans Klein](#)

6. ITEMS SCHEDULED FOR THE REGULAR MEETING

- a. Vinson Road Water Line Extension Bid
[Cover - Vinson Road Water Line Extension - Bid Process](#)
[Memo - Vinson Rd Water Line Extension Project](#)
[Bid Sheet - Vinson Rd Water Line Extension Project](#)

POTENTIAL ACTION: Place on February 1, 2016 Consent Agenda

- b. Admininstration of Oath
[Cover - Administration of Oath & Public Hearings](#)
[Administration of Oath Policy](#)
[Oath Sign Sheet for Public Hearings](#)

POTENTIAL ACTION: Place on February 1, 2016 Consent Agenda

7. ITEMS CONTINGENT FOR THE REGULAR MEETING

8. ITEMS FOR DISCUSSION

- a. Fireworks Display Test
[Cover - Fireworks Demonstration Information](#)
[Fireworks Fall Out Zones](#)
[Fireworks Shell Chart](#)

POTENTIAL ACTION: Discussion Only

9. OLD BUSINESS

10. STAFF REPORTS

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

11. OTHER BUSINESS

- a. Informal Discussion & Public Comment
- b. Council Comments
- c. Closed Session Pursuant to G.S. 143-318.11(a)(3)

12. ADJOURNMENT



**The Town Of Clayton
Work Session Meeting Minutes
Monday, December 21, 2015 @ 6:30 PM
Council Chambers**

**COUNCIL
PRESENT:**

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

**STAFF
PRESENT:**

Steve Biggs,
Nancy Medlin
Katherine Ross
Kimberly Moffett
Jay McLeod
Larry Bailey
Robert McKie
John Hamlin
Tim Simpson

**COUNCIL
ABSENT:**

Mayor Jody McLeod
Council Member Satterfield

1. CALL TO ORDER

- a. Mayor Pro Tem Grannis called the meeting to order at 6:32 p.m.

Boy Scout Troop #33, who are affiliated with Oakland Presbyterian Church on Cleveland School Road served as Color Guard and also led the Pledge of Allegiance.

Mayor Pro Tem Grannis offered the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a. Motion to Suspend Rules to Take Action

ACTION: Motion to Suspend Rules to Take Action

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

- b. Introduction of New Employee

Mr. Nick Rummage, who is the new Athletic Coordinator for the Parks & Recreation Department was introduced. Mr. Rummage stated he was happy to be part of the Town of Clayton staff.

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.)

4. ADMINISTRATIVE ITEMS

a. Warranty & All Easement Acceptance:

- RWAC Ravens Ridge 8B-1 & 8B-2
- Riverwood Ranch, Phase 2

ACTION: Placed on January 4, 2016 Consent Agenda

b. RWAC Ravens Ridge 8B-1 & 8B-2 & Riverwood Ranch Phase 2A Asphalt Pavement Acceptance Work

ACTION: Placed on January 4, 2016 Consent Agenda

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Proclamation Request

A request was received from the Clayton's Woman's Club to recognize January 2016 as Youth Art Month.

ACTION: Approval of Proclamation

Motion: Council Member Lawter

Second: Council Member Holder

Vote: Unanimous

b. 2015 Audit Presentations

- Ken Anderson with Anderson, Smith & Wike PLLC
- Report on Policy Compliance, Robert McKie, Finance Director

[2015 Comprehensive Annual Financial Report \(CAFR\) - Pdf](#)

Mr. Anderson was present and provided an overview of the 2015 Audit Presentation. Some the topics he addressed included Clayton Received an unmodified opinion on the June 30, 2015 Financial Statements, this equates to a very good report, general fund balance and additional capital outlay for land purchase, change in balance water and sewer fund with revenues exceeding expenditures and changes in electric fund revenues with an increase in revenues. He stated there were no budget over expenditures during the year. The audit report was submitted to the Local Government Commission on October 28, 2015 and was accepted. Mr. Anderson offered thanks to Mr. McKie, who does an outstanding job.

Council Member Holder confirmed figures reported on tax collections. There

were no additional questions or comments from Town Council - Mr. Anderson explained that figures were rounded and would explain the figures.

No other questions comments from Town Council.

Mr. McKie provided a presentation with regard to policy compliance.

Mayor Pro Tem Grannis stated he appreciated the fine job done by Mr. McKie.

