



Town of Clayton
Town Council Work Session Agenda
Tuesday, September 6, 2022 @ 2:00 PM

1. CALL TO ORDER

- a. Call to Order

2. APPROVAL OF THE AGENDA

- a. Approval of the Agenda

POTENTIAL ACTION: Approve or Amend the Agenda

3. ITEMS FOR DISCUSSION

- a. Evergreen Pay and Classification Study Process Overview (2:00 - 3:00 p.m.)
Presenters: Rich Cappola, Interim Town Manager and Evergreen

- b. Communications Plan Presentation (3:00 - 4:00 p.m.)
Presenter: Nathanael Shelton, Communication Director

- c. Cultural Arts Presentation (4:00 - 5:00 p.m.)
Presenter: Steven Langston, Interim Clayton Center Director

- d. Advisory Board Appointment Discussion (10 Minutes)
 - Downtown Development Advisory Board
 - Fire Advisory Board
 - Library Advisory Board

Presenter: Heidi Holland, Town Clerk

[Cover](#)

[DDA Recommendation](#)

[FAB Recommendation](#)

[LAB In-Town Recommendation](#)

[LAB ETJ Recommendation](#)

4. ADJOURNMENT

- a. Adjournment

POTENTIAL ACTION: Move to Adjourn



Town Council Agenda Cover Sheet

Meeting Date

September 6, 2022

Agenda Location

Administrative

Item Title

Advisory Board Appointment Discussion

Presenter:

Heidi Holland, Town Clerk

Summary/Description

This item is on the agenda for Council discussion on the recommended applicants for three advisory board vacancies (Library, Fire and Downtown Development). With Council's direction, this item will go on the September 19th agenda for potential approval of the suggested applicants to these boards. The following have been recommended to fill the vacancies:

Library Advisory Board

Makayla Walden (In-Town)

Cynthia Wood (ETJ)

Downtown Development Advisory Board

Dan Barbour

Fire Advisory Board

Kristy Dean (Resident)

Requested Action

Informational Only

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

DDA Recommendation

FAB Recommendation

LAB In-Town Recommendation

LAB ETJ Recommendation

Meeting Timeline

Click or tap here to enter text.



Town of Clayton ADVISORY BOARD CANDIDATE APPLICATION

BA-22-42

Received Date: August 5, 2022

Application Type: Downtown Development Association Advisory Board

Name: Dan Barbour

- ☐ Male
☐ Female

Phone Number: 9193767802

Email: dan@barbourshopcreative.com

Address: 110 E Blanche St, Clayton, NC, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency: 38 Years

Do you live in Clayton Corporate Limits? yes

Do you live in ETJ? no

How did you find about this board? Friend

Employment Status: Employed

Employer: Barbour Shop Creative Services

Please list any experience, education and/or work experience you have relevant to the board you are applying for:
DDA Board Member, 2014
Promotions Committee Chair, 2015

Outline your qualifications and why you wish to serve on the board you indicated:
I'm very familiar with Downtown Clayton. I understand how the DDA Board works, and could be an asset to the promotions committee.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?

no

If Yes, please explain

I don't plan on offering my professional services to the town.

Please list any current or previous service to the community, civic organizations, activities and any special talents:

Co-Creator and Manager of Last Friday in Clayton

Printed Name:

Dan Barbour



Town of Clayton ADVISORY BOARD CANDIDATE APPLICATION

BA-22-16

Received Date: January 9, 2022

Application Type: Clayton Fire Advisory Board

Name: Kristy Dean

- ☐ Male
☐ Female

Phone Number: 919-369-3463

Email: kristy@fueston.com

Address: 207 E Horne St, Clayton, NC, 27520

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency: 19 years

Do you live in Clayton Corporate Limits? yes

Do you live in ETJ? no

How did you find about this board? Friend

Employment Status: Part-time

Employer: private employer

Outline your qualifications and why you wish to serve on the board you indicated: I have quite a bit of knowledge and familiarity with Clayton Fire Department as my husband was employed by the town as a member of the department for 20 years. My husband was Jason Dean, the Deputy Chief the department lost during its 2020 COVID outbreak. I feel that the opportunity to continue involvement with the department and the men and women of the department, as well as the town itself, would help show our gratitude to those who supported us immensely during our most trying times.

Do you anticipate a conflict of interest if asked to serve as a no

**member of the requested
board?**

If Yes, please explain n/a

**Please list any current or
previous service to the
community, civic organizations,
activities and any special talents:** JCPS approved volunteer
Animal rescue volunteer

Printed Name:

Kristy Dean



Clerk's Office Use

Date Rec'd: 12.13.2021

Town/ETJ: In-town

ADVISORY BOARD CANDIDATE APPLICATION

The Town of Clayton welcomes and appreciates your interest in serving the Town. This application is designed to gather information to evaluate your qualifications. Candidates may be interviewed prior to appointment.

