



Town of Clayton
Town Council Work Session Minutes
Monday, February 3, 2025 at 3:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:

Council Member Andria Archer
Mayor Pro Tem Michael Sims
Council Member Porter Casey
(*arrived at 3:18 p.m.)
Council Member Ruth Anderson
(*arrived at 3:46 p.m.)
Council Member Gretchen Williams

Council Absent:

Mayor Jody McLeod

Staff Present:

Rich Cappola, Town Manager (*arrived at 3:46 p.m.)
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Courtney Tanner, Deputy Town Manager
Robert McKie, Finance Director
Conrad Olmedo, Planning Director
Shannon Poole, Engineering
Chris Gallant, Project Manager
Allen Turnage, Electric Director
Lydia Davis, Communication & Marketing Specialist

1 CALL TO ORDER

- a) Mayor Pro Tem Sims called the meeting to order at 3:00 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) No adjustments were made.

Approve or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Gretchen Williams
YES:	Andria Archer, Michael Sims, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

3 STAFF INTRODUCTIONS AND RECOGNITIONS

- a) 3:00 - 3:10 p.m.
- Jacob Jones, WWTP Operator
Presenter: Dolores Gill, Deputy Town Manager

 - Juan Rosado, Line Tech III
Presenter: Allen Turnage, Electric Director

- Craven Bailey, Utility Maintenance Mechanic
- Cullen Little, Utility Maintenance Mechanic

Presenter: Jason Newman, Water Resources Maintenance Superintendent

- Joshua Probst, Digital Communication Specialist
- Emily Stoll, Communication Specialist

Presenter: Lydia Davis, Communication & Marketing Specialist

- Patrick Lechner, Project Manager
- Josh Cotten, Engineering Technician

Presenter: Courtney Tanner, Deputy Town Manager

- Susan Long, Code Enforcement Officer
- Lori Bryant, Planner I

Presenter: Conrad Olmedo, Planning Director

Department heads and superintendents introduced their new employees and recognized recent promotions. Council extended a warm welcome and congratulations to all.

4 ITEMS FOR DISCUSSION

a) 3:10 - 3:25 p.m.

Clariti Update

Presenter: Courtney Tanner, Deputy Town Manager

Ms. Tanner provided an update on the new planning and permitting software, Clariti. Phase 1 is scheduled for completion in July 2025, Phase 2 in December 2025, and Phases 3 and 4, which may be combined, are projected for 2026. As of last week, the project remained on schedule. A demonstration would be provided to Council.

She also shared examples of how items are classified within each phase and outlined the implementation steps:

- Internal and external testing
- Development of checklists
- Staff training
- Review of fees
- Email update blasts

There was also discussion on ensuring that citizens submit applications correctly. Ms. Tanner stated that staff would be available to guide anyone needing assistance, ensuring the same high level of customer experience currently provided. Additionally, for any language barriers, language-fluent staff will be available to assist.

b) 3:25 - 3:45 p.m.

CIP Overview and Scoring

Presenter: Chris Gallant, Project Manager

Mr. Gallant provided a list of newly proposed CIP projects for the Town. He discussed the differences between CIP (Capital Improvement Plan) and CPP (Capital Planning Process) and shared examples of CPP projects.

He stated CIP General Fund projects are evaluated based on six criteria, each contributing to the overall score. These criteria, which are the same ones used for rating current projects, are:

- Regulatory Compliance (22%)
- Financial Efficiency and Risk Reduction (12%)
- Economic Development/Impact (12%)
- Environment/Sustainability (12%)
- Health and Safety (24%)
- Quality of Life/Level of Service (18%)

He also shared the Annual Process Timeline, noting that the Town is currently in Phase 2, with the final phase (Phase 7) projected for completion in May/June 2025.

Additionally, he provided an overview of the FY25 Priority Projects and their scores. The discussion included Town Council priority points, with the following guidelines:

- Each Council member can submit up to 15 points.
- No more than 10 points can be allocated to any one project.
- No fewer than 1 point can be assigned to a project.
- Points are cumulative and added on top of staff prioritization.
- No weighting is applied (100% of points are added).

He stated department heads have entered their FY2026 projects into the management software, ClearGov, and these will be reviewed at the Council's retreat in February 2025.

Shared were the FY2026 General Updates.

- 73 Proposed Projects
 - 31 New Projects for FY2026
- Additional Master Plan Completed
 - Comprehensive Transportation Plan
 - Parks and Recreation Master Plan
- ClearGov Implementation
 - Previous Years of Projects Imported
 - Newly Proposed Projects Directly Entered
- ClearDocs Configuration
 - Working to Build Front End Information
 - Ability To Create a Full Program Report

He also shared examples of the ClearGov interface and discussed how the Town's plans and goals align with this system. All Town plans have been uploaded into ClearGov, which includes a financial tracking section to help monitor and report project costs.

Mr. Gallant shared next steps. Council would receive an email link to sign up for access by February 14, 2025. Council was asked to email scores to Mr. Gallant by February 28, 2025. Engineering would compile all data for a final report to Council by March 7, 2025.

- c) 3:45 - 4:25 p.m.
LAPP Project Update, BL0125
Presenter: Shannon Poole, Engineering

Ms. Poole provided a brief update on the Downtown Pedestrian Improvement presentation by Kimley-Horn at the December 2, 2024, work session. Feedback was provided to Ms. Poole, and all comments and questions are currently being organized. The goal is to further discuss this at Council's Spring Retreat to determine a path forward.

There was discussion regarding the different concepts presented by Kimley Horn including crosswalks, on-street parking, and traffic patterns. It was noted that any changes would require NCDOT approval. Ms. Poole stated that this project was identified in the Downtown Master Plan, which involved input from stakeholders.

5 BREAK

- a) 4:25 - 4:30 p.m.

6 CLOSED SESSION

- a) 4:30 - 5:00 p.m.
To Discuss a Personnel Matter in Accordance with NCGS 143-318.11 (a)(6)

Motion To Go Into Closed Session

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Porter Casey
YES:	Andria Archer, Michael Sims, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Motion To Return To Open Session

RESULT:	CARRIED 5-0
MOVER:	Ruth Anderson
SECONDER:	Porter Casey

YES:	Andria Archer, Michael Sims, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

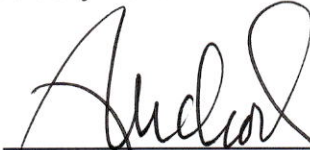
7 ADJOURNMENT

- a) With nothing further, the meeting was adjourned at 5:30 p.m.

Motion To Adjourn

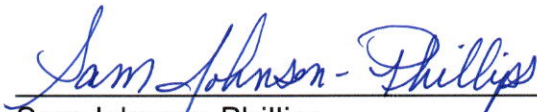
RESULT:	CARRIED 5-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Andria Archer, Michael Sims, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Duly adopted by the Town Council this 17th day of February 2025 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Sam Johnson-Phillips
Deputy Town Clerk

