

Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Steve Biggs
TOWN MANAGER



Bob Satterfield
Alex Harding
R.S. "Butch" Lawter, Jr.
Art Holder
COUNCIL MEMBERS

Michael Grannis
MAYOR PRO TEM

TOWN COUNCIL MEETING

APRIL 04, 2011

AGENDA

MAYOR AND TOWN COUNCIL

**MAYOR JODY L. MCLEOD
MAYOR PRO TEM MICHAEL GRANNIS
COUNCILMAN BOB SATTERFIELD**

**COUNCILMAN ALEX HARDING
COUNCILMAN R.S. "BUTCH" LAWTER, JR.
COUNCILMAN ART HOLDER**

TOWN STAFF

**STEVE BIGGS, TOWN MANAGER
SHERRY L. SCGGINS, TOWN CLERK
BRUCE THOMPSON II, TOWN ATTORNEY**

AGENDA
THE REGULAR MEETING OF THE CLAYTON TOWN COUNCIL

MONDAY, APRIL 4, 2011
7:30 PM

THE CLAYTON CENTER
COUNCIL CHAMBERS

1. CALL TO ORDER

Pledge of Allegiance
Invocation – Mayor Jody L. McLeod

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 from the March 21, 2011, work session meeting.
- b. Downtown Development Association (DDA) – Unplugged: Clayton Music & Art; Saturday, May 14, 2011 at Horne Square.
- c. Downtown Development Association (DDA) –Town Square Concert Series.
- d. C.E.R.T. agreement.
- e. Proclamation for Spring 2011 Litter Sweep.
- f. Final acceptance for public water, sewer, and associated storm drainage utilities for Walnut Creek, Phase 3 (Cottages at Walnut Creek).
- g. Warranty acceptance for public water and sewer utilities for Caterpillar improvements.

4. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Special presentation: Volunteer Appreciation Month.

5. PUBLIC HEARINGS

- a. Public hearing for annexation petition 2011-02-01 located at 1414 Old US 70 West.
- b. Public hearing for annexation petition 2011-02-02 located on Covered Bridge Road and adjacent to the Neuse River.

6. OLD BUSINESS

7. NEW BUSINESS

- a. Proclamation for National Library Week: April 10-16, 2011.

- b. Proclamation for Administrative Professionals Week: April 24-30, 2011.
8. STAFF REPORTS
- a. Town Manager
 - b. Town Attorney
 - c. Town Clerk
 - Calendar of Events
 - d. Other Staff
9. OTHER BUSINESS
- a. Informal Discussion & Public Comment.
 - b. Council Comments.
10. ADJOURNMENT

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3a

Meeting Date: 4/04/11

TITLE: DRAFT MINUTES FROM THE MARCH 21, 2011, WORK SESSION.

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

4-04-11

Approval.

DRAFT minutes the
3/21/2011 work session.

**MINUTES
CLAYTON TOWN COUNCIL
MARCH 21, 2011**

The second regular meeting of the Clayton Town Council for the month of March was held on Monday, March 21, 2011, at 7:30 PM at Town Hall, 111 East Second Street.

PRESENT: Mayor Jody L. McLeod, Mayor Pro Tem Michael Grannis, Councilman Bob Satterfield, Councilman R. S. "Butch" Lawter Jr., Councilman Alex Harding, and Councilman Art Holder.

ALSO PRESENT: Steve Biggs, Town Manager; Brenton McConkey, Town Attorney; Sherry Scoggins, Town Clerk; Nancy Medlin, Deputy Town Manager; David DeYoung, Planning Director; Tim Simpson, Public Works & Utilities Director; Tommy Roy, Information Services Technician

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 7:33 PM and led the Pledge of Allegiance. Mayor McLeod gave the invocation.

ITEM 2. ADJUSTMENT OF THE AGENDA

Mayor Pro Tem Grannis requested to move Item 4g after item 4a.

It was the consensus of the Council to approve the adjustment of the agenda as presented.

ITEM 3. ACTION AGENDA

Councilman Satterfield motioned to approve the action agenda as presented; Mayor Pro Tem Grannis seconded the motion. The motion carried unanimously with the following action agenda item being approved at 7:34 PM:

- Item 3a. Draft minutes from the March 7, 2011, regular meeting and the March 7, 2011, closed session meeting.
- Item 3b. Public notice of public hearing for annexation petition 2011-02-01 for April 4, 2011.
- Item 3c. Public notice of public hearing for annexation petition 2011-02-02 for April 4, 2011.

ITEM 4. INTRODUCTIONS & SPECIAL PRESENTATIONS

- Item 4a. Introduction of new Town of Clayton employee(s).

No introductions were presented to Council.

Item 4b. Presentation by Clearscapes pertaining to the Clayton Law Enforcement Center Officer Memorial Project.

This item was heard after Item 4g.

The following representatives of Clearscapes were in attendance: Steven Schuster, Jon Zellweger, and Christian Karkow.

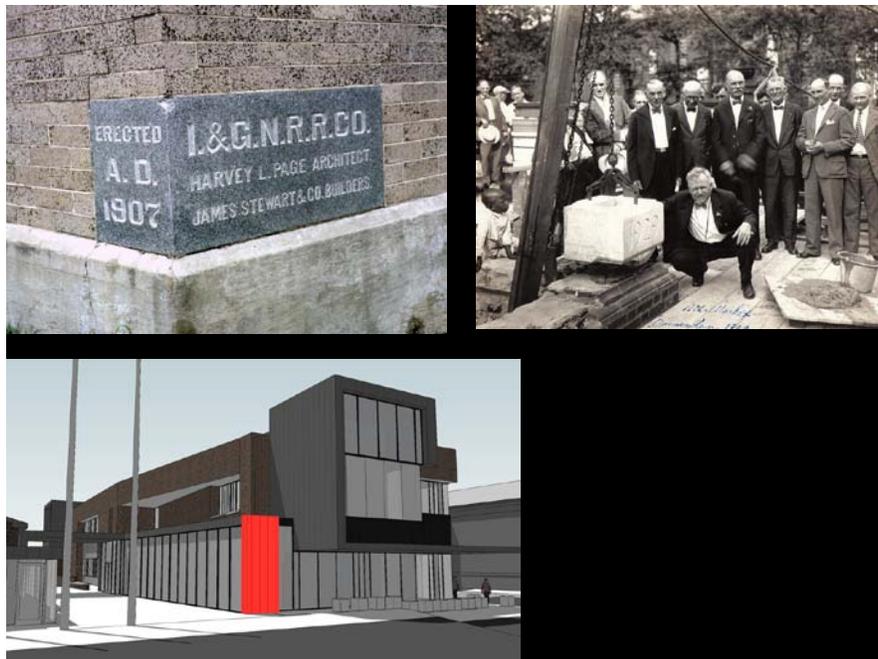
Mr. Schuster stated the construction of the Clayton Law Enforcement Center is on schedule and it is slated for completion this fall.

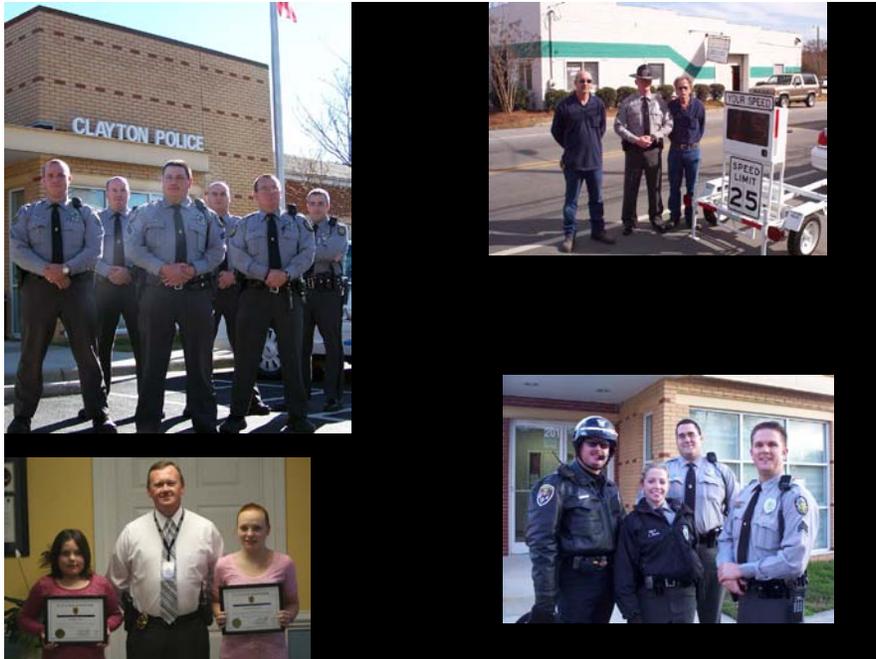
Mr. Christian Karkow stated it has been an honor to be included in the process for this project. He presented the following Clayton Law Enforcement Center Officer Memorial Project PowerPoint presentation:





Mr. Karkow stated the memorial will be located at the corner wall of Second Street at the courtyard and is visible in both the interior and exterior.





Mr. Karkow stated the law enforcement officers are the cornerstones of the law and community.

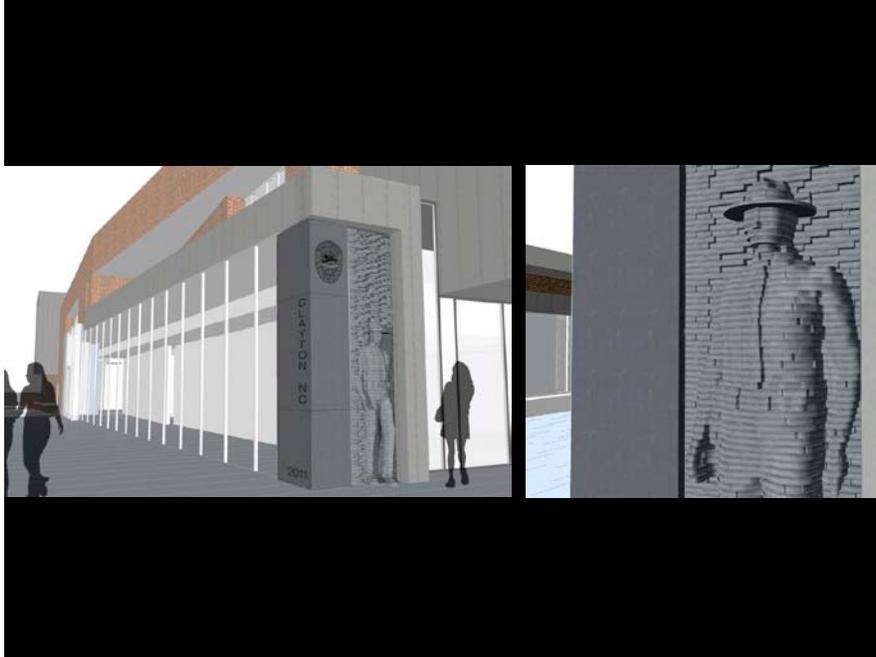




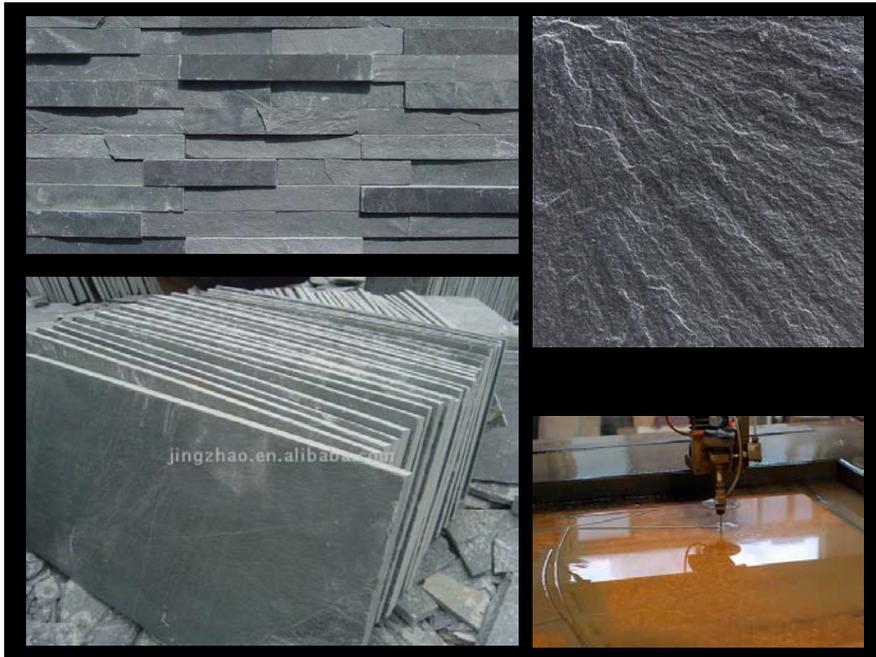
Mr. Karkow stated the slide above is the proposed cornerstone and reflects an officer stepping out to begin his tour.



