



Town of Clayton
Town Council Regular Meeting Agenda
Monday, October 20, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

THE PUBLIC MAY VIEW THE LIVE COUNCIL MEETING ON THE TOWN'S YOUTUBE CHANNEL:
<https://www.youtube.com/TownofClaytonNC>

NO WEAPONS ALLOWED INSIDE COUNCIL CHAMBERS.

1. CALL TO ORDER

- a. Call to Order
- b. Pledge of Allegiance
- c. Invocation

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Adopt or Adjust the Agenda

3. CONSENT AGENDA

- a. Minutes
 - September 15, 2025 - Regular Session
 - October 6, 2025 - Closed Session

Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[September 15, 2025 - Regular Session](#)
- b. Amendment to Chapter 74 of the Town of Clayton Code of Ordinances - Barbour St Parking
Presenter: Shannon Poole, Project Controls
[Ordinance #2025-10-03](#)
- c. 2026 Holiday Schedule
Presenter: Heidi Holland, Town Clerk
[Resolution #2025-94](#)
- d. 2026 Council Meeting Schedule
Presenter: Heidi Holland, Town Clerk
[Resolution #2025-95](#)
- e. Human Resources Personnel Policy Amendment (Section 9)
Presenter: Kenya Walls, Human Resources Director
[Resolution #2025-96](#)
- f. Reimbursement Resolution - Property Acquisitions
Presenter: Robert W. McKie, Jr., Finance Director
[Resolution #2025-99](#)
- g. Authorizing Sole Source Procurement For Security Access Control System and Cameras at Sam's Branch Water Reclamation Facility
Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager
[Resolution #2025-100](#)

- h. Directing Development of a Policy for Solid Waste Services for Non-Annexed Utility Customers
Presenter: Todd Melton, Budget Manager
[Resolution #2025-101](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U
• Recreational Programming
Presenter: Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Downtown Development Advisory Board Annual Report
Presenter: Greg Adamson, Board Chair
[Downtown Development Advisory Board Annual Report](#)

6. PUBLIC HEARINGS

- a. Sale of Multifamily Housing Revenue Bonds Series 2025 for Pritchard Woods
Presenter: Robert W. McKie, Jr., Finance Director
[Sale of Multifamily Housing Revenue Bonds Series 2025 for Pritchard Woods](#)

POTENTIAL ACTION: Adoption of Resolution #2025-97 & #2025-98

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS

- a. Downtown Social District Boundary Expansion
Presenter: Amy Shearin, Community Engagement Coordinator
[Downtown Social District Boundary Expansion - Pdf](#)

POTENTIAL ACTION: Adoption of Ordinance #2025-10-04

- b. Strategic Facility Acquisition to Support Community Growth
Presenter: Joe Stallings, Economic Development Director and Todd Riddick, Interim Parks and Recreation Director
[Strategic Facility Acquisition to Support Community Growth](#)

POTENTIAL ACTION: Adoption of Resolution #2025-86

- c. Update the Town of Clayton Economic Development Strategic Plan
Presenter: Joe Stallings, Economic Development Director
[Update the Town of Clayton Economic Development Strategic Plan](#)

POTENTIAL ACTION: Adoption of Resolution #2025-90

10. PUBLIC COMMENTS

11. STAFF REPORTS

- a. Town Manager

- b. Town Attorney
- c. Town Clerk
- d. Other Staff

Budget Office Updates
Presenter: Todd Melton, Budget Manager

12. OTHER BUSINESS

- a. Mayor and Council Comments

13. CLOSED SESSION

- a.
 - To Discuss Legal Matter in Accordance with NC GS 143-318.11 (a)(3)
 - To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11(a)(5)

POTENTIAL ACTION: Motion To Go Into Closed Session

POTENTIAL ACTION: Motion To Return To Open Session

14. ADJOURNMENT

- a. Adjourn

POTENTIAL ACTION: Motion To Adjourn

INFORMATION FOR THE PUBLIC

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.

7. QUASI-JUDICIAL HEARINGS

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself. Staff is available to assist with inquiries from citizens.

10. PUBLIC COMMENT

RULES FOR PERSONS ADDRESSING TOWN COUNCIL

- During public hearings and public comment periods, each speaker will identify him/herself by giving his or her name and place of residence.
- Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
- Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of five (5) total minutes. Each group is encouraged to designate a single spokesperson for their group.



Town of Clayton
Town Council Regular Meeting Minutes
Monday, September 15, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Michael Sims
Council Member Andria Archer
Council Member Porter Casey
Council Member Ruth Anderson
Council Member Gretchen Williams

Council Absent:

None

Staff Present:

Rich Cappola, Town Manager
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Greg Tart, Police Chief
David Ranes, Fire Chief
Robert McKie, Jr., Finance Director
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Sam Johnson-Phillips, Deputy Town Clerk
Todd Melton, Budget Manager
Joe Stallings, Economic Development Director
Michael Franchi, Attorney

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Town Council meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel. <https://www.youtube.com/user/TownofClaytonNC>

1. CALL TO ORDER

a. Call to Order

Mayor McLeod called the meeting to order at 6:02 p.m.

b. Pledge of Allegiance

Mayor McLeod led the Pledge of Allegiance.

c. Invocation

Mayor McLeod provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

a. Mr. Cappola adjusted the agenda to add item 4b. Budget Book Update.

Adopt or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

3. CONSENT AGENDA

- a. Minutes
 - September 2, 2025 - Closed Session

Presenter: Heidi Holland, Town Clerk
- b. Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 B & C
Presenter: Michael Worner, Engineering Dept.
- c. Resolution To Accept Public Utilities into One Year Warranty in The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 G & H
Presenter: Michael Worner, Engineering Dept.

Adopt or Adjust the Agenda

RESULT:	CARRIED 5-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

4. ADMINISTRATIVE ITEMS

- a. Clayton 4U
 - National Library Card Sign-Up Week

Presenter: Nathanael Shelton, Communication Director

Tonight's video focused on resources that Hocutt-Ellington Memorial Library offers for students returning to school.
 - b. Budget Book Update
Presenter: Todd Melton, Budget Manager
- Mr. Melton began by showing Council how to locate the FY 2026 Town of Clayton Budget Book

<https://www.townofclaytonnc.org/850/FY-2026-Town-of-Clayton-Budget>.

He began by explaining how to navigate the document and how to download the PDF, if desired. He then moved on to discuss the Introduction section and the items it contains.

It was noted that there is a dedicated page for each of the seven focus areas. Each page includes the following: a representative image with relevant statistics, a description of the focus area, three to five detailed strategies for achieving the focus area goals, and specific budget items aligned with that focus area.

Mr. Melton then provided a brief overview of the Organizational Structure, highlighting its importance. He explained that the chart outlines departmental reporting relationships and shows the number of full-time employees in each department.

A brief overview was provided for the Budget Framework and the purpose of each of the five sub-categories listed:

- Budget Process and Timeline
- Basis of Budgeting
- Financial Policies
- Funding Sources Overview
- Changes in Personnel

Mr. Melton provided a synopsis of the Funds Summary Overview and noted that the hyperlinks on the page direct users to the relevant North Carolina General Statutes. He explained that this section provides a general explanation of the purpose and function of each fund.

The next section discussed was Departmental Summaries. This section provides detailed explanations of what constitutes a Department, Division, and General Ledger (GL) Account. The accompanying Organizational Chart outlines the Town of Clayton's budget structure. It was noted that the budget is adopted at the departmental level. Within the Departmental Summaries section, each department is further broken down and presented in greater detail.

Mr. Melton then addressed the Capital Improvement Plan (CIP) section, stating that it contains a significant amount of information. He pointed out a link to the Comprehensive Growth Plan and highlighted key content within the CIP tab, including:

- An explanation of the Capital Budgeting Process
- The Basis for Capital Revenue and Expenditure Estimates
- The CIP Development Process (FY26 Schedule) for the General Fund

- Definitions and criteria for capital projects

Additional subcategories in this section include the One-Year Plan, Multi-Year Plan, Project Types, and Departments.

It was noted that the Enterprise Fund Capital Improvement Plans differ somewhat from the General Fund Prioritization Process. This distinction is explained and defined within the section. Two subcategories are included: Water & Sewer CIP Projects and Electric Enterprise CIP Projects, each containing tables with relevant project information for the reader.

Mr. Melton then provided a brief overview of the Debt Services section, explaining that it breaks down the Town's debt by type and by fund.

The final section discussed was the Appendix, where readers can find the Budget Message, History of the Town, Statistical Data, and a Glossary of terms.

Council Member Anderson thanked Mr. Melton and his department for what she described as an "*incomprehensible amount of work*." She remarked that the budget book was "*amazing*" and emphasized that the goal has always been transparency—something this budget book has clearly achieved by breaking down complex information for the public.

Council Member Archer also thanked Mr. Melton and noted her appreciation for the clear explanation of the different types of funds.

Mayor Pro Tem Sims echoed the sentiments of Council Members Anderson and Archer, expressing his appreciation for the team's hard work. He asked Mr. Melton how long the team had been working on the document. Mr. Melton responded that the work began in May, around that time Ms. Jessica Watkins joined the team. Mayor Pro Tem Sims then asked what the primary motivation was for creating this updated document. Mr. Melton explained that the Town partnered with ClearGov, a budgeting platform that allows for greater transparency, more comprehensive information, and improved interactivity.

Through this platform, the Town was able to produce a significantly enhanced budget book.

Mayor McLeod asked if there were any additional Council comments. Hearing none, he invited Ms. Watkins to join Mr. Melton at the podium. On behalf of the Town of Clayton and Town Council, he thanked both Ms. Watkins and Mr. Melton for their efforts. Mayor McLeod specifically acknowledged Ms. Watkins for her hard work during her time with the Town and offered well wishes in her future endeavors. Ms. Watkins thanked Mayor McLeod in return.

Mayor McLeod then asked Mr. Melton how the public could request clarification or ask questions about the document. Mr. Melton responded that a feature could be built into the website to facilitate public inquiries.

Finally, Town Manager Mr. Cappola expressed his gratitude to Mr. Melton, Ms. Watkins, department heads, and the Communications Team for their contributions to the budget process.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. National Finance and Accounting Appreciation Week Proclamation
Presenter: Council Member Anderson to Present to Staff

Council Member Anderson read the proclamation into the record and presented it to the Finance Department.

- b. Human Resources Professionals Day Proclamation
Presenter: Council Member Williams to Present to Staff

Council Member Williams read the proclamation into record and presented it to the Human Resources Department Manager.

- c. National Custodian Day Proclamation
Presenter: Mayor Pro Tem Sims to Present to Staff

Mayor Pro Tem Sims read the proclamation into record and presented it to the Custodian staff.

- d. Operation Lifesaver Rail Safety Week Proclamation
Presenter: Mayor McLeod to Read

Mayor McLeod read the proclamation into record and presented it to Chief Tart.

Chief Tart reported that he had reached out to the Department of Transportation (DOT), Amtrak, and North Carolina Railroad to discuss railroad safety initiatives. As a result of these conversations, plans were made to engage the public and provide education on railway safety.

He announced that, weather permitting, an event titled Operation Clear Crossing Blitz would take place on Tuesday, September 16, 2025, from 9:00 a.m. to 11:00 a.m. The event will be held at three railroad crossings in town:

- Central Avenue and Main Street
- North Church Street between First Street and Front Street
- North O'Neal Street at First Street

Chief Tart stated that members of his department would be present at each location to distribute educational materials to both motorists and pedestrians.

These materials will focus on railroad safety and best practices for safely crossing tracks.

Mayor Pro Tem Sims expressed appreciation for Chief Tart and his department for being proactive, noting that the initiative reflects strong leadership.

Council Member Anderson agreed with Mayor Pro Tem Sims and added that the effort will help raise public awareness when approaching railroad crossings. Mayor McLeod also extended his sincere appreciation to Chief Tart for leading the effort to increase awareness around railroad safety. He suggested that this initiative be made an annual event moving forward.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS

10. PUBLIC COMMENTS

11. STAFF REPORTS

a. Town Manager

Mr. Cappola thanked Mr. Melton for his excellent presentation of the budget book. He also expressed appreciation to the library staff and provided the address for the temporary library location at 446 E. Second Street, noting that renovations are progressing as planned.

Mr. Cappola provided an overview of the new safety protocols being implemented at Town Hall. He explained that the primary objective is to have all members of the public enter through the Horne Street entrance, where they will be checked in by the receptionist and issued either a temporary badge or a sticker indicating the part of the building they are visiting.

b. Town Attorney

c. Town Clerk

d. Other Staff

- Legend Park Update

Presenter: Chris Gallant, Capital Program Manager

Mr. Gallant gave an update on Legend Park. It was stated this project is comprised of four different efforts:

- Site Remediation - effort completed by the State under pre-regulated

landfill. This is broken into several phases.

- Obsolescence - Town coordinating with NC State Parks. This effort is related to PARTF Funding closure.
- Roadway Construction - Town engaged a contractor to perform this work. A Developers Agreement would be needed for Procurement.
- Long Term Use - Town has engaged with Sage Design. They will determine the best use based off the land use restrictions.

Three site remediation phases were discussed.

- Phase 1 (completed) - Mobilization, Site Prep, Erosion measures installation & Clearing/Grubbing
- Phase 2 (completed) - Excavation of waste, Subgrade prep & installation of closure surface
- Phase 3 (post establishment - ongoing) - Removal of erosion measures, Restoration of buffer areas, Install of waste markers and As-builts

Each of the four efforts were discussed in greater detail. Mr. Gallant explained the site remediation timeline:

- August 2024 - NCDEQ Released for bid
- October 2024 - NCDEQ Contractor mobilizes
- December 2024 - Phase 1 work completed
- April 2025 - Phase 2 work completed
- August 2025 - Site established confirmed DEMLR
- September 2025 - Phase 3 began
- November 2025 - Phase 3 completion (projected)

Obsolescence Status Update

May 2025 - A request to NC Parks & Recreation for obsolescence was formally approved.

Next Steps - would be to send a final signed As-Built drawings as the final step.

Roadway Construction Status Update

Summer 2025 - Engaged contractors for competitive proposals, reviewed and determined a selection, prepared Developer's Agreement and entered Negotiation of Terms.

Next Steps - Developer's Agreement in process of obtaining signature(s), bring the Developer's Agreement to Council as Resolution and then begin the work.

Duration of Work - Expected to be 60 days of construction work.

Impacts to Note - Greenway trail will be closed, and the parking lot will not be accessible to the public during work.

Long Term Use Status Update

Previous Efforts - Sage Design had prepared a Parks & Recreation Master Plan in 2024 that accounted for all recreation needs.

Next Steps - Sage Design is preparing recommendations for Parks & Recreation permanent use of this property while abiding by and land use restrictions.

Project Progress Update (via Images):

- **December 2024:** Erosion control measures were initiated. Clearing, grubbing, and initial excavation work began.
- **February 2025:** The landfill was capped, and grading activities were underway.
- **May 2025:** Phase completion with stabilization achieved or prepared. Seed and matting were in place.
- **September 2025:** Site showed healthy vegetation growth. State approval was received, allowing removal of black silt fencing, dirt piles, and the cement base to proceed.

Conclusion:

By the end of 2025, the Town anticipates completion of remediation, obsolescence work, and roadway construction. Public access to the parking lot, roadway, and greenway trail is expected to be restored. Mr. Gallant noted that further clarity on long-term use options for space is anticipated from Sage Design.

12. OTHER BUSINESS

a. Mayor and Council Comments

Mayor Pro Tem Sims addressed the article from the Triangle Business Journal regarding the North Carolina Greenlights.

Council Member Archer expressed thanks to the Town and staff involved with the 911 Remembrance event that was held.

Council Member Williams expressed thanks to everyone that participated in the First Responders event and expressed appreciation on the information that was provided by Mr. Melton. She then took a moment to thank Chief Tart on the Operation Lifesaver Rail Safety.

