Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Steve Biggs
TOWN MANAGER

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

Michael Grannis
MAYOR PRO TEM

TOWN COUNCIL MEETING

JANUARY 18, 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

TUESDAY, JANUARY 18, 2011   THE CLAYTON CENTER
7:30 PM   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 January 3, 2011, regular meeting.

4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
   a. Introduction of new Town of Clayton employee(s).

5. **ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA**
   a. Presentation of Street Performance Policy.
   b. Presentation of two final acceptances for asphalt work at Moss Creek Subdivision Phases 1 & 2 and Glen Laurel East Phase 1.

6. **ITEMS CONTINGENT FOR THE REGULAR MEETING**

7. **ITEMS FOR DISCUSSION**
   a. Distribution of FY 11-12 budget calendar.

8. **OLD BUSINESS**

9. **STAFF REPORTS**
   a. Town Manager
      ▪ Status report on the implementation of fire department personnel shift program in accordance with FY 10-11 Budget.
      ▪ Distribution of quarterly financial report.
   b. Town Attorney
   c. Town Clerk
      ▪ Calendar of Events
   d. Other Staff

10. **OTHER BUSINESS**
    a. Informal Discussion & Public Comment.
    b. Council Comments.
    c. Planning Board Highlights of the December 2010 meeting.

11. **ADJOURNMENT**

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 3a   Meeting Date: 1/18/11

TITLE: DRAFT MINUTES FROM THE JANUARY 3, 2011, REGULAR
            MEETING.

DESCRIPTION: Minutes.

RELATED GOAL: <u>Administrative</u>

ITEM SUMMARY:

<u>Date:</u>   <u>Action:</u>   <u>Info. Provided:</u>

1-18-11   Approval.   DRAFT minutes from
                                                    The 1/3/2011 meeting.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 4a   **Meeting Date: 1/18/11**

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

DESCRIPTION: Introduction(s).

RELATED GOAL: <u>Administrative</u>

ITEM SUMMARY:

<u>Date:</u>   <u>Action:</u>   <u>Info. Provided:</u>

1-18-11   Introduction(s).   N/A.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 5a   Meeting Date: 1/18/11

TITLE: PRESENTATION OF STREET PERFORMANCE POLICY.

DESCRIPTION: A Street Performance Policy has been developed to allow and
                    encourage performances in the new Town Lot. The policy
                    would allow persons to perform by obtaining a no-cost permit
                    through the Town of Clayton.

RELATED GOAL: Create an Alive Downtown

ITEM SUMMARY:

Date:	Action:	Info. Provided:
1-18-11	Presentation.	Memorandum, Application, & Permit.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item:　　5b　　　　　　　　　　　Meeting Date: 1/18/11

TITLE:　　　　PRESENTATION OF TWO FINAL ACCEPTANCES FOR ASPHALT
　　　　　　　WORK AT MOSS CREEK SUBDIVISION PHASES 1 & 2 AND GLEN
　　　　　　　LAUREL EAST PHASE 1.

DESCRIPTION:　　Attached.

RELATED GOAL:　Administrative

ITEM SUMMARY:

Date:　　　　　　　　Action:　　　　　　　Info. Provided:

1-18-11　　　　　　　Presentation.　　　　Memorandums (2).

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 7a   **Meeting Date: 1/18/11**

TITLE: DISTRIBUTION OF FY 2011-2012 BUDGET CALENDAR.

DESCRIPTION: Attached.

RELATED GOAL: <u>Financially Responsible Town Government Providing Quality Service.</u>

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-18-11	Discussion.	Memorandum.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 9a   Meeting Date: 1/18/11

TITLE: TOWN MANAGER.

DESCRIPTION: Status report on implementation of fire department personnel shift program in accordance with FY 2010-2011 budget.

RELATED GOAL: <u>Administrative</u>

ITEM SUMMARY:

<u>Date:</u>   <u>Action:</u>   <u>Info. Provided:</u>

1-18-11   Discussion.   Memorandum.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 9a   **Meeting Date:** 1/18/11

TITLE: TOWN MANAGER.

