

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**

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## **TOWN COUNCIL MEETING**

**MARCH 21, 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. SCOGGINS, TOWN CLERK  
BRUCE THOMPSON II, TOWN ATTORNEY**

**AGENDA**  
**THE WORK SESSION MEETING OF THE CLAYTON TOWN COUNCIL**

**MONDAY, MARCH 21, 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. **ACTION AGENDA**
  - a. Draft minutes from the March 7, 2011, regular meeting and the March 7, 2011, closed session meeting.
  - b. Public notice of public hearing for annexation petition 2011-02-01 for April 4, 2011.
  - c. Public notice of public hearing for annexation petition 2011-02-02 for April 4, 2011.
4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
  - a. Introduction of new Town of Clayton employee(s).
  - b. Presentation by Clearscapes pertaining to the Clayton Law Enforcement Center Officer Memorial Project.
  - c. Presentation of draft recommendations for the Johnston County Comprehensive Transportation Plan.
  - d. Presentation by the Public Art Advisory Board.
  - e. Presentation by the Downtown Development Association (DDA) – Unplugged: Clayton Music & Art.
  - f. Presentation by the Downtown Development Association (DDA) – Town Square Concert Series.
  - g. Presentation by the Downtown Development Association (DDA) – Downtown Parking.
5. **ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**
  - a. Presentation of C.E.R.T. agreement.
  - b. Presentation of proclamation for Spring 2011 Litter Sweep.
  - c. Presentation of final acceptance for public water, sewer, and associated storm drainage utilities for Walnut Creek, Phase 3 (Cottages at Walnut Creek).
  - d. Presentation of warranty acceptance for public water and sewer utilities for Caterpillar improvements.
6. **ITEMS CONTINGENT FOR THE REGULAR MEETING**

7. **ITEMS FOR DISCUSSION**
  - a. Request to purchase Town property.
8. **OLD BUSINESS**
  - a. Follow up to proposal regarding rental property registration program as adopted in the 2010-2011 retreat and work plan.
9. **STAFF REPORTS**
  - a. Town Manager
  - b. Town Attorney
  - c. Town Clerk
    - Calendar of Events
  - d. Other Staff
10. **OTHER BUSINESS**
  - a. Informal Discussion & Public Comment.
  - b. Council Comments.
11. **ADJOURNMENT**

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

Agenda Item: 3a

Meeting Date: 3/21/11

**TITLE: DRAFT MINUTES FROM THE MARCH 7, 2011, REGULAR MEETING  
AND THE MARCH 7, 2011, CLOSED SESSION MEETING.**

**DESCRIPTION: Minutes.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

**Date:**

**Action:**

**Info. Provided:**

3-21-11

Approval.

DRAFT minutes from the  
3/7/2011 meeting.

\*DRAFT minutes from the  
3/7/2011 closed session  
Meeting will be hand-  
Delivered.

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

**Agenda Item: 3b**

**Meeting Date: 3/21/11**

**TITLE: PUBLIC NOTICE FOR PUBLIC HEARING FOR ANNEXATION  
PETITION 2011-02-01.**

**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.**

**Public hearing slated for Monday, April 4, 2011, at 7:30  
PM.**

**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.

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

Agenda Item: 3c

Meeting Date: 3/07/11

**TITLE: PUBLIC NOTICE OF PUBLIC HEARING FOR ANNEXATION  
PETITION 2011-02-02 SLATED FOR APRIL 4, 2011.**

**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.**

Public hearing slated for Monday, April 4, 2011, at 7:30  
PM.

**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.

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

Agenda Item: 4a

Meeting Date: 3/21/11

TITLE: INTRODUCTION OF NEW TOWN OF CLAYTON EMPLOYEE (S).

DESCRIPTION: Introduction(s).

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-21-11	Introduction(s).	N/A.

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

Agenda Item: 4b

Meeting Date: 3/21/11

**TITLE: PRESENTATION BY CLEARSCAPES PERTAINING TO THE  
CLAYTON LAW ENFORMCENT OFFICER MEMORIAL PROJECT.**

**DESCRIPTION: Presentation.**

**RELATED GOAL: Administrative**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-21-11	Presentation.	N/A.

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

Agenda Item: 4c

Meeting Date: 3/21/11

**TITLE: PRESENTATION OF DRAFT RECOMMENDATIONS FOR THE JOHNSTON COUNTY COMPREHENSIVE TRANSPORTATION PLAN.**

**DESCRIPTION:** Sarah Lee and Scott Walston with NCDOT will be presenting the draft recommendations for the Johnston County Comprehensive Transportation Plan, which is a cooperative effort with the county, municipalities, and regional planning organizations. The plan includes multiple modes of transportation. The presentation and materials are informational with no action required, but your comments and input are welcomed and encouraged.