ACTION: Placed on January 4, 2016 Consent Agenda

6. ITEMS SCHEDULED FOR THE REGULAR MEETING

a. Hannah's Creek Subdivision 13-106-01-SD

Mr. Jay McLeod presented information on this item. Applicant is requesting preliminary subdivision plat approval to add one lot (Lot #78) to the existing Hannah's Creek Subdivision. Proposed acreage for Lot #78 is 1.3(+) acres which is to be subdivided from the Parcel Acreage.

Request is consistent with the Comprehensive Plan, Surround Land Use and proposed development will be consistent with the Unified Development Code.

Master Plan request is not consistent with the Preliminary Plat Approval that was issued by the County in 2006 which shows the parcel as 'permanent open space'. This approval in the County occurred before the subdivision and this parcel were incorporated into Clayton's ETJ in 2008. The request is consistent with the current recorded Plat Book which designates the area as "Reserved for Future Development"

Mr. McLeod provided an power point presentation showing the area.

There is significant community opposition to this application. The Planning Board recommended denial of this application.

Town Council had no questions or comments.

ACTION: Set Public Hearing for January 4, 2016

**b. Hocutt Baptist Church Western Parking Lot
15-45-03-SUP**

Mr. McLeod stated applicant is requesting Special Use Permit to use the subjects parcels as a parking lot for Hocutt Baptist Church. A map was provided showing location. The Planning Board approved site design plan. There is a generous buffer included with a sidewalk along South Roberson Street, East Second Street and West Horne Street.

Request is consistent with the UDC and current code. Planning Board

recommends approval with conditions as noted in Staff Report. Staff also recommends approval.

There were no questions from Council.

ACTION: Set Public Hearing for January 4, 2016

c. **Rhodes Farm Major Subdivision 15-56-01-SD**

Mr. McLeod offered report. Applicant is requesting to subdivide approximately 50 acres and develop 41 single family detached homes. The location is almost completely down Little Creek Church Road right before the bypass.

Existing zoning is Residential-Estate and all would be septic lots. A neighborhood meeting was held on November 10 2015.

Applicant is requesting a ditch/swale road due to rural characteristics of proposed development and also that it will connect to Little Creek Church Road which also lacks curb and gutter. Applicant is also requesting waiver requiring sidewalks be installed throughout the development due to lack of curb and gutter, fee in lieu will be paid.

Consistent with Comprehensive Plan, UDC and is compatible with surrounding land uses. Applicant will be paying fee-in-lieu for recreation.

Planning Board recommends approval. Staff is recommending approval with conditions as listed in staff report.

Mayor Pro Tem questioned whether waivers would be included in conditions. Mayor Pro Tem also had concern regarding line of sight and asked that applicant address that.

ACTION: Set Public Hearing for January 4, 2016

d. **Wilson's Mills Annexation Agreement Resolution/Request**

Mr. Biggs provided information regarding Resolution received the Town of Wilsons Mills and annexation issue. Mr. Biggs suggested that both our Town Attorney and Town Attorney for Wilsons Mills meet and discuss this issue further.

Council agreed to moved forward with these discussions.

e. **Rock the Block Special Event**

Stacy Beard provided information regarding request for this Special Event which is scheduled for Saturday, April 16, 2016. It will be held at Town Square and will include Christian Bands, Cornhole Tournament and food. It is

estimated that approximately 300-400 will attend the event. Request for closure of Fayetteville Street from Main to Second Street as well as closure of parking lot.

ACTION: Place on January 4, 2016 Consent Agenda

- f. Fees & Charges Schedule Update - New Fees:
- \$10 Urban Archery Permit Fee
 - \$100 Public Notice Fee (Per Advertisement)

Jay McLeod provided overview of fees. Council is being asked to consider a \$10 fee for archery permit fee, which will be an administrative fee. Additionally currently legal notice advertisements costs average between \$80 and \$120. It is requested that a \$100 fee for advertising be approved for those items who under statute must be noticed.

ACTION: Place on January 4, 2016 Consent Agenda

7. ITEMS CONTINGENT FOR THE REGULAR MEETING

8. ITEMS FOR DISCUSSION

9. OLD BUSINESS

10. STAFF REPORTS

a. Town Manager

Mr. Biggs provided an update on the Request for Proposal with regard to 220 East Main Street. Request was made to move forward with the RFP. An open house is schedule to be held on January 22, 2016. The RFP would close on February 23, 2016 at 3:00 p.m. The RFP is structured to allow proposals for purchase of 220 East Main Street with incent renovation of the property. Incentives offered would include reimbursement of building permits upon successful completion and a 50% or \$10,000 allowance to design cost if owner is successful in pursuing and acquiring state and federal historical tax credits.

