

Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Steve Biggs
TOWN MANAGER



Bob Satterfield
R.S. "Butch" Lawter, Jr.
Art Holder
Jason Thompson
COUNCIL MEMBERS

Michael Grannis
MAYOR PRO TEM

TOWN COUNCIL MEETING

FEBRUARY 6, 2012

AGENDA

MAYOR AND TOWN COUNCIL

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

**COUNCILMAN ART HOLDER
COUNCILMAN R.S. "BUTCH" LAWTER, JR.
COUNCILMAN JASON THOMPSON**

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, FEBRUARY 6, 2012
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 January 17, 2012, work session meeting.
- b. Amendment to the fiscal year 2011-2012 budget.
- c. Warranty acceptance request for public water, sewer, and associated storm drainage utilities for Cobblestone Subdivision Phase 6-C, Bevington Court.
- d. Proclamation: Proclaiming February as National African American History Month.

4. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Presentation by Cooper Elementary PTA representative to temporarily close roads for “Run for the Rockets” 5K race on Saturday, March 3, 2012.

5. PUBLIC HEARINGS

- a. Public hearing to receive citizen input for a proposed economic development incentive grant.

6. OLD BUSINESS

- a. Correction action to PDD 2011-87 (January 3, 2012 – formalize the legislative action).
- b. Fire department staffing report.
- c. Purchasing policy and procedures.
- d. Bid tabulation for the elevated water storage tank project and resolution for elevated water storage tank project.

7. **NEW BUSINESS**
 - a. Resolution awarding badge and service sidearm to retiring Sergeant David MacNeal.
 - b. Retirement proclamation – Sergeant David MacNeal.

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: 2/06/12

TITLE: DRAFT MINUTES FROM THE JANUARY 17, 2012, WORK SESSION MEETING.

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-06-12	Approval.	Draft 1/17/2012 minutes.

**MINUTES
CLAYTON TOWN COUNCIL
JANUARY 17, 2012**

The second regular meeting of the Clayton Town Council for the month of January was held on Tuesday, January 17, 2012, 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., and Councilman Art Holder.

ABSENT: Councilman Jason Thompson

ALSO PRESENT: Steve Biggs, Town Manager; Brenton McConkey, Town Attorney; Sherry Scoggins, Town Clerk; Nancy Medlin, Deputy Town Manager; David DeYoung, Planning Director; Tommy Roy, Information Services Technician; Lee Barbee, Fire Chief

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 7:33 PM.

The following members of Boy Scout Troop 726 led the Pledge of Allegiance: Christopher Gilmartin, PJ Gilmartin, Clifton Holloman, Matt Hoover, Christopher Horstmann, Jacob Jargstoff, Ryan Kronz, Sheldon Salazar, Richie Alvarado, Hunter O'Brien, Brapagon Voyles, Assistant Scout Master Ray Holloman, Assistant Scout Master David Hoover, Lori Horstmann (adult), Donna Jargstoff (adult), Peter Wertz (adult), and Lynne Holloman (adult)

Mayor McLeod gave the invocation.

ITEM 2. ADJUSTMENT OF THE AGENDA

As there was no adjustment of the agenda, it was the consensus of the Council to proceed with the agenda as presented.

ITEM 3. ACTION AGENDA

Councilman Holder motioned to approve the action agenda as presented; Councilman Lawter seconded the motion. The motion carried 4-0 with the following action agenda item being approved at 7:36 PM:

Item 3a. Draft minutes from the December 19, 2011, work session and draft minutes from the January 3, 2012, regular meeting.

ITEM 4. INTRODUCTIONS & SPECIAL PRESENTATIONS

Item 4a. Introduction of new Town of Clayton employees.

The following new Town of Clayton employees were introduced:

- Caleb Creech, Electric Department
- Shane Longhorn, Electric Department
- Peter Amaco, Electric Department Intern

ITEM 5. ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA

Item 5a. Presentation of Purchasing Policy and Procedures.

Town Manager Steve Biggs stated this is an update to reflect the habits and procedures used for purchasing.

Based upon question by Council, Town Manager Biggs stated the percentage of goods purchased locally is not tracked.

Based upon question by Council, Town Manager Biggs stated inventory items are obtained through the purchase order process. He stated this policy will expedite purchases through the use of procurement cards. He stated the procurement card purchases have a high level of review.

Based upon question by Council, Town Manager Biggs stated the six months was chosen to assess the status of the purchase. He added if needed after the six months, a new purchase order can be issued.

Based upon question by Council, Town Manager Biggs stated items under the \$500 threshold could be purchased without a purchase order. He stated the accounts technician would receive the receipt of goods before processing the payment.

Based upon question by Council, Town Manager Biggs stated the competitive and formal bid processes are statutorily different.

Mayor Pro Tem Grannis stated he is impressed with the simplicity of the policy and yet it is all encompassing. He added job well done.

Item 5b. Presentation of resolution requesting the Local Government Commission to sell the Town's water and sewer system revenue bond anticipation notes at private sale [action requested].

Finance Director Robert McKie stated the Local Government Commission, hereafter LGC, is requiring a specific resolution from the Town requesting the sale of the bond anticipation notes at a private bid. He stated the process

involves submitting request for proposal, hereafter RFP, to various banks. He stated when the RFP's are returned, the results are tabulated and a recommendation is made. He stated the final decision on the bank selected is the Town's. He stated this is slated to go before the LGC on February 7th and the RFP's are anticipated on February 13th. He stated a resolution will be forthcoming at the Council's February 20th Council meeting. He stated action is requested on this item.

Councilman Holder motioned to suspend the rules in order to take action; Councilman Lawter seconded the motion. Motion carried 4-0.

Councilman Satterfield motioned to approve the resolution as presented; Mayor Pro Tem Grannis seconded the motion. Motion carried 4-0.

Item 5c. Presentation of bid tabulation for the elevated water storage tank project and resolution for elevated water storage tank project.

Town Manager Steve Biggs stated the bid process was consistent with the USDA Rural Development requirements and the Town allowed the bidders to provide purchase cost bids for three alternatives. He stated the alternatives were composite style tank, fluted steel column style tank, and a multi-legged tank. He stated the bid tabulations of the multi-legged is the least expensive to purchase but has a higher life cycle costing. He stated the best style alternative is the composite style tank. He stated Caldwell Tanks Incorporated out of Louisville Kentucky was the low bidder at \$1.847 million. He stated that is a good bid for the Town as the original estimate was \$2.6 million. [This item slated for the February 6, 2012, Council meeting for Council action.]

Item 5d. Presentation of amendment to the fiscal year 2011-2012 budget.

Finance Director Robert McKie stated this amendment reflects the receipt of tower deposits for three closed tower accounts. He stated those funds would be used for New World Software (NWS) software.

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

Item 5e. Presentation of warranty acceptance request for public water, sewer, and associated storm drainage utilities for Cobblestone Subdivision Phase 6-C, Bevington Court.

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

Item 5f. Presentation of Proclamation: Proclaiming February as National African American History Month.

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. Fire department staffing report [tracking purposes – this item is slated for the February 6, 2012, Council meeting].

Town Manager Steve Biggs stated this item was included for tracking purposes. He stated a report will be provided at the February 6th meeting.

ITEM 8. OLD BUSINESS

No old business was presented to Council.

ITEM 9. STAFF REPORTS

Item 9a. Town Manager

- Year to Date Financial and Tax Collection Report

Town Manager Steve Biggs distributed two documents: the year to date revenue statement and the year to date expenditure statement. He stated the Town looks good with fiscal year revenue collections. He stated the two most notable are ad valorem (property) taxes and state shared revenues (sales tax). He stated the Town's permits and fees are at 54% collected. He stated in each of the three expenditure funds, the Town is less than 50% expended through this part of the year.

Item 9b. Town Attorney

Town Attorney Brenton McConkey stated no report.

Item 9c. Town Clerk

Town Clerk Sherry Scoggins stated the NC Main Street Conference packets are at each place.

Item 9d. Other Staff

Other staff did not have a report for Council.

ITEM 10. OTHER BUSINESS

Item 10a. Informal Discussion & Public Comment.

No informal discussion and public comment were presented to Council.

Item 10b. Council Comments.

Mayor Pro Tem Grannis stated on Smith Street between Main Street and Second Street there is new yellow paint. He stated he noticed markings on several streets for upcoming painting.

Town Manager Biggs stated each street intersecting with Main Street will have painted curbs and driveways before the conference.

Mayor Pro Tem Grannis questioned if there is a schedule for other no parking areas.

Town Manager Biggs stated the painting is for the area around the Clayton Center, Main Street, and the streets intersecting with Main Street. He added streets with pre-existing paint will be touched up.

Mayor Pro Tem Grannis requested a timeline for the proposed work.

ITEM 11. ADJOURNMENT

With there being no further business brought before the Council, Councilman Holder motioned to adjourn; Mayor Pro Tem Grannis seconded the motion. Motion carried 4-0 at 8:05 PM.

Duly adopted by the Town Council this 6th day of February 2012, 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: 2/06/12

TITLE: AMENDMENT TO THE FISCAL YEAR 2011-2012 BUDGET.

DESCRIPTION: Amendment reflects the receipt of forfeited tower deposits for three closed tower accounts, which will be utilized to purchase software that interfaces with New World Systems to update and enhance parcel information.