13. CLOSED SESSION

- a. • To Discuss Legal Matter in Accordance with NC GS 143-318.11(a)(3)
 • To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11(a)(5)

Motion To Go Into Closed Session

RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Motion To Return To Open Session

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

14. ADJOURNMENT

- a. Adjourn

With nothing further, the meeting was adjourned at 7:51 p.m.

Motion To Adjourn

RESULT:	CARRIED 5-0
MOVER:	Ruth Anderson
SECONDER:	Michael Sims
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Duly adopted by the Town Council this 6th day of October 2025 while in regular session.

Michael Sims
Mayor Pro Tem

ATTEST:

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

September 15, 2025
Minutes



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

CONSENT AGENDA

Item Title

Amendment to Chapter 74 of the Town of Clayton Code of Ordinances - Barbour St Parking

Presenter(s)

Shannon Poole - Project Controls

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment



☐ Vibrant Downtown



☐ Desirable Amenities and Spaces



☐ Sustainable Infrastructure



☒ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☐ None Required

Summary

This item proposes two updates to the Town's Code of Ordinances, Chapter 74, Parking Schedules:

- **Repeal of No Parking Restriction (Amends ordinance 2012-01-02):** Deletion of prohibited parking on the 200 block of Barbour Street, west side from the corner of Second Street to the beginning of property line for 212 S Barbour Street.
- **Addition to Parking Schedule IV – Commercial Loading Zones:**
Establish a designated Commercial Loading Zone on the west side of Barbour Street, beginning at the back of the building addressed as 221 E. Second Street and extending approximately 30 feet along the curb. Appropriate signage and pavement striping will be installed to define the zone. The designated loading zone will be in effect Monday through Friday, from 6:00 a.m. to 11:00 a.m.

Funding Source

N/A

Corresponding Documentation

[Ordinance Barbour St Parking](#)

[BarbourSt Ord 2012-01-02](#)

[LoadingZone BarbourStExhibit](#)

Submitted By: Shannon Poole, Public Works/Operations

Reviewed By:

Tim Robbins, Public Works Director

Approved - Oct 13 2025

Rich Cappola, Town Manager

Approved - Oct 16 2025

Heidi Holland, Town Clerk

Approved - Oct 16 2025

**TOWN OF CLAYTON
AMENDMENT TO CODE OF ORDINANCES
CHAPTER 74: PARKING SCHEDULES**

BE IT HEREBY ORDAINED THAT THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA amends its Code of Ordinances with the following:

Amend the following section of CHAPTER 74:

DELETION:

Chapter 74: Prohibited Parking, Schedule 1

Street	Location	Ord. No	Passage Date
Barbour Street	200 block, west side from the corner of Second Street to the beginning of property line for 212 S Barbour Street	2025-10-03; amends Ord. No 2012-01-02	10/20/2025

ADDITION:

Chapter 74: Parking Schedules, Schedule IV – Commercial Loading Zones

Street	Location	Ord. No	Passage Date
Barbour Street	Install Signage and Striping on the west side between back of building, 221 E Second St, extending approximately 30 feet along the curb to create a Loading Zone, Monday-Friday from 6:00AM-11AM.	2025-10-03	10/20/2025

Duly adopted this 20th day of October 2025, while in regular session.

Michael Sims
Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

Jim Cauley
Town Attorney

2012-01-02

**TOWN OF CLAYTON
AMENDMENT TO THE CODE OF ORDINANCES
CHAPTER 74: PARKING SCHEDULES**

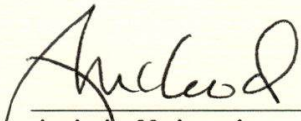
BE IT HEREBY ADOPTED THAT THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA amends its Code of Ordinances with the following:

Amend the following section of CHAPTER 74: Parking Schedules, Schedule I, Prohibited Parking to read as follows:

Street	Location	Ord. No.	Passage Date
Barbour Street	100 and 200 block, east side	2012-01-02	1/3/2012
Barbour Street	200 block, west side from the corner of the Second Street to the beginning of property line for 212 S Barbour Street	2012-01-02	1/3/2012

Duly adopted this 3rd day of January 2012, while in regular session.

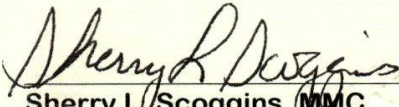
(SEAL)



Jody L. McLeod
Mayor

ATTEST:

APPROVED AS TO FORM:



Sherry L. Scoggins, MMC
Town Clerk



Brenton W. McConkey
Town Attorney



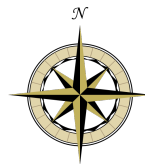
*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Result 1

id: 05015058
Tag: 05015058
NCPin: 166913-02-2656
Mapsheet No: 166913
Owner Name 1: TOWN OF CLAYTON
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 879
Mail Address 3: CLAYTON, NC 27528-0879
Site Address 1: 111 E SECOND ST
Site Address 2: CLAYTON, NC 27520-
Book: 05390
Page: 0346
Market Value: 7024030
Assessed Acreage: 2.410
Calc. Acreage: 2.410
Sales Price: 0
Sale Date: 2019-07-23



Scale: 1:883 - 1 in. = 73.61 feet

(The scale is only accurate when printed landscape on a 17 x 22 size sheet with no page scaling.)

Johnston County GIS
June 16, 2025

**TOWN OF CLAYTON
2026 HOLIDAY SCHEDULE**

BE IT RESOLVED that the Town Council of Clayton hereby adopt the 2026 Holiday Schedule as presented.

TOWN OF CLAYTON 2026 HOLIDAY SCHEDULE		
Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2026	Thursday
Martin Luther King, Jr. Birthday	January 19, 2026	Monday
Good Friday	April 3, 2026	Friday
Memorial Day	May 25, 2026	Monday
Juneteenth	June 19, 2026	Friday
Independence Day (Observed)	July 3, 2026	Friday
Labor Day	September 7, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving	November 26 & 27, 2026	Thursday & Friday
Christmas	December 24, 25 & 28, 2026	Thursday, Friday, and Monday

Duly adopted this 20th day of October 2025, while in regular session.

ATTEST:

Michael Sims
Mayor Pro Tem

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

TOWN OF CLAYTON 2026 COUNCIL MEETING SCHEDULE

WHEREAS, the Clayton Town Council exists to conduct the business of the people; and

WHEREAS, each meeting of the Clayton Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Clayton Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12.

THEREFORE, BE IT RESOLVED that the Town Council of Clayton hereby adopt the 2026 Clayton Town Council Meeting Schedule as presented.

2026 TOWN COUNCIL MEETINGS	
Monday January 5, 2026	Work Session: 3PM and Regular Meeting: 6PM
Tuesday, January 20, 2026	Regular Meeting: 6PM
Monday, February 2, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, February 16, 2026	Regular Meeting: 6PM
Wednesday, February 25, 2026	Retreat: 9:00AM
Thursday, February 26, 2026	Retreat: 9:00AM
Monday, March 2, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, March 16, 2026	Regular Meeting: 6PM
Monday, April 6, 2026	Work Session: 12PM and Regular Meeting: 6PM
Monday, April 20, 2026	Regular Meeting: 6PM
Monday, May 4, 2026	Work Session: 12PM and Regular Meeting: 6PM
Monday, May 18, 2026	Regular Meeting: 6PM
Monday, June 1, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, June 15, 2026	Regular Meeting: 6PM
Monday, July 20, 2026 (Only one meeting the month of July)	Work Session: 3PM and Regular Meeting: 6PM
Monday, August 3, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, August 17, 2026	Regular Meeting: 6PM
Tuesday, September 8, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, September 21, 2026	Regular Meeting: 6PM
Monday, October 5, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, October 19, 2026	Regular Meeting: 6PM
Monday, November 2, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, November 16, 2026	Regular Meeting: 6PM
Monday, December 7, 2026	Work Session: 3PM and Regular Meeting: 6PM
Monday, December 21, 2026	Regular Meeting: 6PM

Duly adopted this 20th of October 2025, while in regular session.

ATTEST:

Michael Sims, Mayor Pro Tem

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

CONSENT AGENDA

Item Title

Human Resources Personnel Policy Amendment (Section 9)

Presenter(s)

Kenya Walls, Human Resources Director

Suggested Action

Place on Consent Agenda - Resolution #2025-96

Strategic Priorities Alignment



☐
Vibrant Downtown



☐
Desirable
Amenities and
Spaces



☐
Sustainable
Infrastructure



☐
Mobility,
Transportation,
and Transit



☐
Diversified
Economic
Development



☐
Community
Outreach and
Engagement



☐
Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☐ None Required

Summary

Section 9 of the Town's Human Resources Personnel Policy requires amendment to align with G.S. 153A-94.2(b) regarding criminal history record checks for certain positions. To ensure compliance with this statute, a new provision, Item #5, has been added.

Funding Source

N/A

Corresponding Documentation

[Resolution 2025-96 Amending the Human Resources Personnel Policy](#)

[Background Check Policy Update](#)

Submitted By: Heidi Holland, Administration

Reviewed By:

Rich Cappola, Town Manager

Approved - Oct 16 2025

Heidi Holland, Town Clerk

Approved - Oct 16 2025

**TOWN OF CLAYTON
RESOLUTION AMENDING SECTION 9 OF THE
HUMAN RESOURCES PERSONNEL POLICY**

WHEREAS, the Town of Clayton seeks to ensure that its personnel policies remain compliant with applicable state laws and consistent with best employment practices; and

WHEREAS, Section 9 of the Town's Human Resources Personnel Policy requires amendment to align with G.S. 153A-94.2(b) regarding criminal history record checks for certain positions; and

WHEREAS, this resolution shall supersede Resolution #2025-49.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clayton, North Carolina, that Section 9 of the Human Resources Personnel Policy is hereby amended to include the following provision:

Organizational Rules:

5. In compliance with G.S. 153A-94.2(b), "applicants offered a position that requires an applicant for employment to work with children in any capacity," will be required to be subject to a criminal history record check conducted by the SBI. This authorizes the SBI to conduct a fingerprint-based state and national criminal record check.

This amendment shall become effective immediately upon adoption.

Duly adopted this 20th day of October 2025 while in regular session.

Michael Sims
Mayor Pro Tem

ATTEST:

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

Town of Clayton Policy & Procedure Statement

	
Policy Number	HR 2024-01B
Department	Human Resources
Subject	Personnel Policy
Approved By	Town Council
Effective Date	June 17, 2024; Resolution #2024-69; #2025-49; #2025-96
Revision Date(s)	June 16, 2025; October 20, 2025

Purpose:

The records covered by this policy are in the custody of the Town of Clayton and are maintained for Town of Clayton that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Clayton.

Policy:

This policy shall remain in effect until such time as amended by the Town Council

Section 9. Background Checks

Purpose: The Town believes that employing and retaining a well-qualified, diverse workforce is essential to the overall success of this organization. Criminal background checks are an important tool in determining the suitability of an individual for either initial or continued employment with the Town.

Information about an individual's past criminal conduct is collected to preserve public trust; promote a safe work environment for employees and members of the public; determine their suitability for employment; and promote the protection of the Town's property. The Town seeks to promote a fair, consistent, confidential, and non-discriminatory method of obtaining and using criminal information for employment decisions.

Scope: This policy applies to all applicants and employees of the Town of Clayton.

Definitions:

- **Background Check** - Process of acquiring records related to an individual's past criminal or other record. Other record checks may include educational and license credentials, credit history, and/or driving records requested at the discretion of the Town Manager in relation to specific jobs within the organization.
- **Background Check Release Form** - A form completed by an applicant for any benefit eligible position that authorizes a background check prior to employment.
- **Fair Credit Reporting Act (FCRA)** - Federal law that regulates the collection, dissemination, and use of consumer credit information, including criminal background reports.
- **Disciplinary Action** - An action initiated by a supervisor to address and correct an employee's unacceptable behavior and/or performance.
- **Legal Actions/Proceedings** - Any legal actions including, but not limited to, arrests, convictions, guilty pleas, no contest pleas, restraining orders, warrants, and criminal charges.
- **Safety Sensitive Position** - A position where an essential function of the job includes safety sensitive responsibilities. Safety sensitive responsibilities are those that pose a risk to the safety of the employee or others under which a momentary lapse of attention or judgment could have disastrous consequences without the opportunity to rectify the mistake.

Organizational Rules:

1. All applicants for employment are subject to a criminal background check.
2. An arrest does not establish that criminal conduct has occurred. Accordingly, the

fact that an individual was arrested should never be the sole basis of an adverse employment action. The Town may take adverse employment action based on information showing that the individual committed the conduct underlying the arrest. A conviction, guilty plea or no contest plea shall serve as sufficient evidence that the individual engaged in the alleged criminal conduct.

3. The Town shall not treat background check information differently for individuals based on their age, color, ethnicity, familial status, gender or sex, gender expression, gender identity, genetic information, hair texture and hairstyle commonly associated with race or national origin, marital status, mental or physical disability, military status, national origin, political affiliation, race, religion or sexual orientation or any other non-job-related factor.
4. The Town recognizes that the use of background check information may disproportionately impact some individuals based on their membership in a protected class. Accordingly, the Town will take steps to ensure that any use of background check information will be job related and consistent with business necessity. The Town finds that reporting convictions for nonviolent, drug-related offenses such as possession, manufacture, or distribution of controlled substance to only be job related and consistent with business necessity for those positions that are deemed safety-sensitive.
5. In compliance with G.S. 153A-94.2(b), “applicants offered a position that requires an applicant for employment to work with children in any capacity,” will be required to be subject to a criminal history record check conducted by the SBI. This authorizes the SBI to conduct a fingerprint-based state and national criminal record check.

Procedures:

1. Any applicant refusing to authorize the background check will have their applications rejected.
2. Human Resources will arrange for the background check once a tentative offer of employment to the applicant offer has been extended to the applicant.
3. If the background check does not reveal any prior criminal activity, the applicant may be hired pending the results of the drug screening and/or pre-employment physical. However, if the background check reveals a conviction, guilty or no contest plea, HR shall determine the degree to which the criminal conduct is related to the position.
4. When determining whether to reject an applicant because of prior criminal activity, HR shall consider the:
 - nature and gravity of the criminal activity;

- time that has passed since the criminal activity;
 - duties that the applicant will perform;
 - applicant's opinion on the accuracy of the background check;
 - facts surrounding the criminal activity;
 - number of criminal offenses;
 - age of the applicant at the time of the criminal activity;
 - applicant's employment history before and after the criminal activity;
 - applicant's rehabilitation efforts;
 - applicant's employment or character references; and
 - applicant's participation in a bonding program.
- a. If the decision is to reject the applicant because of their prior criminal activity, the Town shall comply with the requirements of the Fair Credit Reporting Act.
 - b. First, HR will notify the background check third party administrator to send the applicant a "pre-adverse action" letter. The TPA (Third Party Administrator) will include a copy of the background check relied on by the Town. Also, the letter will provide the applicant with a summary of their rights under the Fair Credit Reporting Act.
 - c. The applicant will have five (5) business days to review and dispute any inaccurate information in the background check.
 - d. After the five (5) business days have passed, HR will provide the applicant with an "adverse action" letter.



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

CONSENT AGENDA

Item Title

Reimbursement Resolution - Property Acquisitions

Presenter(s)

Robert W. McKie, Jr., Finance Director

Suggested Action

Place on Consent Agenda - Resolution #2025-99

Strategic Priorities Alignment



☐ Vibrant Downtown



☒ Desirable Amenities and Spaces



☒ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☒ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Updates Since Previous Presentation

Several purchase agreements have been executed.

Summary

Reimbursement resolution for several major property acquisitions that align with the Town's Strategic Plan, and will be included in a Limited Obligation Bond (LOB)-Series 2025 financing agreement with Webster Bank. This will enable the Town to reimburse itself for any acquisition costs incurred prior to the closing of financing. Closing is expected to occur prior to December 31, 2025 subject to approval by the Local Government Commission (LGC).

Recommendation

The Executive Team recommends adoption of this reimbursement resolution.

