



Town of Clayton
Town Council Work Session Minutes
Monday, November 7, 2022 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 Avery Everett
Council Member Michael Sims
Council Member Porter Casey

Staff Present:

Rich Cappola, Town Manager,
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Interim Deputy Town Manager Fire Chief
Heidi Holland, Town Clerk
Robert McKie, Finance Director

1 CALL TO ORDER

- a) The meeting was called to order at 3:04 p.m.

2 APPROVAL OF THE AGENDA

- a) Adjustment of the Agenda

CHANGE:

3c. Time from 4:15 – 5:00 p.m. to 4:15 – 4:45 p.m.

ADD 3d.:

4:45 – 5:00 p.m.

Audit Report for FY 2022

Presenter: Robert McKie, Finance Director

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Avery Everett
YES:	Jason Thompson, Andria Archer, Avery Everett, Michael Sims, and Porter Casey
NO:	None

3 ITEMS FOR DISCUSSION

- a) 3:00 - 3:15 p.m.
Audit Report for FY 2022
Presenter: Robert McKie, Finance Director

Mr. McKie stated there was a part of the audit that was completed untimely in New World. The auditor found an internal control report and his finding was a significant. That significant provisions requested a formal response and an additional response required that Council would need to sign. Since that finding, protocols have been put into place so this matter would not happen again. He stated he monitors the bank statements daily for any suspicious transactions. He stated in the 13 years he has been with the Town, no one has tried to take money out of the account. He stated anytime someone sweeps the account, we get flagged. He stated there are checks and balances in place to help prevent a sweeping of the account. He stated he has to electronically submit the signed letter to the treasurer's portal. We are required to respond in writing and acknowledge we are taking steps to ensure this won't happen again.

b) 3:15 - 4:00 p.m.

Capital Improvement Projects (CIP) Update

- Overview of CIP Prioritization Process

Presenter: Joshua Baird, Engineering Director

Mr. Baird stated he wanted to come back to discuss the CIP from the retreat in February 2022. He wants to make sure that staff is providing data needed when a project is requested. He discussed not being able to fund every project and discussed prioritizing and aligning goals. He discussed Multi-Criteria Decision Analysis Method and Risk Reduction Framework. He stated the Multi-Criteria is geared to the General Fund and the Risk Reduction Framework is geared toward utility projects. He shared MCDA Prioritization Framework showing decision criteria, weightings, performance measures and benefit scores which is used to prioritize projects. He shared the Pairwise Results used at the February 2022 retreat.

He shared the 6 different Decision Criteria:

Regulatory Compliance, Financial Efficiency and Risk Reduction, Economic Development/Impact, Environment/Sustainability, Health and Safety, and Quality of Life/Level of Science. Shared was the Pairwise Results that came out of the February 2022 retreat. He stated the next step is to take these projects, score them on criteria, apply these weighting and see how things prioritize.

He shared a list of 8 projects. He asked Council to rank these projects. There was discussion on, for instance, the library never ranking high enough to get looked at for prioritization. There was discussion on if there are grants involved, it could move the project closer to the top.

c) 4:00 - 4:15 p.m.

Renaming of Business 70

Presenter: Patrick Pierce, Economic Development Director

Mr. Pierce shared an overview of the renaming of Business 70. Clayton Bypass is currently dual-shielded as I-42 and US 70. I-42 will replace US 70 in Summer/Fall 2023. US 70 BUS will revert to US 70 from I-40 to current US 70/US 70 BUS interchange. There are a total of 375 addresses along the corridor that would be impacted by this change, he stated there would have to be significant outreach to go along with this. He stated we would need a proactive plan to minimize impact and highlight potential opportunities.

NCDOT is responsible for numbers and shields and local government is responsible for white on green street signage including overhead signage. Shared was Required Local Signage: 42 intersections along the corridor (within the ETJ) and approximately 75 signs with an estimated cost of \$5,000 plus installation. Shared was information on Cross Street Signage, 32 signals or intersections; approximately 45 signs; new signs at signals, updated and new sign blades; an estimated cost of \$3,000 plus installation. Signage Summary: \$12,000 total cost for all three options plus installation and overhead signage installation would require lane closures and additional labor. He stated there would need to be some coordination with the County.

Shared were name ideas such as Clayton Parkway, Clayton Blvd and Clayton-Garner Parkway. Shared was a timeline on the Renaming Campaign: January 3, 2023 would be the Launch of Campaign. The campaign would run through January 31, 2023 and the top 5 results would go to Council in February 2023. He stated the next steps would be Town Council decides final name, announce results to the public, continue collaboration with other government partners and Implement Spring 2023 – Fall 2023.

d) 4:15 - 4:45 p.m.

Council Retreat Reflections and Next Steps for Town Council and Executive Team
Presenter: Rich Cappola, Town Manager

This item was not discussed.

4 ADJOURNMENT

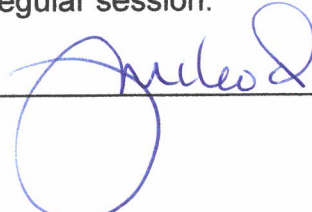
a) Adjournment

A motion to adjourn was made at 5:01 p.m.

Motion to Adjourn

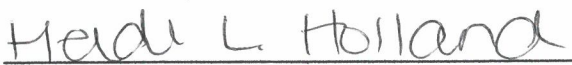
RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Jason Thompson, Andria Archer, Avery Everett, Michael Sims, and Porter Casey
NO:	None

Duly adopted this 5th day of December 2022, while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Heidi L. Holland, CMC, NCCMC
Town Clerk

