



**Town of Clayton  
Town Council Work Session Minutes  
Monday, May 2, 2022 @ 12:00 PM  
Rotary Room**

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Interim Town Manager Rich Cappola  
Town Attorney Jim Cauley  
Interim Deputy Town Manager Lee Barbee  
Deputy Town Manager Dolores Gill  
Police Chief Greg Tart  
Finance Director Robert McKie  
Interim Town Clerk Sherry Scoggins  
Deputy Town Clerk Heidi Holland  
Library Director Joy Garretson  
Executive Director Clayton Center Scotty Henley  
Engineering Director Joshua Baird  
Economic Development Director Patrick Pierce

**1 CALL TO ORDER**

- a) Mayor McLeod called the meeting to order at 12:07 p.m.

**2 BUDGET WORK SESSION**

- a) Library (12:00 noon to 12:45 p.m.)  
*Presenter:* Joy Garretson, Library Director

Library Director Joy Garretson introduced the Margaret Sullivan Studio consultants who participated via Zoom:

- Margaret Sullivan, principal architect / owner of firm
- Lyna Vuong
- Anabelle Malamug

Library Director Garretson provided an overview of library services offered to patrons. She added that in December the library will transition to NC Cardinal to provide additional book service. Patrons will have a larger selection and may request titles offered by NC Cardinal that can be delivered to the library within a couple of days.

Consultant Margaret Sullivan provided library option scenarios:

- New 30,000 square foot building: \$14,147,000
- Renovation options for the existing site

- Renovate with removal of non-load bearing walls: \$2,277,730
- Re-arrange room to improve flow; furniture only: \$837,880
- Co-locations
- Public - Private Partnerships

b) Cultural Arts (12:45 p.m. to 1:15 p.m.)

*Presenter:* Scotty Henley, Executive Director of the Clayton Center

Executive Director of the Clayton Center Scotty Henley stated season ticket holders are declining. Looking at new options to attract patrons for shows at the Clayton Center. He added the first half of the year is slow whereas the second half of the year (spring) is busy.

Council expressed an interest in demographics and analytic information.

Options to explore:

- Diversity of genres - in and out of community
- Working with other departments for arts collaboration / promotion
- Thinking beyond the stage
- Season ticket holder declined - try something new
  - How much do tickets sell for?
- Engaging the Clayton community and seeking sponsorships
- Balancing act with the community
- Looking at the number of persons being served

Council requested quarterly reports that includes financial information.

c) Budget / Capital Improvements Plan (CIP) (1:30 p.m. to 4:30 p.m.)

*Presenter:* Rich Cappola, Interim Town Manager

Interim Town Manager Rich Cappola stated the need for a capital improvement plan that goes several years out.

This year's budget includes a request for one Level III Plans Reviewer and four police officers. The Town submitted a request with the UNC-SOG for an MPA intern to assist with projects for Economic Development; the Town is on the waiting list for a response. Fleet requests are a work in progress as all vehicles and equipment are being inventoried toward the goal of a motor pool. The proposal is to maintain the current tax rate of .58 cents. Johnston County will perform the next property re-evaluation in 2025. The sales tax revenue stream is being watched.

Employee Benefits Assumptions:

- Pay classification study results are expected this month.
- State Health Plan - anticipated employer contribution increase of 12%
- NC Retirement Fund employer contribution increase - .75% general and 1% for LEO

Recommend reviewing how reserve funds are grown and spent.

- d) Selection of a search consultant (for Town Manager)  
*Presenter:* Jim Cauley, Town Attorney

At the request of Council for proposals for consultants for the Town Manager process:

- Robertson Miller Management, \$20,000
- Slavin Management Consultants, \$24,000
- Baker Tilly Public Sector Executive Recruitment, \$26,500

The process takes on average four months and the time line is driven by the Council.

- e) Closed Sessions for the following:
- Discuss land acquisition, NC GS 143-318.11 (a) (5)
  - Discuss economic development, NC GS 143-318.11 (a) (4)

**ACTION:** Move to go into closed session to discuss land acquisition and discuss economic development.

**Motion:** Mayor Pro Tem Thompson moved to go into closed session to discuss land acquisition at 4:55 p.m.

**Second:** Council Member Archer

**Vote:** Unanimous

**ACTION:** Move to return to open session.

**Motion:** Mayor Pro Tem Thompson moved to return to open session at 5:22 p.m.

**Second:** Council Member Everett

**Vote:** Unanimous

### 3 ADJOURNMENT

- a) Adjournment

Mayor McLeod adjourned the work session at 5:22 p.m.

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Jody L. McLeod  
Mayor

ATTEST:

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Sherry L. Scoggins, MMC  
Interim Town Clerk