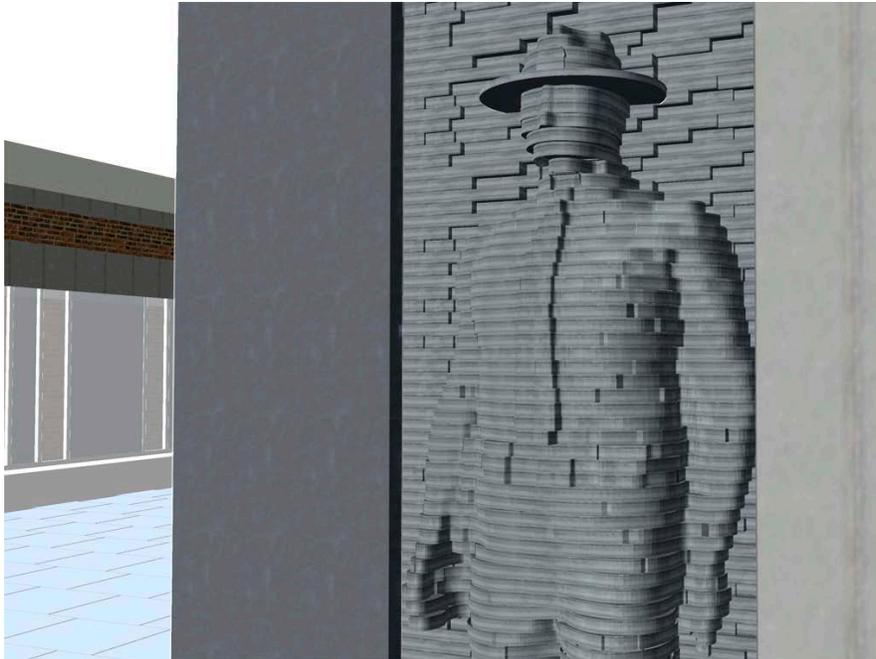
Mr. Karkow stated on the inside is the same image and it appears as a void, giving the sense of loss.

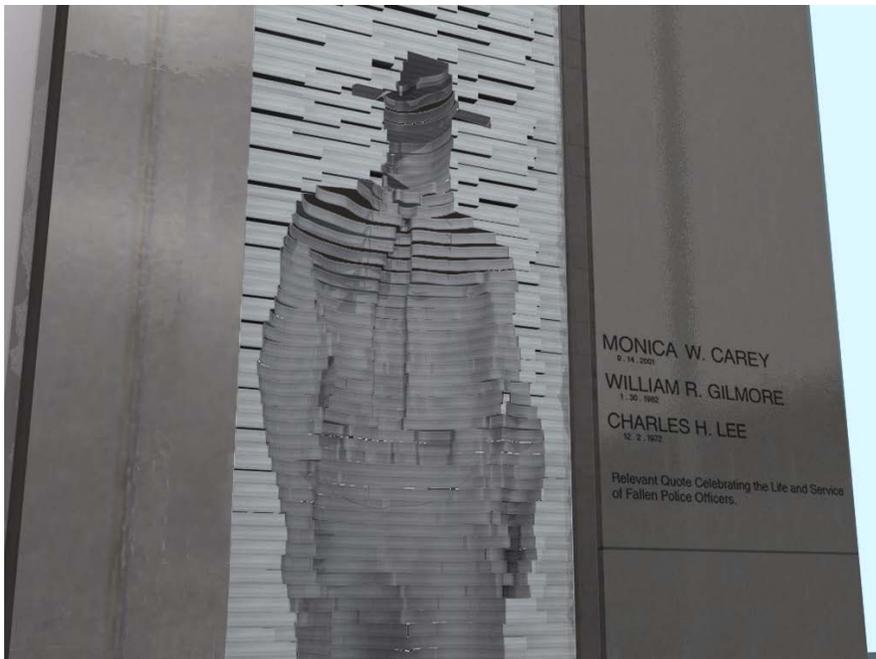


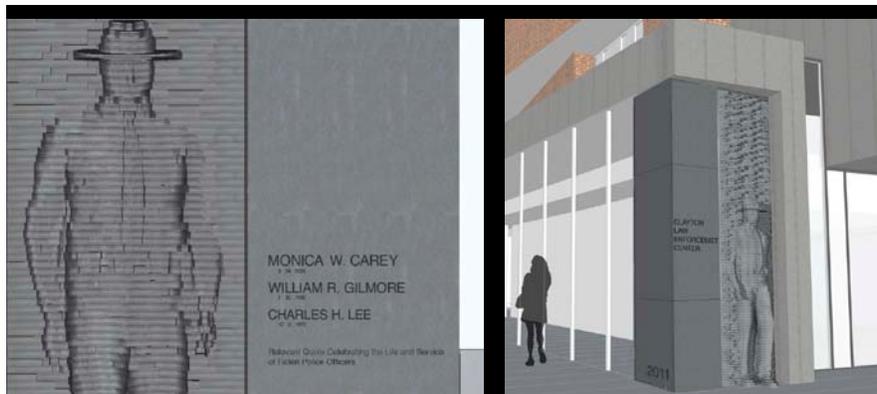
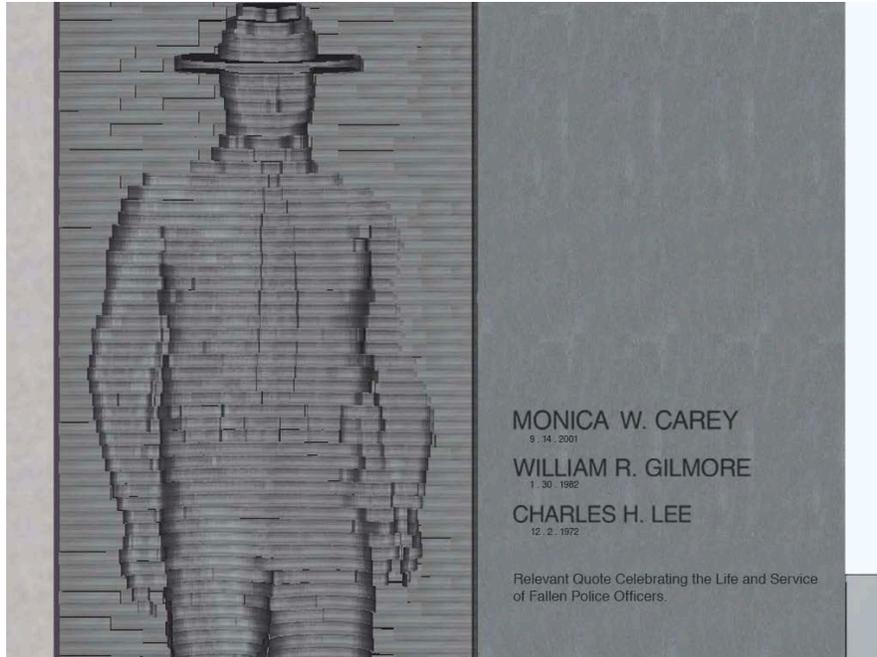
Mr. Karkow stated the image is about eight to ten feet. He stated this is something that can be looked up to.

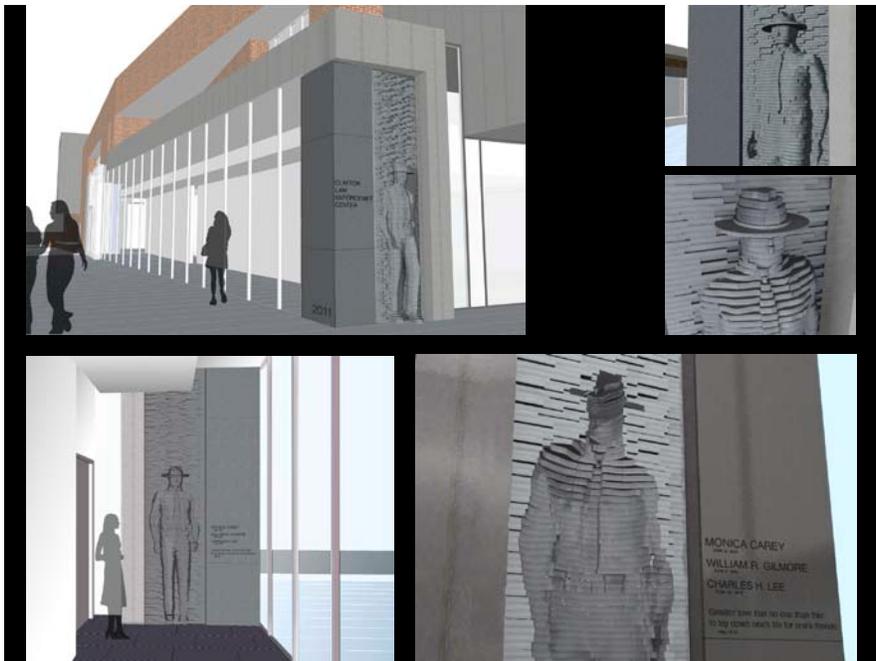
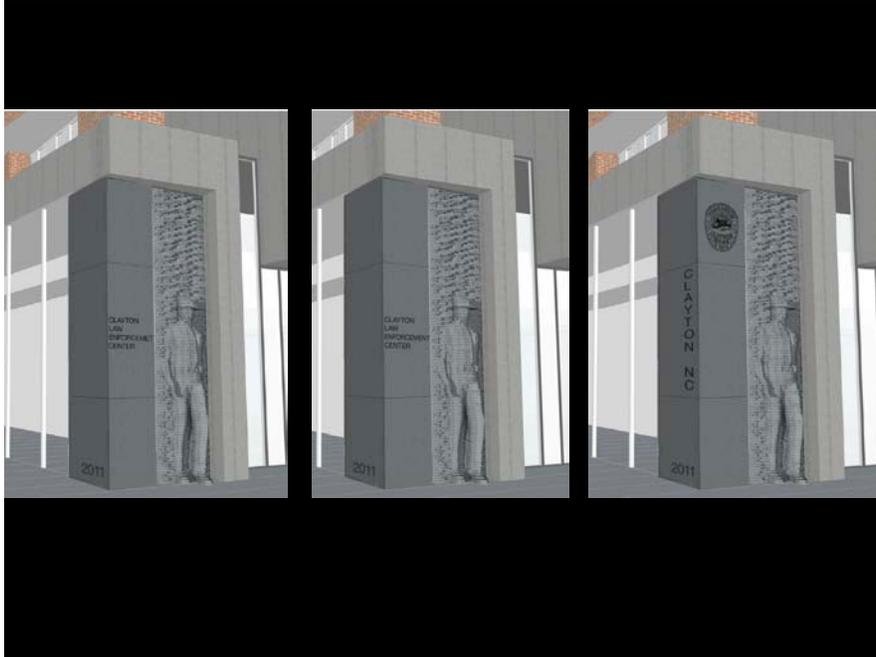


Mr. Karkow stated the proposed material for the memorial is North Carolina slate.