Funding Source

N/A

Cost

N/A

Corresponding Documentation

[Town of Clayton - Reimbursement Resolution \(Land Purchases\)\(212118670.2\)](#)

Submitted By: Robert McKie, Jr., Finance Department

Reviewed By:

Robert McKie, Jr., Finance Director	Approved - Oct 15 2025
Rich Cappola, Town Manager	Approved - Oct 16 2025
Heidi Holland, Town Clerk	Approved - Oct 16 2025

TOWN COUNCIL
OF THE TOWN OF CLAYTON, NORTH CAROLINA

Excerpt of Minutes
of Meeting on
October 20, 2025

Present: Mayor _____ presiding, and Councilmembers _____

Absent: _____

* * * * *

RESOLUTION OF OFFICIAL INTENT TO PURSUE
TAX EXEMPT FINANCING AND TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF A BORROWING

WHEREAS, the Town Council of the Town of Clayton, North Carolina (the “Town”) intends to finance the purchase of land and buildings to be used for Town offices, warehouse space, parks and recreation facilities, parking and future economic development purposes in the Town (the “Project”);

WHEREAS, the Town may advance its own funds to pay expenditures related to the Project, may borrow funds on a short term taxable or tax-exempt basis in order to pay such expenditures or may enter into contracts obligating third parties to make certain expenditures relating to the Project (the “Expenditures”) prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CLAYTON,
NORTH CAROLINA:**

1. The Town intends to utilize the proceeds of tax-exempt indebtedness, including but not limited to revenue bonds or notes (the “Indebtedness”) or to incur other debt, to pay the costs of the Project in an amount not currently expected to exceed \$15,000,000.
2. The Town intends that the proceeds of the Indebtedness be used to reimburse the Town for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this resolution. The Town reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Indebtedness or other debt.

3. The Town intends that the adoption of this resolution confirms its “official intent” within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

4. This resolution shall take effect immediately upon its passage.

Councilmember _____ moved the passage of the foregoing resolution,
Councilmember _____ seconded the motion, and the resolution was passed by the
following vote:

Ayes: _____

Nays: _____

Not Voting: _____

* * * * *

I, Sam Johnson-Phillips, Deputy Town Clerk of the Town of Clayton, North Carolina,
DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the
proceedings of the Town Council at a regular meeting duly called and held October 20, 2025, as
it relates in any way to the resolution hereinabove set forth. Pursuant to G.S. § 143-318.12, a
current copy of a schedule of regular meetings of the Town Council is on file in my office.

WITNESS my hand and the common seal of the Town, this 20th day of October, 2025.

Deputy Town Clerk
Town of Clayton, North Carolina

(SEAL)

Resolution #2025-99



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

CONSENT AGENDA

Item Title

Authorizing Sole Source Procurement For Security Access Control System and Cameras at Sam's Branch Water Reclamation Facility

Presenter(s)

Shaun Mizell, Procurement, Contracts and MWBE Manager

Suggested Action

Adoption of Resolution - Resolution #2025-100

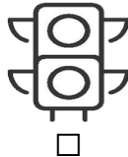
Strategic Priorities Alignment



☐ Vibrant Downtown



☐ Desirable
Amenities and
Spaces



☐ Sustainable
Infrastructure



☐ Mobility,
Transportation,
and Transit



☐ Diversified
Economic
Development



☐ Community
Outreach and
Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☐ None Required

Summary

This resolution authorizes the use of a sole source procurement under North Carolina General Statute 143-129(e)(6) for the purchase and installation of a security access control system and cameras at the Sam's Branch Water Reclamation Facility. The Town intends to contract with BFPE International Fire Safety and Security, which currently serves as the contractor for the Town's existing security and camera systems. BFPE has provided ongoing support, system integration, and maintenance for security infrastructure throughout various Town facilities.

Standardization and system compatibility are the overriding considerations for this procurement. Utilizing BFPE ensures seamless integration with the Town's current security network, maintains system continuity, and avoids the significant costs, inefficiencies, and operational risks that could arise from introducing a different vendor or incompatible technology.

Pursuant to NCGS 143-129(e)(6), the Town may engage in sole source procurement when standardization or compatibility is essential to the efficient operation of existing systems. Therefore, BFPE International Fire Safety and Security is recommended as the sole source provider for this project.

Funding Source

N/A

Corresponding Documentation

[Authorizing Sole Source Procurement for Security Cameras Sam's Branch Water Reclamation Facility](#)

Submitted By: Heidi Holland, Procurement

Reviewed By:

Heidi Holland, Town Clerk

Approved - Oct 16 2025

**TOWN OF CLAYTON
RESOLUTION AUTHORIZING SOLE SOURCE PROCUREMENT
FOR SECURITY ACCESS CONTROL SYSTEM AND CAMERAS AT
SAM'S BRANCH WATER RECLAMATION FACILITY**

WHEREAS, the Town of Clayton requires the purchase and installation of a security access control system and cameras at the Sam's Branch Water Reclamation Facility to enhance facility safety and operational oversight; and

WHEREAS, the Town currently contracts with BFPE International Fire Safety and Security for the maintenance, integration, and support of security and camera systems at various Town facilities; and

WHEREAS, BFPE International Fire Safety and Security has provided ongoing technical support and system management, ensuring compatibility and continuity across the Town's existing security network; and

WHEREAS, standardization and system compatibility are essential to the Town's operational efficiency, risk management, and cost control objectives; and

WHEREAS, utilizing BFPE International Fire Safety and Security for this project will ensure seamless integration with the Town's existing systems, maintain network uniformity, and avoid the significant costs and inefficiencies associated with introducing a new vendor or incompatible technologies; and

WHEREAS, pursuant to North Carolina General Statute 143-129(e)(6), competitive bidding requirements may be waived when standardization or compatibility is the overriding consideration for the efficient operation of existing systems; and

WHEREAS, the Town Council finds that it is in the best interest of the Town to authorize a sole source procurement with BFPE International Fire Safety and Security for this project in accordance with NCGS 143-129(e)(6);

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

1. The Town Council hereby authorizes the use of a sole source procurement under NCGS 143-129(e)(6) for the purchase and installation of a security access control system and cameras at the Sam's Branch Water Reclamation Facility.
2. The Town Council designates BFPE International Fire Safety and Security as the sole source provider for this procurement, based on the need for system standardization, compatibility, and continuity with existing Town security infrastructure.

3. The Town Manager, or his designee, is authorized to negotiate and execute all necessary contracts, agreements, and purchase documents with BFPE International Fire Safety and Security to complete this project in accordance with applicable laws and Town procurement policies.

Duly adopted this 20th day of October 2025 while in regular session.

Michael Sims
Mayor Pro Tem

ATTEST:

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

Resolution #2025-100



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

CONSENT AGENDA

Item Title

Directing Development of a Policy for Solid Waste Services for Non-Annexed Utility Customers

Presenter(s)

Todd Melton, Budget Manager

Suggested Action

Adoption of Resolution - Resolution #2025-101

Strategic Priorities Alignment



☐ Vibrant Downtown



☒ Desirable Amenities and Spaces



☐ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? Yes

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Summary

The Town recognizes the need to establish a consistent and transparent framework that would allow non-annexed (out-of-town) utility customers who already receive Town utility services to participate in the Town's solid waste collection program. The adoption of this resolution will allow the development of a policy for solid waste services for non-annexed utility customers with the following rates:

- Solid Waste Collection OoT = \$36/Month
- Extra Garbage Cart = \$6.25/month
- Extra Recycling Cart = \$4.75/month

Funding Source

N/A

Corresponding Documentation

[Town of Clayton Solid Waste Rates Usage](#)

[2025-101 Resolution Solid Waste Services For Non-Annexed Utility Customers Policy](#)

Submitted By: Ann Game, Customer Service Department

Reviewed By:

Heidi Holland, Town Clerk

Approved - Oct 16 2025



Town of Clayton Solid Waste Rates & Usage

Department	Fee Type	Description	FY26 Adopted Rate	Notes
General	Solid Waste Fees	Solid Waste Collection - In Town	\$24.00 / month	
General	Solid Waste Fees	Extra Garbage Cart - In Town	\$4.18 / month	
General	Solid Waste Fees	Extra Recycling Cart - In Town	\$3.17 / month	
General	Solid Waste Fees	Solid Waste Collection - Out of Town	\$36.00 / month	Adding rates for existing Out-of-Town utility customers
General	Solid Waste Fees	Extra Garbage Cart - Out of Town	\$6.25 / month	Adding rates for existing Out-of-Town utility customers
General	Solid Waste Fees	Extra Recycling Cart - Out of Town	\$4.75 / month	Adding rates for existing Out-of-Town utility customers

**TOWN OF CLAYTON
RESOLUTION DIRECTING THE DEVELOPMENT OF A POLICY
FOR SOLID WASTE SERVICES FOR NON-ANNEXED UTILITY
CUSTOMERS**

WHEREAS, the Town of Clayton provides essential public services, including water, sewer, electric, and solid waste collection, to residents within the Town's corporate limits; and

WHEREAS, certain properties located outside the Town's corporate limits currently receive one or more Town utility services, such as water, sewer, or electric; and

WHEREAS, the Town Council recognizes the need to establish a consistent and transparent framework that would allow non-annexed (out-of-town) utility customers who already receive Town utility services to participate in the Town's solid waste collection program; and

WHEREAS, creating such a policy will promote fairness, uniformity, and cost recovery among all utility customers while maintaining compliance with Town ordinances, service contracts, and operational standards; and

WHEREAS, proposed rates for these services have been identified as follows:

- Solid Waste Collection (Out-of-Town): \$36.00 per month
- Extra Garbage Cart: \$6.25 per month
- Extra Recycling Cart: \$4.75 per month

WHEREAS, these rates reflect the additional costs associated with providing collection services to customers outside the Town's corporate limits and will be included in the Town's Comprehensive List of Fees and Charges upon adoption of the policy;

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

1. The Town Council hereby directs the Town Manager, or his designee, to develop and present a "Solid Waste Services for Non-Annexed Utility Customers" Policy for future Council consideration.
2. The proposed policy shall establish eligibility criteria, service provisions, administrative responsibilities, and rate structure for non-annexed (out-of-town) customers who already receive one or more Town utility services.
3. The Town Manager, or his designee, is authorized to administratively manage, update, and refine the proposed policy to ensure compliance with Town

ordinances, solid waste contracts, and service delivery standards prior to Council consideration.

4. The Town Manager shall bring the proposed policy to the Town Council for formal review and adoption by resolution at a future meeting.
5. Upon adoption, the policy shall be reviewed annually in conjunction with the Town's budget process, and any substantive amendments shall be presented to the Town Council for approval.

Duly adopted this 20th day of October 2025, while in regular session.

ATTEST:

Michael Sims
Mayor Pro Tem

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

Resolution #2025-101



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

INTRODUCTIONS AND SPECIAL
PRESENTATIONS

Item Title

Downtown Development Advisory Board Annual Report

Presenter(s)

Greg Adamson, Board Chair

Suggested Action

Information Only

Strategic Priorities Alignment



☒ Vibrant Downtown



☐ Desirable
Amenities and
Spaces



☐ Sustainable
Infrastructure



☐ Mobility,
Transportation,
and Transit



☐ Diversified
Economic
Development



☐ Community
Outreach and
Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

- | | |
|--|--|
| ☐ Public Hearing (Required by GS) | ☐ Public Hearing (Not Required by GS) |
| ☐ Newspaper Notice (Required by GS) | ☐ Newspaper Notice (Not Required by GS) |
| ☐ Public Forum/Input Session | ☐ Press Release |
| ☐ E-News Distribution | ☐ Website |
| ☐ Social Media | ☐ Survey |
| ☐ Special Mailing | ☒ None Required |

Summary

Annual update from the Downtown Development Advisory Board to Council from the Board Chair.

Funding Source

N/A

Submitted By: Amy Shearin, Community Development

Reviewed By:

Heidi Holland, Town Clerk

Approved - Oct 16 2025



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

PUBLIC HEARINGS

Item Title

Sale of Multifamily Housing Revenue Bonds Series 2025 for Pritchard Woods

Presenter(s)

Robert W. McKie, Jr., Finance Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐ Vibrant Downtown



☒ Desirable Amenities and Spaces



☒ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☒ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: Yes - Legislative

Applicable General Statute Number: G.S 157-9

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☒ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☐ Special Mailing

☐ None Required

Updates Since Previous Presentation

Council adopted an Inducement Resolution for this multifamily housing project on December 4, 2023, which granted preliminary approval to issue multifamily housing revenue bonds. The developer, Dominion, obtained approval of the mixed use conditional rezoning on September 2, 2025.

Summary

The Town will act as a conduit debt issuer for the Pritchard Woods affordable housing project, which means the Town is only facilitating the issuance and has no obligation to repay the revenue bonds. Hence, the issuance of revenue bonds will not constitute a debt or a pledge of the faith and credit of the Town of Clayton. The revenue bonds will be payable solely from the revenues and other funds provided by Clayton Leased Housing Associates I, LLLP (the "Borrower").

Background/History

The Town was approached by its Bond Counsel, McGuireWoods, to act as a conduit debt issuer for this affordable housing project proposed by Dominion. Generally, affordable housing bonds are issued through a municipal or county housing authority, which does not exist in Johnston County, NC. McGuireWoods is directly involved in the majority of affordable housing bonds in the State of North Carolina.

Recommendation

The Executive Team recommends adoption of the resolutions.

Funding Source

N/A

Cost

No

Corresponding Documentation

[Clayton - Pritchard Woods - TEFRA and Approval Resolution\(210995250.2\)](#)

[Clayton - Pritchard Woods - Findings Resolution\(212067225.2\)](#)

[Affidavit of Publication of Notice of Public Hearing in Clayton Johnstonian - Clayton - Pritchard Woods \(published 10.1.2025\)\(211580303.1\) \(002\)](#)

Submitted By: Robert McKie, Jr., Finance Department

Reviewed By:

Robert McKie, Jr., Finance Director

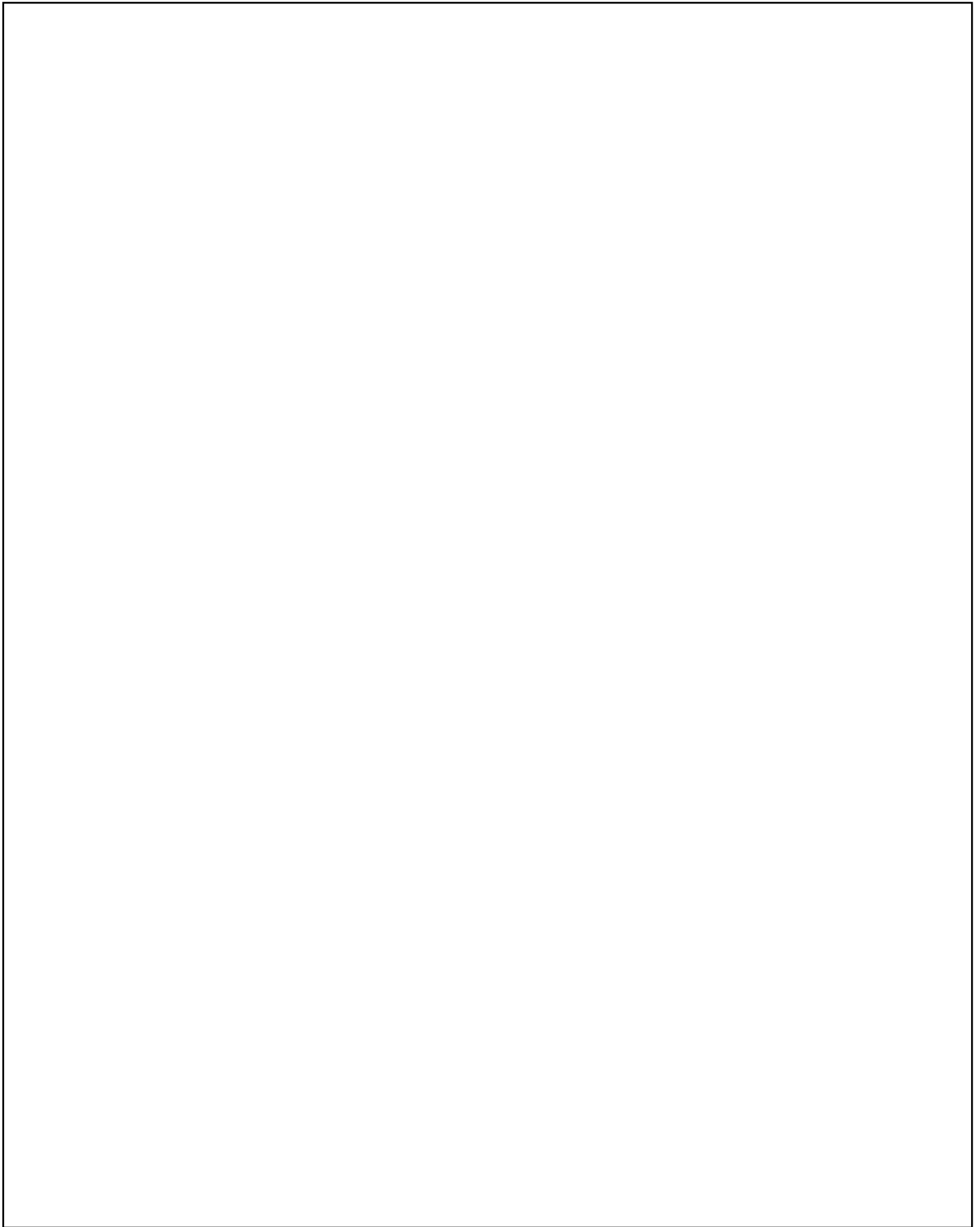
Rich Cappola, Town Manager

Heidi Holland, Town Clerk

Approved - Oct 15 2025

Approved - Oct 16 2025

Approved - Oct 16 2025



**TOWN OF CLAYTON
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
MULTIFAMILY HOUSING REVENUE NOTES AND BONDS FOR
PRITCHARD WOODS**

