The Town Of Clayton
Town Council Work Session Meeting Minutes
Monday, September 19, 2016 @ 6:30 PM
Council Chambers

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

STAFF PRESENT:
Nancy Medlin, Interim Town Manager
Merrick Parrott, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Planning Director
Jay McLeod, Senior Planner
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer
Larry Bailey, Parks & Rec Director
Ann Game, Customer Service Director
Robert McKie, Finance Director
Dale Medlin, Electric System Director
Capt. Herring, Police Department

COUNCIL ABSENT:

1 CALL TO ORDER

a)

Mayor McLeod called the meeting to order at 6:32 p.m. The Mayor led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

a) Motion to Suspend Rule in Order to Take Action at Work Session

ACTION: Motion to Suspend Rule

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

b) Nancy Medlin, Interim Town Manager requested the following adjustments to the agenda:

- Removal of Item #5d - Tribute to Vets Committee Update
- Addition to Item #5b - Introduction of new Police Officer
- Add Item #8b - Grant Applications - Water & Wastewater Asset Assessment & Inventory Improvements - *Action is Being Requested*

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.)

4 ADMINISTRATIVE ITEMS

a) Warranty Acceptance Public Water, Sewer & Pertinent Utility Easements

- **TOMAR Medical Office, Spring Branch**
- **Clayton Endoscopy Lot II**

__ACTION:__ Placed on October 3, 2016 Consent Agenda

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) Request for HS Band Classic Day Proclamation
Presenter: **Bobby McFarland, Band Director**

Mr. McFarland was unable to attend. Council placed this request on Consent Agenda.

__ACTION:__ Placed on October 3, 2016 Consent Agenda

b) Introduction of Town of Clayton Employees:
Presenter: **Robert McKie, Finance Director**

- **Chad Wallace, Warehouse Specialist**

Presenter: **Dale Medlin, Electric Distribution System Director**

- **Amy Calo, Energy Services Technician**
- **Penny Adams, Administrative Support Specialist**
- **Cory Barrows, Electric Line Technician**
- **Jake Lorren, Senior Electric Line Technician**

***Presenter*:** **Chief R. W. Bridges**

- **Amber Butler, Animal Control Officer**
- **Aurora Wilson-Mayo Police Officer**

All the above employees were introduced by their respective director. They all stated they were happy to be part of the Town of Clayton. Members of the Town Council welcomed everyone and stated it was exciting to have them all a part of the team.

c) Recognition of Clayton Rotary - Community Yard Signs
Presenter: **Stacy Beard, Public Information Officer**

Ms. Beard provided information regarding the Clayton Rotary Club and the Police Support Campaign. She stated members of the club had yard signs printed showing support of the Clayton Police Department. This campaign was completely unsolicited and members distributed 100 signs to downtown businesses and citizens to place in windows, flower pots and yards. The 100 signs went very quickly and an additional 50 signs were printed by Blackley's Printing and are available for purchase. Rotary members were in attendance and were asked to come forward and a photograph was taken with the Mayor. Following the photo, a representative of the club shared information regarding

an upcoming pig picking to be sponsored by Rotary on September 29th and presented Chief Bridges with 20 tickets for police officers to attend the event.

6 ITEMS SCHEDULED FOR THE REGULAR MEETING

a) **Proposed 2017 Holiday Schedule**
Presenter: **Kimberly Moffett, Town Clerk**

Presented for approval was a schedule of the proposed 2017 holiday schedule. It is the policy of the Town of Clayton to follow the holiday schedule that is provided by the State of North Carolina for state employees.

ACTION: Placed on October 3, 2016 Consent Agenda

b) **Proposed 2017 Town Council Meeting Schedule**
Presenter: **Kimberly Moffett, Town Clerk**

Presented for approval was the proposed 2017 town council meeting schedule. Amendment made to remove the July 3, 2017 meeting from the schedule and have the second meeting in July which normally would serve as a work session, to take place of both July meetings.

ACTION: Placed on October 3, 2016 Consent Agenda with Amendment.

c) **Cemetery Billing Update**
Presenter: **Ann Game, Customer Service Director**

Ms. Game provided information regarding the current situation as it relates to past due accounts. She stated a total of 79 collection collection letters were mailed in April and of those mailed, 34 paid as requested including 14 paid in full and 18 letters were returned as undeliverable. The total current past due amount is $51.695. Ms. Game recommended changes to the current code and purchase of cemetery lots. Currently terms allow for installments payments with payment in full for each cemetery lot be completed by June 30 regardless of the date of the contract for the use license is executed. Further that any contract not paid in full by June 30 of the year the contract was executed with no refunds being granted. Recommend change is that effective February 1, 2017 that "terms are to allow for payment in full of one lot at time of purchase with any additional lots purchase to be paid in full by June 30 of the following year.

There was discussion that included both Ms. Game and Ms. Medlin stating it is not the preference of the town to invoke the code that we are very willing to work with people, we just need to have some sort of communication. Mayor Pro Tem voiced his concerns about not refunding partial payments. Ms. Medlin stated in order to refund partial payments, ordinance would need to be amended. Discussion continued and it was the request of the council for staff to return with updated information regarding breakdown of lots that have been purchased and not being used to date as well as how many lots are still available for purchase.