It was the agreement of the Council that this is an awesome memorial.

Mr. Schuster stated this is a dynamic memorial and if there is a loss of a law enforcement officer after the completion of the law enforcement center, the name and end of watch date can be incorporated.

Captain Jon Gerrell stated this is a way to venerate those officers who gave their life. He added the memorial can be seen in the interior as this is where a

meeting room that is used for roll call and public gatherings will be located. He stated the department is excited about the project.

Mayor McLeod thanked the members of Clearscapes for their presentation.

Item 4c. Presentation of draft recommendations for the Johnston County Comprehensive Transportation Plan.

Ms. Sarah Lee of the North Carolina Department of Transportation Planning Branch, hereafter NCDOT, provided the following PowerPoint Presentation on the Johnston County Comprehensive Transportation Plan.

Johnston County Comprehensive Transportation Plan



Town of Clayton
March 21, 2011

NCDOT Transportation
Planning Branch

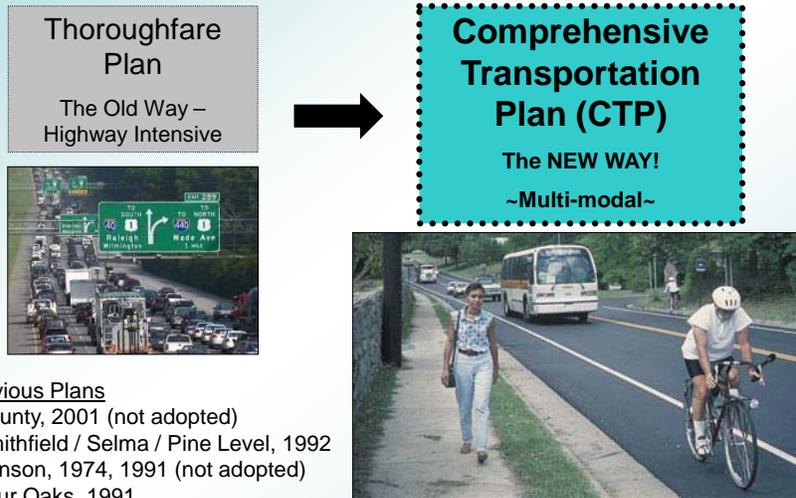


Overview



- What is a CTP?
- Review steering committee's progress and next steps
- Review Johnston CTP draft recommendations
 - Goal: get your input and consensus
 - **No action** tonight

Updated Long Range Planning Process



Previous Plans

- County, 2001 (not adopted)
- Smithfield / Selma / Pine Level, 1992
- Benson, 1974, 1991 (not adopted)
- Four Oaks, 1991
- Princeton, 1998
- CAMPO Western Johnston Study, 2004

What is a CTP?

(Comprehensive Transportation Plan)



- **Multi-modal, long-range** (year 2035)
- Fiscally unconstrained (no funding or priorities)
- Developed by NCDOT in cooperation with Johnston County, municipalities, Upper Coastal Plain RPO, and Capital Area MPO
 - Costs nothing for the locals
- Incorporates **local interests**, community goals, and **statewide needs** in one common plan
 - Amends Clayton's Strategic Growth Plan already in use
- Purpose/Objectives...
 - Reduce traffic congestion and improve safety
 - Identify existing and future transportation deficiencies
 - Generate information decision-makers can use to guide future transportation decisions

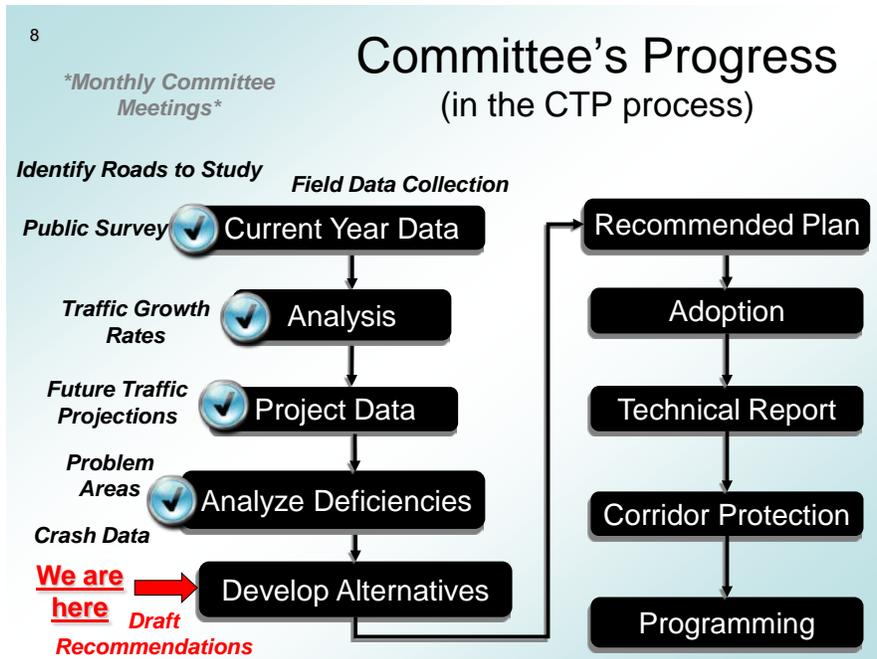
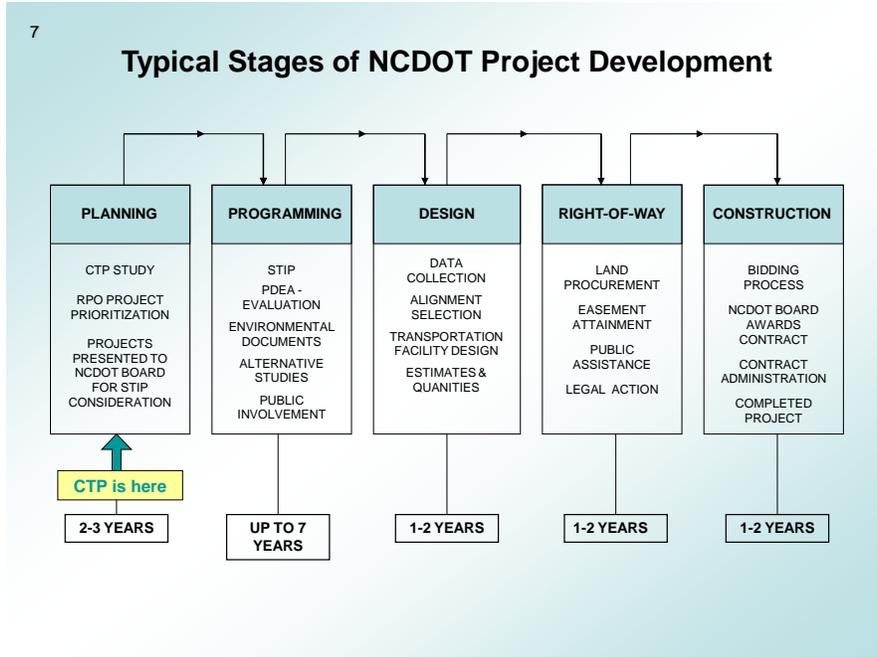
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What is a CTP?

- Final plan is comprised of...
 - A map set of recommendations for each mode
 - A written report for documentation
- Recommendations address future travel demand – not just for vehicles, but for all modes
 - Ensures that data and projections are in place to support projects
 - Allows for future land use planning and corridor protection



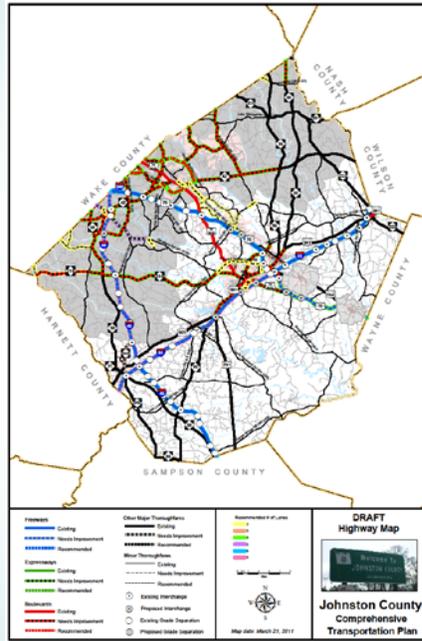
Ms. Lee stated travel denotes inter-modal means of transportation.



Ms. Lee stated the items to the left have been accomplished.

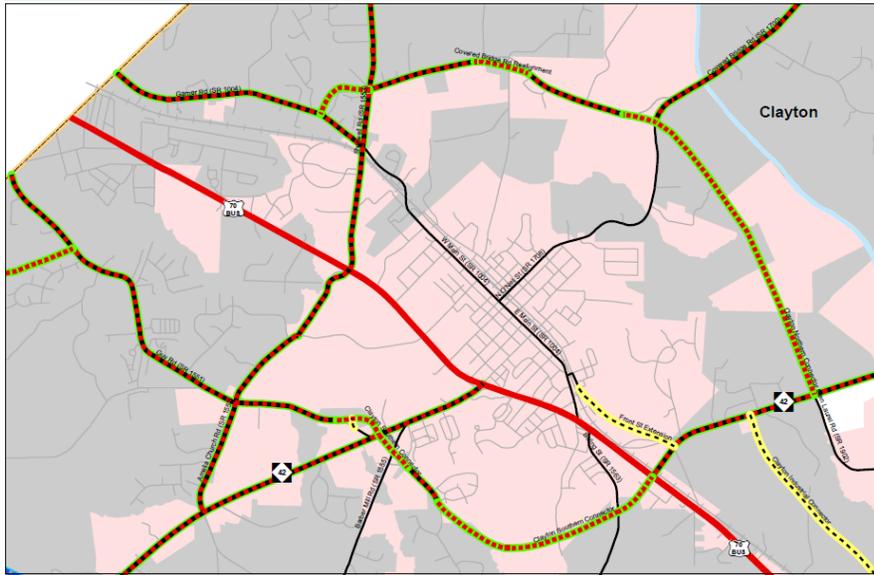
11

2035 DRAFT Highway Recommendations



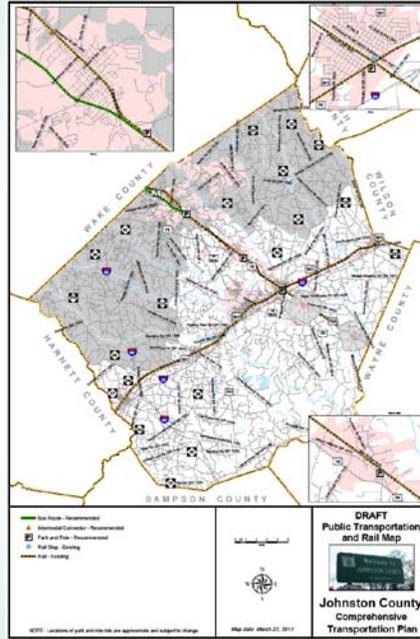
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Clayton Inset



