



**The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, April 18, 2016 @ 6:30 PM
Council Chambers**

COUNCIL PRESENT:

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

STAFF PRESENT:

Steve Biggs, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Planning Director
Robert McKie, Finance Director
Stacy Beard, Public Information Officer
Jay McLeod, Planner
R.W. Bridges, Police Chief
Catherine Whitley, HR Director
John Hamlin, A/Public Information Officer

COUNCIL ABSENT:

1 CALL TO ORDER

a) Pledge of Allegiance and Invocation

The meeting was called to order at 6:34 p.m. Mayor McLeod led everyone in the Pledge of Allegiance as well as offering the Invocation.

b) Special Performance of the National Anthem by Clayton High School Members of the North Carolina All-State Choir

Members of the North Carolina All-State Choir performed a beautiful version of the National Anthem.

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 - March 21, 2016 and April 4, 2016

ACTION: Approval of Consent Agenda as Presented

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

4 ADMINISTRATIVE ITEMS

- a) Warranty Acceptance - Summerlyn, The Meadows, Phase 5, 6, & 7

ACTION: Placed on May 2, 2016 Consent Agenda

- b) National Police Week 2016 Proclamation

ACTION: Placed on May 2, 2016 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) North Carolina All-State Choir

Stacy Beard, Public Information Officer, shared information regarding the Clayton HS students who are part of the North Carolina All State Choir. She provided background information regarding the audition process. She stated there are a total of 900 students across the state that are part of the All State Choir. The choir will be performing at the Raleigh Memorial Auditorium. Certificates of Appreciation were presented to each student by Mayor McLeod. All members of the Council offered their support and acknowledged the amazing talent of these students.

- b) Arthritis Study - UNC

Presenter(s): Larry Bailey, Parks & Recreation Director and Chris Mygrant, WE-CAN Osteoarthritis Study

Mr. Larry Bailey, Parks & Recreation Director introduced Chris Mygrant. Background information about the UNC Osteoarthritis Study known as WE-CAN, Weight Loss and Exercise for Communities, was provided.. The Clayton Community Center will serve as a site for study groups in Johnston County. This study will be for those folks who are experiencing arthritic pain as well as desiring a weight loss. Previous study groups indicated improvement in areas of decreased joint loads, lowering of inflammation and pain. Recruitment will begin shortly for participants. Each participant will receive a clinical exam as well and nutritional and exercise classes. Each study group will last for a total of 18 months. All study groups will remain small and it anticipated that there will be numerous study groups that will have staggered start dates. Follow up study information will be provided.

- c) Public Art Advisory Board - Sculpture Tour

Presenter: Jason Hardy, Public Arts Advisory Board Chair

Jason Hardy, who serves as Chair of the Public Arts Advisory Board was present and shared upcoming 2016 2017 sculpture trail selections. They are as follows:

Life by Adam Walls will be placed at the Front Street Roundabout

Tree by Adam Wall will be placed at the Spring Branch Medical Park

Oasis by Cathy Perry will be placed in Horne Square - Lombard Street Side

Bare Bones by Christina Vagn Hansen will be placed in Horne Square West Side

Harlequin by Christina Vagn Hansen will be placed in Horne Square
In Motion by Hanna Jubran will be placed in Town Square - Fayetteville Street Side
Last Dance by Hanna Jubran will be placed in Town Square - O'Neil Street Side
Motion #3 by Hanna Jubran will be placed at the Clayton Community Center
Fly Me To The Moon by Jordan Parah will be placed at the Hocutt Ellington Memorial Library
Harmonious Balance by Jordan Parah will be placed in Horne Square Center

Additionally two alternatives were selected; Twisting Tree by Michael Russell and Farmstead by Rudy Rudisill.

Mr. Hardy reminded everyone there will be a Spring Art Walk that will take place on Saturday, April 30, 2016 from 1-4 p.m.

The bird art project along the greenway will be taken down and some the art pieces will be available for sale. Replacing the bird art project will be the fish art project. There are a total of 130 art pieces that will be placed. Most pieces will be placed along the greenway trails, however, some of the art pieces will be placed downtown. Mr. Hardy offered his appreciation and thanks to Jane Roberts who served as the coordinator for these projects. He stated her assistance was invaluable.

Council Members all offered their thanks and appreciation for all amazing work that has been done by the Public Arts Advisory Board. Clayton is unique and now recognized as an arts community in part to all the dedication of this board. Mr. Biggs gave brief history of desire for Clayton and the arts. He offered his sincere appreciation for the assistance provided in making this vision become a reality.