WHEREAS, the Town Council (the “Town Council”) of the Town of Clayton, North Carolina (the “Town”) met in Clayton, North Carolina at 6:00pm on the 20th day of October, 2025; and

WHEREAS, pursuant to Section 160D-1311(b) of the General Statutes of North Carolina, the Town is granted the power to exercise directly the powers of a housing authority organized pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended (the “Act”); and

WHEREAS, the Act in N.C.G.S. § 157-9 gives the Town, acting as a housing authority, the power “to provide for the construction, reconstruction, improvement, alteration or repair of any housing project” and “to borrow money upon its bonds, notes, debentures or other evidences of indebtedness and to secure the same by pledges of its revenues”; and

WHEREAS, Clayton Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership (the “Borrower”), has requested that the Town assist it in financing a portion of the cost of the acquisition, construction and equipping of a 167-unit qualified residential rental project to be known as Pritchard Woods and located at the intersection of Pritchard Road and Swann Trail in the Town (the “Development”) and the Town has agreed to do so; and

WHEREAS, the Town proposes to provide the financing for the Development by the issuance of its (a) Multifamily Housing Revenue Note (Pritchard Woods Project), Series 2025A (the “Multifamily Note”), (b) Subordinate Multifamily Housing Revenue Bonds (Pritchard Woods Project), Series 2025B (the “Subordinate Bonds”), and (c) Subordinate Multifamily Housing Revenue Note (Pritchard Woods Project), Series 2025C (the “Subordinate Multifamily Note” and, together with the Multifamily Note and the Subordinate Bonds, the “Obligations”); and

WHEREAS, it is anticipated that the Multifamily Note will be privately placed with Deutsche Bank Securities Inc. (the “Initial Funding Lender”) during construction of the Development, and privately placed with the Federal Home Loan Mortgage Corporation (“Freddie Mac”) once the Development converts to permanent financing, pursuant to a Funding Loan Agreement (the “Funding Loan Agreement”), among the Town, the Initial Funding Lender and U.S. Bank Trust Company, National Association (“U.S. Bank”), as fiscal agent; and

WHEREAS, the proceeds of the Multifamily Note will be loaned to the Borrower pursuant to a Project Loan Agreement (the “Project Loan Agreement”), among the Town, the Borrower and U.S. Bank, for the purpose of paying a portion of the costs of the acquisition, construction and equipping of the Development; and

WHEREAS, the Borrower’s obligations under the Project Loan Agreement will be secured by a deed of trust with respect to the Development, from the Borrower to the deed of trust trustee named therein for the benefit of the Town (the “Senior Deed of Trust”), and various other security documents, all of which will be assigned to U.S. Bank for the benefit of the Initial Funding Lender; and

WHEREAS, it is anticipated that the Subordinate Bonds will be issued pursuant to a Subordinate Indenture of Trust (the “Subordinate Indenture”), between the Authority and U.S. Bank, as trustee, and sold in a limited offering pursuant to a Placement Agent Agreement (the “Bond Placement Agreement”), to be dated the date of sale of the Bonds, among the Authority, the Borrower, Colliers Securities LLC, as the placement agent (the “Placement Agent”) and the Subordinate Bond purchaser; and

WHEREAS, the proceeds of the Subordinate Bonds will be loaned to the Borrower pursuant to a Subordinate Loan Agreement (the “Subordinate Loan Agreement”), between the Town and the Borrower, for the purpose of paying a portion of the costs of the acquisition, construction and equipping of the Development; and

WHEREAS, the Borrower’s obligations under the Subordinate Loan Agreement will be secured by a Subordinate Deed of Trust, Security Agreement, Fixture Financing Statement and Assignment of Leases and Rents, from the Borrower to the deed of trust trustee named therein for the benefit of U.S. Bank, as trustee; and

WHEREAS, it is anticipated that the Subordinate Multifamily Note will be privately placed with Colliers Funding LLC (the “Subordinate Funding Lender”) pursuant to a Funding Loan Agreement (the “Subordinate Funding Loan Agreement”), among the Town, the Subordinate Funding Lender and U.S. Bank, as fiscal agent; and

WHEREAS, the proceeds of the Subordinate Multifamily Note will be loaned to the Borrower pursuant to a Project Loan Agreement (the “Subordinate Project Loan Agreement”), among the Town, the Borrower and U.S. Bank, for the purpose of paying a portion of the costs of the acquisition, construction and equipping of the Development; and

WHEREAS, the Borrower’s obligations under the Subordinate Project Loan Agreement will be secured by a deed of trust with respect to the Development, from the Borrower to the deed of trust trustee named therein for the benefit of U.S. Bank, as fiscal agent; and

WHEREAS, the Borrower has received, or expects to receive, an allocation of volume cap for the Bonds and the Project from the North Carolina Housing Finance Agency and the North Carolina Federal Tax Reform Allocation Committee as required by Section 146 of the Code; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), requires that any tax-exempt obligations issued by the Town for the Development may only be issued after approval of the plan of financing by the Town following a public hearing with respect to such plan; and

WHEREAS, on this day the Town Council of the Town held a public hearing with respect to the issuance of the Obligations to finance, in part, the Development (as evidenced by the Certificate and Summary of Public Hearing attached hereto); and

WHEREAS, the Town proposes to authorize and, where applicable, execute the following instruments to carry out the transactions described above (the “Documents”):

- (a) the Funding Loan Agreement, together with the form of the Multifamily Note attached thereto;
- (b) the Project Loan Agreement;

Resolution #2025-97

- (c) the promissory note of the Borrower in favor of the Town, which will be assigned by the Town to U.S. Bank, relating to the Project Loan Agreement;
- (d) the Senior Deed of Trust;
- (e) the Subordinate Indenture, together with the form of the Subordinate Bonds attached thereto;
- (f) the Subordinate Loan Agreement;
- (g) the promissory note of the Borrower in favor of the Town, which will be assigned by the Town to the Trustee, relating to the Subordinate Loan Agreement;
- (h) the Placement Agent Agreement;
- (i) the Limited Offering Memorandum (the "Limited Offering Memorandum") related to the offering and sale of the Subordinate Bonds;
- (j) the Subordinate Funding Loan Agreement, together with the form of the Subordinate Multifamily Note attached thereto;
- (k) the Subordinate Project Loan Agreement;
- (l) the promissory note of the Borrower in favor of the Town, which will be assigned by the Town to U.S. Bank, relating to the Project Loan Agreement; and
- (m) the Regulatory Agreement and Declaration of Restrictive Covenants (the "Regulatory Agreement"), pursuant to which the Borrower will be required to operate the Development in accordance with Section 142(d) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the Town will not in any event have any liability or responsibility whatsoever for the repayment of the Obligations, or for any costs or expenses incurred in connection with the issuance of the Obligations or the acquisition, construction, equipping or operation of the Development, and neither the faith and credit nor the taxing power of the Town is pledged to the payment of the principal of or interest on the Obligations;

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

1. The Town hereby determines to provide financing to the Borrower for the acquisition, construction and equipping of the Development through the issuance of the Obligations pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended, and Section 160D-1311(b) of the General Statutes of North Carolina, as amended, and the loan of the proceeds thereof and the deposit of such proceeds with U.S. Bank in accordance with the Documents.

2. The Town hereby authorizes the issuance and sale of the Obligations pursuant to and in accordance with the terms set forth in the Documents. The Obligations will bear interest at the rates and will mature and be redeemed in the years and amounts all as set forth in the Documents; provided, however, that the aggregate principal amount of the Obligations shall not exceed \$45,000,000.

Resolution #2025-97

3. The issuance of the Obligations to finance a portion of the cost of the Development in an amount not to exceed \$45,000,000 is hereby approved for purposes of Section 147(f) of the Code.

4. Each of the Mayor, the Town Manager, the Finance Director, the Town Clerk or his or her respective designee (the "Authorized Officers") is hereby authorized and directed to execute and deliver the Documents to the other parties thereto. Each of the Authorized Officers is authorized and directed to execute and deliver such endorsements, assignments and other instruments as may be necessary to assign the applicable security documents for the Obligations to U.S. Bank.

5. Each of the Authorized Officers are hereby authorized and directed to execute and deliver the Multifamily Note in the manner and subject to the conditions provided in the Funding Loan Agreement to U.S. Bank for authentication, and to cause the Multifamily Note so executed and authenticated to be delivered to or for the account of the Initial Funding Lender, or any affiliate thereof, upon payment of the purchase price therefor.

6. Each of the Authorized Officers are hereby authorized and directed to execute and deliver the Subordinate Bonds in the manner and subject to the conditions provided in the Subordinate Indenture to U.S. Bank for authentication, and to cause the Subordinate Bonds so executed and authenticated to be delivered to or for the account of the purchaser(s) of the Subordinate Bonds, or any affiliate thereof, upon payment of the purchase price therefor.

7. Each of the Authorized Officers are hereby authorized and directed to execute and deliver the Subordinate Multifamily Note in the manner and subject to the conditions provided in the Subordinate Funding Loan Agreement to U.S. Bank for authentication, and to cause the Subordinate Multifamily Note so executed and authenticated to be delivered to or for the account of the Subordinate Funding Lender, or any affiliate thereof, upon payment of the purchase price therefor.

8. The Documents and the Obligations shall be in substantially the forms submitted to this meeting, which are hereby approved, with such completions, omissions, insertions and changes as may be necessary or convenient to reflect the final terms of the Obligations, and as otherwise approved by the officers of the Town executing them after consultation with bond counsel and counsel to the Town, their execution to constitute conclusive evidence of their approval of any such completions, omissions, insertions and changes.

9. Any authorization made hereby to the officers of the Town to execute a Document shall include authorization to each of the Mayor, Town Manager or Finance Director or their respective designees to execute the document, authorization to the Town Clerk or any Deputy Town Clerk to affix the seal of the Town to such document and attest such seal if necessary, and, where appropriate, to deliver it to the other parties thereto, all in the manner provided in the Documents.

10. Such officers are hereby authorized and directed to execute and deliver any and all other documents, agreements, instruments, and certificates in the name and on behalf of the Town and to take such other actions on behalf of the Town as may be necessary or desirable to the issuance of the Obligations, including but not limited to a nonarbitrage certificate, tax forms and other certificates. All other acts of the officers of the Town previously taken or to be taken that are in conformity with the purposes and intent of this resolution and in furtherance of the undertaking of the Development and the issuance and sale of the Obligations are hereby authorized, ratified, confirmed and approved.

11. This resolution shall take effect immediately upon adoption.

* * * * *

Resolution #2025-97

Council member _____ moved the passage of the foregoing resolution and Council member _____ seconded the motion, and the resolution was passed by the following vote:

Ayes: _____

Nays: _____

Not voting: _____

* * * * *

I, Sam Johnson-Phillips, Deputy Town Clerk for the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council for the Town of Clayton, North Carolina, at a regular meeting duly called and held on October 20, 2025, as it relates in any way to the resolution hereinabove set forth, and that such proceedings are recorded in the minutes of the Town Council.

WITNESS my hand and the seal of the Town Council of the Town of Clayton, North Carolina, this 20th day of October, 2025.

(SEAL)

Sam Johnson-Phillips, Deputy Town Clerk
Town of Clayton, North Carolina

Resolution #2025-97

CERTIFICATE AND SUMMARY OF PUBLIC HEARING

The undersigned Town Clerk for the Town of Clayton, North Carolina hereby certifies:

1. Notice of a public hearing (the “Hearing”) to be held on October 20, 2025, with respect to the issuance of a multifamily note by the Town of Clayton (the “Town”) for the benefit of Clayton Leased Housing Associates I, LLLP, or an affiliated or related entity was published on October 1, 2025, in the *Johnstonian News*.
2. The presiding officer of the Hearing was Mayor Pro Tem Michael Sims.
3. The following is a list of the names and addresses of all persons who provided comments at the Hearing:
4. The following is a summary of the comments made at the Hearing:

WITNESS my hand and the corporate seal of the Town of Clayton, North Carolina, this the 20th day of October, 2025.