RELATED GOAL: Financially Responsible Town Government Providing Quality Service

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-17-12	Presentation.	Budget Amendment.
2-06-12	Approval.	Budget Amendment.

**Town of Clayton
Amendment to the FY 11-12 Budget**

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following amendments shall be made to the FY 11-12 Budget:

Fund: General Fund

<u>Line Item</u>	<u>Previous Appropriation</u>	<u>Adjustment</u>	<u>Revised Appropriation</u>
Expenditures			
100-42-02-52 60	Operating Expense – Equipment Purchase \$1,020	+28,371	\$29,391
Revenue			
100-40-00-48 97	Miscellaneous Income \$5,000	+28,371	\$33,371

-Explanation: Amendment necessary to reflect the receipt of forfeited tower deposits for three closed tower accounts, which will be utilized to purchase software that interfaces with New World Systems to update and enhance parcel information.

Duly adopted this 6th day of February 2012, 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: 3c

Meeting Date: 2/06/12

**TITLE: WARRANTY ACCEPTANCE REQUEST FOR PUBLIC WATER,
SEWER, AND ASSOCIATED STORM DRAINAGE UTILITIES FOR
COBBLESTONE SUBDIVISION, PHASE 6-C, BEVINGTON COURT.**

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-17-12	Presentation.	Memorandum.
2-06-12	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: December 22, 2011

Subject: Cobblestone SD, Phase 6-C (Bevington Court)

Please place a warranty acceptance request for the subject public water, sewer, & associated storm drainage utilities on the next available agenda. As-built drawings have been reviewed and accepted. Following Council acceptance, the utilities will be subject to a one-year warranty period. Following the warranty period, a final inspection will be done and all deficient items corrected prior to final acceptance.

received
12-23-2011 *ALB*

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

Agenda Item: 3d

Meeting Date: 2/06/12

**TITLE: PROCLAMATION: PROCLAIMING FEBRUARY AS NATIONAL
AFRICAN AMERICAN HISTORY MONTH.**

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-17-12	Presentation.	Proclamation.
2-06-12	Approval.	Proclamation.

TOWN OF CLAYTON
PROCLAIMING FEBRUARY AS NATIONAL AFRICAN AMERICAN HISTORY MONTH

WHEREAS, recognition of National African American History Month originated in 1926 by historian Carter G. Woodson as “Negro History Week; and

WHEREAS, Mr. Woodson chose the second week of February because it marked the birthdays of two Americans who greatly influenced the lives and social conditions of African Americans: former President Abraham Lincoln and abolitionist and former slave Frederick Douglass; and

WHEREAS, Mr. Woodson’s goal in establishing “Negro History Week” was to bring about attention to the African American people’s contributions throughout history; and

WHEREAS, Black History Month, subsequently renamed National African American History Month, was established in 1976 to recognize the significant contributions to “American History” made by people of African heritage and is an expansion of Mr. Woodson’s “Negro History Week”; and

WHEREAS, the month of February is appropriately designated as National African American History Month with the following important dates that align with a study of National African American history:

- 2/23/1868 –Civil rights leader and co-founder of the NAACP W.E.B DuBois was born.
- 2/03/1870 –The 15th Amendment was passed allowing African American men to vote.
- 2/25/1870 – Hiram Revels was the first African American U. S. Senator to take office.
- 2/12/1909 – The National Association for the Advancement of Colored People (NAACP) was founded.
- 2/21/1965 – Malcolm X was shot.

WHEREAS, National African American History Month affords special opportunity to become more knowledgeable about African American heritage, and to honor the many African American leaders who have contributed to the progress of our community and nation.

NOW, THEREFORE, the honorable Mayor and Town Council of the Town of Clayton, North Carolina, do hereby recognize the month of February as “**NATIONAL AFRICAN AMERICAN HISTORY MONTH.**” Let it also be proclaimed that all citizens in the Clayton area are encouraged to join in celebrating the diversity and character of our community and highlight the importance of sharing our culture, customs and traditions with those around us.

DULY PROCLAIMED this 6th day of February 2012, while in regular session.

Jody L. McLeod,
Mayor

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

Agenda Item: 4a

Meeting Date: 02/06/12

TITLE: PRESENTATION BY COOPER ELEMENTARY PTA REPRESENTATIVES TO TEMPORARILY CLOSE ROADS FOR “RUN FOR THE ROCKETS” 5K RACE ON SATURDAY, MARCH 3, 2012.

DESCRIPTION: The Cooper Elementary PTA is sponsoring its first “Run for the Rockets” 5K race on Saturday, March 3, 2012.

This item will require Council action as the event will require the temporary closure of Town streets.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

02-06-12

Presentation.

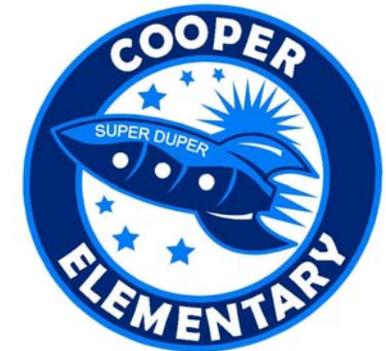
Course map & registration Form.

To see all the details that are visible on the screen, use the "Print" link next to the map.

Google



Run for the Rockets



Cooper Elementary School

5k Race and Health Walk
1 mile Kids Run
100 yd Kids Dash

Saturday, March 3, 2012
7:00am - 12:00pm
5k Race Starts at 9:30am

849 North Mial Street
Clayton, NC 27520

Directions:

From Raleigh/Durham/I-40 :

Take I-40 East to Exit 306 towards Clayton. Travel east on US 70 Business approximately 7 1/2 miles and take right exit toward S Lombard St. Turn Left onto S Lombard Street. Turn left onto E Main Street. Turn right onto O'Neal Street, then Turn right onto Wilson Street. Go to end and school will be straight ahead.

From Smithfield/Selma:

Traveling west on US 70 take Hwy 70 business toward Clayton. (Exit 326b if using 70 bypass towards Smithfield) Go approximately 4 miles and merge right onto Main Street in front of Lee's Carwash 2. Turn right onto O'Neal Street, then Turn right onto Wilson Street. Go to end and school will be straight ahead.

Parking: Parking is available at the school.

Questions: Alison Wilson

919-320-4207

Heather Moser

919-333-2682



How To Register:

1. Register online at **www.active.com**, by mail or drop off registration at Cooper Elementary (cash or check.)
2. Registration will be open on location on the day of race. (cash or check)
3. Complete the Registration Form in the brochure , detach and submit along with your payment to:

Cooper Elementary PTA
Run for the Rockets
849 North Mial Street
Clayton, NC 27520

Make Checks Payable to:

Cooper Elementary PTA

*Returned checks may be subject to NSF fees and will require re-payment by cash or money

Run for the Rockets

Cooper
Elementary School



5k Race and Health Walk 1 mile Kids Run 100 yd Kids Dash

When: Saturday, March 3, 2012

Where: Cooper Elementary School
849 N Mial Street, Clayton, NC 27520

Race Day Schedule

Registration/Packet Pick-Up: 7:30-8:45am
1 Mile Kids Run (12 & under: 9:00am
5k Race & Health Walk: 9:30am
Kids Dash (6 & under): 10:30am

Event will take place RAIN or SHINE.

Entry Fees:

Event	On or Before 2/18	After 2/18
5k Race	\$20	\$25
5k Health Walk	\$15	\$20
1 Mile Kids Run	\$10	\$10
Kids Dash	\$5	\$5

Awards & Prizes:

5k Race: Trophies to the top three overall male and Female runners. No duplication of awards. Awards presented to the top three runners, male and female in each of the following age categories: 11 & under, 12-19, 20-29, 30-39, 40-49, 50 & over.

5k Health Walk: Awards to first 3 finishers.

1 mile Kids Run: Awards to first 3 finishers.

Kids Dash: Ribbons for all participants.

T-Shirts: Guaranteed to all pre-registered 5k entrants returning entries by February 18, 2012 and available to all other 5k entrants while supplies last.

Event Proceeds:

This year, the proceeds for the event will be donated by the Cooper Elementary PTA to Cooper Elementary for the purchase of Smart Boards for the classrooms!

5k Race/ Health Walk Course:

The course begins and ends in front of Cooper Elementary. It is a 3.1 mile course the goes through the downtown Clayton area. Spilt times will be provided at 1 & 2 miles. Water will be provided through out the race course. Chip timing will be provided by Young & Associates. Results will be posted at the end of the race.

* **One form per entry.** NO animals, skates, or bicycles allowed on the course. Strollers and wheelchairs are allowed.*

Refreshments will be provided at the end of the race.

Name: _____ Age (on race day): _____ Sex: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please make checks payable and mail to:
Cooper Elementary PTA
Run for the Rockets
849 North Mial Street
Clayton, NC 27520

Event (please circle one) 5k run 5k Walk 1 mile kids run Kids Dash

Shirt Size-5k Entrants (circle) YM YL AS AM AL AXL

Total Amount Enclosed: \$ _____

Page 5 of 6

In consideration of acceptance of my entry, I do hereby, for myself, my heirs, executors, administrators, and assigns, waive, release, and forever discharge Cooper Elementary PTA & Cooper Elementary School, the sponsors and any race personnel from any and all claims for damages suffered by me as the result of my participation in or traveling to and or from the race.