Mr. Hardy also shared information regarding the upcoming Clayton Center Window Public Art project where artists will repurpose some of windows recently removed the Clayton Center. The theme will be a view into the past and the future of Clayton. It is anticipated these pieces will be located all around the town.

- d) Proclamation Request - National Day of Prayer
Presenter: Angela Williams, Interstate Ministries of Clayton

Ms. Angela Williams of Interstate Ministries in Clayton was present and requested a Proclamation be issued recognizing May 5, 2016 as National Day of Prayer.

ACTION: Placed on May 2, 2016 Consent Agenda

- e) Pay and Classification Study
Presenter: Becky Veazey, MAPS Group

Mr. Biggs introduced Becky Beazey and shared the twenty year history and

background between MAPS and the Town of Clayton. The purpose of these studies to evaluate that Town of Clayton employment grades are relative to the current market. Ms. Veazey stated this was the second phase of the study that began last year. She emphasized the study is about jobs and duties and comparing them to the current market and making recommendations for adjustments. She also shared information that those positions indicating recommendation for increase in classification are currently considered behind market. These recommendations in essence would be catching up to the current market and not be considered an increase.. A total of 61 positions were evaluated with 41 positions recommended for an upgrade, 16 positions remained the same and 4 were recommended to be lowered. The largest adjustment is 4 pay grades. Should all recommendations be implemented total salary dollars would equal \$95,339.

Mr. Biggs advised Council this information would be incorporated into the budget for Council review and consideration, with no need for any action to be taken at this time.

- f) **Clayton Police Department Annual Report**
Presenter: Chief R.W. Bridges, Clayton Police Department

Chief Bridges shared offered an annual report for the Clayton Police Department. Some of the highlights included a overall decrease of 5.61% in crime index, hiring of two new Police Officers, hiring of one new civilian staff member, attainment of numerous professional certificate awards as well as numerous departmental awards and recognitions. Additionally Clayton Police Department received Gold Standard Re-Accreditation Award with Excellence from CALEA. Two officers were promoted to the rank of Sergeant. In 2015 the Clayton Police Department investigated a total of 734 traffic accidents, while the total number was increased from the previous year there was a slight decreased in injuries resulting from the accidents. There was a total of 6 pursuits reported in 2015. It is Department policy that all pursuits are documented and reviewed. There was a total of 31,364 calls for service in 2015 which is 4,418 more calls than handled in 2014. In 2015 a total of 11 complaints were received, this number represents those received from citizens as well as those initiated internally. Chief Bridges briefly discussed the constant check kept on bias based policing. All internal, FBI and CALEA checks indicated our Police Department is in a very good place.

Mayor Pro Tem Grannis thanked Chief Bridges for the informative report and stated how pleased he was with all the progress. Council Member Lawter offered his thanks and appreciation for all the hard work and dedication offered by on a daily basis by all members of the Police Department.

- g) **Community Development/Planning Annual Report**
Presenter: David DeYoung, Planning Director

Mr. DeYoung provided a copy of the annual report for 2015. He reported on the many changes seen in the Community Development Section to include the creation of new office spaces. Mr. DeYoung stated the Code Enforcement Section to include zoning and nuisance enforcement is doing extremely well.

He stated that Downtown Development has seen many changes during the past year and continues to be extremely busy with special events, economic development and maintenance of the Main Street Program. There were discussion regarding census and projected figures as below.

2010 Census - 16,193

2014 Census - 18,000

2016 Approximate Population - 18,500

2020 Projected Population - 21,573

2030 Projected Population - 28,992

2040 Projected Population - 39,118

Planning Department has seen increase in applications over the past 5 years with a small decrease seen in 2013. Several large projects were completed in 2015 and include the 2040 Comprehensive Plan, LAPP plans to include Pedestrian Connector and Sam's Branch Greenway Phase 2. We have been approved by CAMPO, NCDOT and Federal Government for the construction for Phase 2. Additional grant applied for is the Johnston County Tourism Grant for bicycle station. Another project underway is the Neighborhood Planning Effort and draft report for Cooper neighborhood will be available in the next couple of months. Discussed increase of zoning compliance permits and zoning enforcement. With regarding to nuisance enforcement there was approximately a 300% increase in request for service. Our officers are working with residents and business owners to come into compliance without fining for violations.

Downtown Development is focused on special events and wayfinding signage. Several special projects that took place were bike racks at the Library, Town Hall and All Star Park. Also discussed was the shared parking lot project between Clayton Center and Horne Memorial. There will be a total of 18 additional spaces that can be shared. Construction will begin shortly, following completion of the current window project taking place.