(SEAL)

Sam Johnson-Phillips, Deputy Town Clerk
Town of Clayton, North Carolina

Resolution #2025-97

**TOWN OF CLAYTON
RESOLUTION APPROVING FINANCING TEAM AND MAKING
CERTAIN FINDINGS WITH RESPECT TO THE ISSUANCE OF
MULTIFAMILY HOUSING REVENUE NOTES AND BONDS FOR
PRITCHARD WOODS**

WHEREAS, the Town Council (the “Town Council”) of the Town of Clayton, North Carolina (the “Town”) met in Clayton, North Carolina at 6:00pm on the 20th day of October, 2025; and

WHEREAS, pursuant to Section 160D-1311(b) of the General Statutes of North Carolina, the Town is granted the power to exercise directly the powers of a housing authority organized pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended (the “Act”); and

WHEREAS, the Act in N.C.G.S. § 157-9 gives the Town, acting as a housing authority, the power “to provide for the construction, reconstruction, improvement, alteration or repair of any housing project” and “to borrow money upon its bonds, notes, debentures or other evidences of indebtedness and to secure the same by pledges of its revenues”; and

WHEREAS, Clayton Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership (the “Borrower”), has requested that the Town assist it in financing a portion of the cost of the acquisition, construction and equipping of a 167-unit qualified residential rental project to be known as Pritchard Woods and located at the intersection of Pritchard Road and Swann Trail in the Town (the “Development”) and the Town has agreed to do so; and

WHEREAS, the Town finds that the financing of the Development through tax-exempt notes and bonds will fulfill the purpose of the Act to provide for the construction, reconstruction, improvement, alteration or repair of any housing project, which is defined in the statute to include “loans and other programs of financial assistance to public or private developers of housing for persons of low income, or moderate income, or low and moderate income;” and

WHEREAS, the Town proposes to provide the financing for the Development by the issuance of its (a) Multifamily Housing Revenue Note (Pritchard Woods Project), Series 2025A (the “Multifamily Note”), (b) Subordinate Multifamily Housing Revenue Bonds (Pritchard Woods Project), Series 2025B (the “Subordinate Bonds”), and (c) Subordinate Multifamily Housing Revenue Note (Pritchard Woods Project), Series 2025C (the “Subordinate Multifamily Note” and, together with the Multifamily Note and the Subordinate Bonds, the “Obligations”); and

WHEREAS, it is anticipated that the Multifamily Note will be privately placed with Deutsche Bank Securities Inc. (the “Initial Funding Lender”) during construction of the Development, and privately placed with the Federal Home Loan Mortgage Corporation (“Freddie Mac”) once the Development converts to permanent financing; and

WHEREAS, it is anticipated that the Subordinate Bonds will be sold in a limited offering by Colliers Securities LLC (the “Placement Agent”); and

WHEREAS, it is anticipated that the Subordinate Multifamily Note will be privately placed with Colliers Funding LLC (the “Subordinate Funding Lender”); and

WHEREAS, the North Carolina Local Government Commission has requested the Town to make certain findings with respect to the Obligations consistent with Section 159-153 of the North Carolina General Statutes; and

WHEREAS, the Borrower has requested that the Town approve its selection of the following financing team members for the issuance and sale of the Obligations, on the terms and at the fees set forth in the documents and financial information relating to the financing, providing for the issuance and sale by the Town and the purchase by the initial purchasers of the Obligations and in the financial information provided to the Town with respect to the Obligations:

Bond Counsel:	McGuireWoods LLP
Borrower's Counsel:	Winthrop & Weinstine, P.A.
Initial Funding Lender:	Deutsche Bank Securities, Inc.
Initial Funding Lender's Counsel:	Kutak Rock LLP
Permanent Lender:	Federal Home Loan Mortgage Corporation
Freddie Mac Servicer:	Grandbridge Real Estate Capital LLC
Placement Agent:	Colliers Securities LLC
Placement Agent's Counsel:	Ballard Spahr LLP
Subordinate Funding Lender:	Colliers Funding LLC
Subordinate Funding Lender's Counsel:	Fabyanske, Westra, Hart & Thomson, P.A.
Fiscal Agent/Trustee:	U.S. Bank Trust Company, National Association
Fiscal Agent/Trustee's Counsel:	Stover Legal Group

WHEREAS, based upon information and evidence received by the Town, it has determined to approve the Borrower's request;

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

1. The above financing team for the issuance and sale of the Obligations by the Town is hereby authorized and approved.
2. The Town hereby finds that the financing is necessary and expedient to further the Town's purpose of promoting low and moderate income housing in the Town, and that the acquisition, construction and equipping of the Development proposed by the Borrower are necessary and sufficient to accomplish the Town's purposes with respect to the properties involved.
3. The Town hereby finds that the Borrower has demonstrated that the amount of debt to be incurred in connection with the Development and the fees to be paid in connection therewith are sufficient but not excessive for the purpose of acquiring, constructing and equipping the Development.
4. The Town hereby finds, based on (i) information provided by the Borrower, (ii) the commitments of the Initial Funding Lender to purchase and hold the Multifamily Note during construction of the Development and the commitment of Freddie Mac to purchase the Multifamily Note upon conversion of the Development to permanent financing, (iii) the commitment of the Placement Agent to arrange for the placement of the Subordinate Bonds, (iv) the commitment of the Subordinate Funding Lender to purchase and hold the Subordinate Multifamily Note, and (v) the award of bond volume cap allocation by the North Carolina Federal Tax Reform Allocation Committee at the recommendation of the North Carolina Housing Finance Agency, that the Borrower has demonstrated that (a) it is financially responsible and capable of fulfilling its obligations to make loan repayments and other

payments under the loan agreements with respect to the Obligations, which will provide the funds to pay principal and interest on the Obligations, and (b) the Development will generate sufficient revenues to make loan repayments and other payments under such loan agreements, to operate, repair and maintain the Development and to discharge such other responsibilities as may be imposed under the loan agreements. The Town further finds that adequate provision has been made for the payment of the principal of, redemption premium, if any, and interest on the Obligations, and the operation, repair and maintenance of the Development at the expense of the Borrower.

5. The Town hereby finds that the use of the proceeds of the Obligations for loans to finance the costs of the Development and for the other purposes stated above will accomplish the public purposes set forth in the Act and hereby approves such use of proceeds.

6. This Resolution shall take effect immediately upon its passage.

* * * * *

Council member _____ moved the passage of the foregoing resolution and Council member _____ seconded the motion, and the resolution was passed by the following vote:

Ayes: _____

Nays: _____

Not voting: _____

* * * * *

I, Sam Johnson-Phillips, Deputy Town Clerk for the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council for the Town of Clayton, North Carolina, at a regular meeting duly called and held on October 20, 2025, as it relates in any way to the resolution hereinabove set forth, and that such proceedings are recorded in the minutes of the Town Council.

WITNESS my hand and the seal of the Town Council of the Town of Clayton, North Carolina, this 20th day of October, 2025.

(SEAL)

Sam Johnson-Phillips, Deputy Town Clerk
Town of Clayton, North Carolina

AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Ankit Sachdeva, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Johnstonian News - (Johnston County), a newspaper printed and published in the City of Smithfield, County of Johnston, State of North Carolina, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Oct. 1, 2025

NOTICE ID: oEL1BfqpOpaCwtkrvq57

NOTICE NAME: Clayton - Pritchard Woods

Publication Fee: 107.30

I declare under penalty of perjury under the laws of North Carolina that the foregoing is true and correct.

Ankit Sachdeva

(Signed)



VERIFICATION

State of Florida
County of Orange

Subscribed in my presence and sworn to before me on this: 10/01/2025

J. T. R.

Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING ON PROPOSED MULTIFAMILY HOUSING REVENUE BONDS FINANCING BY THE TOWN OF CLAYTON, NORTH CAROLINA

Notice is hereby given that the Town Council of the Town of Clayton (the "Town") will hold a public hearing on its proposed plan to issue multifamily housing revenue bonds or notes in an amount up to \$45,000,000 (the "Bonds") for the financing of the acquisition, construction and equipping by Clayton Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership, or an affiliated or related entity (the "Borrower"), of a qualified residential rental project (as defined in Section 142(d) of the Internal Revenue Code of 1986, as amended) to be known as Pritchard Woods (the "Development"). The Development will consist of 167 units and will be located at approximately the intersection of Pritchard Road and Swann Trail in the Town of Clayton, North Carolina. The Development will be owned or operated by the Borrower.

The Bonds, when and if issued by the Town, will be issued pursuant to Article 1 of Chapter 157 and Section 160D-1311(b) of the General Statutes of North Carolina and shall not be a debt of the State of North Carolina (the "State"), the Town, or any political subdivision thereof and none of the State, the Town or any political subdivision thereof shall be liable thereon, nor in any event shall such Bonds be payable out of any funds or properties other than those of the Town derived solely from payments made by the Borrower.

The public hearing, which may be continued or adjourned, will be held on October 20, 2025, at 6:00 p.m. (or as soon thereafter as the hearing is held) in the Council Chambers of the Town Hall, 111 E. Second Street, Clayton, North Carolina 27520. Any person interested in the issuance of the Bonds or the Development may appear and be heard at the public hearing. Any person wishing to comment in writing on the Development or the issuance of the Bonds should do so no later than October 20, 2025, by mailing such comments to Heidi Holland, Town Clerk, Post Office Box 879, Clayton North Carolina 27528. **TOWN OF CLAYTON, NORTH CAROLINA** By: Heidi Holland, Town Clerk
The Johnstonian
October 1, 2025



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

NEW BUSINESS

Item Title

Downtown Social District Boundary Expansion

Presenter(s)

Amy Shearin, Community Engagement Coordinator

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment



☒ Vibrant Downtown



☐ Desirable Amenities and Spaces



☐ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Summary

The Downtown Clayton Social District, now just over a year old, will be the focus of a presentation that provides an update on its progress and a proposal to expand the district boundaries to encompass new and upcoming businesses within the Downtown Core.

Funding Source

N/A

Corresponding Documentation

[Social District Ordinance - Expansion 2025](#)

[DT Social District Boundary Map Oct 2025 \(1\)](#)

Submitted By: Amy Shearin, Community Development

Reviewed By:

Courtney Tanner, Deputy Town
Manager

Approved - Oct 10 2025

Rich Cappola, Town Manager

Approved - Oct 16 2025

Heidi Holland, Town Clerk

Approved - Oct 16 2025

**TOWN OF CLAYTON
ORDINANCE TO AMEND THE TOWN COUNCIL OF THE TOWN OF
CLAYTON TO EXPAND THE BOUNDARIES OF THE DOWNTOWN
SOCIAL DISTRICT**

WHEREAS, the Town Council of the Town of Clayton passed an ordinance establishing the Downtown Social District and defining the boundaries of that district; and

WHEREAS, the Town now desires to expand the boundaries of the downtown Social District.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Clayton, North Carolina:

SECTION 1: Subsection (a) of Section A of Chapter 116.02 of the Code of Ordinances of the Town Clayton is rewritten to read as follows:

- a) Pursuant to the provisions of the North Carolina General Statute 160A-205.4 *et seq*, one or more social districts may be created within the Town and the Town hereby creates and designates the following social district: Downtown Social District which is designated as shown on a map dated October 20, 2025; the map is available in the Office of the Town Clerk, and attached hereto. Signage and/or markings shall be posted clearly delineating the boundaries of the Social District.

SECTION 2: All ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

This Ordinance shall be effective as of November 10, 2025.

Duly adopted this 20th day of October 2025, while in regular session.

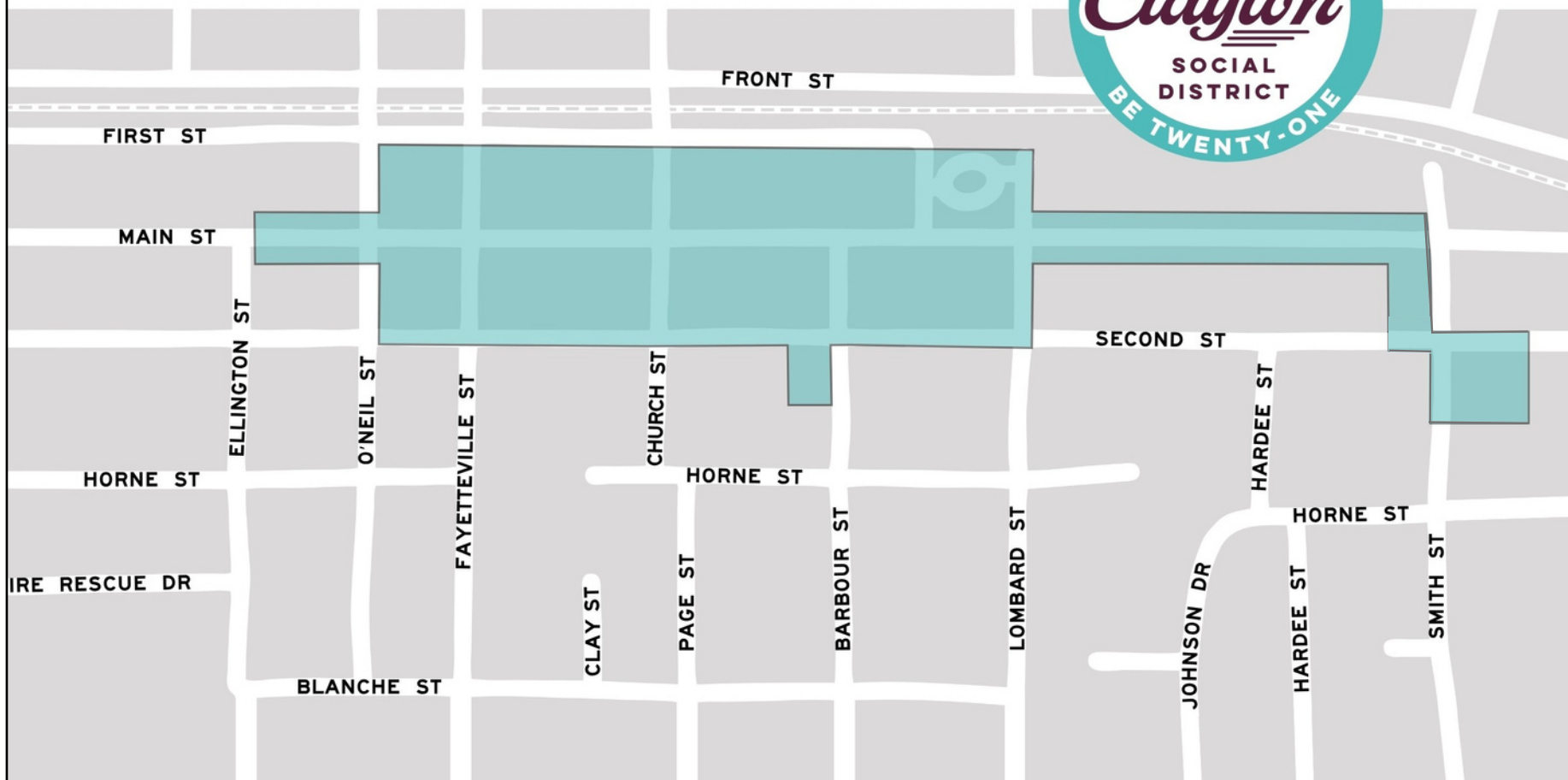
TOWN OF CLAYTON

Michael Sims, Mayor Pro Tem

ATTEST:

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

SOCIAL DISTRICT BOUNDARY MAP:



Updated: October 20, 2025



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

NEW BUSINESS

Item Title

Strategic Facility Acquisition to Support Community Growth

Presenter(s)

Joe Stallings, Economic Development Director and Todd Riddick, Interim Parks and Recreation Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐ Vibrant Downtown



☒ Desirable Amenities and Spaces



☒ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☒ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☐ None Required

Summary

Strategic Facility Acquisition to Support Community Growth

The Town of Clayton is pursuing a strategic real estate acquisition to expand its municipal facility portfolio and better serve the needs of a growing and dynamic community. As Clayton continues to experience steady growth, this effort reflects the Town's commitment to planning ahead and investing in infrastructure that supports both residents and operations.

This initiative is part of a broader strategy to enhance public access to Town services, expand operational capacity across departments, and strengthen opportunities for community engagement. By securing additional space, the Town can better accommodate evolving service demands, provide flexibility for future programming, and ensure that facilities remain responsive to the needs of a diverse and expanding population.

The facility under consideration represents a valuable opportunity to address current space constraints, improve service delivery, and support collaboration among departments, all while positioning the Town to meet future community needs in a sustainable and strategic manner.

This acquisition reflects the Town's commitment to proactive planning and investment in infrastructure that supports long-term sustainability and service excellence. By integrating this facility into its portfolio, the Town of Clayton reinforces its dedication to inclusive growth and expanding the delivery of high-quality public services.

Recommendation

Approval

Funding Source

Grant(s), Bond Proceeds, General Fund Balance

Cost

Yes

Corresponding Documentation

[Resolution to Acquire Real Property - 1370 Cameron Way](#)

Meeting Timeline

10 Min

Submitted By: Joe Stallings, Economic Development

Reviewed By:

Rich Cappola, Town Manager

Heidi Holland, Town Clerk

Approved - Oct 16 2025

Approved - Oct 16 2025

**TOWN OF CLAYTON
RESOLUTION AUTHORIZING THE ACQUISITION OF CERTAIN
INTERESTS IN REAL PROPERTY**

WHEREAS, the Town of Clayton (the "Town") has entered into the Purchase and Sale Agreement by and between the Town and Patricia P. Durham, widow, dated September 10, 2025 and attached hereto as Exhibit A (the "Agreement"); and

WHEREAS, the Town Council of the Town of Clayton hereby determines that it is necessary and in the public interest to acquire the real property described as 1370 Cameron Way, PIN 165911-55-5494 as further described in the Agreement (the "Property"); and

WHEREAS, the Town of Clayton, acting by and through the Town Council, proposes to purchase said interests in real property, under the terms and conditions of the attached Agreement, to exercise the authority conferred upon the Town of Clayton by North Carolina General Statute Section 160A-11 and 160A-265 through voluntary acquisition.