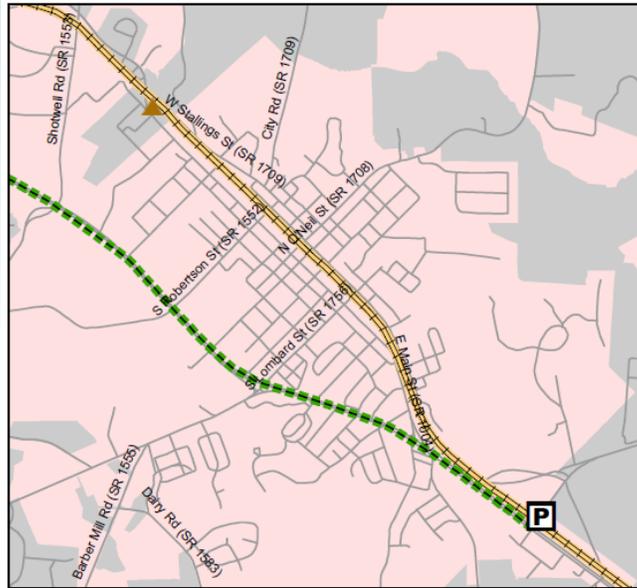
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2035 DRAFT Transit Recommendations



14

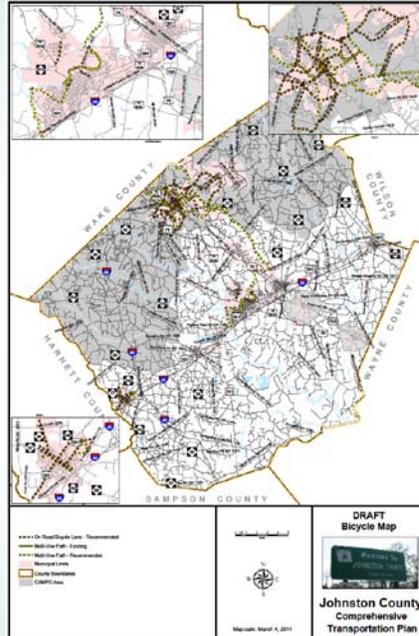
Clayton Inset



Ms. Lee stated a commuter line is being recommended from Raleigh to Selma.

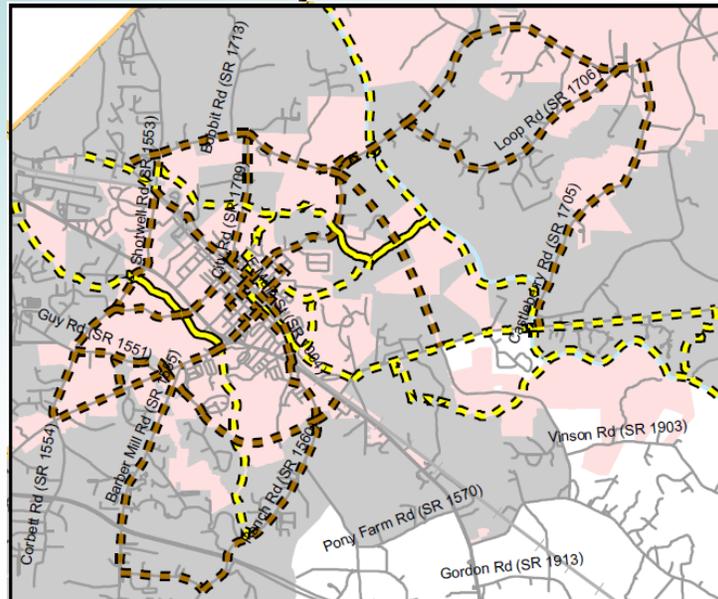
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2035 DRAFT Bicycle Recommendations



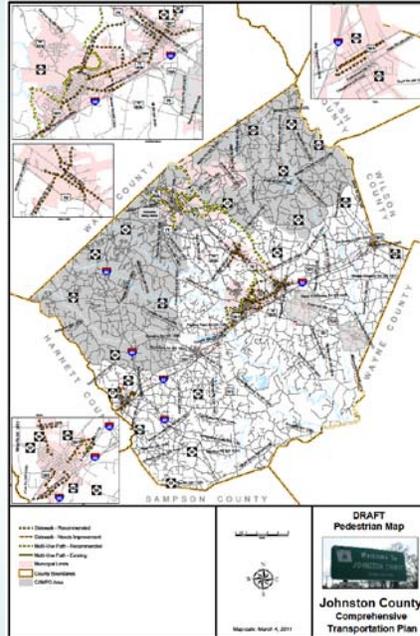
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Clayton Inset



17

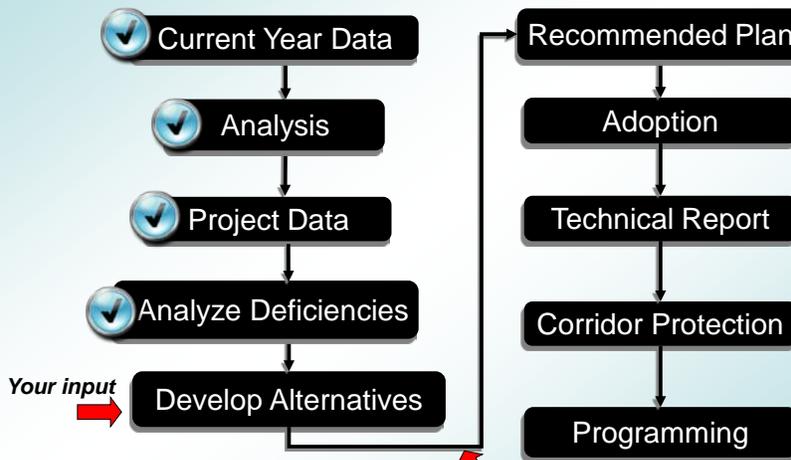
2035 DRAFT Pedestrian Recommendations



Ms. Lee stated there is not a Clayton inset available at this time.

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Next Steps



Want to make sure nothing on these maps would prevent you from adopting - this is YOUR plan

Public drop-ins

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Public Involvement

- Public drop-in sessions
 - Benson: Tuesday, April 12, 4:00-7:00, Conference Center
 - Clayton: Tuesday, April 26, 4:00-7:00, Council Chambers
 - Smithfield: Tuesday, May 3, 4:00-7:00, Ag. Center
- Online comment submission through end of May
- CTP website available to view all information and maps (see next slide for web address)

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More Info / Contact Info

Johnston County CTP Website:

<http://www.ncdot.org/doh/preconstruct/tpb/planning/johnstonCo.html>

Sarah E. Lee

Transportation Engineer II
NCDOT TPB
(919) 733-4705
selee@ncdot.gov

Berry Gray

Planning Director
Johnston County
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Daniel Van Liere

Transportation Planner
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Scott Walston

Triangle Unit Supervisor
NCDOT TPB
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swalston@ncdot.gov

More info at www.ncdot.org/~tpb

Councilman Lawter questioned if there are recommendations for Clayton, referring to the first map.

Ms. Lee stated the recommendations for Clayton are in the red without the black dots. She added the highlights will not be on the final maps.

Councilman Harding questioned what the Council can expect for the items listed to the right.

Ms. Lee stated that depends on prioritization of items in the MPO for funding.

Councilman Harding questioned the hurdle after prioritization.

Ms. Lee stated money.

Councilman Harding questioned how this is paid for.

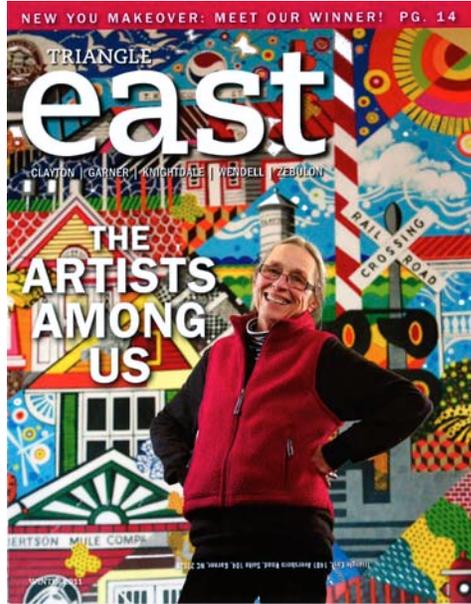
Ms. Lee stated there are a lot of different funding streams.

Mayor McLeod thanked her for her presentation.

Item 4d. Presentation by the Public Art Advisory Board.

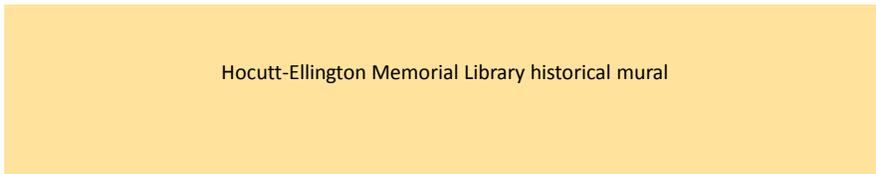
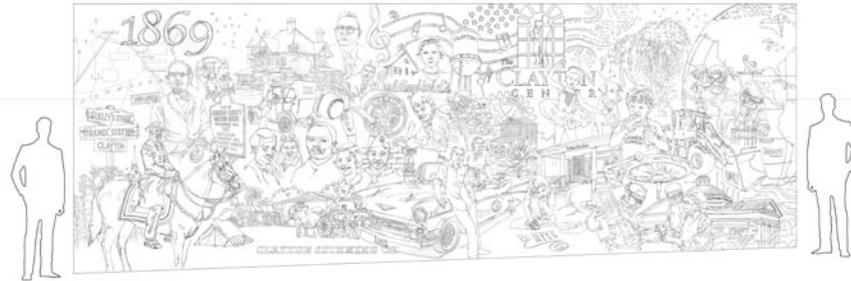
Ms. Suzette Rodriguez, Public Art Advisory Board Chairman, stated in attendance with her are Dorothy Demboski, Ramona Cash, and Jason Hardy. She added the ex-officio members are Heidi Stump and Mayor Jody McLeod. She provided the following PowerPoint presentation:





Artist Dorothy Demboski poses on the cover of Triangle East magazine in front of her mural.

Ms. Rodriguez stated Dorothy Demboski's mural is the first permanent art project at the Clayton Center.



Hocutt-Ellington Memorial Library historical mural



Work begins on the Library Mural.



Artist Jim Brown works on the Hocutt-Ellington Memorial Library mural.



Jim Brown details images in the historic mural.

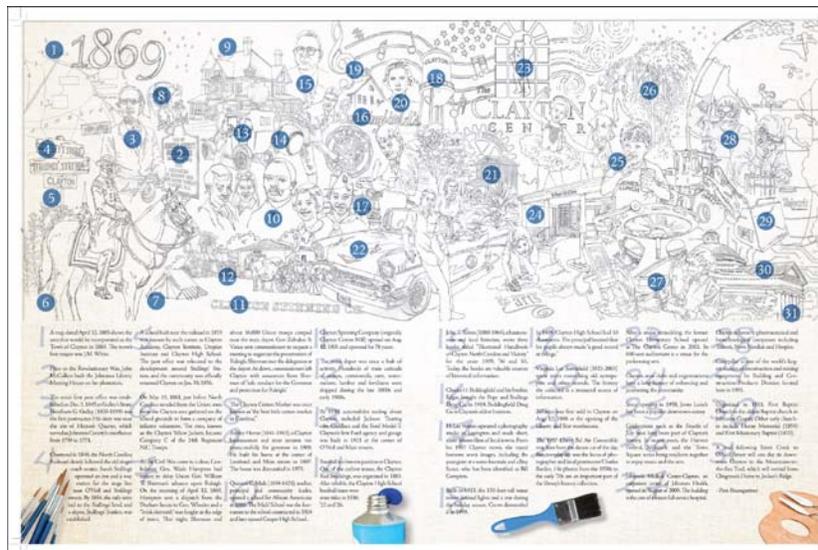


The mural serves as a tool to preserve and teach history.





Mural Brochure created by the Public Art Advisory Board.



The brochure tells the story of the mural images.

Highlights of the Joint Work Session between
the Public Art Advisory Board and Town Council

- Role of PAAB
- Value of Public Art
- Role and skills of Artists who create Public Art
- Sustainable Funding
- Our Next Project

Ms. Rodriguez stated public art is an amenity and can make a town a destination. She stated there is no template for public art and there must be trust with the artist. She stated public art is not free. She stated an idea explored is a percent for art ordinance; and an ordinance is not being requested at this time. She stated to identify the next project the concept of a resident artist is being requested. She stated the resident artist would be someone who could look at Clayton with a fresh perspective and come up with the next big idea. She added the Public Art Advisory Board is in favor of this and recommends it as the next project. She stated there are two possibilities for a resident artist. She stated in one model, select a specific site with a directive to make the space engaging. She stated the second model is to allow the resident artist to decide the next happening location in Clayton that pops, sizzles, and causes people to linger. She stated the artist would be asked to engage the community by meeting with merchants, downtown groups, residents.....anyone who is interested in public art. She stated in either model, the criteria are to seek an artist to develop ideas for a public art project, reside within a 90 mile radius, and be available one day a week for a six month period or two days a week for a three month period. She stated at the end of the residency, they would ask the artist to deliver a report. She stated the artist would present the concept, not a design, for a public art project. She stated the upcoming budget will include a request for \$15,000 to support this proposal. She thanked the Council for its support and its vision.



Public Art engages the community and can create spark and interest in a setting.

What will be our next project?

Mayor McLeod thanked Ms. Rodriguez and the Public Art Advisory Board members.

Item 4e. Presentation by the Downtown Development Association (DDA) – Unplugged: Clayton Music & Art.

Mr. Richard Rairigh, DDA Chairman, stated the request is permission to close a portion of North Lombard Street and the parking area from 7 AM to 7 PM on Saturday, May 14th, for a new music and arts event.

It was the consensus of the Council to place this item on the consent agenda.

Item 4f. Presentation by the Downtown Development Association (DDA) – Town Square Concert Series.

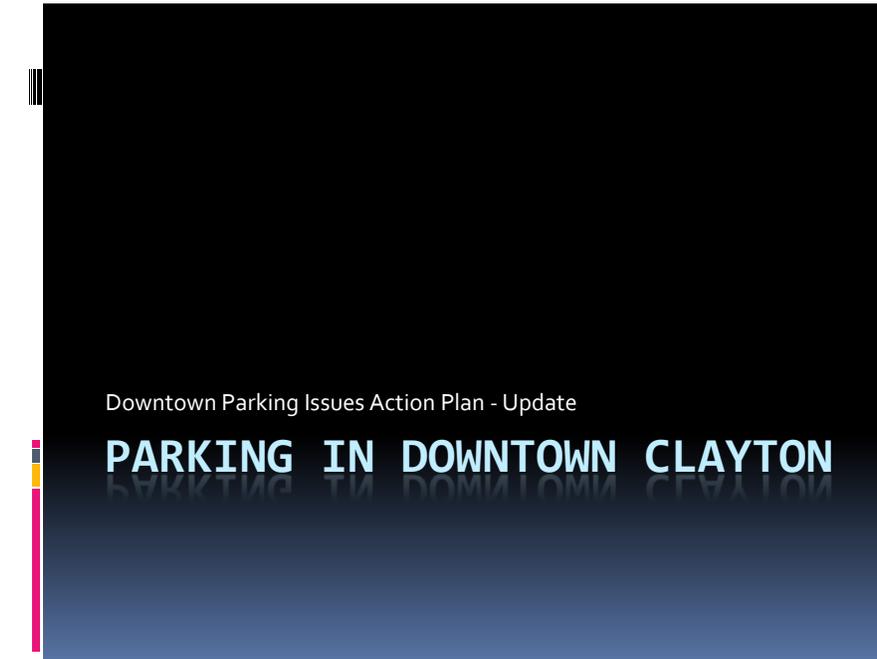
Mr. Richard Rairigh, DDA Chairman, stated the request is the use of the Town Square for the concert series. He stated there is an addition to the list: Nantucket for Thursday, June 2nd.

It was the consensus of the Council to place this item on the consent agenda with the additional concert slated for June 2nd.

Item 4g. Presentation by the Downtown Development Association (DDA) – Downtown Parking.

This item was heard after item 4a.

Ms. Boo Carver, Chair of the DDA Design Committee, stated on December 20, 2010, the DDA presented a review of parking in Downtown Clayton and an outline for action. She stated over the past few months the committee has reviewed and researched the items within the outline. She stated several items are a work in progress as three months was not enough time and she added the Clayton Center and Church Street parking will be presented for Council consideration and direction.



Downtown Development Coordinator Bruce Naegelen provided a PowerPoint presentation.



Issues

- Short-Term
 - Parking Enforcement Awareness
 - Merchant-Employee Parking – Value of Space
 - Public Parking Signage
 - Elimination of Obsolete Curb Cuts
 - Handicapped Park Access in Main Street Area
- Mid-Term
 - Public-Private Parking Development
- Long-Term
 - On-Street Parking – Time Limits
 - Clayton Center Parking Solutions
 - Church Street (Main to Second) Parking Solutions

3

Parking Enforcement Awareness

- Clayton News-Star, Garner-Clayton Record, TV, Town of Clayton, Downtown Clayton Blog, Facebook...
- 110 tickets issued (mid-January to mid-February)
- 37 tickets issued (mid-February to mid-March)
- Main Street & Second Street – same results
- Clayton High School Vehicle Standing – much improved

4

Parking Enforcement Awareness



5

Downtown Development Coordinator Bruce Naegelen stated there may be some confusion for curbs that have faded paint. He added the curb cut in the photo is obsolete and would be a candidate for removal. He added the area is currently deemed as no parking.

Councilman Satterfield stated 18 wheelers turn into the driveway of the vinyl business and if vehicles were parked there the truck could not get in or out.

Value of On-Street Parking

- Merchants & Employees – on-street parking
- Causes customers to look elsewhere for parking
- Goal: to ensure spaces are available for their customers!

6

Value of On-Street Parking

- 1 space at an average of \$290 in sales per day
- 5 days a week = **\$75,400** in LOST sales per year in downtown.
- 25 spaces occupied by owners/employees = **\$1,885,000** in LOST sales in downtown per year!

7

Value of On-Street Parking

<p>Please Don't be a Shopper Stopper</p> <p>The space where you have parked means up to \$200 a day in sales for Uptown Shelby. When you prevent a customer from parking here, you and your neighboring businesses lose money.</p> <p>Keep Your Uptown Strong – Park</p> <p>Where it makes Cents! Concerned Businesses of Uptown Shelby</p> <p>Remember: We're in this together!</p>	<p>Feeble Excuses For Parking In Customer Spaces</p> <p><i>I was running late for work. Leave for work earlier.</i></p> <p><i>I had a heavy package to drop off/pick-up. Drop it off and take your car away.</i></p> <p><i>I can't afford a leased space. At \$4.00 per month it's about the cost of 2 parking tickets.</i></p> <p><i>It's my right to park anywhere I want to park. Your right is interfering with our customer's rights and that makes your right wrong!</i></p> <p><i>I only park in front of our store. Then your customers have to park in front of our store.</i></p> <p><i>It's too far from a leased space to where I work. You can lease a space within 1 block of any business uptown.</i></p> <p><i>I'm in and out all day. Either organize your day better or get a lot of exercise walking back to your leased space.</i></p> <p><i>I don't want to walk a block from my car to work. Your customers don't want to either. If we lose all our customers, we will not need to park uptown at all.</i></p> <p><i>I'm just plumb lazy. Sorry, we can't help you there.</i></p>
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8

Value of On-Street Parking



9

Public Parking Signage



10

Downtown Development Coordinator Bruce Naegelen stated the pictured site is the lot at Lombard and Main Streets.

Eliminate Obsolete Curb Cuts



11

Downtown Development Coordinator Bruce Naegelen stated there are 13 potential curb cuts that could be eliminated for additional parking.

Handicapped Parking



12

Downtown Development Coordinator Bruce Naegelen stated the recommendation is one handicapped parking space per block. He stated if the ADA requirements could be met, this could be accomplished. He added the DDA recommended including at least one handicap accessible parking per block in the private parking areas.

MID-TERM Public/Private Parking

13

LONG TERM Time Limited Parking

- Time limits are a parking management strategy intended to maximize the turnover of the most convenient and, therefore, most valuable spaces.
- The most convenient parking spaces should be reserved for customers.
- Enforcing time limits occasionally is worse than not enforcing them at all.

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LONG TERM Clayton Center Parking Solutions

Off-Street Parking

- Town Square – 33 regular & 2 handicap
- Clayton Center Parking - 38 regular & 4 handicap

On-Street Parking

- Horne Street – 15 +/-
- Second Street – 15 +/-

Total existing spaces: 107 +/-

15

LONG TERM Clayton Center Parking Solutions



16

LONG TERM Clayton Center Parking Solutions



17

LONG TERM Clayton Center Parking Solutions



18

LONG TERM Church St. Parking Solution: Main & Second



19

Parking in Downtown Clayton

Questions & Suggestions?

20

Mayor Pro Tem Grannis questioned how the value of the on street parking for lost sales was calculated.

Downtown Development Coordinator Bruce Naegelen stated it was a general formula that included all the businesses. He added the \$200,000 is per year.

ITEM 5. ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA

Item 5a. Presentation of C.E.R.T. agreement.

Town Manager Biggs stated the Town is working with development of a citizen emergency response team, hereafter C.E.R.T., who can respond to any large scale natural disaster. He stated training is provided so the neighbors can provide services until the Town can get into the neighborhood after the event. He stated the Town and the C.E.R.T. would work closely with training and communication. He stated the agreement outlines what the Town will do and the expectations of the C.E.R.T.

It was the consensus of the Council to place this item on the consent agenda.

Item 5b. Presentation of proclamation for Spring 2011 Litter Sweep.

It was the consensus of the Council to place this item on the consent agenda.

Item 5c. Presentation of final acceptance for public water, sewer, and associated storm drainage utilities for Walnut Creek, Phase 3 (Cottages at Walnut Creek).

It was the consensus of the Council to place this item on the consent agenda.

Item 5d. Presentation of warranty acceptance for public water and sewer utilities for Caterpillar improvements.

It was the consensus of the Council to place this item on the consent agenda.

ITEM 6. ITEMS CONTINGENT FOR THE REGULAR MEETING

No Items Contingent for the Regular Meeting were presented.

ITEM 7. ITEMS FOR DISCUSSION

Item 7a. Request to purchase Town property.

Town Manager Biggs stated this is included for Council evaluation and was an unsolicited request. He stated a map of the area is included and the owner of lot numbered 7424 requested to purchase an 80 x 40 swath of property that is owned by Clayton adjoining his property. He stated the area labeled Town of Clayton was donated by the homeowners association for public open space. He stated this property backs up to Legend Park. He stated no analysis has been done on this request. He added it is probable that if approved, additional requests would be forthcoming. He stated the Town obtained a grant and did additional tree plantings in the portion the homeowners association dedicated to the Town.

Based upon question by Council, Town Manager Biggs stated no analysis has been done on whether this will impact the riparian buffer. He added direction from the Council will determine the next step for this request.

Based upon question by Council, Town Attorney McConkey stated the sale of property would have to be opened to everyone.

Councilman Satterfield motioned to suspend the rules to take action. Motion died for lack of a second.

It was the consensus of the Council to decline the request.

ITEM 8. OLD BUSINESS

Item 8a. Follow up to proposal regarding rental property registration program as adopted in the 2010-2011 retreat and work plan.

Town Manager Biggs stated the outline has been updated based on input from stakeholders; herewith attached and incorporated. He stated Ms. Houseman, representative of the Triangle Apartment Authority (TAA), reviewed the proposal and stated it is improved; however, the TAA objects to the registration fee. He stated the stakeholders tended to agree with the Town's perception of problems for properties that are neglected, run down, and damaged by tenants. He stated the thought in working through this is those properties under a management company experience these problems to a lesser degree because of a screening process. He stated the proposal was revised to include training. He added the fees were amended to \$50 per property. He stated the \$50 is discounted to \$30 and \$10 for additional properties if the landlord attends a training class. He stated that fee is further reduced if properties are under a management group and the manager attends with a \$30 fee and then each landlord pays \$10. He stated the incentive is education. He stated for large complexes, the revision is \$30 and for complexes with four or more units a fee of \$10 each unit up to a maximum of \$70. He stated the Town would be responsible for creating a database for each unit or each residence.

Town Manager Biggs stated stakeholder comments would continue to be received. He stated the next step is to convert the outline to an ordinance format.

Councilman Harding questioned the total cost of the program and the total fees. He stated his concern is this will cost more than recouped by the Town.

Town Manager Biggs stated to mitigate the cost of the program, the TAA initially agreed to carry out the education program. He stated this will be Town

sponsored and the Town would provide the meeting space, the presentation would be done by the TAA.

Town Manager Biggs recognized Reverend Leathers and stated the C.E.R.T. agreement was positively received by Council.

ITEM 9. STAFF REPORTS

Item 9a. Town Manager

Town Manager Steve Biggs stated no report.

Item 9b. Town Attorney

Town Attorney Brenton McConkey stated no report.

Item 9c. Town Clerk

Town Clerk Scoggins stated the ElectriCities Annual Conference is in Asheville this year and she questioned if it is the pleasure of the Council to request Mr. Ahlert, ElectriCities delegate, to attend on the Town's behalf.

It was the consensus of the Council to ask Mr. Ahlert to attend.

Item 9d. Other Staff

Other staff did not have a report.

ITEM 10. OTHER BUSINESS

Item 10a. Informal Discussion & Public Comment.

No informal discussion and public comment were presented to the Council.

Item 10b. Council Comments.

Councilman Satterfield requested clarification on the time of the budget work session for Tuesday, May 24, 2011.

After discussion by Council, the budget work session would begin at 6 PM.

Councilman Satterfield stated there is a possible dedication of the Town Lot on April 5th and the Council needs to name it.

Councilman Satterfield motioned to suspend rules; Councilman Holder seconded the motion. Motion carried unanimously.

Councilman Satterfield motioned to name the new area Horne Square (parking lot at Main and Lombard Streets); Councilman Holder seconded the motion. Motion carried 3-2 with Mayor Pro Tem Grannis and Councilman Lawter voting opposed.

ITEM 11. ADJOURNMENT

With there being no further business brought before the Council, Councilman Lawter motioned to adjourn; Councilman Satterfield seconded the motion. Motion carried unanimously at 8:56 PM.

Duly adopted by the Town Council this 4th day of April 2011, while in regular session.

ATTEST:

Jody L. McLeod,
Mayor

Sherry L. Scoggins, MMC,
Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3b

Meeting Date: 4/04/11

**TITLE: DOWNTOWN DEVELOPMENT ASSOCIATION (DDA) – UNPLUGGED:
CLAYTON MUSIC & ART.**

DESCRIPTION: Unplugged: Clayton Music & Art is an acoustic-music and art event that the Clayton Downtown Development Association is organizing as a spring event at the new public space at Lombard and Main Streets.

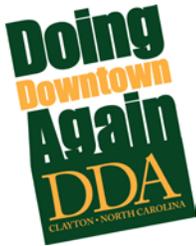
The Clayton Downtown Development Association respectfully requests permission to close North Lombard Street from Main to the dead-end and the parking area of the new lot on Saturday, May 14, 2011, from 7:00 AM through 7:00 PM.

At its March 21, 2011, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Create An Alive Downtown

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-21-11	Presentation.	Memorandum.
4-04-11	Approval.	Memorandum.



Clayton Downtown Development Association, Inc.

Vision 2012: Downtown is the social and cultural hub of Clayton

North Carolina Main Street Community

Richard Rairigh
President

Debbie Romano
Secretary/
Co-Vice Chair
Promotion

Betsy Grannis
Vice Chair
Organization

Rob Baker
Vice Chair
Economic
Restructuring

Boo Carver
Vice Chair
Design

Debie
Austermuehle
Co-Vice Chair
Promotion

Leslie Hubbard

Margaret Lee

Michael Sims

Donna Steele

Ex Officio

Michael Grannis,
Town Council

Bruce Naegelen,
Downtown
Development
Coordinator

David DeYoung,
Planning Director

Steve Biggs,
Town Manager

TO: Town Council
FROM: Debbie Romano, Special Events Co-Chair, Promotion Committee
DATE: March 11, 2011
SUBJECT: Road Closure Request – “Unplugged-Clayton Music & Art”

“Unplugged: Clayton Music & Art” is an acoustic-music and art event that the Clayton Downtown Development Association is organizing as a spring event to promote downtown. This will be the first event at the new public space at Lombard & Main streets.

It will take place on Saturday, May 14, 2011. Artists will set up around 1:00 pm and the music will start by 3:00 pm and conclude by 7:00 pm.

The purposes of this event are to provide a one-time spring event to replace the Millstock Music & Art Faire which was to occur in June; to promote the cultural use of the public space at Lombard & Main and to promote downtown Clayton.

Residents of Clayton are encouraged to bring lawn chairs and blankets for this “free” public concert. Several local vendors will provide light refreshments. The Clayton Downtown Development Association, Inc. will serve soft drinks, water, beer, and wine. Volunteers will assist with crowd control, information and general assistance. We will have at least one handicap accessible rest station located within easy access.

REQUEST: We would like permission to close North Lombard Street (from Main Street to the dead-end; and the parking area of the new lot from 7:00 am – 7:00 pm. The primary use of the parking area will be spaces on the south side of the lot. Signage will be erected to direct the public to the shared parking behind HomeTowne Realty.

We will work with Public Works, Police, Fire and EMS to provide a safe area for the public. Promotional and informational signage and banners will be erected to promote the event and direct attendees.

Thank you.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3c

Meeting Date: 4/04/11

TITLE: DOWNTOWN DEVELOPMENT ASSOCIATION (DDA) - TOWN SQUARE CONCERT SERIES.

DESCRIPTION: The Town of Clayton and the Clayton Downtown Development Association are sponsoring a series of concerts at the Town Square on the following dates with the following bands:

Date	Band
Thursday, May 19, 2011	Hip Pocket Band
Thursday, June 2, 2011	Nantucket Band
Thursday, June 16, 2011	Johnny Orr Band
Thursday, July 21, 2011	Craig Woolard Band
Thursday, August 18, 2011	Central Park Band
Thursday, September 15, 2011	The Castaways

The concerts will begin at 7:00 PM and end around 9:00 PM.

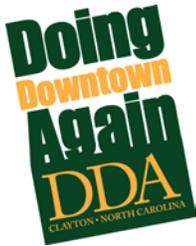
Permission is requested to temporarily close the Town Square Parking Lot at 7:00 AM and to temporarily close Fayetteville Street between Second and Main Streets at 5:00 PM with the streets and parking lot being re-opened at 9:00 PM on the dates of the concert.

At its March 21, 2011, Council meeting, it was the consensus of the Council to place this item on the consent agenda with the addition of the June 2, 2011, Nantucket Band concert.

RELATED GOAL: Create An Alive Downtown

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-21-11	Presentation.	Memorandum & Map.
4-04-11	Approval.	Memorandum & Map.



Clayton Downtown Development Association, Inc.

Vision 2012: Downtown is the social and cultural hub of Clayton

North Carolina Main Street Community

Richard Rairigh
President

Debbie Romano
Secretary/
Co-Vice Chair
Promotion

Betsy Grannis
Vice Chair
Organization

Rob Baker
Vice Chair
Economic
Restructuring

Boo Carver
Vice Chair
Design

Debie
Austermuehle
Co-Vice Chair
Promotion

Leslie Hubbard

Margaret Lee

Michael Sims

Donna Steele

Ex Officio

Michael Grannis,
Town Council

Bruce Naegelen,
Downtown
Development
Coordinator

David DeYoung,
Planning Director

Steve Biggs,
Town Manager

TO: Town Council
FROM: Debbie Romano, Chair, Concert Series Committee
DATE: March 11, 2011
SUBJECT: Road Closure Request – 2011 Town Square Concert Series

The Town Square Concert Series is a program of the DDA’s Promotion Committee, which is co-chaired by Debie Austermuehle and Debbie Romano. The Town of Clayton and the Clayton Downtown Development Association are sponsoring a series of concerts at the Town Square on the following dates:

- May 19 Hip Pocket Band
- June 16 Johnny Orr Band
- July 21 Craig Woolard Band
- August 18 Central Park Band
- September 15 The Castaways

The concerts will begin at 7:00 PM – and end at around 9:00 PM.

The purpose of the event is to promote downtown Clayton and the use of the Town Square as public space.

This year all concerts are on the 3rd Thursday of the month

Residents of Clayton are encouraged to bring lawn chairs and blankets for this “free” public concert. There are several local vendors to provide light refreshments and food. The Clayton Downtown Development Association, Inc. will once again serve beer and wine. Volunteers will assist with crowd control, information and general assistance. There will be 3-4 portable comfort stations situated within the area.

REQUEST: We would like permission to close the Town Square Parking Lot at 7 AM and to close Fayetteville Street between Second and Main streets at 5 PM with the streets and parking lot being reopened at 9 PM.

We continue to work with Public Works, Police, Fire and EMS to provide a safe area for the public. Promotional and informational signage and banners will be erected to promote the event and direct attendees.

Thank you.

2011

Town Square Concert Series
Plot Plan

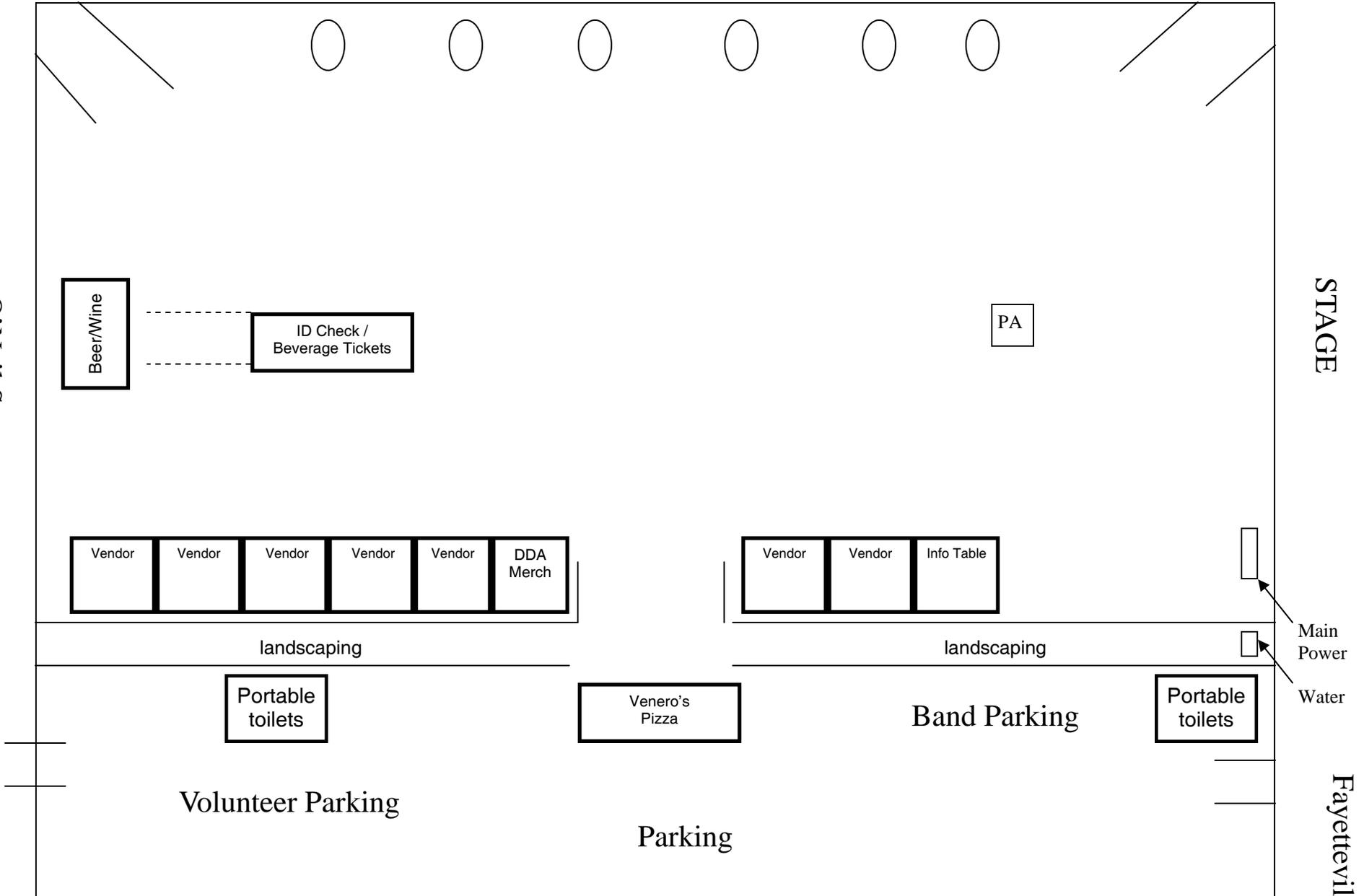
West Main Street

O'Neil Street

STAGE

Fayetteville Sr

East Second Street



**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3d

Meeting Date: 4/04/11

TITLE: C.E.R.T. AGREEMENT.

DESCRIPTION: At its Tuesday, March 6, 2011, meeting, the Clayton CERT board reviewed and approved the Memorandum of Agreement and the By-Laws of the Clayton CERT team.

At its March 21, 2011, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
12-20-10	Report.	N/A.
3-21-11	Presentation.	Agreement.
4-04-11	Approval.	Agreement.

MEMORANDUM OF AGREEMENT

BETWEEN

Town of Clayton,

Community Anchors Limited, Inc

and

Clayton Community Emergency Response Team

For

CERT Training, Deployment, and use of Town Facilities

WITNESSETH:

THIS AGREEMENT, made and entered into this the _____ day of _____ 2011 by and between Community Anchors Limited (CAL), the Clayton Community Emergency Response Team, Inc., hereinafter referred to as "CERT", and the Town of Clayton hereinafter referred to as the "TOWN";

WHEREAS, the TOWN is a municipal corporation authorized to establish, organize, equip, maintain, and furnish fire protection services and other services authorized by its charter to the citizens of its district pursuant to N.C.G.S. 160A-291; and

WHEREAS, CAL is a non-profit 501c3 organization, whose mission is to develop and maintain programs and services to assist individuals of natural and industrial disasters in North Carolina; such as the formation of CERT teams; and

WHEREAS, CERT is a community organization whose volunteers may provide emergency response services to the TOWN in the event of disaster or major emergency; and

WHEREAS, CERT members have received basic training facilitated by CAL and the fire department in the areas of disaster preparedness, fire suppression, first aid, light search and rescue, team building, and the incident management system; and

WHEREAS, when activated, CERT members work under the direction of the Fire Department, other appropriate TOWN department or independently; and

WHEREAS, CERT is required to provide adequate insurance and liability coverage for CERT members sponsored through numerous organizations included but not limited to the TOWN, CAL, state grants and donations; and

WHEREAS, CERT is expected to become financially independent from the TOWN; and

WHEREAS, The TOWN may consider funding CERT program needs via CAL for extenuating circumstances and/or when it is in the best interest of the TOWN; and

WHEREAS, CERT shall maintain a separate banking account from which all disbursements shall be made by checks signed by two members of CERT; and

WHEREAS, CERT, at its regular periodic meetings, shall require a treasurer's report of revenues and expenditures and banking account balance accompanied by the original banking statement which shall also be provided to the TOWN when requested; and

WHEREAS, CERT shall adopt an annual budget, a copy of which shall be provided to the TOWN; and

WHEREAS, CERT shall provide to the TOWN, an annual audit and accompanying management letter prepared in accordance with generally accepted accounting principles and generally accepted auditing standards for the preceding fiscal year; and

WHEREAS, in the event that the audit or management letter reveals any reportable and/or material issue(s) related to CERT operations with regard to compliance with generally accepted accounting principles, CERT shall provide a written statement to the TOWN that contains an explanation of each such issue and an action plan (with implementation timetable) for resolving each such issue, and shall provide periodic reports to the TOWN on progress made in resolution of each issue; and

WHEREAS, the TOWN and CAL will support and assist CERT with grant applications, and execution of approved grants; and

WHEREAS, the Fire Department will be the TOWN's primary point of contact for the CERT program; and

WHEREAS, designated CERT Board members may be permitted to utilize TOWN provided meeting spaces and access to Town supported wireless or other networks to conduct meetings and training; and

WHEREAS, the Fire Department will continue to participate in CERT training and program development;

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable considerations, the parties hereto agree as follows:

1. **Amendments.** It is recognized and agreed to by CAL, CERT and the TOWN that specific amendments may be necessary from time to time. Any amendment to this Agreement shall be made in writing and signed by all parties in order to be effective.
2. **Entire Agreement.** The terms and provisions herein contained constitute the entire agreement by and between CAL, CERT and the TOWN and shall supersede all previous communications, representation or agreement, either oral or written between the parties hereto with respect to the subject matter hereof.
3. **Duration of the Agreement.** This Agreement shall become effective upon execution by all of the Parties and shall continue in effect until June 30, 2012 and may be extended by amendment.
4. **Termination of Agreement.** Any party may withdraw from this agreement by providing 90 days advance written notice to each of the Parties. This Agreement shall continue in effect as to the remaining parties.
5. **Ownership of Property.** Any real and personal property or equipment used or purchased in connection with this agreement shall remain the property of the agency that made the purchase. Equipment attained from grant funding shall remain the property of the agency that requested the grant.
6. **Hold Harmless/Indemnification.** CERT agrees to hold harmless, indemnify the TOWN for any claim arising from use of TOWN facilities, equipment, and activities related to CERT training and deployment; except in cases of willful negligence resulting solely from the acts of TOWN employees. CERT agrees to hold harmless, indemnify CAL; except in case of willful negligence resulting solely from the acts of CAL representatives. The TOWN agrees to hold harmless, indemnify CERT and CAL; except in cases of willful negligence resulting solely from the acts of members of the CERT and CAL. Community Anchors Limited agrees to hold harmless, indemnify the TOWN and CERT; except in case of willful negligence resulting solely from the acts of TOWN or CERT members.
7. **Equipment.** The CERT team will maintain equipment owned by the team. CERT equipment may be stored at TOWN facilities at locations approved by the Fire Department. CERT members may be provided TOWN-owned equipment for use, provided they have been properly trained on the safety and operating characteristics. Any equipment loaned to CERT team members shall be returned in a timely manner.
8. **Notices.** All notices, reports, records, or other communications which are required or permitted to be given to the parties under the terms of this Agreement shall be sufficient in all respects if given in writing and delivered in person, by confirmed facsimile transmission, by overnight courier, or by registered or certified mail, postage prepaid, return receipt requested, to the receiving party at the address below:

If to TOWN:

Mr. Lee Barbee
Town of Clayton Fire Department
P.O. Box 879
Clayton, North Carolina 27528

Telephone: (919) 553-1520
Facsimile: (919) 553-1544

If to CERT:

Clayton Community Emergency Response Team
P.O. Box 879
Clayton, North Carolina 27528

If to CAL:

Mr. Terence Leathers
Community Anchors Limited, Inc.
4409 Fairview Ridge Lane
Apex, North Carolina 27539

Telephone: (202) 262-8918
Facsimile:

9. **Standard Operating Procedure (SOP).** The CERT team members agrees to follow the current SOP guidelines establish for utilizing CERT Volunteers during disaster and emergency situations; to establish an understanding of the capabilities and limitations of CERT volunteers; to establish an understanding the level of the CERT system; to establish a procedure for injury or incident reporting involving CERT volunteers.

10. **Effective Date of Agreement.** The effective date of this Agreement shall be the date upon which the Town Manager executes this agreement and the Town Clerk attests to such execution. This date shall be reflected in the first paragraph of this Agreement.

IN TESTIMONY WHEREOF, the CERT team has caused this instrument to be executed by the CERT Chairperson and attested by the CERT Secretary and the TOWN has caused this instrument to be executed by Town Manager and attested by the Town Clerk, and its municipal seal hereto affixed, all by authorization of its governing board duly given.

This the _____ day of _____, 20_____.

Community Anchors Limited, Inc.

BY: _____
Chairperson

Secretary

Clayton Community Emergency Response Team

BY: _____
Chairperson

Secretary

TOWN OF Clayton

BY: _____
Town Manager

Town Clerk
(SEAL)

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3e

Meeting Date: 4/04/11

TITLE: PROCLAMATION FOR SPRING 2011 LITTER SWEEP.

DESCRIPTION: April 16 – April 30, 2011, has been designated as Spring 2011 Litter Sweep by the North Carolina Department of Transportation (NCDOT) Roadside Environmental unit.

Citizens and organizations who are interested in sprucing up the community and showing pride in North Carolina are encouraged to contact the North Carolina Department of Transportation - Litter Sweep Hotline at 1-800-331-5864 or visit www.ncdot.gov/~beautification.

At its March 21, 2011, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Beautify the Town of Clayton

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
03-21-11	Presentation.	Proclamation.
04-04-1	Approval.	Proclamation.

*Town of Clayton
Proclaim April 16 - 30, 2011 as
Spring 2011 Litter Sweep*

Whereas, the spring 2011 LITTER SWEEP roadside cleanup will take place April 16 - April 30, 2011, and encourages civic and professional groups, businesses, churches, schools, neighborhoods, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

Whereas, the great natural beauty of our community and a clean environment are sources of great pride for the Town of Clayton, attracting tourists and aiding in recruiting new industries; and

Whereas, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

Whereas, the efforts of volunteers beautify our town and help raise awareness of litter on the environment and give every citizen the opportunity to take responsibility for clean roads;

***NOW, THEREFORE, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Council of the Town of Clayton that April 16 - April 30, 2011, be proclaimed as "**Litter Sweep**" **Spring 2011 Roadside Cleanup**. Let it also be proclaimed that all our citizens are urged to keep our roadsides clean; to reduce and recycle solid wastes; and to report violations of litter laws.*

Duly proclaimed this 4th of April 2011, while in regular session.

*Jody L. McLeod
Mayor*

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3f

Meeting Date: 4/04/11

TITLE: FINAL ACCEPTANCE FOR PUBLIC WATER, SEWER, AND ASSOCIATED STORM DRAINAGE UTILITIES AT WALNUT CREEK, PHASE 3 (COTTAGES AT WALNUT CREEK).

DESCRIPTION: Attached.

At its March 21, 2011, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administration

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
03-21-11	Presentation.	Memorandum.
04-04-11	Approval.	Memorandum.