ACTION: Move forward with RFP

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

b.

Town Manager

Mr. Biggs also provided an update regarding the window replacement project at The Clayton Center. Two bid processes have been completed, with the first being substantially beyond our budgetary appropriation. The second bid

process reduces the amount of work to be completed. Initial bid was for the entire Clayton Center and rebid was to include windows that are on the Cultural Arts side of the building. \$245,000 in budgeted amount. Second round of bid process came in at \$344,000. First round of bid amounts came in at in excess of \$450,000 and \$430,000.

Discussion was held regarding options for this project. Mayor Pro Tem Grannis would like to see how much could be saved if project was done in entirety versus being completed in two segments. Mr. Biggs stated he would bring additional report to January 4, 2016 meeting.

- c. Town Attorney
- d. Town Clerk
- e. Other Staff

11. OTHER BUSINESS

a. Informal Discussion & Public Comment

Ms. Pagano who resides at 66 Concord Court which is located in Hannah's Creek. She stated she is highly opposed to the walking trail. She stated she is the owner next to Lot #78 and as concerns regarding her property and privacy. She would prefer no walking trail be installed. She stated many homeowners are in opposition to this request. She further stated she has concerns regarding the retention pond which sits behind her home has been there since 2006 and is overgrown with cat tail vegetation and does not allow for the water to flow through to the wetlands. She would like to know when that will be addressed. Mayor Pro Tem Grannis reminded there will be Public Hearing to be held on January 4, 2016 and offered this is another opportunity to bring concerns to Council.

Ms. Virginia Hinton who resides at 236 East Front Street addressed the Council. She stated she was born in her home and has lived here her entire life. She is very concerned about the lack of improvements to the northside. She addressed issues to include banners, speeding on Front Street request for speed bumps, and Christmas lights. She stated she would like to see First Street receive additional paving. She also spoke about issues with two dirty ditches with runoff that are located along the southside of the railroad tracks. She stated this run off has eaten away at the roots of a huge pecan tree. She also stated that children have almost fallen into this ditch. She also had concerns about Mr. Herman's property and the storage of non-running vehicles at this location.

Mayor Pro Tem Grannis stated these items would be looked into.

b. Council Comments

Council Member Thompson stated he would like to see that a committee regarding Senior Services be established. Council Member Holder and Council Member Thompson would like to move forward with this.

12. ADJOURNMENT

- a. With there being nothing further, the meeting was adjourned at 7:32 p.m.

ACTION: Motion to Adjourn

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



**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:

Introductions & Special Presentations

Meeting Date:

January 19, 2016

ITEM TITLE:

Clayton High School Tennis Player, Evans Klein

DESCRIPTION:

Stacy Beard will introduce Evans Klein who is a Senior at Clayton High School. Mr. Klein has been named as the recipient of the National High School Tennis Association Player of the Year.

POTENTIAL ACTION:

DEPARTMENT:

Administration

PRESENTER:

Stacy Beard, Public Information Officer

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:



**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:

Items Scheduled for Regular Meetings

Meeting Date:

January 19, 2016

ITEM TITLE:

Vinson Road Water Line Extension Bid

DESCRIPTION:

Three bids have been received on the above reference project. The low bid received was for \$110,441.00 which is under the budgeted amount of \$138,403.00. Mr. Andy Simerman will present additional information regarding the bid process and the low bidder.

POTENTIAL ACTION:

Place on Consent Agenda

DEPARTMENT:

Engineers/Inspection

PRESENTER:

Andy Simerman, Construction Projects
Coordinator

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

TOWN OF CLAYTON OPERATIONS CENTER

"SERVICE"

ELECTRIC SERVICE
(919) 553-1530

VEHICLE MAINTENANCE
(919) 553-1530



"ENVIRONMENT"

PUBLIC WORKS
(919) 553-1530

WATER RECLAMATION
(919) 553-1535

Friday, January 8th, 2016

Steven Biggs
Town Manager
Town of Clayton
111 East Second Street
Clayton, NC 27528

Dear Steven:

I recommend the Town of Clayton award the Vinson Road Water Line Extension project (base bid and alternate #1) to Corbett Contracting Inc. for \$110,441.00. Corbett Contracting Inc. was the low bidder and has completed projects with the Town of Clayton in a satisfactory manner in the past.