Participant Signature (parent/guardian if under 18) _____ Date: _____

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

Agenda Item: 5a

Meeting Date: 02/06/12

TITLE: PUBLIC HEARING TO RECEIVE CITIZEN INPUT FOR A PROPOSED ECONOMIC DEVELOPMENT INCENTIVE GRANT.

DESCRIPTION: This item is slated for public hearing on Tuesday, January 3, 2012.

At the January 3, 2012, Council meeting, the item was not ready for public hearing and the applicant requested this item be tabled to the February 6, 2012, Council meeting.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
12-19-11	Public notice.	N/A.
01-03-12	Public hearing.	Tabled to 2/6/2012.
02-06-12	Public hearing.	

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

Agenda Item: 6a

Meeting Date: 2/06/12

TITLE: CORRECTION ACTION TO PDD-MU 2011-87 (JANUARY 3, 2012 – FORMALIZE THE LEGISLATIVE ACTION).

DESCRIPTION: During the January 3, 2012, evidentiary hearing, the Council approved the preliminary subdivision for the PDD 2011-87. The record is silent on the legislative approval of the rezoning request for the planned development district.

RELATED GOAL: Manage Growth Producing Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
12-19-11	Presentation & Public Notice.	Application, Staff Report, Master Site Plan, Preliminary Subdivision Plan, Streetscape Guidelines, & Map.
01-03-12	Evidentiary Hearing.	PDD Hearing Procedures, Application, Staff Report, Master Site Plan, Prelim. Subdivision Plan, Streetscape Guideline, Aerial Map, Granted Ord. For PDD 08-08 (Includes Master plan), & Motion Form.
02-06-12	Correction Action.	Minutes excerpt from 1/3/12.

Planning Director DeYoung stated the manufactured home park on 70 is underpinning with brick for those on display. He stated the faux brick is more expensive. He added the proposal is less expensive than the current brick and mortar.

Councilman Satterfield stated his preference is to meet with the owners to discuss.

Mayor McLeod stated this has been noticed as a public hearing and anyone wishing to speak to come forward. As no one came forward, Mayor McLeod closed the public hearing at 8:10 PM.

Councilman Satterfield motioned to approve the ordinance amendments to Chapter 155 as presented; Councilman Thompson seconded the motion. Motion carried 4-0.

Item 5e. Evidentiary hearing for planned development district, PDD-MU 2011-87, for Spring Branch Medical Center located on NC 42 HWY West and adjacent to Johnston Medical Center Clayton.

Mayor McLeod announced the hearing for planned development district and preliminary subdivision request PDD-MU 2011-87 for Spring Branch Medical Center located on NC 42 HWY West and adjacent to Johnston Medical Center Clayton at 8:10 PM.

Town Attorney Brenton McConkey introduced the hearing procedures for a planned development district and preliminary subdivision request. He explained that planned development districts in which preliminary subdivision requests are being considered are different in certain respects from the capacity in which the Town Council normally functioned. Mr. McConkey stated the typical planned development review requires the Town Council to function in a legislative capacity; however, a planned development district that includes a preliminary subdivision plat requires a hybrid legislative and quasi-judicial public hearing. He stated this is due to the legislative nature of the rezoning process and the quasi-judicial nature of the subdivision process. He stated this means the Town Council acts essentially as a court of law. He stated the Town Council will hold one hearing to consider both the rezoning to the planned development district and the approval of the preliminary plat. He stated with respect to the review of the preliminary plat during this hybrid hearing there is a burden that the applicant meet the four criteria found in the Town's Unified Development Code. He stated anyone opposed to the application must put on evidence of a similar kind showing the criteria have not been met. He stated testimony must be given under oath. He stated all testimony provided to the

Council must be competent and material and substantial. He stated pursuant to the North Carolina General Statutes, competent evidence does not include opinion testimony of lay witnesses on certain matters. He stated hearsay evidence will not be admitted. He stated the Town Council will find the criteria contained in the Unified Development Code and make its decision based on the evidence and testimony presented at the hearing. He stated following the hearing the Council will make separate motions on the approval of the rezoning and the approval of preliminary plat. He added the Council will take separate votes on each motion. Town Attorney McConkey stated his role during the hearing is to monitor all evidence and testimony to ensure that it complies with North Carolina law, the Town's Code of Ordinances and procedures and all other applicable requirements.

Mayor McLeod called all those wishing to give evidence, whether for or against the planned development district and preliminary subdivision plat request, to come forward and be sworn in. Town Clerk Sherry Scoggins administered the oath to: David DeYoung, Steve Biggs, and Gabriel Guillois.

Planning Director David DeYoung provided the following PowerPoint presentation of PDD-MU 2011-87:

PLANNING DEPARTMENT

PDD-MU 2011-87

Spring Branch Medical & Commercial Park

Request:

- ◆ Modification to the approved Master Plan, Subdivision Plan, phasing and uses for the Spring Branch PD-MU - located on the north side of NC 42 HWY west, adjacent to Johnston Memorial Hospital.
- ◆ The Master Plan, Subdivision Plan, phasing and uses were approved as a part of PD-MU 2008-08



The map shows a pink-shaded area representing the PD-MU (Planned Development - Medium Density Residential) zone. This area is bounded by Johnson Estate Rd to the west and NC 42 HWY to the east. The area is adjacent to Johnston Memorial Hospital. The map also shows surrounding areas in yellow and green, with labels for 'R-E' and 'PD-MU'.

PLANNING DEPARTMENT

NORTH CAROLINA
CLAYTON
1909

Spring Branch Master Plan

Site Data:

- ◆ 50.90 acre parcel
- ◆ Planned Development – Mixed Use (PD-MU) Zoning
- ◆ Phase 1 is under construction
- ◆ Mixed use development



Planning Director DeYoung stated lot 7 in phase one is currently under construction.

PLANNING DEPARTMENT

NORTH CAROLINA
CLAYTON
1909

Spring Branch Master Plan

Proposed Plan:

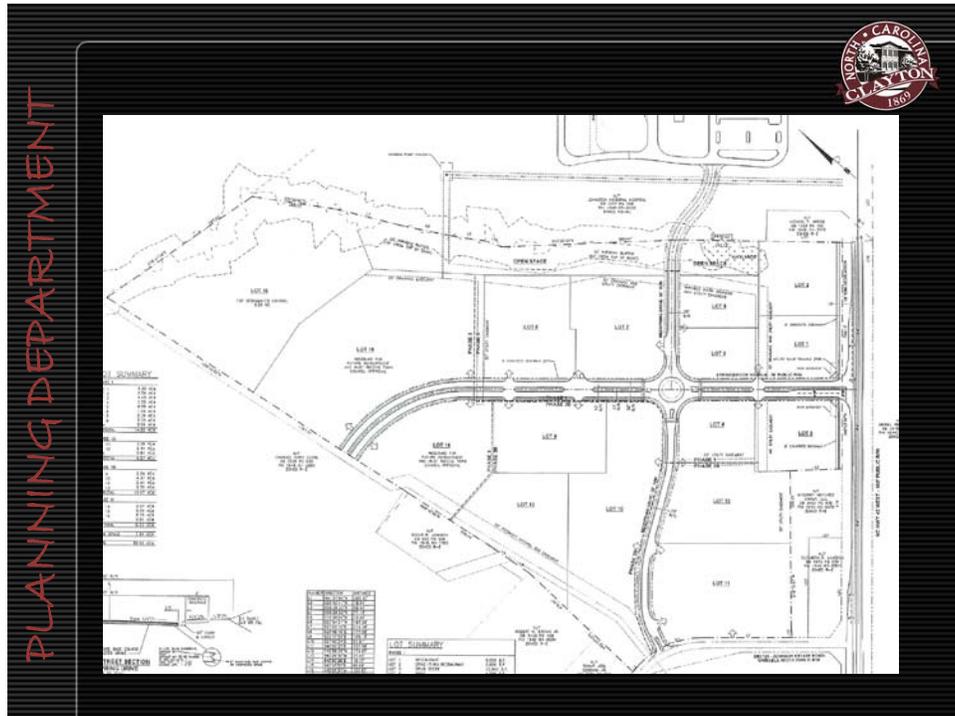
- ◆ The site will remain subdivided into 16 parcels but in four phases. Proposed uses include:
 - Phase 1
 - Restaurant(s)
 - Drug Store
 - Bank
 - Medical/Professional Office
 - Phase IIa and IIb
 - Hotel
 - Retail
 - Assisted Living facility
 - Medical/Professional office
 - Phase 3
 - Multi-family

Access:

- ◆ Access is proposed from NC 42 HWY W and Johnson Estate Road. Cross-access is provided to the hospital



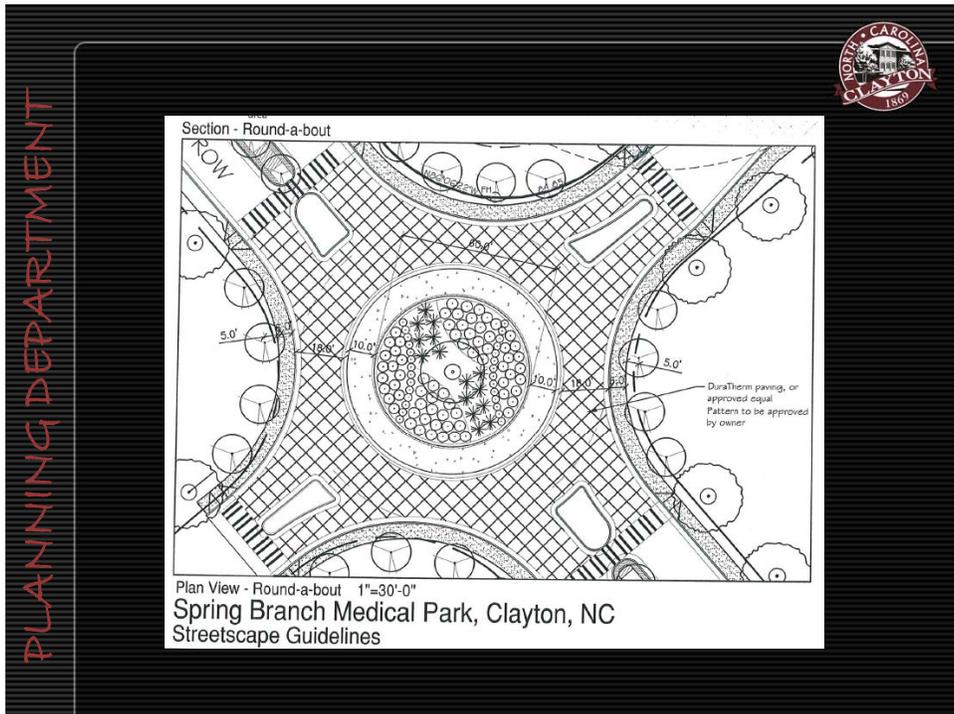
Planning Director DeYoung stated lot 11 is for an assisted living facility. He stated this was a site plan approval by the Planning Board contingent upon approval of the overall master plan.



Planning Director DeYoung stated lots 15 and 16 will come before the Council for site plan approval as those were not included in the original approval. He stated access is off of HWY 42. He stated the roundabout has been constructed. He stated the plan includes a future connection to Johnston Medical Center Clayton.



Planning Director DeYoung displayed the proposed phasing plan. He stated phase one is approved and lot 7 is under construction. He stated Phase 2A includes a community parcel and a parcel for the assisted living facility.



Planning Director DeYoung stated the roundabout was part of the previous approval for PDD 08-08. He stated at the time of approval, there was discussion of the difficulty of trucks to maneuver. He stated in speaking with the applicant, the applicant did not indicate there would be 53 foot trucks in the facility. He stated staff is confident the roundabout is doable.

PLANNING DEPARTMENT

Spring Branch MU-PD

The modified Master Plan, Subdivision Plan and phasing are generally consistent with:

- ◆ **Strategic Growth Plan**
 - Proposed use / development location / infrastructure availability / roadway access
- ◆ **Unified Development Code**
 - The proposed modifications are consistent with UDC requirements
 - The modified subdivision plan is consistent with the Master Plan
- ◆ **Surrounding Land Uses**
 - No new impacts expected

[Remainder of page left blank intentionally.]

PLANNING DEPARTMENT



Spring Branch Master Plan

- ◆ Staff is recommending approval subject to the following Conditions:
Previous Conditions:
 1. All requirements and conditions of approval for PD-MU 08-08 shall be applicable to this preliminary plan.
 2. Cross access agreements, where required, shall be in force prior to issuance of lot recording or site plan approval.
 3. A site plan for development of each lot shall be approved by the Planning Board prior to initiation of construction on each lot, except lots 14 and 15. Plans for development on those lots shall be approved by the Town Council.
 4. The final cross section for the vehicular, bicycle and pedestrian connection to Johnston Medical Center shall be approved by the Public Works Director and be subject to the required agreement between the owners of the subject property and JMC.
 5. Development standards for the B-3 Highway Business district shall be applicable, except where otherwise specified.

PLANNING DEPARTMENT



Spring Branch Master Plan

New Conditions:

6. An updated wastewater allocation request must be approved by the Town Manager.
7. The revised Traffic Impact Analysis must be approved to the issuance of a Zoning Compliance Permit.
8. The perimeter landscaping along NC Hwy 42 West must be installed prior to the issuance of a Certificate of Occupancy for Phase I.

Planning Director DeYoung stated the applicant is in attendance.

Mr. Gabriel Guillois with the Lundy Group stated they did not realize they would get to phase two as quickly as they did. He stated this is a good thing because this will allow them to complete the major infrastructure: storm water, water and sewer, electricity, telephone, and cable. He stated there has been some widening on HWY 42 and the striping is forthcoming. He stated lot 11 is being sold to Smith/Packet and they will construct the assisted living facility. He stated they (Smith/Packet) are going to submit an initial GCAP application along with civil drawings and if all goes well construction is slated for the end of February with completion by the end of the year.

As no one else came forward to speak, Mayor McLeod called the Council into inquiry at 8:21 PM.

Mayor Pro Tem Grannis stated he is the one who brings up the concern of the roundabouts and the 53 foot tractor trailer rigs. He stated he is curious why there will be no 53 foot tractor trailers in this development.

Mr. Guillois stated a 53 foot tractor trailer is a concern to him as well. He stated he does not want tires in the landscaping and damage to the curbing. He stated the uses thus far that he does not foresee a large tractor trailer coming through. He stated one thing looked at early on when there was a potential grocery store anchor was securing a second entrance to bring in the trucks. He stated there are two active grocery stores looking in this area. He stated Harris Teeter is not looking at this site, at least not in the foreseeable future. He stated if at that point he would like to use Johnson Estate Road to bring in the trucks. He stated Lowe's Foods prefers the other side of the street.

Mayor Pro Tem Grannis questioned restaurants.

Mr. Guillois stated any restaurants would be along the front in the smaller parcels. He stated he does not know what restaurant would bring in that size truck as that size truck is usually reserved for a food or department store. He stated the roundabout is designed like the ones at NC State.

Mayor Pro Tem Grannis stated he has seen the roundabout and he likes the look. He stated he is not convinced that it will take a 53 footer. He added the other concern about the restaurant is that he owns a restaurant and two of his three purveyors use 53 footers. He added he is a smaller restaurant with 76 seats.

Mr. Guillois stated he is more concerned with the turn radius of the master plan. He stated he has medical office buildings that will need to bring in large pieces of medical equipment. He stated before the pavement is laid, a truck will come out so they can see how it maneuvers. He stated they do something similar with

the Waste Management trucks. He stated they are concerned about trucks getting through and curbs being cracked and damaged.

As there was no additional inquiry, Mayor McLeod called the Council into deliberation at 8:25 PM.

Mayor Pro Tem Grannis motioned:

Based on the substantial and competent evidence and testimony presented to the Town Council on this matter, the Council finds and concludes that Subdivision Application **PDD-MU 2011-87**, subject to the conditions recommended by the Planning Board and Planning Staff:

1. All requirements and conditions of approval for PDD-MU 08-08 shall be applicable to this preliminary plan:
 - All plans for public infrastructure and private streets shall be approved by the Town of Clayton Public Works Department and applicable fees must be paid prior to building permit issuance. Approval of a wastewater allocation is required in conjunction with this application.
 - Payment of fee-in-lieu of street improvements on NC 42 West (1/2 of 41' b-b with sidewalk) shall be paid to the Town prior to recording plats or issuance of building permits. Any further improvements specified by the TIA shall be subject to agreement by the Town of Clayton, NCDOT, and the developer to be determined prior to issuance of building permits.
 - Driveway connections to NC 42 West shall be approved by NCDOT prior to issuance of building permits.
 - A three party agreement between the Town, Johnston Medical Center, and the developer of this site that in phase one of this site the developer will prepare and plan and construct out or post security for connectivity to the Johnston Medical Center site; and the agreement would include that Johnston Medical Center would tie into that stub at the time of developing their second phase. If posting security is a problem for the developer of this site due to the present financial environment, then the stub out may be deferred to phase two.
 - Architectural Guidelines for the entire development shall be approved by the Planning Board prior to issuance of building permits.
 - The final phase of development must be approved by the Town Council and utility allocation shall be a part of such approval.
2. Cross access agreements, where required shall be in force prior to issuance of lot recording or site plan approval.
3. A site plan for development of each lot shall be approved by the Planning Board prior to initiation of construction on each lot, except lots 15 and 16. Plans for development on those lots shall be approved by the Town Council.
4. The final cross section for the vehicular, bicycle, and pedestrian connection to Johnston Medical Center Clayton shall be approved by the Public Works

Director and be subject to the required agreement between the owners of the subject property and JMC-C.

5. Development standards for the B-3 Highway Business District shall be applicable, except where otherwise specified.
6. An updated wastewater allocation request must be approved by the Town Manager.
7. The revised Traffic Impact Analysis must be approved prior to the issuance of a Zoning Compliance Permit.
8. The perimeter landscaping along NC HWY 42 West must be installed prior to the issuance of a Certificate of Occupancy for Phase I.

And with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representatives:

- (1) That the subdivision meets all required specifications of the Town Unified Development Ordinance;
- (2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area;
- (3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare; and
- (4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.

Councilman Holder seconded the motion. Motion carried 4-0.

Mayor Pro Tem Grannis motioned to approve:

Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein I move to approve Subdivision Application **PDD-MU 2011-87**.

Councilman Holder seconded the motion. Motion carried 4-0.

ITEM 6. OLD BUSINESS

Item 6a. Supplement to the license agreement between the North Carolina Railroad Company and Town of Clayton.

Town Manager Steve Biggs stated this item has been amended and is available for adoption. He stated this agreement is a collaborative effort between the Town and the NCRR.

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

Agenda Item: 6b

Meeting Date: 2/06/12

TITLE: FIRE DEPARTMENT STAFFING REPORT [TRACKING PURPOSES].

DESCRIPTION: This item was discussed at the December 19, 2011, meeting with no action requested by the Council.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
12-19-11	Discussion.	Memorandum.
01-03-12	Discussion.	N/A.
1-17-12	N/A – Tracking.	
2-06-12	Discussion.	Memorandum.

February 6, 2012

Memorandum

To: Mayor Jody L. McLeod
Michael Grannis, Mayor Pro Tem
Bob Satterfield, Councilman
R.S. "Butch" Lawter, Councilman
Art Holder, Councilman
Jason Thompson, Councilman

From: Steve Biggs, Town Manager

Subject: Fire Department Staff and Services

Background

This memorandum is offered in follow-up to a prior discussion on the same subject dated December 19, 2011. At that time we noted several topics regarding ongoing and future fire department operations. Each topic, though interrelated, has an independent budgetary and operational impact.

In summary the topics covered included:

1. Evaluation of adding a full time engine company. The Town has a full time engine company at Station Two. The item under consideration would be to add staffing sufficient for a full time engine company at Station One.
2. Add an operational command presence representing three additional officer positions under current staffing allotment and six additional officer positions if a second engine company were to be approved.
3. Evaluation of and modification to the call shift structure that is currently in place.
4. Provision of a medical (often called "First") responder program.

One item that was not covered in the initial memorandum but which also deserves attention in the longer term future deals with the staffing complement assigned as an engine company. The Town currently utilizes a three person engine company. A standard engine company would include four persons. We implemented the three person engine company due to budget considerations and with the expectation that the manpower would be substantially supplemented by on-call staff. Decisions regarding

items two and three above will impact on the matter of the appropriate number of persons assigned to a given engine company.

Considerations

The Town has begun to recover from the severe impact of the Great Recession. Everyone is committed to keeping the Town's finances on the appropriate track so any changes to fire department staffing and/or operations will be evaluated in this context. Of course fire services and in fact all public safety services are the Town's first responsibility so we must evaluate alternatives such that will meet the level of performance that we would expect of ourselves as professionals also consistent with the needs and expectations of the public.

With these considerations in mind we would assert that adequate fire response in terms of time and manpower are our first priority. Assuring adequate fire response was the basis for adding an engine company at Station Two in January of 2011. Addition of a full time engine company at Station Two reduced response time from 9:35 in 2010 to 7:31 in 2011.

Currently the average response time from Station One is 9:05 overall. During weekday hours between 8:00 am and 5:00 pm when Station One is staffed with an engine company the average response time is 6:30. During weekends, holidays, and after hours on weekdays the response time increases to 9:38 on average. We feel that the disparity in response time between the Station Two and Station One service districts as well as the gap in response time for Station One during regular business hours as compared to afterhours indicate the need for establishment of a full time engine company at Station One. We believe this change should take immediate priority over any other changes.

The gross cost of implementing this change beginning in March is approximately \$64,000. Of this amount approximately half would be at expense to the Town and half would be at expense to the Fire District. The District has more than adequate surplus funds to cover the added expense so this analysis will focus on the additional expense to the Town. All statements of savings expressed hereafter are also halved to accurately illustrate the cost share arrangement between the Town revenues and District revenues.

We would propose to cover the additional \$32,000 ($\$64,000 / 2$) in cost through several measures including realized savings in the budget and savings that would result through cost avoidance. Firstly we budgeted \$30,862 for on call compensation during the first six months of the year. The actual cost was \$25,812 with a realized gross cost savings of \$5,000 or \$2,500 to the Town. With implementation of the second engine company we would avoid an additional \$8,500 (gross \$17,000) in cost through elimination of on call pay. Implementation of a second engine company would eliminate the need for "backfill" of on call staff when the Engine at Station Two rolls for a call in an afterhours situation. This change would generate \$5,500 (gross \$11,000) in savings during the remainder of the fiscal year. Year to date savings in part time compensation aside from on call pay generates an additional \$12,500 (gross \$25,000) in available realized savings. Therefore, realized savings and cost avoidance generate at least \$29,000 in available

resources. We would intend to cover the remaining implementation cost (\$3,000) through miscellaneous costs savings in operations and training as well as unspecified revenue surpluses. The remaining amount is incidental to the overall budget for FY 11-12.

The annualized cost of the program is \$227,000 with \$113,500 in impact on the cost of service to the Town. Savings associated with elimination of the on call pay and budgeted allowance for backfill would be at least \$48,000 leaving approximately \$65,500 impact on the FY 12-13 budget. Some additional costs can be saved through coordination of training activities with duty shift and other efficiencies, but with basic, quantifiable evaluation the impact will be about \$65,000 dollars. Given the disparity in service and performance and the priority that this item carries plus the generally improving financial position, we feel that is a manageable number going forward. We intend to fully fund the program for FY 12-13.

Conclusions

We would request authorization to implement a second full engine company, the first such company for Station One, based on the terms noted above and beginning March 1. This change would imply elimination of the duty shift structure now in place. Part-time staff would be scheduled to fill the duty slots. No additional full time staff positions would be added or approved hereby.

Furthermore, and in relation to the other matters discussed previously and referenced herein, we would intend to discuss and potentially propose addition of command structure (six full time positions) in the FY 12-13 budget process. We are not ready to make a specific recommendation in favor of that addition at this time pending further operational and financial analysis. We seek no Council action on this item as this time.

Next we would propose consideration of a fourth firefighter slot per engine company (six total positions) be deferred until FY 13- 14 in order to perform necessary operational and fiscal analysis.

Finally, we do not recommend a specific schedule for formal consideration of establishment of a medical responders program but rather we do recommend in favor of the Town Council instructing the staff to initiate contact with representatives of Johnston County to discuss the performance of and the resources provided to Clayton EMS. Presumably, based on the franchise agreement between the County and Clayton EMS, the County would invite Clayton EMS into those discussions. We would support their inclusion. The purpose for requesting the discussions would be to seek evaluation of existing service, analyze longer term demand for service and related planning, consider coordination of resources, and determine equitable cost assignment and alternatives as necessary to meet long term demand for service.

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

Agenda Item: 6c

Meeting Date: 1/17/12

TITLE: PURCHASING POLICY AND PROCEDURES.

DESCRIPTION: Attached.

If it is the pleasure of the Council to adopt the attached policy, the effective date is May 1, 2012.

RELATED GOAL: Financially Responsible Town Government Providing Quality Service

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-17-12	Presentation.	Policy.
2-06-12	Approval.	Policy.

Town of Clayton

Purchasing Policy and Procedures

Effective May 1, 2012



Summary - Purchasing Procedures at a Glance

To purchase materials or equipment:

1. Review Budget to ensure availability of funds.
2. Submit Requisition Request in New World Systems (NWS). If item qualifies as a Fixed Asset, then select appropriate Fixed Asset Item.
3. Purchase Order is created in NWS after completion of electronic approval process.
4. Order executed for goods or services requested.
5. Physical receipt of goods or services.
6. Complete electronic Receipt of Goods function in NWS.
7. Approve invoice for payment.
8. Complete Fixed Asset Input Form, if applicable.

To purchase professional services:

1. Coordinate Request for Proposal (RFP), Request for Bid (RFB), or Request for Qualifications (RFQ) with Purchasing Officer, Department Head, Deputy Town Manager, or Town Manager as deemed appropriate (Refer to Mini Brooks Act).
2. Review and selection of “best suited” firm.
3. Negotiate contract.
4. Execute Contract. Most service contracts must be executed by the Town Manager unless otherwise delegated.
5. If the contract includes a pre-audit statement, then it must also be executed by the Finance Director.
6. Service contracts must be kept on file with the Town Clerk.

NOTE: The above summary is only intended to be an overview of the basic purchasing procedures.

Purchasing Policy and Procedures

Mission Statement

The mission of the Purchasing Policy and Procedures is to guide employees on how to procure the highest possible quality of goods and services for the Town of Clayton at the lowest possible cost. It is designed to support all departments and associated functions. When utilized correctly in conjunction with process planning, project planning, good judgment, and common sense, the policies and procedures established herein will enable Town staff to obtain necessary equipment, materials, supplies, and services efficiently and economically. All staff members are responsible for exercising good stewardship in the use of public resources.

To achieve this mission, certain guidelines and procedure have been established and must be followed in order to ensure budgetary control over Town resources, compliance with applicable federal, state and local government regulations, and maximum value for funds being expended. Each Supervisor and Department Head, in conjunction with the Town Manger and Deputy Town Manager, will ensure compliance and manage purchasing activity within available resources to meet present and future needs and help the Town to meet its service and operational goals.