ACTION: Staff Will Follow-Up With Additional Information

d) **Credit Card Fees - Non Utility Payments**
Presenter: **Ann Game, Customer Service Director**

Ms. Game provided information regarding fees for non-utility credit card payments. Currently we only accept credit card payments for non utility bills up to the amount of $500. The fees paid for utility and non utility credit card payments are regulated differently and last year the town paid a fine of $3000 for accepting non-utility payments with the $3.95 service charge. All credit cards carry a variable fee which depends on type of card, point card, corporate card and cash back card. These fees range between 3 and 5%. It was noted that this fee is not a fee collected or charged by the town, but a fee charged by the credit card processor. Ms. Games explained that folks using their credit cards for non-utility payments would be advised of the amount of the fee prior to payment being authorized, so they would always have the option of opting out of using their credit card prior to the charge being finalized.

There was further discussion and it was agreed to move forward with accepting credit cards for all non-utility payments with the understanding that folks would know the amount of the 3-5% fee prior to them approving the charge.

ACTION: Placed on October 3, 2016 Consent Agenda

e) **Rezoning - 2016-135-RZ - Lone Star Steakhouse**
Presenter: **Planning Department**

- **Requesting Rezoning from Highway Business Special Use District (B-3-SUD) to Highway Business (B-3)**

Mr. McLeod, provided information regarding requested rezoning. Current zoning is Highway Special Use District (B-3 SUD) and request is to remove the special use district and rezone to Highway Business (B-3). Applicant is Lone Star Steakhouse which is located at 13049 US Highway 70 Business.

Required neighborhood meeting was held on August 10, 2016 with no one in attendance. The applicant has addressed approval criteria. Request is compatible with surrounding land use and is consistent with the 2040 comprehensive plan. The Planning Board and staff recommend approval of this rezoning.

Council Member Holder had some concerns regarding the recent numerous requests for this type of rezoning. Mr. McLeod provided information and stated a total of approximately 40 letters were sent to those businesses who currently have this type of zoning. Council Member Satterfield provided history regarding this type of zoning which was applied years ago and stated that perhaps this type of zoning was attached a bit too stringently and this was an opportunity to address this.

ACTION: Set Public Hearing for October 3, 2016

f) **Special Use Permit - 2016-146-SUP - Wine on Main**
***Presenter*: Planning Department**

- **Request for Special Use Permit to designate as a lounge**

Mr. DeYoung provided information regarding the applicants request for a Special Use Permit. Wine on Main has requested this SUP so they may serve malt beverages in addition to wine. They are currently permitted under ABC to sell wine for consumption on premises. This SUP would classify Wine on Main as a lounge and would allow them to seel malt beverage on premises.

The required neighborhood meeting was held on August 8, 2016. The request is consistent with the comprehensive plan. consistent with the UDO and compatible with surrounding uses. Planning Board and staff recommend approval of this request.

ACTION: Set Public Hearing for October 3, 2016

g) **Amendment to Code of Ordinances - Chapter 93 - Civil Emergencies**
***Presenter*: Kimberly Moffett, Town Clerk**

This amendment will amend the current language in Chapter 93, Civil Emergencies, which currently refers to NCGS 166A-4 and 166A-8, which were repealed by Session Law 2012-12. They will be replaced with statutory references of NCGS 166A-19.1 and 166A-19.3.

ACTION: Placed on October 3, 2016 Consent Agenda

7 ITEMS CONTINGENT FOR THE REGULAR MEETING

8 ITEMS FOR DISCUSSION

a) **Connect NC Bond Grant Program for Children and Veterans with Disabilities**
***Presenter:* Larry Bailey, Parks & Recreation Director**

Mr. Bailey provided information regarding the Connect NC Bond Grant Program for Children and Veterans with Disabilities. This grant will be administered through PARTF and has a $4 match for every $1 to a maximum of $500,000. Mr. Bailey provided information regarding this grant and shared that smaller grant requests have a better chance of being awarded. With that it mind it is suggested that we apply for a grant in the amount of $116,000 to focus on the "contemplate area" of the Celebration Station Playground. This would mean a town match of $23,000 with funding not required until the 2017-2018 fiscal year. The application for this grant is due no later than December 1, 2016.

ACTION: Approval of Grant Application

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

b) **Grant Application Approval(s)**
Presenter: **Byron Poelman, Water/Sewer Superintendent**

- **Water & Wastewater Asset Assessment**
- **Inventory Improvement**

Mr. Poelman introduced Mr. Solomon of CH2M who shared information these two grants. Funding is available through the state for up to $150,000 for each project. of water and wastewater assessment and inventory improvement. Mr. Solomon spoke about CitiWorks currently being on line and that funding would be used to confirm data and financial evaluation of systems as well as to continue and further projects. Applications for these grants must be submitted no later than September 30,2016. A 20% funding is required and is included in the current budget.

ACTION: **Approval of Grant Applications - Resolution #2016-33**

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

9 OLD BUSINESS

10 STAFF REPORTS

a) **Town Manager**

b) **Town Attorney**

c) **Town Clerk**

d) **Other Staff**

11 OTHER BUSINESS

a) **Informal Discussion & Public Comment**

Mr. Ronald Johnson was present to introduce himself. Mr. Johnson is running for the Johnston County Board of Education. He lives in Clayton and provided information regarding his campaign and platform.

b) **Council Comments**

Mayor McLeod offered this thanks and appreciation to law enforcement officers as well as everyone involved the in the 2016 Harvest Festival. He stated it was a great event with record crowds.

c) **Closed Session**

At 7:55 p.m. town council went into a Closed Session pursuant to NCGS 143-318.1(a)(4) to discuss an economic development issue.

ACTION: **Go into Closed Session**

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

12 ADJOURNMENT

a)

Council returned from Closed Session and with there being nothing further the meeting was adjourned at 8:19 p.m.

Motion: Council Member Satterfield
Second: Council Member Lawter
Vote: Unanimous

Bob Satterfield
Council Member

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk