



**The Town Of Clayton
Town Council 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 and 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 statue 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 this project was done in it's 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