General Purchasing Guidelines

Local Buying

1. The Town intends to purchase from vendors located in Clayton or within Johnston County whenever feasible. Exclusive or favorable preference to local vendors is not required.
2. A reasonable effort will be made to include local vendors that supply goods and services needed by the Town in the competitive purchasing process.
3. Purchase decisions must be made on best value and statutorily prescribed guidelines.

Authorization Limits

1. Departments have direct departmental purchasing authority for purchases up to \$500 and can be made without an approved Purchase Order (PO). Department Heads may utilize a threshold below \$500 at their discretion.
Exceptions:
 - Departments are not authorized to make inventory item purchases without an approved PO regardless of the dollar amount.
 - Computer and related items: All computer, software and related items (printers, scanners, monitors, etc.) must be coordinated through and approved by the Deputy Town Manager.
2. Purchasing Card (PCard): For purchases \$500 dollars or less the PCard is the preferred method of payment except for food and per diem meal allowance purchases, which are prohibited. The PCard Program is designed to streamline the order and payment for purchases with a total cost of \$500 or less. Other forms of payment include invoice billing and check requests. Petty cash is only an acceptable form of payment in the event of an emergency.

3. All purchases exceeding \$500, including contracts, must be processed through the requisition process in New World Systems (NWS) so an approved PO can be issued. Refer to Purchasing Requisition/Purchase Order Preparation below.
4. Exceptions to the \$500 limit are registration fees and travel related items, such as airfare and lodging. The PCard is the preferred method of payment for registration fees, airfare, and lodging. Refer to the Travel, Food, and Beverage Policy for specific details.
5. Splitting the cost of a purchase that exceeds the established PO threshold into two or more transactions that are within the threshold will be considered “stacking”, which is prohibited.

Approval Process

1. The approval process will practice the one-over-one principle, which means consultation with and gaining the agreement of an individual one senior to the individual making the decision or taking the action.
2. \$500 or less: Department Head or authorized designee signature approval is required for all non-PCard purchases. Electronic approval in Works is required for all PCard purchases.
3. Over \$500: Approval is required in accordance with the electronic workflow process setup in NWS. Signature approval by the Department Head or authorized designee is required when electronic workflow approval isn’t available.

Purchasing Requisition/Purchase Order Preparation

1. Purchases of goods and services, including contracts, greater than \$500 and all Inventory Items: A Requisition Request must be completed in NWS prior to ordering the goods or service. Refer to Instructions to Prepare a Requisition in NWS for specific details.
2. If the cost of the goods or service is unknown, then assign the Requisition Request to the Town Purchasing Officer. The Purchasing Officer will obtain a price quote and inform the department before proceeding further.
3. Blanket Purchase Orders: If a Department has recurring charges with a vendor in excess of \$500 for goods and services and the final dollar amount is unknown, then a blanket PO needs to be utilized. A blanket PO can cover a period not to exceed six (6) months. Accounts Payable is authorized to pay invoices associated with a blanket PO without a separate PO for each invoice.
4. The PO is not valid unless signed by the Finance Director.
5. Obtaining supplies, materials, equipment, or services without a valid PO is considered an unauthorized purchase except in specifically defined emergency situations. Unauthorized purchases will be classified as personal and the purchaser may be held responsible for the expenditure and subject to disciplinary action.

Receipt of Goods

1. The Receipt of Goods process in NWS must be utilized for all Inventory Items and is the preferred method of receipt for all other POs. Refer to Instructions to Complete a Receipt of Goods in NWS for specific details.
2. The original packing list must be forwarded to Accounts Payable for all goods that do not require a PO as evidence that the goods were received prior to payment of the invoice. The receiving department must acknowledge receipt by writing the actual quantity received and receipt date on the packing list.

Special Procurement Procedures

Emergency Purchase

1. In the event of an emergency, the Town Manager, Deputy Town Manager, or Department Head or an authorized designee may purchase goods or services directly from any vendor **only** when immediate procurement is essential to prevent delays in work, which may adversely impact the life, health, or safety of the citizens or employees of the Town of Clayton.
2. Each Department must exercise good judgment and use established vendors when making emergency purchases. Always obtain the best available price and limit the purchase to only the items that are required to resolve the emergency.
3. Each Department needs to anticipate its needs to prevent emergency situations whenever feasible. Emergency orders are generally more costly since there is no time for negotiation between the Town and the vendor. Poor planning or the lack thereof does not constitute an emergency situation.

Sole Source Vendor

1. If only one (1) vendor is available or capable of providing a specific good or service in a manner that meets the Town's requirements, then the Department Head can waive the competitive pricing requirements.
2. The Department Head must document the justification for utilizing a "sole source" vendor in the Purchase Requisition.

State of North Carolina Term Contracts

1. The Purchasing Officer may utilize State Term Contracts and area HUB vendors as a means to procure any capital and non-capital items, if feasible, to ensure compliance with the North Carolina General Statutes and to maximize the value of taxpayer dollars spent.
2. Departments need to consult the Purchasing Officer regarding the utilization of State Term Contracts and/or area HUB vendors.

Competitive Bids

Formal Bids for Equipment, Materials, or Supplies

1. Purchases of equipment (apparatus), materials, or supplies with an estimated total cost exceeding \$90,000 must utilize a formal bid process consistent with the parameters of G.S. 143-129(a).
2. The Town may choose to utilize formal bid process for purchases with an estimated total cost between \$50,000-\$90,000 if doing so is expected to produce a best cost value and more competitive purchasing environment.
3. Purchases greater than or equal to \$90,000 or other purchases involving a formal bid process will require the Department Head or designee in conjunction with the Purchasing Officer to develop and prepare specifications for the bidding process, generally in the form of an RFP.
4. The Town may utilize an outside consultant to assist with the development of standard specifications for complicated or specialized purchases.

5. The Purchasing Officer and Department Head are responsible for ensuring compliance with the applicable North Carolina General Statutes (NCGS), including and not limited to, advertisement and receipt of sealed bids.
6. Bid bonds may be required or waived consistent with NCGS requirements and depending on the complexity and evaluation of value for the Town in the overall purchasing process.
7. The Department Head or designee and Purchasing Officer will review the bids and perform an evaluation to select the bid that is deemed “in the best interest of the Town”. The Department Head or designee will make a formal recommendation of the award, including the supporting documentation, to the Town Manager, Deputy Town Manager, Finance Director, and Town Council.
8. The Department Head or designee will notify the successful bidder. The Purchasing Officer will initiate a Purchase Order in NWS after formal approval and adoption by Town Council.

Informal Bids for Materials and Supplies (\$10,000-\$89,999.99)

1. Upon receipt of a Purchase Requisition generated in NWS, the Purchasing Officer will typically utilize an informal bidding process for all purchases greater than or equal to \$10,000 and less than \$89,999.99, generally in the form of a Request for Bids (RFB).
2. The RFB will be sent to a minimum of three (3) qualified vendors, when feasible.
3. The Purchasing Officer will review and evaluate each RFB submitted to determine the best available quote and notify the vendor awarded the bid.

Purchase of Materials and Supplies (Less than \$10,000)

1. Upon receipt of a Purchase Requisition generated in NWS, the Purchasing Officer will request a minimum of three (3) written price quotes from qualified vendors, when feasible.
2. The Purchasing Officer will review and evaluate each quotation submitted to determine the best available quote and notify the vendor awarded the purchase.

Formal Construction or Repair Contracts (\$300,000 and above)

1. Construction projects with a cost greater than or equal to \$300,000 require a formal contract. The responsibility for projects that meet the above criteria, including the specification development, will be assigned to the applicable Department Head, the designated engineer, and other Town officials deemed necessary. The Purchasing Officer may be utilized to coordinate the formal competitive bidding process, if desired.
2. All formally bid construction or repair contracts shall require development of specifications prepared by a registered architect or engineer.
3. The Department Head and Purchasing Officer, if utilized, will review the bids and perform an evaluation to select the bid that is deemed “in the best interest of the Town”.
4. The Department Head will make a formal recommendation of the award, including the supporting documentation, to the Town Manager, Deputy Town Manager, Finance Director, and Town Council.
5. Recommendations will be made on selection of the lowest responsible, responsive bid taking into consideration quality, performance, timeline specified in bid, and compliance with G.S. 143-128.2.

6. Methods for awarding contracts for repair or construction projects may include any one of the approaches outlined in G.S. 143-128 (a.1).
7. The Department Head or designee will notify the successful bidder and initiate a Purchase Order in NWS after formal approval and adoption by Town Council.

Informal Construction or Repair Contracts (Less than \$300,000)

1. Construction, renovation, and repair projects with a cost less than \$300,000 may follow an informal bid process but still require a formal contract. The responsibility for projects that meet the above criteria, including the specification development, will be assigned to the applicable Department Head, the designated engineer, and other Town officials deemed necessary. The Purchasing Officer may be utilized to coordinate the informal bidding process, if desired.
2. Construction contracts that affect life safety systems with a cost of \$100,000 or more and repairs to include major structural change in framing or foundation support systems or additions to public buildings with a cost of \$135,000 or more shall require development of specifications prepared by a registered architect or engineer.
3. The preparation of a RFB is recommended.
4. The bid will be awarded to the lowest bidder deemed “in the best interest of the Town”. Upon approval by the Town Manager, the contract will be executed and the Department Head or designee will initiate a Purchase Order in NWS.