Mr. Grannis thanked Mr. DeYoung for this excellent report.

h) 540 Route Selection Update

Presenter: David DeYoung, Planning Director

Mr. DeYoung provided an update and stated after the completion of second round of studies the orange, green and mint green routes have been selected. These routes were chosen as they were supported by numerous local governments, had the minimal impact on relocation of homes, and avoided impact to Swift Creek and Clemmons Educational State Forest. Mr. DeYoung stated he believed this was the most advantageous route for the Town of Clayton.

Mayor McLeod stated he was excited about the opportunity and convenience. It will offer additional options to allow folks to get to Clayton as well as getting from Clayton to other local areas.

6 PUBLIC HEARINGS

7 ITEMS SCHEDULED FOR THE REGULAR MEETING

- a) Malt Beverage Committee Report
Presenters: Nancy Medlin, Deputy Town Manager and Ruth Anderson, Committee Member

Nancy Medlin shared information regarding the committee and history. This committee was formed based on resident request that Council look at current malt beverage regulations. Members of committee were Nancy Medlin, Michael Grannis, Chief Bridges, Haley Hogg and Ruth Anderson. Committee members looked at the history of malt beverage referendum, weighed merits of request, zoning issues, law enforcement concerns, administrative cost and community impact.

In March of 1997 Clayton residents approved the sale of malt beverage in Class "A" restaurants, In May of the same year, Johnston County held a referendum regarding liquor by the drink which passed and sale of malt beverage "off" premises, but this did not pass.

It was noted that there is no conflict with our UDC and there are no additional requirements with law enforcement. The administrative portion would include providing a written request to the Board of Elections. The cost to place such a referendum on the ballot would be minimal, approximately \$500.

Committee member Ruth Anderson who served on the committee stated the committee felt we were on the cusp on developing into a destination location. She felt was important that the malt beverage would close the loop for us to keep our downtown vibrant and growing.

It is the recommendation of the committee that a question be added to ballot that would allow both "on" and "off" premises sale of malt beverages.

Mayor McLeod thanked the committee.

ACTION: Placed on May 2, 2016 Agenda

- b) Special Events Policy
Presenter: Nancy Medlin, Deputy Town Manager

Ms. Medlin provided background regarding the Special Events Policy. At the 2015 retreat, this item was identified as one that needed additional review. The specific request was to look at the programming for outside agencies and use of town facilities and town staff. A copy of the proposed policy was provided. The intent of the policy is to provide uniformity and consistency. While all proposed events were presented to a Special Events Committee, an adopted policy has not been in place. An in depth discussion took place regarding the proposed policy. It was stated that events that are to be held at the Clayton Center, Library, Parks & Recreation Programs, small birthday parties, etc., were not made part of the policy. Policies from neighboring

municipalities were researched to help in the development. Discussed was the current impact to town resources. Currently special event support consumes over 3,300 of staff time on an annual basis. This policy is not intended as a revenue source or even to recover all town costs, but rather to defray a portion of the staff support provided to numerous events. Discussed was staff support offered for different type and class of events, limiting number of types of events held on an annual basis and costs for each type of event. It was stated there would be different costs for in town and out of town residents, which is a direct value tie in to tax dollars. It was also stated that the proposed fees are in line with other municipalities.

Mr. Biggs stated that no council action was requested but rather to bring this item back to the next work session for additional conversation. Mr. Biggs addressed the fact that a good portion of staff time devoted to events are the property maintenance folks. The goal of the town is to maintain the excellent job this team done with regard to cleanliness of our town. We are finding that with so many events there are times we are competing with our goals.

Council Member Satterfield asked that additional information be provided for what actual cost might be for 2 or 3 different type of events or in town versus out of town residents. There was brief discussion about possible issue of having someone in town apply for permit to save money. It was stated the person that applies for the permit agrees to be completely liable and responsible for the event. Council Member Holder stated he felt we needed to be slow in any changes and give much thought to any changes. Council Member Lawter agreed and stated he believed it was prudent to obtain input from those who currently sponsor/hold larger events in town. Mayor Pro Tem Grannis stated he felt it was important to take into account the events that bring folks to town but also felt it was not unreasonable to charge for events that are not town sponsored, especially when we are simply recouping costs.