TOWN OF CLAYTON OPERATIONS CENTER

"SERVICE"

ELECTRIC SERVICE
(919) 553-1530

VEHICLE MAINTENANCE
(919) 553-1530



"ENVIRONMENT"

PUBLIC WORKS
(919) 553-1530

WATER RECLAMATION
(919) 553-1535

MEMORANDUM

To: Sherry Scoggins, Town Clerk

From: Chris Rowland, Construction Inspector *CR*

Copy: Steven Sanderson, PE, Sanderson Engineering
David DeYoung, Planning Director

Date: February 16, 2011

Subject: Walnut Creek, Phase 3 (Cottages at Walnut Creek)

Please place a final acceptance request for the subject public water, sewer, & associated storm drainage utilities on the next available agenda. All identified faults noted during final inspection have been satisfactorily completed. Upon acceptance, the Town will assume all operation and maintenance duties.

received
2-18-11 DRA

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3g

Meeting Date: 4/04/11

TITLE: WARRANTY ACCEPTANCE FOR PUBLIC WATER AND SEWER UTILITIES FOR CATERPILLAR IMPROVEMENTS.

DESCRIPTION: Attached.

At its March 21, 2011, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administration

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
03-21-11	Presentation.	Memorandum.
04-04-11	Approval.	Memorandum.

TOWN OF CLAYTON OPERATIONS CENTER

"SERVICE"

ELECTRIC SERVICE
(919) 553-1530

VEHICLE MAINTENANCE
(919) 553-1530



"ENVIRONMENT"

PUBLIC WORKS
(919) 553-1530

WATER RECLAMATION
(919) 553-1535

MEMORANDUM

To: Sherry Scoggins, Town Clerk

From: Chris Rowland, Construction Inspector *CR*

Copy: Carl Troutman, PE, McKim & Creed

Date: March 9, 2011

Re: Caterpillar Water & Sewer Improvements

Please place a warranty acceptance request for the subject public water and sewer utilities on the next available agenda. Following acceptance, the lines will be subject to an abbreviated warranty period based on record drawing submittal. Following the warranty period, a final inspection will be done and all deficient items corrected prior to final acceptance.

received
3-9-2011 *DH*

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 4a

Meeting Date: 4/04/11

TITLE: SPECIAL PRESENTATION: VOLUNTEER APPRECIATION MONTH.

DESCRIPTION: April is Volunteer Appreciation Month.

The Clayton Town Council would like to recognize those citizens serving the Town who so generously give of their time and talent in helping to shape Clayton into “The Premier Community for Active Families.”

The Clayton Town Council will recognize the following:

Board of Adjustment
Downtown Development Association
Fire Advisory Board
Library Board
Planning & Zoning Board
Public Art Advisory Board
Recreation Advisory Board
Front Desk Volunteers
ElectriCities Delegate

RELATED GOAL: Administration

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
04-04-11	Recognition.	Proclamation.

**TOWN OF CLAYTON
PROCLAIMING APRIL 2011 AS
VOLUNTEER APPRECIATION MONTH**

WHEREAS, volunteering of one's time and resources has traditionally been, and continues to be, an elemental part of the essence and tradition of our country and is essential to its spirit and vitality; and

WHEREAS, we are a community of people who thrive on helping others as well as ourselves to a better life; and

WHEREAS, volunteerism is increasingly recognized as an important partner in government and industry in doing the work of the nation; and

WHEREAS, volunteerism is vital, fulfilling, and enriching to the participants as well as to the recipients of the service and should be encouraged for the benefits to all and the community at large; and

WHEREAS, the Town Council recognizes the value of Clayton's volunteers, a dedicated group of individuals who are vital to the present and future of our community.

NOW, THEREFORE, the honorable Mayor and Town Council of the Town of Clayton, North Carolina, do hereby proclaim April 2011 as

VOLUNTEER APPRECIATION MONTH

and thank all of our volunteers for their dedication and service to the Town and urge our residents to recognize the valuable work done by volunteers.

DULY PROCLAIMED this 4th day of April 2011 while in regular session.

Jody L. McLeod, Mayor

R. S. "Butch" Lawter Jr., Councilman

Michael Grannis, Mayor Pro Tem

Alex Harding, Councilman

Bob Satterfield, Councilman

Art Holder, Councilman

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5a

Meeting Date: 4/04/11

**TITLE: PUBLIC HEARING FOR ANNEXATION PETITION 2011-02-01
LOCATED AT 1414 OLD US 70 WEST.**

**DESCRIPTION: Mr. Rickie L. Johnson submitted a citizen initiated
annexation petition for property located 1414 Old US 70
HWY, parcel number 05G01012, for one acre that is
contiguous to the town limits.**

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	Resolution & Map.
3-07-11	Approval.	Resolution & Map.
3-21-11	Public Notice.	Certificate of Sufficiency, Resolution & Map.
4-04-11	Public Hearing.	Ordinance & Map.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5b

Meeting Date: 4/04/11

**TITLE: PUBLIC HEARING FOR ANNEXATION PETITION 2011-02-02
LOCATED ON COVERED BRIDGE ROAD AND ADJACENT TO THE
NEUSE RIVER.**

**DESCRIPTION: The Town of Clayton acquired 79.335 acres on Covered
Bridge Road and adjacent to the Neuse River formerly
owned by the Massey family.**

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-21-11	Presentation.	Resolution & Map.
3-07-11	Approval.	Resolution & Map.
3-21-11	Public Notice.	Map.
4-04-11	Public Hearing.	Ordinance & Map.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 7a

Meeting Date: 4/04/11

TITLE: PROCLAMATION FOR NATIONAL LIBRARY WEEK: APRIL 10-16, 2011.

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
4-04-11	Approval.	Proclamation.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 7b

Meeting Date: 4/04/11

**TITLE: PROCLAMATION FOR ADMINISTRATIVE PROFESSIONALS WEEK:
APRIL 24-30, 2011.**

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
4-04-11	Approval.	Proclamation.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 9c

Meeting Date: 4/04/11

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Clayton Farm and Community Market: Season Opens – Saturday, April 2, 2011, 9 AM – 2 PM, at the Clayton Town Square
- Council Mtg – Monday, April 4, 2011 @ 7:30 PM
- Horne Square Dedication Ceremony – Tuesday, April 5, 2011 @ noon, Lombard and Main Streets
- Clayton Fire Advisory Board Mtg – Monday, April 11, 2011 @ 7 PM at Fire Station 1, 325 West Horne Street
- Downtown Development Association Mtg – Monday, April 11, 2011 @ 7:30 PM in Room GS 223
- Spring Litter Sweep – April 16 – 31, 2011: contact the NCDOT Litter Sweep Hotline at 1-800-331-5864 to participate
- Council Mtg – Monday, April 18, 2011 @ 7:30 PM
- Public Art Advisory Board Mtg – Tuesday, April 19, 2011 @ 11:30 AM in the Green Room at the Clayton Center
- Board of Adjustment Mtg – April 20, 2011 @ 6 PM
- Good Friday Holiday – Friday, April 22, 2011
- Johnston County Comprehensive Transportation Plan Drop In Forum – Tuesday, April 26, 2011 in the Council Chambers from 4 – 7 PM
- Planning Board Mtg – Monday, April 25, 2011 @ 7 PM
- Clayton Library Board Mtg – Thursday, April 28, 2011 @ 2:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Council Mtg – Monday, May 2, 2011 @ 7:30 PM
- NCLM Town Hall Day – Wednesday, May 4, 2011
- Clayton Road Race – Saturday, May 14, 2011 @ 9 AM
- Unplugged: Clayton Music & Art – Saturday, May 14, 2011, from 3 PM to 7 PM at the Town Lot located at Lombard and Main Streets
- Council Mtg – Monday, May 16, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, May 18, 2011 @ 6 PM
- Town Square Concert Series: Hip Pocket Band – Thursday, May 19, 2011 from 7 PM to 9 PM
- Senior Day – Friday, May 20, 2011, from 11 AM – 1 PM at the Clayton Center Council Chambers
- Planning Board Mtg – Monday, May 23, 2011 @ 7 PM
- Council Mtg: FY 11-12 Budget Work Session – **TUESDAY**, May 24, 2011, @ 6 PM, at Fire Station #1, 325 West Horne Street
- Memorial Day Holiday – Monday, May 30, 2011
- Town Square Concert Series: Nantucket – Thursday, June 2, 2011 from 7 PM to 9 PM

- Council Mtg – Monday, June 6, 2011 @ 7:30 PM Downtown Development Association Mtg – Monday, June 13, 2011 @ 7:30 PM in Room GS 223
- Board of Adjustment Mtg – Wednesday, June 15, 2011 @ 6 PM
- Town Square Concert Series: Johnny Orr Band – Thursday, June 16, 2011 from 7 PM to 9 PM
- Council Mtg – Monday, June 20, 2011
- Planning Board Mtg – Monday, June 27, 2011 @ 7 PM
- Independence Day Holiday – Monday, July 4, 2011
- Clayton Library Board Mtg – Thursday, July 14, 2011 @ 4:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Council Mtg – Monday, July 18, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, July 20, 2011 @ 6 PM
- Town Square Concert Series: Craig Woolard Band – Thursday, July 21, 2011 from 7 PM to 9 PM
- Planning Board Mtg – Monday, July 25, 2011 @ 7 PM
- Council Mtg – Monday, August 1, 2011 @ 7:30 PM
- Downtown Development Association Mtg – Monday, August 8, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, August 15, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, August 17, 2011 @ 6 PM
- Town Square Concert Series: Central Park Band – Thursday, August 18, 2011 from 7 PM to 9 PM
- Planning Board Mtg – Monday, August 22, 2011 @ 7 PM
- 2011 ElectriCities Annual Conference – August 25 – 27, 2011; Grove Park Inn Asheville
- Labor Day Holiday – Monday, September 5, 2011
- Council Mtg – **TUESDAY**, September 6, 2011 @ 7:30 PM
- Town Square Concert Series: The Castaways – Thursday, September 15, 2011 from 7 PM to 9 PM
- Council Mtg – Monday, September 19, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, September 21, 2011 @ 6 PM
- Planning Board Mtg – Monday, September 26, 2011 @ 7 PM
- Council Mtg – Monday, October 3, 2011 @ 7:30 PM
- Clayton Library Board Mtg – Thursday, October 6, 2011 @ 2:30 PM at the Hocutt-Ellington Library, 100 South Church Street
- Downtown Development Association Mtg – Monday, October 10, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, October 17, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, October 19, 2011 @ 6 PM
- 2011 North Carolina League of Municipalities (NCLM) Annual Conference – October 23 -25, 2011; Raleigh
- Planning Board Mtg – Monday, October 24, 2011 @ 7 PM
- Clayton Farm and Community Market: Season Closes – Saturday, October 29, 2011, 9 AM – 2 PM, at the Clayton Town Square
- Council Mtg – Monday November 7, 2011 @ 7:30 PM
- Veteran’s Day Holiday – Friday, November 11, 2011
- Downtown Development Association Mtg – Monday, November 14, 2011 @ 7:30 PM, site TBA

- Board of Adjustment Mtg – Wednesday, November 16, 2011 @ 6 PM
- Council Mtg – Monday, November 21, 2011 @ 7:30 PM
- Thanksgiving Day Holiday – Thursday, November 24, 2011 & Friday, November 25, 2011
- Planning Board Mtg – Monday, November 28, 2011 @ 7 PM
- Council Mtg – Monday December 5, 2011 @ 7:30 PM
- Downtown Development Association Mtg – Monday, December 12, 2011 @ 7:30 PM in Room GS 223
- Council Mtg – Monday, December 19, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, December 21, 2011 @ 6 PM
- Christmas Holiday – Monday, December 26, 2011 & Tuesday, December 27, 2011
- Planning Board Mtg – **WEDNESDAY**, December 28, 2011 @ 7 PM

Date:
4-04-11

Action:
N/A.

Info. Provided:
Calendar of Events.