Purchasing Card (PCard) Roles and Responsibilities

Cardholder Responsibilities

1. Cardholders act as purchasing agents of the Town and must comply with the Town Purchasing Policy and Procedures.
2. Sign the Cardholder Agreement prior to issuance of a PCard.
3. Do not lend or share their PCard and must keep their PCard secure and account number confidential.
4. Use PCard for Town business only.
5. Do not split the cost of a purchase that is over the assigned transaction limit into two or more charges that are within the transaction limit.
6. Provide the original receipt or record of purchase for each transaction to the Finance Department on a weekly basis but no later than 5:00 pm each Thursday. Receipts will be affixed to 8-1/2 x 11 sheet of paper with the Cardholders name on top.
7. Login to the Works Portal to review each transaction and execute the Sign Off function on a weekly basis but no later than 5:00 pm each Thursday. If a holiday falls on a Thursday, then the previous business day will be substituted for compliance purposes.
8. Notify Bank of America directly if unauthorized transactions occur.
9. Coordinate returns directly with the vendor.

Supervisory Responsibilities (Department Director)

1. Determine eligibility and request issuance of PCard for employees under their responsibility through coordination with the Finance Department.
2. Obtain appropriate transaction documentation from Cardholder if required by departmental practice.
3. Login to the Works Portal to review and approve Cardholder transactions on a weekly basis but no later than 5:00 pm each Thursday. If a holiday falls on a Thursday, then the previous business day will be substituted for compliance purposes.
4. Initiate appropriate action when misuse becomes apparent.
5. Notify Finance Department of Cardholder account changes.

Program Administrator Responsibilities

1. Finance Director shall serve as the Program Administrator and is responsible for the overall Procurement Card Program.
2. Manage Cardholder training.
3. Manage enrollment, account setup and maintenance in the Works Portal.
4. Manage card activation.
5. Manage maintenance of onsite Cardholder records.
6. Serve as a liaison between the Bank and Cardholders.
7. Authority to recommend termination of a PCard for misuse.

Program Accountant Responsibilities

1. Verify completion of reconciliation process in the Works Portal.
2. Verify original receipt or purchase record received for each transaction.
3. Close each transaction after completion of sign off and approval in the Works Portal.
4. Reconcile monthly credit card statement.

5. Affix receipts or purchase record to associated credit card statement.
6. Conduct Cardholder training.
7. Fulfill delegated responsibilities for new user and card requests in the Works Portal.
8. Notify Program Administrator of any discrepancies, issues, or problems.

Duly adopted this 6th day of February 2012, while in regular session and effective May 1, 2012.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

TOWN OF CLAYTON

Employee Cardholder Agreement

I, _____ (employee name), hereby acknowledge being issued a PCard. As the holder of this Card, I agree to comply with the following terms and conditions regarding my use of the Card.

- I understand that I am being entrusted with property of the Town of Clayton--a PCard--with which I will be making financial commitments on behalf of the Town.
- I understand that the Town is liable to Bank of America for all charges made on the PCard.
- I agree to use this PCard for approved Town business purchases only and agree not to use it for personal purchases under any circumstances. I understand that there will be audits of the monthly statements regarding this PCard and management will take appropriate action in the event of misuse.
- I will follow the established policy and procedures for the use of the PCard. Failure to do so or any abuse and/or misuse of the PCard may result in revocation of my use privileges and/or disciplinary action(s) up to and including dismissal and criminal prosecution, in accordance with disciplinary policies of the Town of Clayton.
- I have been given a copy of the Town of Clayton Purchasing Policy and Procedures and understand the requirements and responsibilities for PCard use.
- I agree to return the Purchasing Card immediately upon request or separation from employment (including termination, transfer, resignation or retirement).
- If the PCard is lost or stolen, I agree immediately to notify Bank of America and the PCard Program Administrator.
- I am aware of my responsibility for reporting any misuse of this PCard.

EMPLOYEE SIGNATURE

DATE

cc: PCard Program Administrator

Revised: **May 1, 2012**

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

Agenda Item: 6d

Meeting Date: 2/06/12

TITLE: BID TABULATIONS FOR THE ELEVATED WATER STORAGE TANK PROJECT AND RESOLUTION FOR ELEVATED WATER STORAGE TANK PROJECT.

DESCRIPTION: Attached.

If it is the pleasure of the Council to award the bid submitted by Caldwell Tanks Inc of Louisville KY for the composite style water storage tank, then adoption of the resolution is requested.

RELATED GOAL: Financially Responsible Town Government Providing Quality Service

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-17-12	Presentation.	Bid tabulation & Resolution.
2-06-12	Approval.	Bid tabulation & Resolution.



ENGINEERING
PLANNING
ARCHITECTURE

January 5, 2012

Mr. Steve Biggs
Town Manager
Town of Clayton
P.O. Box 879
Clayton, NC 27528

Re: Recommendation of Award
Elevated Water Storage Tank
Clayton, NC
EDA Project No. 04-01-06424
TWC No. 2756-AX

Dear Mr. Biggs:

Enclosed are the Bid Tabulations for the Elevated Water Storage Tank Project for bids received December 15, 2011. Bids were requested for either of three tank styles and Bidders were allowed to bid on one or all tank styles. The tank styles included the composite type, fluted steel column type, and multi-leg column type.

The apparent low bid for each tank style was evaluated in a Life Cycle Cost Analysis that incorporated capital cost, present worth of annual O&M costs, and present worth of salvage value to determine the total present worth of each tank style. Results of this analysis indicate that the composite tank style is the most cost effective solution for this project. A copy of the Life Cycle Cost Analysis is attached herein.

Therefore, the Low Bidder for the Elevated Water Storage Tank Project is Caldwell Tanks, Inc. from Louisville, KY with a low Bid of \$1,847,000.00. The Low Bidder is properly licensed to perform the work in accordance with Chapter 87 of the North Carolina General Statutes.

We recommend that the Town of Clayton accept the low bid in the amount of \$1,847,000.00 and make tentative award of the Contract to Caldwell Tanks, Inc. subject to funding agency approval.

Should you have any questions or need additional information, please let us know.

Sincerely,

THE WOOTEN COMPANY

Charles W. Davis, P.E.

Enclosures

c: Tim Simpson, Town of Clayton
Julia Johnson, USDA-Rural Development

120 North Boylan Avenue
Raleigh NC 27603-1423

919.828.0531
fax 919.834.3589

**ELEVATED STORAGE TANK
TOWN OF CLAYTON, NORTH CAROLINA**

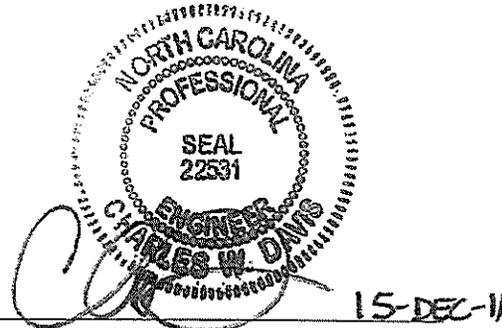
BID DATE/TIME: December 15, 2011 @ 1:00 P.M.

TWC No. 2756-AX

CONTRACTORS	LIC. NO.	CLASS.	BID BOND	1.0 MG COMPOSITE STYLE	1.0 MG FLUTED STEEL COLUMN STYLE	1.0 MG MULTI-LEG COLUMN STYLE	REMARKS
CB & I, INC. 3600 Mansell Road, Suite 230 Alpharetta, GA 30022	15262	UL: S (Concrete Cons.) S (Metal Erection)	5%	\$1,987,000.00	NO BID	NO BID	
CALDWELL TANKS, INC. 4000 Tower Road Louisville, KY 40219	2508	UL:PU	5%	\$1,847,000.00	\$2,227,000.00	\$1,759,000.00	APPARENT LOW BIDDER
LANDMARK STRUCTURES, INC. 1665 Harmon Road Fort Worth, TX 76177	49304	UL: S(Metal Erection)	5%	\$2,066,000.00	NO BID	NO BID	
PHOENIX FABRICATORS & ERECTORS, INC. 182 S. County Road 900 East Avon, IN 46123	21640	UL: S(Metal Erection)	5%	\$1,927,602.00	NO BID	\$1,967,900.00	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 1:00 p.m. on the 15th day of December, 2011, in the Town of Clayton, Operations Center located at 653 Highway 42 West, Clayton, North Carolina, and that all said bids were accompanied by either a certified check or bidder's bond except as otherwise noted.

THE WOOTEN COMPANY
120 N. Boylan Avenue
Raleigh, NC 27603
License No. F-0115



Charles W. Davis, P.E.