DESCRIPTION: Distribution of quarterly financial report.

RELATED GOAL: <u>Administrative</u>

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-18-11	Discussion.	Memorandum.

Agenda Item: 9c   **Meeting Date:** 1/18/11

TITLE: TOWN CLERK
DESCRIPTION: Calendar of Events:
o Martin Luther King Jr's Birthday Holiday – Monday, January 17, 2011
o ~~Public Art Advisory Board Mtg – Tuesday, January 18, 2011 @ 6:30 PM, Green Room~~ - Cancelled
o Council Mtg – **TUESDAY**, January 18, 2011 @ 7:30 PM
o Board of Adjustment Mtg – Wednesday, January 19, 2011 @ 6 PM
o The Palladian Series: Blues Bash VI: Superharps featuring James Cotton with Tad Walter Trio – Friday, January 21, 2011 @ 8 PM
o Planning Board Mtg – Monday, January 24, 2011 @ 7 PM
o 2011-2012 biennium of the North Carolina General Assembly convenes – Wednesday, January 26, 2011
o 2011 NC Main Street Conference – January 26 – 28, 2011; Shelby, NC
o [City & County Clerks Academy – January 26-28, 2011; RTP, NC]
o Clayton Library Board Mtg – Thursday, January 27, 2011 @ 4:30 PM at the Hocutt-Ellington Memorial Library, 100 South Church Street
o Public Art Advisory Board & Clayton Town Council Joint Meeting – Monday, January 31, 2011, noon – 5 PM, at 442 ½ East Main Street (Walthom Group Bldg)
o Council Mtg – Monday, February 7, 2011 @ 7:30 PM
o Downtown Development Association Mtg – Monday, February 7, 2011 @ 7:30 PM in Room GS 223
o Board of Adjustment Mtg – Wednesday, February 16, 2011 @ 6 PM
o Council Mtg – Monday, February 21, 2011 @ 7:30 Pm
o The Palladian Series: Tommy Emmanuel – Saturday, February 26, 2011 @ 8 PM
o Planning Board Mtg – Monday, February 28, 2011
o Council Mtg – Monday, March 7, 2011 @ 7:30 PM
o Colin Hay – Sunday, March 13, 2011 @ 8 PM
o Sunshine Week – March 13 – 19, 2011
o Board of Adjustment Mtg – Wednesday, March 16, 2011 @ 6 PM
o Council Mtg – Monday, March 21, 2011 @ 7:30 PM
o Planning Board Mtg – Monday, March 28, 2011 @ 7 PM
o Council Mtg – Monday, April 4, 2011 @ 7:30 PM
o Downtown Development Association Mtg – Monday, April 11, 2011 @ 7:30 PM in Room GS 223
o Council Mtg – Monday, April 18, 2011 @ 7:30 PM
o Board of Adjustment Mtg – April 20, 2011 @ 6 PM
o Good Friday Holiday – Friday, April 22, 2011
o Planning Board Mtg – Monday, April 25, 2011 @ 7 PM
o Council Mtg – Monday, May 2, 2011 @ 7:30 PM
o NCLM Town Hall Day – Wednesday, May 4, 2011
o Council Mtg – Monday, May 16, 2011 @ 7:30 PM
o Board of Adjustment Mtg – Wednesday, May 18, 2011 @ 6 PM
o Planning Board Mtg – Monday, May 23, 2011 @ 7 PM
o 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
- 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
- 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
- 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:	Action:	Info. Provided:
01-18-11	Information.	Calendar of Events.

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 10c   Meeting Date: 1/18/11

TITLE: **HIGHLIGHTS OF THE DECEMBER 2010 PLANNING BOARD MEETING.**

DESCRIPTION: Attached as information; does not require Council action.

RELATED GOAL: <u>Administrative</u>

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
1-18-11	None.	N/A.