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

1. That the Town Council hereby approves, ratifies and affirms the Purchase and Sale Agreement attached hereto as Exhibit A.
2. That the Town Attorney to the Town of Clayton is authorized to proceed on behalf of the Town of Clayton to acquire by purchase under the terms and conditions of Agreement.
3. That the Town Attorney to the Town of Clayton is hereby authorized and directed to prepare all documents to effectuate the acquisition of the interest in the land hereinabove mentioned.
4. That the Mayor, the Town Clerk and the Town Manager are authorized to and shall execute such documents prepared and reviewed by the Town Attorney as may be necessary to accomplish this transaction.

Duly adopted this 20th day of October 2025 while in regular session.

Michael Sims, Mayor Pro Tem

ATTEST:

Sam Johnson-Phillips, Deputy Town Clerk

EXHIBIT A

Purchase and Sale Agreement dated September 10, 2025

Resolution #2025-86

**NORTH CAROLINA
JOHNSTON COUNTY**

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (this "Agreement") is made this the 10 day of September 2025, (the "Effective Date") by and between **Patricia P. Durham**, widow, whose mailing address is 1198 Peele Road Clayton, NC 27520 ("Seller") and **Town of Clayton**, a municipal corporation organized and existing under the laws of the State of North Carolina ("Buyers"), whose mailing address is 111 East Second Street, Clayton, NC 27520, who for valuable consideration received, agree as follows.

1. **Purchase and Sale.** Buyers hereby agree to purchase and Seller hereby agrees to sell all of Seller's right, title and interest in that certain real estate approximately 1.96 acres at 1370 Cameron Way, Clayton, NC 27520 (PIN 165911-55-5494; RE ID 05026073M) and more particularly identified on **Exhibit A** attached hereto and incorporated herein by reference to be more specifically defined by subdivision plat (the "Property").

2. **Purchase Price.** The total purchase price (the "Purchase Price") for the Property shall be Three Million and No/100 dollars (\$3,000,000.00). Buyers agrees to pay the Purchase Price in immediately available funds at Closing, as hereinafter defined. With written notice from the Seller to Buyer at least thirty days prior to Closing, Seller may elect to receive the proceeds due to Seller at Closing in two evenly split payments. In any event, the IRS 1099 shall include the total Purchase Price of the Property as is required by Federal Law. Within five days of the Effective Date, Buyer shall make a deposit of Thirty Thousand and No/100 Dollars (\$30,000.00) payable to Cauley Pridgen, PA. as escrow agent (the "Deposit"). The Deposit shall be refundable to the Buyer if the Agreement is terminated during the Due Diligence Period and shall be credited to the Purchase Price at Closing. In the event of Buyer's default under the Purchase Agreement, the Deposit shall constitute liquidated damages which shall be the sole remedy of the Seller.

3. **Title.** At Closing, Seller shall convey to Buyer fee simple title to the Property by general warranty deed, free and clear of defects or encumbrances, subject only to real estate taxes not yet due and payable, and such other exceptions to the title as are reasonably acceptable to Buyer as determined during the Due Diligence Period. Seller shall terminate all leases, oral or written, and terminate all existing memberships prior to the Closing Date. Seller shall cause any and all tenants to vacate the Property on or before the date that is five days before the Closing Date. Seller shall satisfy at Closing any lien or unpaid delinquent taxes, deeds of trust, contractor's or materialmen's liens and any other liens that encumber the Property, except the lien of property taxes for the year of Closing, which shall be prorated at Closing.

4. **Closing Documents.**

- (a) **Seller's Delivery.** At Closing, Seller shall deliver to Buyers the following:
- (i) A General Warranty Deed
 - (ii) An executed affidavit regarding liens establishing that there are no lien claims of mechanics, laborers and materialmen.
 - (iii) An executed settlement statement.
 - (iv) A certification pursuant to the Foreign Investment and Real Property Transfer Act ("FIRPTA Certification").

- (v) Evidence of the authority of Seller to convey marketable title to the Property.
- (vi) Proceeds Affidavit.
- (vii) An Affidavit of Understanding and Indemnity and Hold Harmless Agreement Regarding Computer Data Migration for E-Courts Portal for Buyer to obtain Title Insurance.
- (vii) Owner's Affidavit Regarding Parties in Possession
- (viii) Evidence of the termination of leases and business memberships for the Property
- (ix) Bill of Sale for all personal property and equipment included in the sale

(b) **Buyers's Documents.** At Closing, Buyers shall deliver to Seller the following:

- (i) The Purchase Price.
- (ii) An executed settlement statement.

5. **Closing and Closing Date.** The closing ("Closing") shall be held on the 45th day after the expiration of the Due Diligence (the "Closing Date") unless Buyer elects to close sooner by providing written notice to Seller no later than Thirty days prior to Buyer's elected Closing Date.

6. **Due Diligence Period.** The Due Diligence period shall commence on the Effective Date of the Purchase and Sale Agreement and shall terminate One Hundred Twenty (120) days after the Effective Date.

(a) On or before the date three (3) calendar days after the Effective Date, Seller shall deliver to Buyer, if not previously delivered, any survey of the property and all surveys, plans, specifications, environmental, engineering and mechanical data relating to the Property, and reports such as inspections, soils reports and environmental audits, which are in Seller's possession, if any. These Due Diligence Materials will be provided to Buyer without any representation or warranty of any kind or nature whatsoever and are merely provided to Buyer for Buyer's informational purposes. Until Closing, Buyer and Buyer's Designees shall maintain all Due Diligence Materials as confidential information. If the purchase and sale of the Property is not consummated in accordance with this Agreement, regardless of the reason or the party at fault, Buyer shall immediately return to Seller all copies of the Due Diligence Materials, whether such copies were actually delivered by Seller or are duplicate copies made by Buyer or Buyer's Designees.

(b) Buyer shall have the Due Diligence Period to investigate the Property, and the transaction contemplated by this Agreement, to decide whether Buyer, in Buyer's sole discretion, will proceed with or terminate the transaction. During the Due Diligence Period, Buyer or Buyer's agents or representatives, at Buyer's expense, shall be entitled to conduct all desired tests, surveys, appraisals, investigations, examinations and inspections of the Property as Buyer deems appropriate. Buyer shall, at Buyer's expense, promptly repair any damage to the Property resulting from any activities of Buyer and Buyer's agents and contractors. This repair obligation shall survive any termination of this Agreement.

(c) Buyer shall have the right to terminate the Agreement for any reason, by delivering to Seller written notice of termination (the "Termination Notice") during the Due Diligence Period (or any agreed-upon written extension of the Due Diligence Period). If Buyer timely delivers the Termination Notice, the Agreement shall be terminated, the Deposit shall be refunded to the Buyer and the parties shall have no further recourse under the Purchase Agreement.

(d) Buyer and Seller acknowledge that the Property contains certain personal property and equipment as listed in Exhibit B (the "Property Inventory"). During the Due Diligence Period, Buyer shall complete an inspection of the Property and Property Inventory. Buyer shall designate any personal property or equipment on the Property Inventory that Buyer requires to be removed from the Property prior to Closing. Buyer and Seller shall cooperate during the Due Diligence Period to identify any Property Inventory to be excluded from the sale in accordance with the Property Inventory exclusions listed in Exhibit C attached hereto and incorporated by reference. Prior to the Closing Date, Seller shall remove all personal property and equipment designated by Buyer for removal.

7. **Risk of Loss Prior to Closing Date.** It is understood and agreed that all risk of loss with respect to the Property, except as may be caused by the acts or omissions of Buyers or its employees, agents, or contractors, shall remain with Seller through Closing. In the event that prior to the Closing Date, the Property is materially damaged, destroyed, or rendered unusable then Seller or Buyers may terminate this Agreement.

8. **Taxes, Closing Costs, Etc.** Taxes and assessments for the calendar year in which Closing occurs shall be prorated at Closing. All costs associated with the conveyance of the property and closing of this transaction shall be paid in accordance with customary closing practices. Notwithstanding the preceding, Seller shall pay, excise tax, deed preparation and Seller attorney fees at closing, and Buyer shall pay the costs of recording, Buyer attorney fees and title insurance costs. Seller shall cancel its water, gas, electricity, and other utility accounts, if any, on the Closing Date. Any cost and/or fees incurred by Buyers or Seller in executing this Agreement shall be borne by the respective party incurring such cost and/or fee.

9. **Representations and Warranties of Seller.**

(a) Seller represents, warrants and agrees that:

(i) To the best of Seller's knowledge, Seller has not received any written notice from any governmental body having jurisdiction asserting the existence of any violations of any applicable building, safety, fire or health laws with respect to the Property;

(ii) To the best of Seller's knowledge, there are no third-party service, maintenance or similar contracts related to the ownership, operation, maintenance or management of the Property other than those which may be terminated without penalty, and which Seller shall terminate in connection with the Closing; and

(iii) To the best of Seller's knowledge, Seller has not received any written notice of any violation of Environmental Laws regarding the presence of Hazardous Materials on, under or about the Property. "Hazardous Materials" means all toxic or hazardous materials, chemicals, wastes, pollutants or similar substances, including, without limitation, toxic

mold, Petroleum (as hereinafter defined), asbestos containing materials, asbestos insulation and/or urea formaldehyde insulation, polychlorinated biphenyls, lead and lead-based paint, which are regulated, governed, restricted or prohibited by any federal, state or local law, decision, statute, rule, regulation or ordinance currently in existence or hereafter enacted or rendered (hereinafter collectively referred to as the "Environmental Laws") including, but not limited to, those materials or substances defined as "hazardous substances," "hazardous materials," "toxic substances" or "pollutants" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. Section 9601, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq., the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., the Toxic Substances Control Act, 15 U.S.C. Section 2601 et seq., the Clean Air Act, 42 U.S.C. Section 7401 et seq., the Clean Water Act, 33 U.S.C. Section 1251 et seq., and any applicable statutes, ordinances or regulations under the laws of the state in which the Property is located, and any rules and regulations promulgated thereunder, all as presently or hereafter amended. The term "Petroleum" means hydrocarbons, petroleum, gasoline, crude oil or any products or byproducts thereof.

10. **Covenants of Seller.**

(a) Seller shall, at its sole cost and expense:

(i) Promptly deliver to Buyer copies of any notice received by Seller after the Effective Date regarding all actions, suits, and other proceedings affecting the Property, or the use, possession or occupancy thereof which may adversely affect Buyer or the Property; and

(ii) Promptly deliver to Buyer copies of notices received by Seller after the Effective Date of releases of Hazardous Materials or any actual condemnation of the Property or any portion thereof given by or on behalf of any Federal, state or local agency.

(b) From the Effective Date to the Closing Date or termination hereof, Seller shall not enter into any lease or other occupancy arrangement for the Property, which is not terminable before Closing, without the prior written consent of Buyer in each instance.

(c) Seller will maintain the Property in good condition until closing, excepting normal wear and tear and loss or casualty covered by insurance.

11. **Default.**

(a) In the event Buyer fails to close on the Property in accordance with the terms hereof or otherwise defaults under this Agreement, and such default is not cured prior to Closing, as may be extended for any cure period provided for hereunder, the Deposit shall be forfeited to Seller as liquidated damages, and this Agreement shall terminate. It is understood and agreed that no default on the part of Buyer shall occur until the expiration of fifteen (15) days' written notice of same and opportunity to cure.

(b) In the event of a default by Seller of any of the terms, covenants and/or provisions of this Agreement on the part of Seller to be performed prior to or at Closing, and such default is not cured prior to Closing, as may be extended for any cure period provided for hereunder, Buyer shall have the right (i) to cancel this Agreement by giving written notice to Seller, and this Agreement shall be deemed to be terminated as of the date of such notice, in which event Buyer shall be entitled to a return of the Deposit, or (ii) to an action for specific performance in

the event of and as the remedy for a wrongful refusal or failure by Seller to convey or transfer the Property. It is understood and agreed that no default on the part of Seller shall occur until the expiration of fifteen (15) days' written notice of same and opportunity to cure.

12. **Oral Agreements and Representations.** This Agreement represents the final and complete expression of the parties hereto with respect to the subject matter hereof. There are no oral or other agreements, including but not limited to any representations or warranties, which modify or affect this Agreement.

13. **Survival.** If any provision or indemnity herein contained which by its nature and effect is required to be observed, kept or performed after the Closing, it shall survive the Closing and remain binding upon and for the benefit of the parties herein until fully observed, kept or performed.

14. **Brokers.** Seller and Buyers each acknowledge that no broker was used in the purchase and sale of this transaction.

15. **Counterparts/Facsimile.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. A facsimile signature to this Agreement and to any amendments thereto may be deemed an original and all purposes.

16. **Governing Law; Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. Any dispute between the parties arising under this Agreement shall be brought and heard in the Courts of Johnston County, North Carolina.

17. **Notice.** All notices, demands and/or consents provided for in this Agreement shall be in writing and shall be delivered to the parties hereto by hand or by United States Mail with postage pre-paid, or by recognized overnight courier service such as Federal Express. Such notices shall be deemed to have been served three (3) days after same has been deposited in the United States mail as aforesaid, or the next business day after deposited with a recognized overnight courier. All such notices and communications shall be addressed to Sellers at **1198 Peele Road Clayton, NC 27520**, and to Buyers at **111 East Second Street, Clayton, NC 27520** or at such other address as either may specify to the other in writing.

18. **Contingent Upon Town Council Approval.** This Agreement is contingent upon formal approval by the Town of Clayton Town Council at a regular meeting. Buyer shall have the right to terminate this Agreement if this Agreement is not approved by the Town of Clayton Town Council.

19. **Building Contents.** Buyer and Seller acknowledge and agree that the purchase price is inclusive of all furniture, fixtures and equipment including the Property Inventory, except those items that are specifically designated by Buyer in accordance with paragraph 6 (d). Items not included in the purchase of the property must be removed in accordance with paragraph 6 (d).

{Signature Pages to Follow}

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

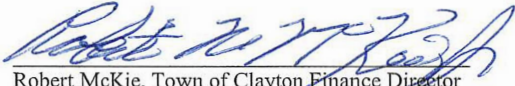
BUYER:

TOWN OF CLAYTON

By: 
Richard D. Cappola, Jr., Town Manager

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


Robert McKie, Town of Clayton Finance Director

Buyer Signature Page – 1.96ac 1370 Cameron Way – 05026073M

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

SELLER:


Patricia P. Durham

Seller Signature Page – 1.96ac 1370 Cameron Way – 05026073M

Exhibit A
Legal Description

1.96 ac at 1370 Cameron Way, Clayton, NC 27520
PIN: 165911-55-5494
Parcel ID: 05026073M

BEING all of Lot 4, Cameron Park, Phase one as shown on recombination map recorded in Plat Book 65, Page 409, Johnston County Registry.

