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

COUNCIL PRESENT:	Mayor McLeod Mayor Pro Tem Grannis Council Member Satterfield Council Member Lawter Council Member Thompson Council Member Holder	**STAFF PRESENT:**	Steve Biggs, Nancy Medlin Katherine Ross Kimberly Moffett David DeYoung Stacy Beard John Hamlin Larry Bailey Matt Lorion

COUNCIL ABSENT:

1 CALL TO ORDER

Pledge of Allegiance and Invocation

a) Mayor McLeod called the meeting to order at 6:31 p.m.

b) Mayor McLeod led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

a)

Klein Evans will unable to attend.

Attending this evening was from American Legion 71

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

ACTION: Approval of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) American Legion - Student Public Speaking Competition

Stacy Beard, Public Information Officer, introduced Mr. Durham who represents American Legion Post 71. Mr. Durham introduced Niombi James, who is a sophomore at Clayton High School. Ms. James was the winner of a competition for public speaking. Following this win, she will move onto the District 11 competition. If she wins the district competition she would be eligible to move onto the state and national competitions. Ms. James introduced herself to the Council and stated she was extremely proud and hoped to continue to do well and move forward to the next level(s) of competition. Mayor McLeod thanked Ms. James on behalf of the Council and wished her well in all her future endeavors. Ms. James was presented with small token of appreciation from the Town.

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) Vinson Road Water Line Extension Bid

Mr. Andy Simerman, Construction Project Administrator, provided information regarding the bids. Mr. Simerman stated a total of three bids were received with the lowest bid received from Corbett Contracting. The budgeted amount was $138,000 and the low bid came in under budget at $110,441.00. Mr. Simerman requested that a 10% contingency be added.

ACTION: Place on February 1, 2016 Consent Agenda

b) Admininstration of Oath at Public Hearings

Mr. DeYoung stated that he and the Town Clerk have discussed the administration of Oaths at Public Hearings (quasi-judicial) and would like to suggest a new process. The new process would consist of the administration of the Oath as a Group Affirmation rather than Individual Swearing In. In addition to the Affirmation, a sign-in sheet will be provided at the speaker podium for anyone offering testimony to sign. This process would help to reduce the amount of time spent on the Administration of Oaths. Additionally, it should be noted that should it be a personal preference for someone to be Sworn-In, that option would always be available.

Council Member Satterfield asked that staff look into the way the County handles their approval/motion process and see if our Council approves of the abbreviated approval statements.

Mayor Pro Tem Grannis confirmed with Council that this procedure is acceptable. Attorney Ross stated it is absolutely acceptable for Affirmation versus Swearing In.

ACTION: Place on February 1, 2016 Consent Agenda

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

a) Fireworks Display Test

Mr. Biggs provided a brief background regarding the Fourth of July Fireworks Celebration. This event is a signature event for the town of Clayton. This event has historically been held in Municipal Park. However with the development in the Municipal Park vicinity, changes will need to be made. Many different location/options have been considered, but based on staging and logistics involved Municipal Park still remains the best option. However, the show will need to be adjusted and it will be necessary to down size some of the shells. A brief display with the reduced size shells was offered on January 4th. There were staged cameras and people at different locations to capture the view of the show. Previously 8" shells were able to be used and this size shell could easily be seem from all locations to include Front Street, Horne Square, Town Square, Clayton High School and the old Smithfield Plant. With the change this size shell would not be able to be used. The display held on January 4th included 4' & 5" shells. While the view was not as it was in past years at all the different locations, it was agreed that the show seen at Municipal Park would be an even better show than in the past that would include more fireworks.

At this time Stacy Beard shared a presentation showing and comparing the view of the fireworks from the different locations.

Following this presentation a lengthy and in- depth conversation was held regarding the celebration. The question before Council was not if the fireworks could be seen from the various locations but rather would they be enjoyed. It was agreed that the show will be superior for those that come to Municipal Park. It was agreed that the Town will need to be aggressive in getting the word out to the public regarding the changes and letting folks know the best view of the show will be at Municipal Park. There will be an enhanced presence of food truck, there will be a live band performance following the fireworks display as well as opening up all the games for another 30-45 minutes after the display. This will be done in an effort to reduced the "mass exit" of everyone at the park at the same time. A vast amount of effort will be given to creating a safe pedestrian route to the park as well. There will be a reserved on-site parking area for seniors, disabled and volunteers. There was discussion about the possibility of shuttles. Mr. Biggs stated shuttle service had been considered, however, at this time it doesn't appear to be a viable option. There was concern that folks would know about the change and be disappointed with the show from the various locations they were used to going to. There was concern that so many would be disappointed and whether spending the money on the celebration was the right thing. Discussion continued and it was agreed to move forward with the show this year and evaluate after this year. It was agreed it will be very important to come up with a game plan with regard to public relations. We will need to be extremely

proactive in getting the word out and having folks to the park and see the show from that location. All agreed this year will be different from previous years but it will be very impressive. Mr. Biggs advised additional reports will be brought back to Council with information regarding logistics, working with partner for parking opportunities, safe routes for pedestrians and after show details. All agreed number one priority is safety and keeping vehicle and pedestrian traffic separated. Council Member Thompson requested the possibility of shuttles be revisited. Mayor Pro Tem Grannis also requested that other options be looked into for future celebrations.

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

Mr. Durham, who is with American Legion is also a Boy Scout Commissioner addressed the Council to introduce First Class Scout Jonathan Durham. Jonathan is attending the Town Council meeting tonight as he works on his Merit Badge for Communication. Council welcomed Jonathan and thanked him for his attendance and service to the community.

b) Council Comments

c) Closed Session Pursuant to G.S. 143-318.11(a)(3)

Council went into Closed Session at 7:35 p.m. and returned at 7:59 p.m.

ACTION: Closed Session

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

d) Update on 220 East Main Street

Mr. Biggs provided a brief update regarding the RFP and stated feedback has started. There is also interest being shown in the Annex Building. Mr. Biggs requested and received permission to continue that discussion.

12 ADJOURNMENT

a)

With there being nothing further, the meeting was adjourned at 8:00 p.m.

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

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Mayor

Attest:

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CAO