



Town of Clayton
Town Council Work Session Minutes
Monday, July 17, 2023 at 3:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Jason Thompson
Council Member Andria Archer
Council Member Michael Sims
Council Member Porter Casey

Council Absent:

Council Member Avery Everett

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Heidi Holland, Town Clerk
Robert McKie, Finance Director
Greg Tart, Police Chief
Sam Johnson-Phillips, Deputy Town Clerk
Michelle Snyder, Executive Asst. to Town Manager
Jonathan Jacobs, Assistant Engineering Director
Joshua Baird, Engineering Director

1 CALL TO ORDER

- a) Mayor McLeod called the meeting to order at 3:05 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) **Approve or Adjust the Agenda**

RESULT:	CARRIED 4-0
MOVER:	Michael Sims
SECONDER:	Porter Casey
YES:	Jason Thompson, Andria Archer, Michael Sims, and Porter Casey
NO:	None
ABSENT:	Avery Everett

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Pierce Insurance Presentation (15 Minutes)
Presenter: Doug Kreszl, National Benefit Partners & Carson Pierce, Pierce Insurance

Mr. Cappola stated the Town changed to a partnership with Pierce Insurance last year. Lonnie Pierce was present to discuss the program, Benefits That Benefit Children, which provides donation to a local children hospital on behalf of the employer. This is at no cost to employees. Donations are made on behalf of the

Town. Pierce Insurance presented Council with a check for \$2,560 which would go to UNC Children's Hospital to their Say Yes Fund.

Mr. Cappola stated he appreciates the partnership that has been established with Pierce.

- b) Employee Introduction (15 Minutes)
- Chris Gallant, Project Manager
- Presenter:* Joshua Baird, Engineering Director

Joshua Baird introduced Chris Gallant, who started about a month ago. Shared was his background history.

- c) Employee Recognitions
- Dylan Carroll, Utility Maintenance Mechanic 3
 - Jake Kyer, Utility Maintenance Mechanic 3
- Presenter:* James Blalock, Maintenance Superintendent, Water Resources

- Brandon Carroll, Grade 1 Pre-Treatment Program Specialist Certificate
- Kyle Brady, Grade 1 Pre-Treatment Program Specialist Certificate

Presenter: Byron Poelman, Water Resources Director

James Blalock recognized Dylan Carroll and Jake Kyer, who passed their B-Distribution exam and have both been promoted to Utility Maintenance Mechanic 3.

4 ITEMS FOR DISCUSSION

- a) School Resource Officer Discussion (15 Minutes)
- Presenter:* Greg Tart, Police Chief

Chief Tart stated the number of SRO's is now up to seven. Earlier this year Johnston County Charter Academy reached out and inquired about having an SRO through the Town for their school. There was discussion on their end to privatize this, but we have been asked to do it. Chief Tart told them this would need to go before Council before deciding.

He stated the County reimburses the Town \$75,000 per officer; money with Johnston Charter has not been discussed. Mayor Pro Tem Thompson stated there is a common misconception that charter schools are private schools, but they are still public schools. He stated we need to treat this school like we do other public schools. The \$75,000 only covers salaries, it does not cover equipment or vehicles.

It was stated with this entity, Johnston Charter pays the taxes on their building, this is an ad valorem tax base.

It was consensus of the council to move forward with an MOU for providing the SRO to Johnston Charter Academy.

An MOU and a budget amendment would need to come before Council for approval. There was discussion on charging the same price for Johnston Charter as we do the other public schools. It was stated we need to have an agreement with the charter

schools that would provide the understanding that they would have to match the other schools and we would need to give them as much heads-up on negotiations so they could prepare if necessary.

- b) Technology Updates (15 Minutes)
- Mass Communication Update
 - Clariti Update

Presenter: Dobres Gill, Deputy Town Manager

Mass Communication and Outage Management System

Nathanael Shelton provided a brief update on the Mass Communication and Outage Management System. Riverwood had a water change out and the first test rang out to them July 1st. Regarding data, out of 1700 customers, 1300 had valid phone numbers. The email portion will be rolling out this week and the next piece to roll out is the text message piece. The delinquent calls for customer service customers is scheduled to go out this evening. The integration portion would be finished Friday.

There was discussion on staff training and practice for the Outage Management System, but this would take a while before staff is comfortable; staff must be comfortable before sending this to the public. It may take a couple months of practice before rolling this out. The system is predicting the outage locations correctly. During a recent outage, the electric staff made customers aware this would be rolling out.