Exhibit B
Property Inventory

Gym Equipment Inventory Sheet

Cardio Equipment

- Water rower
- Concept 2 rower
- 2 Octane seated ellipticals
- 2 Stair Master
- Assault bike Rogue
- **Treadmills:**
- 4 Matrix - Ultimate Deck
- 3 Star Trac Pro
- Freemotion Incline
- 3 Cybex Intelligent

Ellipticals: - 2 Octane Fitness - Star Trac Elite - 3 Life Fitness - 2 Precor

Recumbent Bikes: - Star Trac Pro - 2 Cybex - 3 Life Cycle 9500 HR - Life Fitness

Free Weight Equipment

- TK Star Back Row
- Incline Bench
- Body Master Leg Press
- Decline Bench
- Nebula Leg Press
- 3 Bench Presses
- 10 Various Benches
- 3 Squat Racks
- Dead Lift Platform
- TK Star Squat Machine
- Paramount Squat Machine
- Nebula Incline Press
- Glute Table

Rubber Dumbbells

Pounds	Quantity
10	6
5	6
15	6

Cable Machines

- 2 pulldown back
- 2 calf raises
- 1 high row
- 1 low row
- Cybex leg extension
- 2 Cybex leg curl
- Flex fitness leg curl
- Ab bench
- Suicide squat
- 2 decline abs
- Preacher curl
- Dip machine body weight
- Preacher curl free weight

Additional Equipment

- Cybex hip abduction
- Cybex tri. Ext.
- Lat raise shoulder
- Icarian tri. Ext.
- 2 life fitness smith machines
- Flex Fitness dip machine
- Quantum lat pull down
- Streamline back row
- Lifefitness cable cross
- Icarian bicep curl
- Cable crossover

- Cyber bicep curl
- Cybex leg curl
- Cybex leg ext
- 2 Cybex lower back
- Cybex ab machine
- Cybex hip abduction

Cable Machines

- Cybex overhead press
- Cybex incline press
- Cybex chest press
- Cybex lat pulldown
- Cybex row
- 2 ab/back machines
- Cybex glute machine
- ab tower
- pullup-dip tower
- pullup-dip assist tower
- Cybex lateral raise
- Flex Fitness chest press
- Nebula chest fly
- Streamline chest fly
- pec deck
- Flex Fitness dip machine
- Streamline glute press
- Rogue back extension
- Streamline hip and glute
- Cybex ab
- Cybex squat press
- Cybex leg press
- nautilus glute drive

Hammer Strength

- shoulder press
- bicep curl
- wide chest press
- leg extension
- low back row
- high back row

- incline press
- decline press
- flat bench press
- leg curl

Random

Quantity

Equipment

8	Dumbbell Racks
6	Medicine balls
4	Box jumps
1	1lb – 10lb dumbbell set
2	5lb – 40lb dumbbell set
30	Step boards
25	Cushion chairs
10	Hard chairs

2	Basketball goals
2	Bosa balls
10	Swiss balls
9	Flat screen t.v.
6	Filing cabinets
2	Small refrigerators
6	Bar stools
3	Punching bags

1	Speed Bag
---	-----------

Gym Equipment Inventory Sheet

Plates

Pounds	Quantity
2.5	20
5	27
10	27
25	37
35	15
45	115
100	10

Steel Dumbbells (Set 1)

Pounds	Quantity
10	2
15	2
20	4
25	6
30	6
35	6
40	4
45	4
50	6
55	6
60	4

Steel Dumbbells (Set 2)

Pounds	Quantity
65	4
70	4
75	4
80	4
85	4
90	4
95	2
100	3
105	2
110	2
115	2
120	2
125	2
130	2
135	2
140	2
145	2
150	2

Exhibit C
Property Inventory Seller Exclusions

These items are to be identified with the Buyer and marked and removed prior to closing by Seller.

- One set of dumbbells
- 300 lbs. of plates
- 1 assault bike
- 1 incline bench
- 1 decline bench
- 1 punching bag
- 1 flat bench
- 1 leg extension
- 1 leg curl



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

October 20, 2025

Agenda Location

NEW BUSINESS

Item Title

Update the Town of Clayton Economic Development Strategic Plan

Presenter(s)

Joe Stallings, Economic Development Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐ Vibrant Downtown



☐ Desirable Amenities and Spaces



☐ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☒ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☐ None Required

Summary

The updated Economic Development Strategic Plan aligns Town Council's vision as established in the 2024 Town of Clayton Strategic Plan with current market trends and outlines five key goals: enhancing Clayton's competitive position through real estate and infrastructure development; attracting new industrial, commercial, and retail businesses; strengthening the economic base via Business Retention and Expansion programs; building the town's brand through targeted marketing; and expanding opportunities through intergovernmental collaboration. This plan will guide departmental operations over the next 3–5 years.

Funding Source

N/A

Corresponding Documentation

[Clayton Strategic Plan Final](#)

[Economic Development Strategic Plan Resolution](#)

Submitted By: Joe Stallings, Economic Development

Reviewed By:

Rich Cappola, Town Manager

Heidi Holland, Town Clerk

Approved - Oct 16 2025

Approved - Oct 16 2025



Town of Clayton Economic Development Strategic Plan



Table of Contents

Economic Development Strategic Plan	1
Implementation Guide	13
Metrics	14
Appendix A: SWOT Summary	15
Appendix B: Sites and Buildings Inventory.....	17
Appendix C: Economic and Demographic Data	18
Appendix: D Business Survey Results	35
Clayton Strategic Plan Steering Committee	43
Study Sponsor and Consultant	43

Economic Development Strategic Plan

Clayton is one of the fastest-growing communities in North Carolina, with population growth bringing both opportunity and pressure. A new strategic plan is timely for Clayton's continued success, providing a focused roadmap aligned with the town's goals and priorities. Infrastructure is under strain, while the community also faces competition from nearby towns and other counties. Without a shared vision, Clayton risks being reactive rather than proactive in shaping its future.

Through this strategic planning process, Clayton's leaders identified strengths to build upon, from its skilled workforce and proximity to the Research Triangle, to its industrial base and vibrant downtown. The plan prioritizes opportunities for investment in infrastructure, business retention and recruitment, and messaging and communications, while also addressing challenges such as traffic, land availability, and the need for more amenities to serve residents and employees.

By connecting and aligning local government, businesses, and community partners around a shared vision, this plan positions Clayton to compete for new development, jobs, and investment. With clear goals and measurable results, the town will be prepared to continue its momentum and achieve long-term economic success.

Clayton's strategic plan is organized around five interconnected goals. These goals focus on strengthening Clayton's economic base through business retention and expansion, improving competitiveness with new real estate product and infrastructure development, and attracting new industrial, commercial, and retail businesses. They also emphasize building Clayton's image through targeted communications and expanding opportunities through stronger intergovernmental relations with Johnston County and neighboring municipalities.

This framework for action will ensure that Clayton can retain and grow existing employers, attract new investment, prepare sites and infrastructure for development, and enhance the town's visibility in competitive markets. The goals also recognize that collaboration across jurisdictions and effective storytelling contribute to success. By advancing these five goals, Clayton will strengthen its economy, expand opportunities for residents and businesses, and continue to build a thriving community.

Strategic Plan Goals

- ◆ **Improve Clayton's competitive position through real estate product and infrastructure development**
- ◆ **Attract new industrial, commercial, and retail business to Clayton**
- ◆ **Strengthen the economic base through Business Retention and Expansion (BRE) programs**
- ◆ **Build Clayton's image and brand through marketing and communication**
- ◆ **Increase opportunities through intergovernmental relations**

Goal 1: Improve Clayton's competitive position through real estate product and infrastructure development

Clayton's rapid residential growth has created both opportunities and challenges, underscoring the need to balance the tax base with strong commercial and industrial development. To compete with peer communities in Johnston County and across the Triangle, Clayton must offer modern industrial sites, redevelopment opportunities, and infrastructure that can support business growth. With the town's strategic location near I-40, US 70, and Research Triangle Park, the availability of prepared sites and reliable utilities will position Clayton for success. Advancing this goal ensures that Clayton not only keeps pace with regional growth but also captures the kind of projects that expand the local economy and reduce dependence on residential taxpayers.

Strategy 1 A: Identify industrial and commercial sites to increase the options for new and expanding business in Clayton.

Action Steps:

- Develop a comprehensive site inventory and corresponding gap analysis of existing commercial, retail, and industrial properties and vacant parcels for potential development, including land ownership, zoning, infrastructure readiness, and environmental constraints, to determine the town's priority industrial and commercial parcels. This study found Clayton's relatively low site and building inventory to be a significant weakness for economic development (see Appendix B).
- Engage landowners and developers to explore public-private partnerships (PPPs), including options for land banking, joint infrastructure development, or structured incentives, to bring key parcels to market.
- Work with Johnston County and the NC Railroad Company to evaluate sites with rail access or proximity to major highways (I-40, I-95, I-540), positioning them for regional distribution, manufacturing, or mixed-use employment centers.
- Establish a list of under-utilized or declining commercial properties (e.g., aging strip centers, vacant industrial sites) and explore potential for brownfields funding and development potential.

Strategy 1 B: Understand the relative cost of public services to different types of land use in order to communicate value and guide planning and decisions about development in Clayton.

Action Steps:

- Through internal analysis or an external study, obtain clear data comparing revenues and costs associated with residential, commercial, and industrial land uses.
- Develop user-friendly communications tools (infographics, web dashboards, short video explainers) that clearly show taxpayers and stakeholders how non-residential development offsets the cost of residential growth.

- Use results to inform development policy decisions, such as utility extensions, zoning updates, and fee schedules.

Strategy 1 C: Through planning, marketing and messaging, increase commercial and industrial development in Clayton to shift tax base toward commercial/non-residential uses.

Action Steps:

- Target and recruit high-value commercial anchors (e.g., medical, professional services, advanced manufacturing suppliers) that expand the non-residential base and complement residential growth.
- Focus business attraction on the top clusters in the county: pharmaceuticals, machinery manufacturing, electric/electronics manufacturing, and metal and metal product manufacturing.
- Consider mixed-use development districts that include retail and office components alongside residential to diversify revenues and reduce reliance on housing.
- Work with Johnston County and other utility partners to coordinate infrastructure investments (water, sewer, roads) that unlock sites best suited for non-residential development.
- Monitor and report tax base by development type (e.g., residential/non-residential or industrial, commercial, residential) to track the balance and distribution of development types in Clayton.
- With leadership from the economic development department, the town should explore some guidelines or a framework for evaluating proposed projects for potential public support. This framework could include priority geographic or industry targets. Established guidelines can communicate the town's priorities and goals, without limiting future options. In priority locations, Asheville provides an example of targeted incentives in their Innovation Districts.

Strategy 1 D: To increase the upskilling opportunities for residents and workers in Clayton, support the work of local workforce partners, and facilitate connections with Clayton employers.

Action Steps:

- When the Business Retention and Expansion (BRE) program is underway, include questions about priority skills or skills gaps in Clayton's workforce. Share these insights with Johnston Community College (JCC) and other local workforce partners.
- Consider opportunities to expand and strengthen the existing Johnston County Workforce Development Center located just outside of Clayton, while also looking for opportunities to bring curriculum programs or CTE programming to another facility that could be established in Clayton.
- As part of the BRE program, understand existing work-based learning programs at Clayton employers and encourage Clayton employers to begin or expand them, especially those that can be connected to JCC.

Strategy 1 E: As the town considers investments and plans for amenities and programming, include the economic development perspective and impacts on business and resident attraction.

Action Steps:

- Establish an internal communications process where the economic development office communicates near-term economic development strategies and projects and links other town projects (e.g., road improvement, greenway development, recreation program expansion) to economic development strategies to make sure other town departments understand their contributions and the linkages between economic development successes and town operations.
- Incorporate workforce attraction messaging (e.g., “live, work, play” amenities) into economic development marketing materials.



Goal 2: Attract new industrial, commercial, and retail business to Clayton.

Clayton's growing population and strategic location within the Triangle make it a prime destination for new business investment. Attracting industrial, commercial, and retail development will diversify the local economy, create jobs, and provide amenities that serve both residents and employers. Clayton is well positioned to capture new projects. By focusing on targeted recruitment, the town can expand its tax base, reduce retail leakage, and bring high-value employers and services closer to home.

Strategy 2 A: Prioritize available industrial and commercial sites.

Action Steps:

- Develop and publicize a priority list of sites based on readiness, infrastructure, and development type, so staff and allies understand Clayton's most competitive properties.
- Identify sites for shovel-ready certifications (ElectriCities Smart Sites, NC Certified Sites, etc.) for top industrial sites.
- Develop site improvement plans for sites needing infrastructure improvements with drawings and cost and time estimates for completion. Explore grant and shared investment opportunities with partners to support these extensions.
- Create one-page prospectus sheets and site packages (maps, zoning, workforce data) for each high-priority site for quick distribution.
- Enhance Clayton's economic development website by linking to interactive maps at the county and adding drone videos and virtual tours of industrial product owned or in partnership with the town.
- Assure that Clayton's available sites and buildings are included in allies' and partners' listings of properties on their websites especially Johnston County Economic Development and the Economic Development Partnership of NC.

Strategy 2 B: Identify target industry sectors and users matched to sites.

Action Steps:

- Identify priority targets for Clayton by industry sector (e.g., advanced manufacturing) and land use (e.g., medical office). This study recommends the following target industrial sectors: pharmaceuticals, machinery manufacturing, electric/electronics manufacturing, and metal and metal product manufacturing. Match these priority targets to existing availability sites and buildings. Share these targets and priorities with developers and economic development allies.
- Develop marketing materials for the website and for tradeshow and industry meetings demonstrating Clayton's support for specific industries and users along with available locations.
- Develop use-case scenarios (e.g., "pharmaceutical expansion site," "electronics manufacturing site") that demonstrate how Clayton's sites align with industry trends.

Action Steps:

- Strategy 2 D: Connect and communicate with recruitment allies about Clayton's goals and priorities to increase and leverage alignment.

Action Steps:

-
- A map of the Research Triangle region in North Carolina. Major cities are marked with black dots and labeled: Durham, Chapel Hill, Raleigh, Pittsboro, Sanford, Benson, Goldsboro, and Wilson. The airport is labeled 'RDU'. Major highways are shown as blue lines with shields: I-40, I-540, I-70, I-95, US-1, US-64, US-501, US-264, US-401, US-42, and US-301. The map also shows Wake County and Johnston County. Clayton, NC is highlighted in orange and labeled 'Clayton' in red. The map shows the location of Clayton relative to the major highways and cities in the area.

Goal 3: Strengthen the economic base through a formal Business Retention and Expansion Program (BRE)

Clayton's strongest economic assets are the businesses that make up the community. From large employers like Novo Nordisk and Grifols to locally owned small businesses, these firms provide the foundation of the town's economy and quality of life. A proactive retention and expansion strategy will help identify growth opportunities, connect businesses with resources, and address challenges before they become barriers. By establishing partnerships and keeping lines of communication open, Clayton can safeguard jobs, expand its tax base, and build connection with existing and future employers.

Strategy 3 A: Formalize a Business Retention and Expansion program.

Action Steps:

- Develop a BRE protocol and database system to track visits, contacts, and follow-up actions with local businesses. This can be managed with existing software, or a specialized program or platform may be considered.
- Identify 20-50 priority employers for in-person visits each year. Add additional companies to the visit in the rotation over time. Companies should represent target sectors, major employers, at-risk companies, and different geographic areas.
- Establish a structured visitation program, scheduling outreach to a mix of large employers, small businesses, and targeted growth firms each quarter.
- Consider including Clayton partners in appropriate employer meetings to add depth and value for the employer.
- To further connect Clayton employers to the town, consider periodic "Coffee with the Mayor" or "Coffee with the Manager" session for informal discussions and connections.
- Create a confidential feedback channel for businesses to share challenges (e.g., workforce, permitting, infrastructure) and ensure issues are escalated quickly.

Strategy 3 B: Complete an annual or bi-annual survey of Clayton businesses to track trends and identify expansion opportunities.

Action Steps:

- Design and distribute a user-friendly online survey to Clayton businesses, ensuring accessibility and anonymity.
- Use survey data to map industry and workforce trends and identify at-risk businesses and potential expansion projects before they leave the community.
- Share a Business Climate Report annually with town council, businesses, and allies to demonstrate transparency and accountability.
- Cross-reference survey results with state and regional labor market data to spot emerging opportunities or vulnerabilities.

Strategy 3 C: Connect Clayton business with the town through communications and periodic events.

Action Steps:

- Launch a quarterly e-newsletter or business bulletin featuring updates on progress on the strategic plan, infrastructure, programs, and recognition of local business achievements.
- Ensure visibility of Clayton economic development staff, as well as other town staff, at community business events. Consider sponsorships or facility hosting for important partner business events.
- Consider public relations outreach during “Manufacturing Week” or “Economic Development Week” with site visits, recognition events, and social media spotlights.
- Publicize and connect the development community to the “single point of contact” system within town government so businesses know exactly where to go for permitting, infrastructure, or problem-solving assistance.



Goal 4: Build Clayton's economic development image and brand through marketing and communication

As a town competing in a strong region for business investment and residents, Clayton must tell its story clearly and consistently. The town's image and messaging should reflect its strengths and goals. Through intentional marketing, improved messaging, and coordinated outreach, Clayton can raise its profile among its allies, site selectors, developers, and prospective employers.