Sincerely,

Andrew Simerman
Construction Project Administrator
Town of Clayton

Vinson Road Water Line Extension Bid Tabulation

<u>Contractor</u>	<u>Base Bid (Station 24+ 00 to Station 42+00)</u>	<u>Add Alternate #1 (Station 24+00 to Station 11+00)</u>	<u>Total Bid</u>
Corbett Contracting	\$68,415.80	\$42,025.20	\$110,441.00
Ralph Hodge Construction	\$100,515.15	\$60,473.50	\$160,988.65
JF Wilkerson Contracting	\$113,989.00	\$67,624.00	\$181,613.00

Corbett's unit price totals match up with the totals on the bid form.



**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:

Items Scheduled for Regular Meetings

Meeting Date:

January 19, 2016

ITEM TITLE:

Admininstration of Oath

DESCRIPTION:

Discussion regarding the administration of Oaths at Public Hearings. Planning Director and Town Clerk would like to discuss option of administering Oath for Public Hearings via Group Affirmation versus Individual Swearing In.

POTENTIAL ACTION:

Approval/Disapproval

DEPARTMENT:

Administration

PRESENTER:

David DeYoung, Planning Director &
Kimberly Moffett, Town Clerk

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

Town of Clayton Policy & Procedure Statement



Policy Number	ADM-
Department	Administration
Subject	Administration of Oaths at Public Hearings
Approved By	Clayton Town Council
Effective Date	
Revision Date(s)	

Purpose:

To administer the oath via affirmation, which will enhance effective time management at Town Council meetings.

Overview:

During a quasi-judicial Public Hearing, those wishing to offer testimony must be administered an oath. This oath can be administered in one of two ways; swearing in or affirmation. During swearing-in, one would place their left hand on the Bible and raise their right hand while being administered the oath. During an affirmation, one would raise their right hand while the oath was being administered, without the use of a bible. Following the administration of the oath either via swearing-in or affirmation one would then complete an Administration of Oath Statement.

Historically swearing-in was the method used to administer oaths. With the increase in the amount of Public Hearings and those wishing to offer testimony, this process can be quite time intensive. Therefore, it is recommended that oaths be administered via a group affirmation and the Administration of Oath Statement be completed at the time of individual testimony. This process will reduce the time spent on the Administration of Oaths. Should it be a personal preference for someone wishing to offer testimony to be sworn-in rather than affirmed, that option would always be available.

Policy:

This policy shall remain in effect until such time as amended by the Town Council



Administration of Oath

[Project Name & Number]

"I do solemnly affirm that the testimony I am about to give is true to the best of my knowledge and belief."

PLEASE PRINT

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Oath administered this _____ day of _____, 20____ to the above listed persons.

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:

Items for Discussion

Meeting Date:

January 19, 2016

ITEM TITLE:

Fireworks Display Test

DESCRIPTION:

Stacy Beard, Public Information Officer, and Larry Bailey, Parks & Recreation Director, will share a photo/video presentation of the Fireworks Test/Demo that was held on Monday, January 4, 2016. Cameras were set up at different locations throughout downtown and this presentation will provide an idea of what the firework show/view might be from the various locations.

POTENTIAL ACTION:

Discussion Only

DEPARTMENT:

Administration

PRESENTER:

Stacy Beard, Public Information Officer &
Larry Bailey, Parks & Recreation Director

