The Town of Clayton
Town Council Work Session Meeting Minutes
Tuesday, January 16, 2018 @ 6:30 PM
Council Chambers

COUNCIL PRESENT:
Mayor McLeod
Mayor Pro Tem Grannis
Council Member Lawter
Council Member Holder
Council Member Thompson
Council Member Bunn

STAFF PRESENT:
Adam Lindsay, Town Manager
Nancy Medlin, Deputy Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Lee Barbee, Fire Chief
Rich Cappola, Inspections & Engineering Director
David DeYoung, Economic & Community Development Director
Tim Simpson, Public Works Director
Blair Myhand, Police Chief
Dale Medlin, Electric Department
Joy Garretson, Library Director
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer

COUNCIL ABSENT:

1 CALL TO ORDER
Pledge of Allegiance and Invocation

a) Mayor McLeod called the meeting to order at 6:33 p.m. He led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

3 CONSENT AGENDA
(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

a) Draft Minutes:
- January 2, 2018

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Thompson
Second: Council Member Holder
Vote: Unanimous

4 ADMINISTRATIVE ITEMS

a) Warranty Acceptance
- Bristol @ Cobblestone - Phase 3
- Bristol Subdivision - Phase 1

ACTION: Placed on February 5, 2018 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Proclamation Request - The Woman's Club of Clayton - 100 Years of Service
Presenter: Betsy Grannis, Woman's Club of Clayton President

Ms. Grannis was present and shared information regarding the request for a Proclamation acknowledging the 100 years of service of the Clayton Woman's Club.

__ACTION:__ Placed on February 5, 2018 Consent Agenda

b) Fire Services Study
Presenter: Lee Barbee, Fire Chief & Dennis Rubin, VFIS ETC Group

Chief Barbee recognized special guests who were in attendance to include Johnston County Commissioners, Johnston County Fire Marshall and members of both Archer Lodge Fire Department and Benson Fire Department.

Chief Barbee introduced Dennis Rubin who provided an executive summary regarding the fire services study that has been underway for the past year. He shared information regarding trends and stated he believed that a strategic plan should last 10 years as it is believed that there will be significant growth in the county in the next 10 years. He further stated that Clayton will be one of the areas that will experience large growth. . He shared information regarding recommendations to include, standard operating guidelines, community risk reduction, apparatus and equipment, funding options and personnel. A full copy of the survey was included in the agenda packet.

Council thanked Mr. Rubin for the presentation. Council Member Bunn questioned about breakdown of locations and personnel and Mr. Rubin stated he believed these will be phased in.

Mayor Pro Tem Grannis asked about the feasibility of adding to our existing eastside fire station. Mr. Rubin stated the new station location would be related to a 5 mile radius requirement to obtain and ISO classification of 4 related to fire insurance. He further stated a new station is really needed.

Mayor McLeod offered his appreciation and stated there was a lot of information provided and there was much to digest. He further stated he was very appreciative of the collaboration that took place among all the fire departments and municipalities.

c) "Welcome to Clayton" Town Limit Signage
Presenter: Stacy Beard, Public Information Officer

Ms. Beard spoke about Clayton town limits and ways to indicate where the town begins and ends and stated the visual answer is with Town Limit signs. NCDOT has a process for obtaining such signage. NCDOT designs the signs and determines dimensions. A resolution from council would ask that NCDOT provide town limit signage at the locations as indicated on a map that will be forwarded to NCDOT along with an executed resolution.

Mayor Pro Tem Grannis asked if the cost was borne by the town. Ms. Beard stated it was and the cost was approximately $50-60 per sign. Once signage was approved we would budget accordingly and our staff would install signage. Mr. Lindsay stated that the signage cost, installation and staff time would determine timing.

ACTION: Placed on February 5, 2018 Consent Agenda

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) Engineering Fees Modified
Presenter: Rich Cappola, Inspections & Engineering Director

Mr. Cappola presented information regarding request for modified Engineering Fees. He stated comparison revealed that numerous local municipalities currently charge fees for items such as reviews and approvals. He provided a listing of proposed fees. He further stated that comparison also revealed several of our fees are less than neighboring communities.