Life Cycle Cost Analysis (Over 20 Year Design Period)			
"Real" Federal Discount Rate : 2.80 %			
	Legged Steel Tank	Fluted Steel Column	Composite Tank
Construction Cost	\$1,759,000.00	\$2,227,000.00	\$1,847,000.00
Annual O&M ¹	\$28,000.00	\$36,000.00	\$17,000.00
Present Worth (PW) (P/A, 2.8%, 20)	\$424,368.00	\$545,616.00	\$257,652.00
Salvage Value @ Yr 40 ²	(\$820,866.67)	(\$1,039,266.67)	(\$861,933.33)
Present Worth (PW) (P/F, 2.8%, 40)	(\$271,953.13)	(\$344,309.05)	(\$285,558.51)
Total Present Worth	\$1,911,414.87	\$2,428,306.95	\$1,819,093.49

Notes:

- 1 - Annual O&M Costs consist of the following:
 - Tank Inspection & Report - every year
 - Tank Wash-Out (i.e. silt removal) - every 2 years
 - Tank Clean-Out (i.e. wall film removal) - every 4 years at same time as tank wash-out
 - Paint tank exterior - every 8 - 10 years (* costs above include tank repaint every 10 years)
 - Paint tank interior (wet) - every 10 - 15 years (*costs above include tank repaint every 15 years)
 - Paint tank interior (dry) - every 10 - 15 years (*costs above include tank repaint every 15 years)
- 2 - 40-yr salvage value calculated based upon 75 year tank life.

**Operation and Maintenance Costs
20 year Design Period**

Legged Tank

Task	Interval	Cost	Annual Cost
Inspect & Prepare Report	Every Year	\$ 1,500.00	\$ 1,500.00
Wash out Tank (i.e. silt)	Every 2 years	\$ 2,500.00	\$ 1,250.00
Clean-out Tank (i.e.wall film)	Every 4 years	\$ 1,000.00	\$ 250.00
Paint Tank Exterior	Every 10 years	\$ 204,000.00	\$ 20,400.00
Paint Tank Interior	Every 15 years	\$ 68,000.00	\$ 4,533.33
Total Annual Cost			\$ 27,933.33
Use			\$ 28,000.00

Fluted Steel Column

Task	Interval	Cost	Extended Total
Inspect & Prepare Report	Every Year	\$ 1,500.00	\$ 1,500.00
Wash out Tank (i.e. silt)	Every 2 years	\$ 2,500.00	\$ 1,250.00
Clean-out Tank (i.e.wall film)	Every 4 years	\$ 1,000.00	\$ 250.00
Paint Tank Exterior	Every 10 years	\$ 234,000.00	\$ 23,400.00
Paint Tank Interior (wet)	Every 15 years	\$ 72,000.00	\$ 4,800.00
Paint Tank Interior (dry)	Every 15 years	\$ 67,600.00	\$ 4,506.67
Total Annual Cost			\$ 35,706.67
Use			\$ 36,000.00

Composite

Task	Interval	Cost	Extended Total
Inspect & Prepare Report	Every Year	\$ 1,500.00	\$ 1,500.00
Wash out Tank (i.e. silt)	Every 2 years	\$ 2,500.00	\$ 1,250.00
Clean-out Tank (i.e.wall film)	Every 4 years	\$ 1,000.00	\$ 250.00
Paint Tank Exterior	Every 10 years	\$ 90,000.00	\$ 9,000.00
Paint Tank Interior (wet)	Every 15 years	\$ 70,000.00	\$ 4,666.67
Total Annual Cost			\$ 16,666.67
Use			\$ 17,000.00

**TOWN OF CLAYTON
RESOLUTION OF AWARD OF BID
FOR THE ELEVATED WATER STORAGE TANK**

WHEREAS, the Town of Clayton publicly advertised for bids to be received for the construction of the Elevated Water Storage Tank Project on December 15, 2011; and

WHEREAS, the Town of Clayton exhibited good faith efforts to notify minority and women owned businesses of said project and encouraged bidding; and

WHEREAS, the BIDS were publicly opened on the stated date; and

WHEREAS, the low Bidder is Caldwell Tanks, Inc. for the bid amount of \$1,847,000.00; and

WHEREAS, the Town has secured funding from USDA – Rural Development, NC Rural Center, and Economic Development Administration (EDA) to fund the construction of said project; and

WHEREAS, the Town of Clayton intends to construct said project in accordance with the approved plans and specifications,

NOW THEREFORE BE IT RESOLVED, BY THE CLAYTON TOWN COUNCIL THAT:

The Town of Clayton award construction of the Elevated Water Storage Tank Project to Caldwell Tanks, Inc. in the amount of \$1,847,000.00, subject to funding agency and Local Government Commission approval.

Duly adopted this the 6th of February, 2012, while in regular session.

Jody L. McLeod,
Mayor

ATTEST:

Sherry L. Scoggins, MMC,
Town Clerk

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

Agenda Item: 7a

Meeting Date: 2/06/12

**TITLE: RESOLUTION AWARDDING BADGE AND SERVICE SIDEARM TO
RETIRING SERGEANT DAVID MACNEAL.**

DESCRIPTION: The request is in accordance with NC GS 20-187.2.

If it is the pleasure of the Council to approve the resolution,
Sergeant MacNeal would be awarded his badge and service
sidearm.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-06-12	Presentation.	Resolution.

**TOWN OF CLAYTON
RESOLUTION AWARDING BADGE AND SERVICE SIDEARM
TO RETIRING SERGEANT DAVID 'MAC' MACNEAL**

WHEREAS, NC GS 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality; and

WHEREAS, NC GS 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring members; and

WHEREAS, David MacNeal has served the Clayton Police Department since 1995 and will retire at the rank of Sergeant;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clayton, North Carolina as follows:

The Town Manager or his designee is hereby authorized, in accordance with the provisions of NC GS 20-187.2, to transfer to Sergeant David MacNeal the badge worn by him during his service with the Clayton Police Department and his service sidearm, a Smith & Wesson M&P .45 Pistol, Serial # DVY8066.

Duly adopted this 6th day of February 2012, 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: 7b

Meeting Date: 2/06/12

TITLE: RETIREMENT PROCLAMATION – SERGEANT DAVID MACNEAL.

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

2-06-12

Presentation.

Proclamation.

**TOWN OF CLAYTON
RETIREMENT PROCLAMATION – Sergeant David MacNeal**

WHEREAS, certain individuals are inspired to serve their community by pursuing a career in law enforcement; and

WHEREAS, in the book of life Sergeant MacNeal heeded the calling of service by joining the Town of Clayton on March 22, 1995, in the capacity of Police Officer; and

WHEREAS, by his participation and leadership Sergeant MacNeal contributed to the Clayton Police Department through a period of change and growth for the agency, and by influencing others by:

- His devotion and creation of initiatives for area youth;
- His dedication to training new officers;
- His community oriented response to issues; and
- His continued devotion to the citizens of Clayton and his fellow officers.

WHEREAS, our lives are like a book in that the completion of a milestone concludes a chapter; and

WHEREAS, Sergeant MacNeal has retired, thus completing his chapter of service to the Town of Clayton on December 31, 2011.

WHEREAS, the Clayton Town Council recognizes the many contributions provided to the Town of Clayton and its citizens during Sergeant MacNeal’s tenure as a Police Officer and Police Sergeant.

NOW, THEREFORE, the honorable Mayor and Town Council of the Town of Clayton, North Carolina, do hereby recognize and express deep appreciation to Sergeant MacNeal for his years of service to the Town of Clayton. Furthermore, the Mayor and Town Council of the Town of Clayton, North Carolina, do hereby wish the best to Sergeant MacNeal in the next chapter of his life...retirement.

DULY PROCLAIMED this 6th day of February while in regular session.

Jody L. McLeod, Mayor

Michael Grannis, Mayor Pro Tem

Bob Satterfield, Councilman

R.S. “Butch” Lawter, Councilman

Art Holder, Councilman

Jason Thompson, Councilman

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

Agenda Item: 8c

Meeting Date: 2/06/12

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Council Mtg – Monday, February 6, 2012 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, February 15, 2012 @ 6 PM
- Council Mtg – Monday, February 20, 2012 @ 7:30 PM
- Council Retreat – Tuesday, February 28, 2012, 8 AM – 5 PM, Workforce Development Center at 135 Bestwood Drive
- Planning Board Mtg – Monday, February, 27, 2012 @ 7 PM
- Council Mtg – Monday, March 5, 2012 @ 7:30 PM
- Sunshine Week – March 11 – 17, 2012
- Arbor Day (North Carolina) – Friday, March 16, 2012
- Board of Adjustment Mtg – Wednesday, March 21, 2012 @ 6 PM
- Council Retreat, Follow-up Meeting – Thursday, March 22, 2012, time TBA, Workforce Development Center at 135 Bestwood Drive
- Planning Board Mtg – Monday, March 26, 2012 @ 7 PM
- Good Friday Holiday – Friday, April 6, 2012
- Clayton Farm & Community Market [Season Opens] – Saturday, April 14, 2012 at the Town Square from 9 AM to 12 noon
- Board of Adjustment Mtg – Wednesday, April 18, 2012 @ 6 PM
- Planning Board Mtg – Monday, April 23, 2012
- Board of Adjustment Mtg – Wednesday, May 16, 2012 @ 6 PM
- Memorial Day Holiday – Monday, May 28, 2012
- Planning Board Mtg – **TUESDAY**, May 29, 2012 @ 7 PM
- Town Hall Day – Wednesday, June 6, 2012
- Board of Adjustment Mtg – Wednesday, June 20, 2012 @ 6 PM
- Planning Board Mtg – Monday, June 25, 2012 @ 7 PM
- Independence Day Holiday – Wednesday, July 4, 2012
- NCLM Annual Conference hosted in Charlotte – October 21-23, 2012

Date:
02-06-12

Action:
N/A.

Info. Provided:
Calendar of Events.