If requesting consideration for more than one board, please submit a separate application for each board.

CHOOSE ONE:

☐ Planning Board

☒ Library Advisory Board

☐ Downtown Development Association Advisory Board

☐ Fire Advisory Board

☐ Recreation Advisory Board

☐ Public Art Advisory Board

☐ Board of Adjustment

PLEASE NOTE: In accordance with North Carolina law, this application is a public record and will be disclosed upon request without notice. If there is any information you do not want released to the public, please do not include it.

Please type or print using dark ink.

Name: Makayla Noel Walden

Mailing Address: 297 Hopper Cir, Clayton, NC, 27520

Physical HOME Address: Same as above

Phone Number (HOME): Ø (WORK) Ø

FAX Number: Ø Mobile Number: 919-633-9215

Email Address: mrs.makaylawalden@gmail.com

☒ Female*

☐ Male*

Employer: Square, Inc.

Occupation: Senior Recruiting Manager

*This information is voluntary and is requested for the sole purpose of assuring that a cross section of the community is appointed; NCGS 143-157.1

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on **most** Council advisory boards.

Length of residence in Clayton: 1 year 2 months

Do you live in Clayton Corporate Limits: ☒ Yes ☐ No ETJ: ☐ Yes ☐ No

How did you find out about this board?

☐ Facebook ☐ Website ☐ Newspaper ☐ Twitter
☐ TV ☐ Friend ☐ Email ☒ Other

Outline your qualifications and why you wish to serve on the board you indicated:

I am a former educator that specialized in literacy for K-5 in Wake and Durham County. I wish to serve on the board because I want to help create programs and events that will increase patronage of our libraries across all age groups and demographics. To serve State why you believe you would be an asset to this board: would be a great honor.

I have served in leadership roles for over 5 years and have a democratic leadership style. I have worked to organize community outreach and fundraising projects in my community with the Junior League of Raleigh. I have loved my public library my whole life.
Do you anticipate a conflict of interest if asked to serve as a member of the requested board:

☒ No ☐ Yes If Yes, please explain:

Please list any current or previous service to the community, civic organizations, activities and any special talents:

Boards/Civic Organization/Talents	From	To
<u>Junior League of Raleigh</u>	<u>December 2014</u>	<u>Present</u>
<u>Ronald McDonald House</u>	<u>November 2017</u>	<u>December 2017</u>
<u>Habitat For Humanity</u>	<u>September 2018</u>	<u>October 2018</u>
<u>Makenya Walden</u> Signature		<u>12-12-21</u> Date

- Please do not submit resumes or attachments.
- This application is a PUBLIC RECORD.
- Information contained in the application will be considered when making appointments.
- Candidates may be interviewed prior to appointment.
- If not initially appointed to serve, applications will remain active for one year from date of receipt.

Applications should be submitted to the Town Clerk in person at 111 East Second Street, by mail at Town of Clayton, PO Box 879, Clayton, NC 27528 or via email at kmoffett@townofclaytonnc.org



Town of Clayton ADVISORY BOARD CANDIDATE APPLICATION

BA-22-40

Received Date: August 5, 2022

Application Type: Hocutt-Ellington Memorial Library Advisory Board

Name: Cynthia Wood

- ☐ Male
☒ Female

Phone Number: 704-651-7951

Email: burrellcindycb@gmail.com

Address: 879 Riverwood Drive, Clayton, NC, 27527

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Council advisory boards.

Length of residency: 4 years

Do you live in Clayton Corporate Limits? no

Do you live in ETJ? yes

How did you find about this board? Friend

Employment Status: Retired

Please list any experience, education and/or work experience you have relevant to the board you are applying for:

As a volunteer in schools and community, I enjoyed contributing to literacy and reading to children and have sincere love of books and the experience books provide. In my professional life, I designed many public school libraries as well as other public areas that contribute to quality of life and aesthetic functioning of pertinent spaces. Some people think that libraries are a dead space now, however, i believe that they are a great source of connection and knowledge for the community. I have the education and work history to help our local library remain vibrant and relevant to all ages in our current culture. I have always loved libraries and some of my children's finest memories is of me taking them to our local library. I would value being an impactful and contributing part of this board and to the community.

Outline your qualifications and why you wish to serve on the board you indicated:

*BA in Interior Design * MA Executive Coaching* Served on Board for Mecklenburg Schools and Media Centers* Renewed Design for Libraries into public learning environments *Served Clayton Chamber of Commerce * Sincere desire to serve in this board and help increase library usage for all ages.

Do you anticipate a conflict of interest if asked to serve as a member of the requested board?

no

Please list any current or previous service to the community, civic organizations, activities and any special talents:

Clayton Chamber of Commerce

Printed Name:

Cynthia Wood