Ms. Gill stated staff has been working on this for months. There have been weekly meetings with various departments and this has been a team effort.

Clariti

Ms. Gill provided an update on Clariti software. This program will enable us to go paperless and make the customer experience better. We are currently in month 2 of this process, she stated staff meets 3 to 4 times per week on this. Jonathan Jacobs stated they are working to create 39 workflows; he stated staff have spent many hours drawing flowcharts. He stated they are wrapping up the sprint phase of testing and working through the citizen portal to work through the kinks.

Ms. Gill stated staff has learned through implementation what is working and what isn't. There has been a lot of staff collaboration. Council Member Casey asked about the developer facing side. Ms. Gill stated this must be done in phases. Mr. Jacobs stated towards the end of the year staff would be using this program 80-90%. He stated they have met with development groups and would reach out to developers during the trial period before going public. He stated there would be a training session for the public. He stated this should be up and running in 10-11 months.

- c) BL-0050 LAPP Project Discussion - East Main Street Sidewalk Connector (1 Hour)
- Presenter:* Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director

Joshua Baird stated there have been numerous conversations on different levels on this subject. He stated today he is asking for Council's direction on how to move forward. Jonathan Jacobs shared a presentation. A visual packet was provided to all of Council.

Project Summary Slide:

- Design, Permit, and Install sidewalks along both sides of Main Street between Second Street and US 70 Business
- Identified as a critical gap in sidewalk in the Town of Clayton Pedestrian Plan

Shared was a project timeline. In April 2020, the original design contract was bidded to Bohler Engineering. June 2020, notice to proceed, issued to Bohler Engineering. July 2020 – July 2021, multiple design concepts were drafted and reviewed by staff. December 2021, the Town applied for CAMPO's LAPP funding for FY23. February 2022, LAPP funding was approved by CAMPO for ROW, utilities, and construction in the amount of \$650,000 with a 70/30 match. February – June 2022, staff determined Bohler Engineering was unable to meet the deadlines/needs of this project. June – July 2022, solicited design and surveying services. August 2022 executed task order with DRMP for additional topographic survey services. September 2022 executed task order with Kimley-Horn for 100% design and permitting. September 2022 – March 2023, updated designs completed. March 2023, staff presented 3 options at a work session for consideration. April 2023, staff received consensus to proceed with alternate #3. May 2023, staff received 90% design submittal design based on alternative #3; coordinated meeting with primarily affected property owner. June 2023, staff met with representative of the primarily affected property owner to present 90% design submittal.

Shared was the 90% Bohler Engineering Design Concept. Mr. Jacobs stated switching gears, upon receipt of LAPP funding, project requirements changed to meet Federal Requirements. Bohler Project managers changed numerous times and project work continued to decline. Staff decided to take the project from Bohler and resolicited design services. Kimley-Horn was chosen of the Town's On-Call Engineering List.

Kimley-Horn Scope

- National Environmental Policy Act (NEPA) approvals
- Roadway Design and Contract Specifications
- Re-evaluate original concepts
- Hydraulic Design
- Traffic Signal Design
- Traffic Management Plans
- Erosion and Sediment Control Design
- Signing and Pavement Marking
- Utility Coordination
- Railroad Coordination

25% Design Plans – March Work Session

- Three (3) Alternatives (Compton St. to Durham St.):
 - 6-8' sidewalk at back of curb, significant overhead utility relocation, multiple retaining walls, 5-story trees removed. All work within existing right-of-way with temporary construction easements.
 - 5' sidewalk at top of existing slope, avoid utility relocation and 4/5 trees removed, introduce a 4-level ADA "switch-back." Extensive easement and right-of-way acquisition.

- Install a curb extension to reduce width of existing roadway, install 6' sidewalk at back of new curb, eliminating parallel parking on SW side, utility relocation, and 4/5 trees removed within existing right-of-way with temporary easements necessary.

There was discussion on the proposed three design alternatives. Design #1 included the sidewalk on the back of curb which would require a significant amount of overhead utility relocation. This work can add several months to the project schedule. This alternative will also require a large retaining wall (about 8' tall). Design #2 included design for sidewalk at top of slope and would avoid overhead utility relocations but would require more property acquisition and an elaborate ramp system to access at Durham St. Design #3 included design plans for a sidewalk to be installed inside of existing curb; this design would impact 14 parking spaces and would eliminate property acquisition and overhead utility relocation needs.