**RELATED GOAL:** Administrative

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-21-11	Presentation.	

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

Agenda Item: 4d

Meeting Date: 3/21/11

**TITLE: PRESENTATION BY THE PUBLIC ART ADVISORY BOARD.**

**DESCRIPTION:** On January 31, 2011, the Clayton Town Council and the Public Art Advisory Board held a joint work session. The presentation will provide and an overview of the work session and request for support to future projects.

**RELATED GOAL:** Expand Leisure Opportunities and the Arts Community

**ITEM SUMMARY:**

Date:

Action:

Info. Provided:

3-21-11

Presentation.

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

Agenda Item: 4e

Meeting Date: 3/21/11

**TITLE: PRESENTATION BY THE 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.

**RELATED GOAL: Create An Alive Downtown**

**ITEM SUMMARY:**

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

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

Agenda Item: 4f

Meeting Date: 3/21/11

**TITLE: PRESENTATION BY THE 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 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.

**RELATED GOAL:** Create An Alive Downtown

**ITEM SUMMARY:**

Date:

Action:

Info. Provided:

3-21-11

Presentation.

Memorandum & Map.

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

Agenda Item: 4g

Meeting Date: 3/21/11

**TITLE: PRESENTATION BY THE DOWNTOWN DEVELOPMENT ASSOCIATION (DDA) – DOWNTOWN PARKING.**

**DESCRIPTION:** On December 20, the Clayton Downtown Development Association presented a review of downtown parking concerns and the outline of an action plan. The March 21, 2011, presentation is a follow-up on the concerns and recommendations.

**RELATED GOAL:** Create An Alive Downtown

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
12-20-10	Presentation.	PowerPoint presentation.
3-21-11	Presentation.	

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

Agenda Item: 5a

Meeting Date: 3/21/11

**TITLE: PRESENTATION OF THE 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.**

**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.

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

Agenda Item: 5b

Meeting Date: 03/21/11

**TITLE: PRESENATION OF 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](http://www.ncdot.gov/~beautification).

**RELATED GOAL: Beautify the Town of Clayton**

**ITEM SUMMARY:**

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

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

Agenda Item: 5c

Meeting Date: 03/21/11

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

**DESCRIPTION: Attached.**

**RELATED GOAL: Administration**

**ITEM SUMMARY:**

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

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

Agenda Item: 5d

Meeting Date: 03/21/11

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

**DESCRIPTION: Attached.**

**RELATED GOAL: Administration**

**ITEM SUMMARY:**

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

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

Agenda Item: 7a

Meeting Date: 03/21/11

**TITLE: REQUEST TO PURCHASE TOWN PROPERTY.**

**DESCRIPTION: Mr. Brooks Remencus of 245 Georgetown Drive, Georgetown Subdivision expressed an interest in purchasing an 80' by 40' portion of land owned by the Town property and adjacent to his property.**

**RELATED GOAL: Administration**

**ITEM SUMMARY:**

**Date:**

**Action:**

**Info. Provided:**

03-21-11

Discussion.

Maps (2).

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

Agenda Item: 8a

Meeting Date: 03/21/11

**TITLE: FOLLOW UP TO PROPOSAL REGARDING A RENTAL PROPERTY  
REGISTRATION PROGRAM AS ADOPTED IN THE 2010-2011  
RETREAT AND WORK PLAN.**

**DESCRIPTION: Revised outline – attached.**

**RELATED GOAL: Administration**

**ITEM SUMMARY:**

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
02/07/11	Discussion.	Outline.
03/07/11	Discussion.	Outline.

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

Agenda Item: 9c

Meeting Date: 3/21/11

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Arbor Day Ceremony – Friday, March 18, 2011 beginning at 3 PM at the Clayton Community Park, 1075 Amelia Church Road
- Council Mtg – Monday, March 21, 2011 @ 7:30 PM
- Planning Board Mtg – Monday, March 28, 2011 @ 7 PM
- 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
- Downtown Development Association Mtg – Monday, April 11, 2011 @ 7:30 PM in Room GS 223
- 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
- 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
- Council Mtg – Monday, May 16, 2011 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, May 18, 2011 @ 6 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
- 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
- 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
- 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
- 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
- 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:  
3-21-11

Action:  
N/A.

Info. Provided:  
Calendar of Events.