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

Fall Out Zone required for 8 inch shells

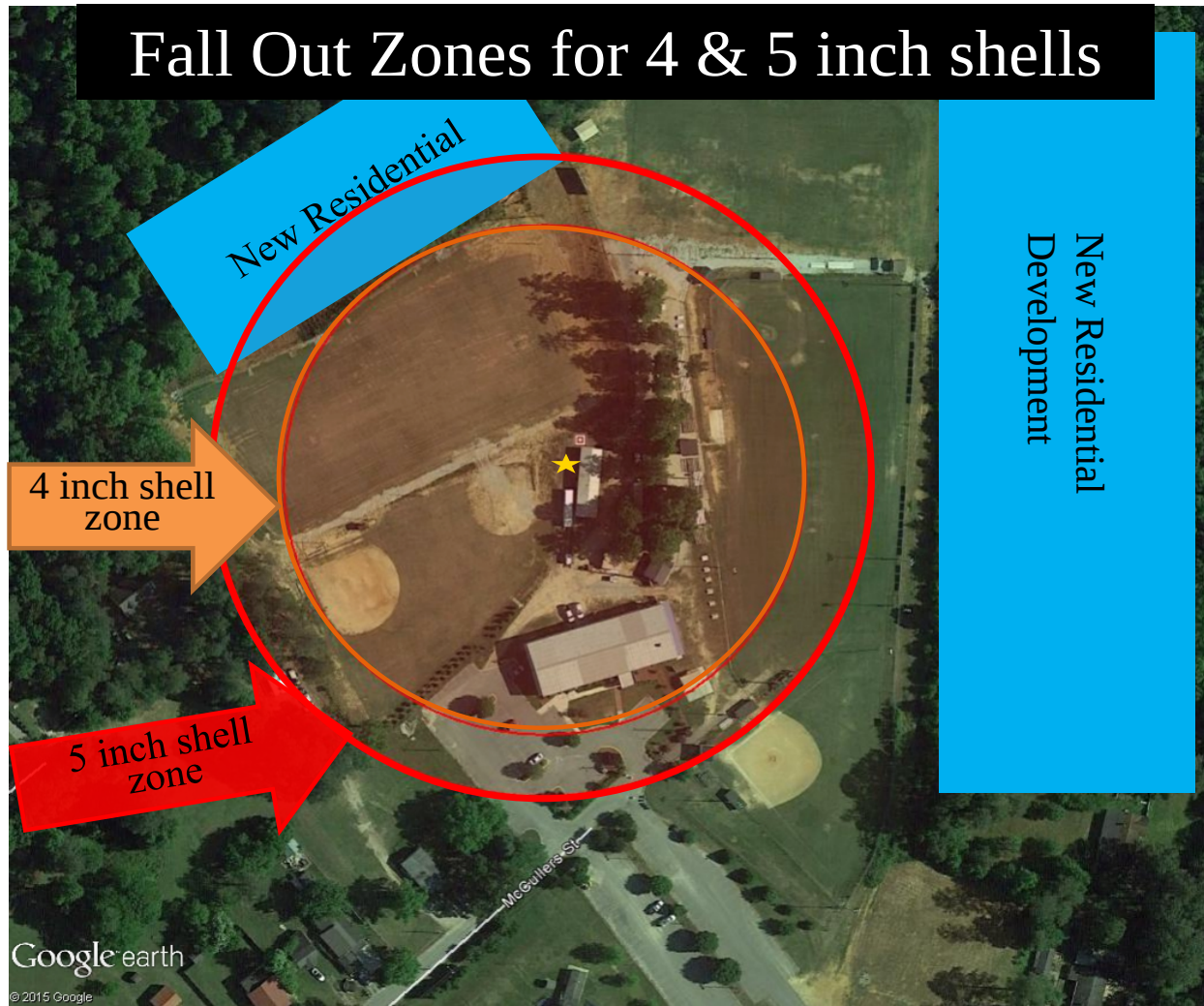


8 inch shells were used in
previous July 4th displays
They travel about 800 ft.

Fall Out Zone required for 8 inch shells



Fall Out Zones for 4 & 5 inch shells



Aerial Shells		Number of Shells	
Shell Size	Height	2015	2016
Opening Segment			
2.5 - 3 inch	250-300 ft.	105	205
4 inch	400 ft.	5	10
5 inch	500 ft.	5	0
Special Salute		0	300
Total Shells for Opening		115	515
Body of Program			
3 inch	300 ft.	200	350
4 inch	400 ft.	200	450
5 inch	500 ft.	200	0
6 inch	600 ft.	125	0
8 inch	800 ft.	30	0
Total Shells for Body		755	800
Grand Finale			
Special Salute		900	800
3 inch	300 ft.	400	805
4 inch	400 ft.	15	55
5 inch	500 ft.	10	0
6 inch	600 ft.	6	0
8 inch	800 ft.	2	0
Total Shells for Finale		1,333	1,660

Total Aerial Shells	2,203	2,975
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Grand Illuminations		
	2015	2016
Total Grand Illuminations	3,928	4,728

Total Show Shells	2015	2016
	6,131	7,703