At the April Work session there was

- Additional discussion with Town Council about Alternatives
 - Costs associated with all alternatives are expected to be similar
 - Recommendation from McAdams (consultant for Downtown Master Plan) was Alternative #3
- Discussion about drainage with curb extension
- Consensus provided to staff on Alternative #3
- Staff to meet with Property Owners

May 2023 – Pedestrian Coordination

- Staff worked with NCDOT and Kimley-Horn on crosswalks and pedestrian connectivity across E. Main Street
- Kimley-Horn brought in their integrated mobility and safety staff for discussion
- Existing parallel parking across from Vinson's presents a safety concern due to lack of sidewalk, connectivity, and crosswalks
- Staff proposed an RRFB between Vinson's and Pittman's Auto
- NCDOT was not receptive to the RRFB
- Staff offered to maintain RRFB devices
- NCDOT agreed to standard crosswalks at Durham Street and Compton Street

90% Design Submittal/Property Owner Meeting

- Kimley-Horn formally submitted 90% plans to Town on June 15th
- Design based on Alternative #3 – Curb Extensions
- Staff met with representative from Lipscomb, LLC (Emily Beddingfield) on June 22nd at Town Hall to present latest project design and discussed the following:
 - Multiple concerns related to removal of parking associated with Vinson's
 - Effects on Vinson's business
 - Vinson's Site Plan was approved with reduced parking requirements
 - Sidewalk only on one-side of E. Main Street
 - Future public parking lot on existing Town Property

Following Property Owner Meeting

- Based on Town Council feedback, staff has met with Kimley-Horn four (4) times to discuss further alternatives/changes

- Received updated 90% design cost estimates for current design and non-curb extension
- Non-Curb Extension Alternative revised to introduce a utility strip to potentially remove/relocation and only have to “re-set” existing utility poles
- Requires easement for retaining walls
- Received updated project schedules for current design and non-curb extension
- Discussed introduction of retaining walls with NCDOT Division 4 staff
- Division 4 staff is not receptive to additional retaining walls within the public right-of-way, including ownership and maintenance by the Town
- Retaining walls would have to be shifted (leading to increased height) and constructed in an easement separate from public right-of-way

Preliminary Opinion of Probable Construction Cost – 90% Design Curb Extension

- Curb extension: \$783,000
- Construction - \$758,000
- Temporary Easements - \$25,000

Existing Curb Line

- Without Curb Extension: \$1,388,000
- Construction - \$1,325,000
- Permanent ROW - \$22,000
- Temporary Easements - \$41,000

Additional Engineering: \$35,000

Utility Relocation: \$50,000

Retaining Wall Const.: \$450,000

Overall Difference in Cost: \$605,000

CAMPO Funding

- Existing funding \$650,000 (70% Federal / 30% Match)
- Federal - \$455,000
- Town - \$195,000
- Future CAMPO Supplemental Agreement (50% Federal / 50% Match)
- \$66,500 additional local commitment (current design)
- \$400,500 additional local commitment (alt design)

Mr. Jacobs discussed the updated schedule. The overall schedule may be reduced for both scenarios if easements are able to be negotiated outside of condemnation.

Updated Schedule Effects

- LAPP Funding assumed construction in October 2023
- CAMPO requests quarterly updated for construction authorization
- Revised timeline risks daylight of LAPP Agreement

Things to Consider

- Revision of the project design will require a revision of the NEPA document and trigger Erosion Control permitting requirement

- Parking reduction of at least four (4) spaces for any alternative chosen to ensure adequate sight distance is maintained for crosswalks
- Example: E. Main Street at Fayetteville Street Crosswalk
- Existing parking is not defined; number of spaces available is contingent on how people park
- Example: Parking in a gravel parking lot without parking stall lines
- Formalize all parallel parking spaces to ensure maximum capacity of existing parallel spaces

Shared were alternatives/options considered.

- Leaving parallel parking near the 500 E. Main Street block (closest to Compton Street) and extending curb closer to constrained area
- Due to sight distance concerns, nominal parking was saved and could cause additional safety issues
- With curb extension, widen sidewalk to 8', or introduce a minimal planting strip to allow a "buffer" between the travel lane and sidewalk
- Potential to introduce street trees
- Reduce width and number of driveways in front of 704 E. Main Street and 710 E. Main Street to introduce additional street parking

Shared were retaining wall options which included brick veneer, smooth concrete and stone veneer.