There was discussion regarding us possibly charging a fee for items that other municipalities currently do not. Mr. Cappola provided additional information regarding the staff time involved and devoted to reviews etc.

Mayor Pro Tem Grannis questioned about the amount of money that would be realized through these fees. Mr. Lindsay stated these fees would realize approximately $10,000. Mayor Pro tem Grannis questioned why Wake Forest was not included in the fee comparison and Mr. Cappola stated it was because the two departments were not similar in how they operated. Council Member Lawter stated he liked the towns that were selected for comparison as they are our competition. He stated he felt we might be selling ourselves a little too short. Question was raised if the County charged and Mr. Cappola stated he did not believe they did.

Mr. Lindsay stated that this was something that Mr. Cappola noticed when he first started with the town and has shared numerous ideas to improve process and review.

Council Member Lawter asked if developers had been involved in the fee development. Mr. Cappola stated a breakfast was being held on February 16, 2018 for input from developers and stakeholders.

It was agreed this item would be put on hold until after the developers' breakfast was held.

ACTION: Placed on February 5, 2018 Consent Agenda

b) 2017-177-SD - Coopers Meadow Subdivision
Presenter: Planning Department

Mr. McLeod, Senior Planner, presented and stated applicant is requesting to subdivide 11.91 acres located on the east side of Cooper Branch Road at the intersection of Cooper Branch Road and Summberbrook Court into 17 residential lots with public water and private septic.

ACTION: Set Public Hearing for February 5, 2018

c) 2017-172-SUP - Goodson Tract
Presenter: Planning Department

Mr. McLeod presented both 2017-172-SUP and 2017-171-SD together. He stated applicant is requesting to develop 64 townhomes on 7 acres of land located off of City Road. He further stated a SUP is required to allow the use of townhomes on the subject property which is zoned Residential-10 (R-10).

ACTION: Set Public Hearing for February 5, 2018

d) 2017-171-SD - Goodson Tract Townhomes
Presenter: Planning Department

ACTION: Set Public Hearing for February 5, 2018

e) 2017-207-RZ - Town of Clayton Wastewater Pre Treatment Facility
Presenter: Planning Department

Mr. DeYoung presented and stated request is to rezone a portion of subject property located at 3798 Powhatan Road from Residential-Estate (R-3) to Industrial-Light (I-1). This would allow consistency with remainder of the site which is zoned I-1 and would allow consistency with existing usage in surrounding zoning districts.

ACTION: Set Public Hearing for February 5, 2018

f) 2018-2019 Budget - Public Input
Presenter: Adam Lindsay, Town Manager

Mr. Lindsay spoke about requirements for public hearing regarding budget and stated current requirement is that one public hearing being held. Mr. Lindsay suggested that two public hearings be held with regard to budget; one to be held at start of budget process and second hearing to be held at end of process. Both hearings would allow for citizen input.

ACTION: Set Public Hearing for February 5, 2018

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

9 ITEMS REQUIRING ACTION

(In order for any action to be taken during a Work Session, a motion must be made and seconded to suspend the rule to allow action to be taken.)

10 OLD BUSINESS

11 STAFF REPORTS

a) Town Manager

Mr. Lindsay advised the current potential bad weather was being tracked and advised that streets have been brined in preparation.

b) Town Attorney

c) Town Clerk

Ms. Moffett reminded Council Portrait would be taken at 5:30 p.m. prior to the February 5, 2018 council meeting.

d) Other Staff

12 OTHER BUSINESS

a) Informal Discussion & Public Comment

b) Council Comments

Council Member Bunn requested that Schedule of Fees be looked at for possible consolidation.

13 ADJOURNMENT

a) With there being nothing further, the meeting was adjourned at 7:33 p.m.

<u>ACTION:</u> Adjourn the Meeting

Motion: Council Member Holder
Second: Mayor Pro Tem Grannis
Vote: Unanimous

Duly adopted this the 5th of March, 2018 while in regular session.

JMcLeod

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

TOWN OF CLAYTON
INCORPORATED
APRIL 1869
CLAYTON, N.C.