ACTION: Placed on May 16, 2016 Agenda

- c) Special Use Permit - 222 E Main Street - Proposed Cocktail Lounge - 2016-38-SUP

Presenter: Planning Department

Jay McLeod, Planner, stated the request for Special Use Permit for a cocktail lounge to be located at 222 & 224 East Main Street. The applicant is James Lipscomb and owner is J&B Real Estate. Currently location is vacant and being remodeled. Floor plan was provided. Additional outdoor seating will be available in the rear of the building. The project is consistent with the UDC. The applicant has addressed all Findings of Fact.

Planning Board and Staff have recommended approval with conditions as listed in staff report.

Mayor Pro Tem Grannis asked that applicant be prepared to address whether or not they intend to offer food of any type, whether it be on site or food trucks.

ACTION: Set Public Hearing for May 2, 2016

8 ITEMS CONTINGENT FOR THE REGULAR MEETING

- a) Declare Annex Building (231 E. Second Street) as Surplus Property
Presenter: Steve Biggs, Town Manager

Mr. Biggs shared information regarding the vacant old town hall, also known as the Annex Building. Currently the building is sitting vacant with no use and there has been recent interest in the building from private sector. Declaring this property as surplus is the first step in being able to move forward. Next step would be for appraisal followed by ability to solicit bids for purchase of property.

ACTION: Placed on May 2, 2016 Agenda

9 ITEMS FOR DISCUSSION

10 OLD BUSINESS

11 ITEMS REQUIRING ACTION

(In order for any action to be taken during a Work Session, a motion must be made and seconded to suspend the rule that will allow action to be taken.)

- a) Motion to Suspend Rule in Order to Take Action at Work Session

ACTION: Motion to Suspend Rule

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

- b) Resolution - Issuance and Sale of Water & Sewer Revenue Bond Anticipation Notes
Presenter: Robert McKie, Finance Director

Mr. McKie presented information. He provided information regarding several minor technical corrections that were made to Resolution previously included in the agenda packet.

ACTION: Approval/Disapproval of Resolution #2016-13

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

12 STAFF REPORTS

- a) Town Manager
- Update - April 2, 2016 Front Street Accident

Mr. Biggs provided follow up information regarding citizen complaint of speed issues and recent accident on Front Street. The vehicle was not traveling down Front Street but rather turning out of park. Vehicle was driven by 15 year old with a learners permit. Passengers included a 16 year old as well as 5 year old child. Speed of vehicle at time was estimated to be 10 mph. Car rolled and there were no serious injuries. Accident was not related to speed but rather poor driving and decision making. Additionally, a radar trailer was placed on Front Street where speed limit is 35 MPH, average speed measured was 27.6 MPH.

- b) Town Attorney
- c) Town Clerk
- d) Other Staff
 - Planning Department
 - SUD Zoning Status Update

Jay McLeod provided update regarding request for additional information of distribution of Special Use District zoning. Mr. McLeod stated that less than 1% have this designation. Some of those who have the Special Use District include; Walmart, Caterpillar, Ashley's Furniture (old), Club House @ Riverwood Golf Course, Red Barn, Gateway Office Park, Cameron Way (2 remaining parcels), Hocutt Church Parking Lot, Lawyer Office on Lombard, Radio Tower and Sheetz. It was further stated that on some of these properties the zoning does not cover the entire parcel.

It is the opinion of the Planning Department that each parcel be determined on a case by basis rather than a universal change as there is not a commonality among the designation.

13 OTHER BUSINESS

- a) Informal Discussion & Public Comment

Mr. Dave Brown addressed the Council regarding the proposed Special Events Policy. He asked if possible to provide special considerations for non-profits. He spoke about the fact that majority of folks that attend events such as Shindig are from out of town. He also stated that these types of events could take place many other locations, but it is the desire to showcase Clayton.

Mr. James Lipscomb stated he understood the need to recoup some of the expenses attributed to the support of special events and requested that should the goals of the events meet the needs of the town that perhaps exemptions be granted. He stated that many of the events provide a good vibe for residents as well as giving back to the town.

Mayor McLeod stated he was not sure about the word exemption but agreed that consideration should be offered to events of these types. The Mayor further stated that it is important to make folks aware of the cost to the town in relation to the many special events. It is not the intent to deter folks, however, the town needs to be able to handle the costs associated with events.

b) Council Comments

Council Member Lawter offered his thanks and appreciation to the Clayton Visual Arts bringing so much diversity by bringing Mondo Roots Festival to Clayton.

14 ADJOURNMENT

a)

With there being nothing further the meeting was adjourned at 8:45 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Thompson

Second: Council Member Holder

Vote: Unanimous

Jody L. McLeod
Mayor

Attest:

Kimberly A. Moffett CMC,
Town Clerk