Mr. Jacobs provided a summary.

Design Alternative #1

- Existing curb line remains in place
- Large Retaining wall
- Impact to established trees
- Loss of parallel parking to provide safe crosswalks
- Extended construction schedule
- Extensive RoW to be acquired
- Increased costs (~\$600,000) plus any aesthetic options (\$100,000 - \$200,000)

Design Alternative #2

- Curb extension/new curb line
- No retaining wall
- No impact to established trees
- Loss of XX parallel parking
- Reduced construction schedule
- Only TCE to be acquired
- Reduced construction costs

Other Considerations

- Formalize Parking along other areas of Main St (other business owners buy-in)
- Construct new parking lot on Town owned lot
- Combination of design alternatives with parallel parking near 500 E. Main.
- Additional retaining wall aesthetics

There was discussion on the parking spots not being marked. Council Member Sims asked how many parking spaces would be lost? Mr. Jacobs stated with them not being marked you could get approximately 14 parking spots, but cars should not park that close. With these spots being marked you could lose 10 parking spots.

There was discussion about the Town possibly having to pay an additional \$50,000 for this project. To close the gap, we would need to go to CAMPO unless the Town would absorb this cost. Council Member Sims asked if there is a drastic difference between the two scenarios. Mayor Pro Tem Thompson discussed the option of not moving forward with this project at all. Mr. Jacobs stated in terms with CAMPO, he is not sure what that would do; it might hurt chances in the future for funding. Mayor Pro Tem Thompson stated his struggle is that the options are too drastic. He stated he would be comfortable to go back to the retaining wall but not the switchback. Mr. Howell mentioned any substantial changes to the project, and the project would need to be rescored.

There was discussion on the crosswalks. Mr. Jacobs stated NCDOT would like to reconsider our crosswalks.

Council Member Archer stated this is a hard decision. We have the money and momentum for this project. With us being at 90% design, are we researching where we can pick up spaces here and there? Mayor Pro Tem Thompson stated he agrees with Council Member Archer, can we go along with the design if we can make up the majority of the parking spaces on the Vinson side of the street; this should be on our dime and not the property owner's. He stated the only way he can support this project is if we make up the parking on the other side of the street.

Council Member Casey stated if we could make up the cost, we should do the first scenario. Mayor McLeod asked if there was a reason these parking spaces are not marked; these should be designated. Mr. Cappola stated if we marked the spots, we would lose parking spots; we have to make sure we do this with safety in mind. He stated there is conversation to be had, we need to understand this is an option but would have to consider that we would need to go back to NCDOT and CAMPO. Mr. Jacobs stated there have been tense conversation with NCDOT about increasing connectivity.

Council Member Casey discussed the issue of citizens speeding in that area. There was further discussion on the safety issues of this project. Mayor McLeod stated this needs to go to the Parking Task Force, it was stated this is already on their schedule for July 31st.

Council Member Casey discussed the mature trees in this area that he would like to stay. It was stated those trees would not be cut down.

Mr. Cappola discussed Option #3a which would drop the linkage completely and would figure out what would happen to formalize the parking on that side of the street. Option #4, dropping link down to 70 to see what that looks like with CAMPO scoring. Option #5 would keep the retaining wall.

Mayor McLeod stated he would like to see the retaining wall as stained concrete. Council Member Casey stated he doesn't know how many are opposed to the retaining wall, but we could do a mural on that wall. Council Member Archer stated if we go that route we could look into lively planted walls.

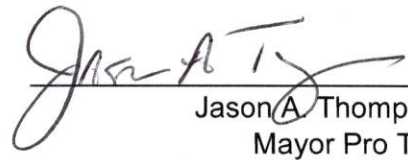
Mr. Cappola stated the takeaway of the day is to take this to the August 7th council meeting.

5 ADJOURNMENT

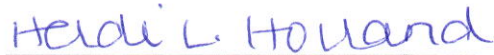
- a) With nothing further, the meeting was adjourned at 5:18 p.m.

RESULT:	CARRIED
MOVER:	Jason Thompson
SECONDER:	Andria Archer
YES:	Jason Thompson, Andria Archer, Michael Sims, and Porter Casey
NO:	None
ABSENT:	Avery Everett

Duly adopted this the 7th day of August 2023 while in regular session.


Jason A. Thompson
Mayor Pro Tem

ATTEST:


Heidi L. Holland, CMC, NCCMC
Town Clerk