Strategy 4 A: Present, explain, and track the strategic plan to keep goals aligned.

Action Steps:

- Develop a visual summary that communicates the strategic plan in a concise, accessible format for presentations and public use (it could be the one-page summary that accompanies this plan). Consider sharing some version of this on the economic development department webpage.
- Make short presentations to relevant groups, e.g., Johnston County EDC Board, Chamber of Commerce, and the Downtown Association, to share the goals and progress of the strategic plan.
- Present annual updates to town council and community stakeholders, reporting progress on goals.
- Integrate quarterly staff updates to keep town employees aware of priorities and reinforce alignment across departments.
- Publish regular reports and summaries in the e-newsletter and on social media highlighting completed milestones.

Strategy 4 B: Ensure economic development goals are understood and applied throughout town departments.

Action Steps:

- Use existing staff and leadership meetings to report on the strategic plan and to reinforce how economic development goals connect to other departments and projects.
- Develop an internal Economic Development toolkit (FAQs, talking points, key stats) that department heads can use when interacting with businesses or residents.
- Encourage interdepartmental participation in business visits or events, so departments hear feedback directly from employers.
- Consider adding an "ED Impact Review" step in major project planning so every department understands how its initiatives support competitiveness and quality of place.

Strategy 4 C: Increase visibility and messaging aligned with Clayton's preferred economic development image.

Action Steps:

- With external marketing support or through informal input from allies and stakeholders, develop and define Clayton's brand narrative pertaining to economic development and weave it consistently into materials. Some things to promote include: adjacent to Wake County, high quality of life, workforce-ready, business-friendly.
- Increase and regularly schedule communications to key economic development allies highlighting Clayton's priority development strategies and assets. Targets include site selectors, developers, and regional partners.
- Establish connections to local and regional media outlets to feature Clayton in stories and interviews focused on growth and opportunity. Identify several spokespersons who can be accessible to media when requests are made and provide them with training and messaging.
- Share success stories such as expansions, new retail openings, workforce completions, or new programs through press releases, social media, and e-newsletters.
- Engage local businesses as brand ambassadors, featuring them in video testimonials and spotlight campaigns.



Goal 5: Increase opportunities through improved intergovernmental relations

Clayton's future growth is closely tied to the policies and investments of Johnston County and its municipal neighbors. Regional collaboration on shared assets such as infrastructure corridors, industrial sites, and workforce training can unlock opportunities that no single community could achieve alone. By strengthening partnerships with Johnston County and nearby towns, Clayton can secure funding, coordinate growth, and enhance its leverage in the Triangle region. This goal ensures that Clayton plays a leading role in shaping a prosperous future for both the town and the broader county.

Strategy 5 A: Increase connection and collaboration on projects with Johnston County to improve county-wide planning and infrastructure deployment.

Action Steps:

- Establish a regular meeting with Johnston County economic development staff to align on target clusters, priority sites, and infrastructure investments.
- Collaborate with the county on cluster-specific marketing materials (e.g., life sciences, advanced manufacturing, logistics) that highlight Clayton's role in the county ecosystem.
- Partner on infrastructure planning studies (transportation, water, sewer, and broadband) to ensure county and town investments reinforce cluster development opportunities.

Strategy 5 B: Increase connection and collaboration with Johnston County municipalities to increase economic assets like industrial sites.

Action Steps:

- Initiate a roundtable of Johnston County municipal leaders to discuss shared opportunities for industrial and commercial development.
- Explore a shared revenue model for one or more industrial/commerce parks, ensuring fair tax revenue distribution among participating jurisdictions.
- Coordinate regional workforce housing and transit initiatives that make it easier for employers and employees to choose Clayton/Johnston County locations.

Strategy 5 C: Communicate consistently and deliberately with Clayton's representatives and allies in the North Carolina General Assembly and the U.S. Congress.

Action Steps:

- Develop and communicate town priorities for policies and funding from the N.C. General Assembly and state government agencies and also for U.S. Congressional action. Share these with local and state-wide allies for additional advocacy on behalf of Clayton.
- Maintain communications with Clayton's state and federal representatives as well as with key committee, General Assembly, and U.S. Congressional leadership.

- Host events in Raleigh and in Clayton for these elected officials and their staff to strengthen relationships and build support for Clayton’s assets and priorities.

Strategy 5 D: Identify and secure funding from state and federal sources or other grant programs to advance economic development agenda.

Action Steps:

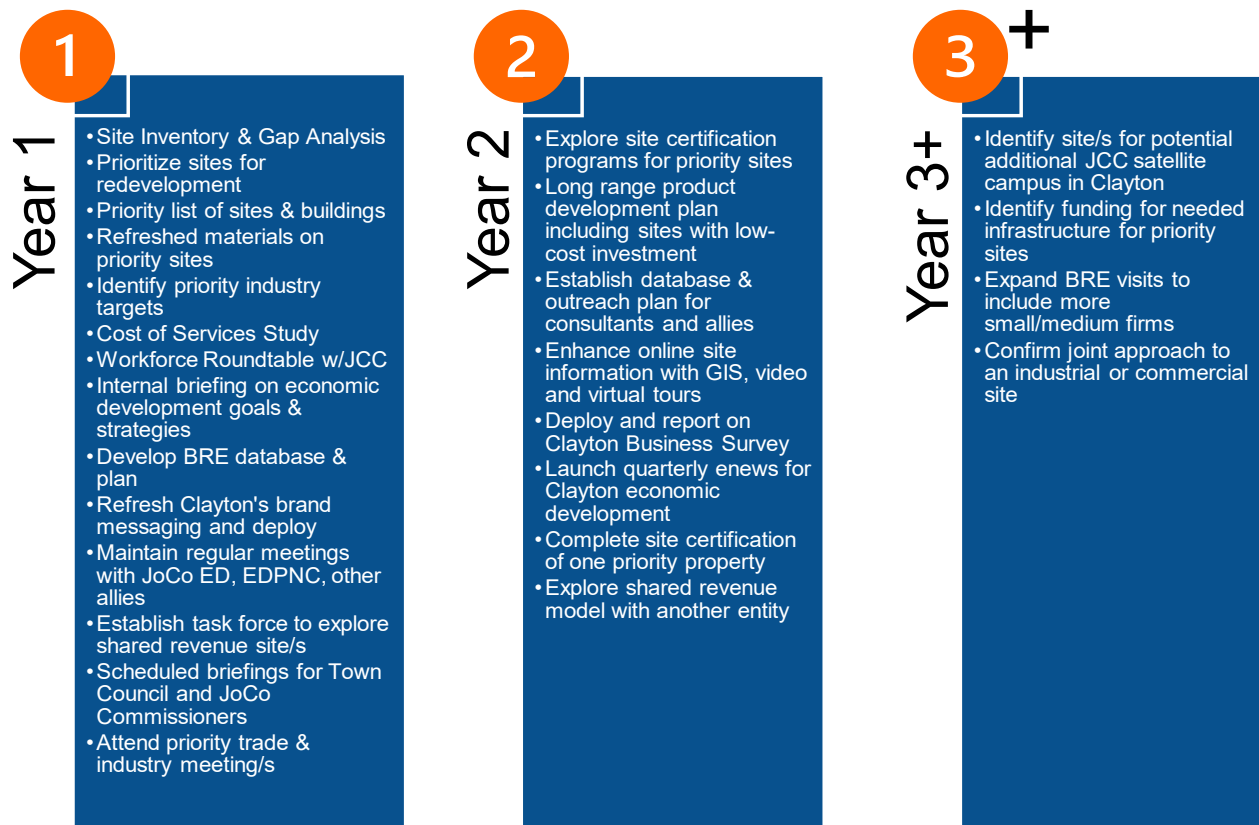
- Monitor grant opportunities from the U.S. Economic Development Administration (EDA), Golden LEAF Foundation, U.S. Department of Agriculture Rural Development, NC Commerce, and other sources for opportunities to advance Clayton’s economic development goals.
- Develop a “shovel-ready project list” (infrastructure extensions, redevelopment projects, and site preparation) with estimated costs to quickly align with funding opportunities.
- Partner with Johnston County and neighboring municipalities to submit joint grant applications, strengthening competitiveness for large-scale awards.



Implementation Guide

Implementing a strategic plan is essential to guiding Clayton's long-term economic growth and resilience. A clear road map ensures that local government, businesses, and community partners are working toward shared priorities, reducing duplication, and making the most of opportunities. By following this plan, Clayton can strengthen its competitiveness, attract and retain jobs, and pursue development that is both inclusive and sustainable—ultimately enhancing the quality of life for residents and securing a stronger economic future.

Below is a recommended timeline to implement major initiatives in the strategic plan. The list is not comprehensive, nor does it include the many ongoing activities of the economic development department. It includes action items that require the most significant financial and people resources, and many will require expanded partnerships and support of allies.



Metrics

We advocate that economic development organizations track three sets of metrics. Program metrics are outcomes of the activities of the economic development program and measure the effectiveness of strategies. These metrics inform strategic planning and resource allocation. Organizational metrics track the overall stability of the organization. These metrics offer an understanding of how effective and efficient the organization is. Community well-being is a measure of the overall health and well-being of a community. Over time, these metrics influence a wide range of public policies.

Example Metrics

The best way to measure results is to align metrics with the strategic plan. There should be metrics for each goal area.



Recommended Dashboard of Program Metrics



Appendix A: SWOT Summary



Clayton, NC, is part of the world-class metro known as the “Research Triangle,” and the city benefits from its proximity to the assets and amenities of the region. Easy access to I-40, I-95, and the newly opened I-540 mean that Clayton residents and employees can move around the region. These assets are part of the reason for the strong population growth and commercial opportunities in Clayton, which have in turn contributed to a strong industrial base, including large bio-pharma companies and a thriving downtown. With all of these advantages, Clayton maintains a small town feel and sense of community that residents want to preserve and newcomers cite as a reason they stay.



Growth and development brings some challenges, such as increasing traffic and road congestion, as well as capacity and distribution systems for water and wastewater treatment, which are cited as current weaknesses. The local development review process and how it compares to competitor towns is a concern in the development community. Relative cost of living and the lack of commercial spaces such as lodging and meeting space may be limiting some business growth. The high concentration of residential uses in Clayton’s tax base contributes to higher service needs and can be balanced with additional commercial and industrial users.



Even with the challenges, there are plentiful opportunities for a community like Clayton, which combines population and development growth with a strong business base and access to metro resources. A new economic development program, working in concert with the county and state, promises to raise Clayton’s visibility with projects considering the area. Leveraging investments in infrastructure like wastewater treatment and ground transportation will provide advantages for the development opportunities in Clayton. Convening and communicating with existing leaders and new ones will amplify Clayton’s efforts and successes.



Other than the threats that rapid growth can bring, Clayton is subject to many levels of uncertainty including global forces in the current, dynamic economy as well as the North Carolina General Assembly’s recent and potential expanded legislation limiting localities’ options for guiding growth and development. Clayton needs to control its reputation through branding and messaging, assuring its outward image matches its internal goals and objectives.

Strengths

- Location; Proximity to the Triangle
- Growing population and client base
- Land availability
- Interstate access:I-40; I-95
- Bio Pharma companies
- Thriving downtown
- Small town + access to major metro
- Sense of Community
- Friendly people
- Small town feel
- Great place to live & raise a family
- Higher education access for labor force
- Strong partners like RTRP & JoCo ED
- Bioworks + NCWorks training

Weaknesses

- Local regulations/ red tape
- Water and sewer capacity
- Traffic congestion and roads
- Standardizing land and development review
- Downtown closed on Sundays
- Wayfinding and parking
- Branding and marketing for downtown
- Leadership pipeline
- Competition with nearby towns that are more responsive
- Need more high paying jobs
- Meeting space
- Lodging in Clayton
- Tax base dependent on residential
- Cost of living is higher than nearby towns and rural areas
- Perception and reputation of Clayton

Opportunities

- Entertainment at Clayton Center
- Strong Economic Development Department and new strategic plan
- Leverage visionary business community
- Raise local income levels
- Increase connectivity
- Strong legacy leaders
- Small business owners + developers
- Expanded sewer capacity in 2026
- Streamlining town processes
- Regionalize water source
- I-540 completion
- Clusters of development across the county
- Eliminate obstacles to development to increase non-residential tax base
- Jurisdiction collaboration, e.g. Wilson's Mills

Threats

- General Assembly limits on development regulations
- Political uncertainty
- Water capacity and predictability
- Property tax rates
- Workforce - numbers and quality
- Adjacent communities' development regulations
- Regional project development competition
- Reputation
- Branding

Appendix B: Sites and Buildings Inventory

Clayton has four industrial sites listed on the state's database, EDPNC.com. One of these is the Clayton Business Park, which has all utilities on site – water, sewer, electric, and natural gas. It is located on Little Creek Church Road and Ranch Road and is in an Opportunity Zone.

Site Name	Acreage	Utilities	Notes
Cornwallis Commons	5.7	Water and sewer on site	Pad-ready site
Tuttle Site	38.46	None on site	For Sale
Clayton Business Park	67	Water, sewer, natural gas on site	Opportunity Zone
Industrial Park on Gordon Rd	328	Power, water, gas on site	Rail access

Source: EDPNC.com

There are nine industrial buildings in the state's database with a Clayton address, but only one, 501 Atkinson Street, is in the town.

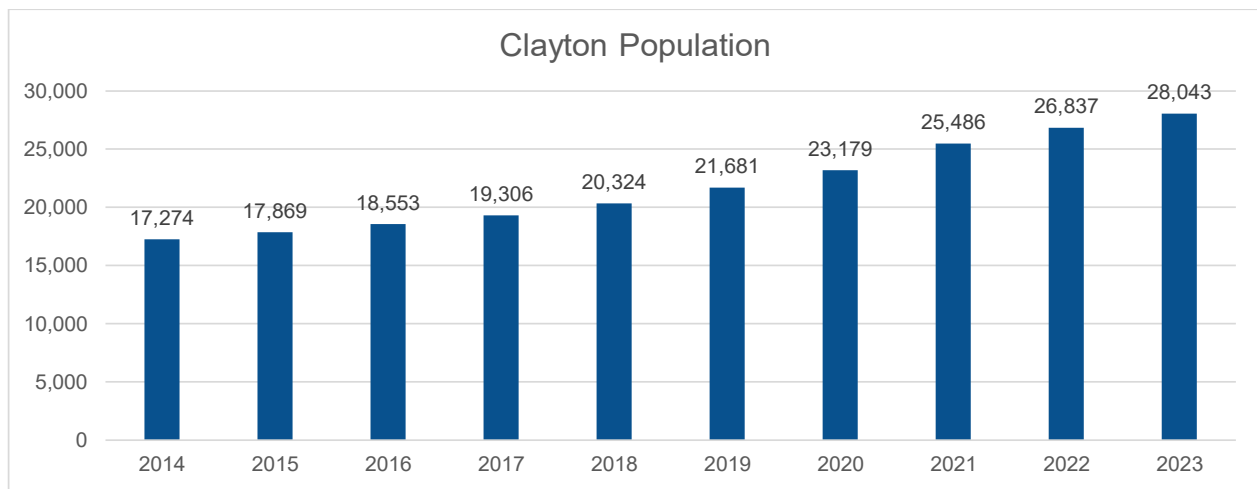
Building Name	SF	Ceiling Height (minimum)	Notes
2585 Hwy 70 Bus	7,674		Flex, office
Avalon Center	19,670	30'	Multi-tenant
7868 US 70 business West	20,800	18'	Flex, warehouse
501 Atkinson	33,276	14'	Office, tech, warehouse
973 Shotwell Road	53,627	20'	
42 West Business Park	125,000	22'	Warehouse
Clayton Logistics Center	235,668	32'	Warehouse
4520 Guy Rd.	236,600	32'	Building in development
Clayton Commerce Center	382,880	32'	Building in development
Crossroads Trade Center	555,240	32'	Building in development

Source: EDPNC.com

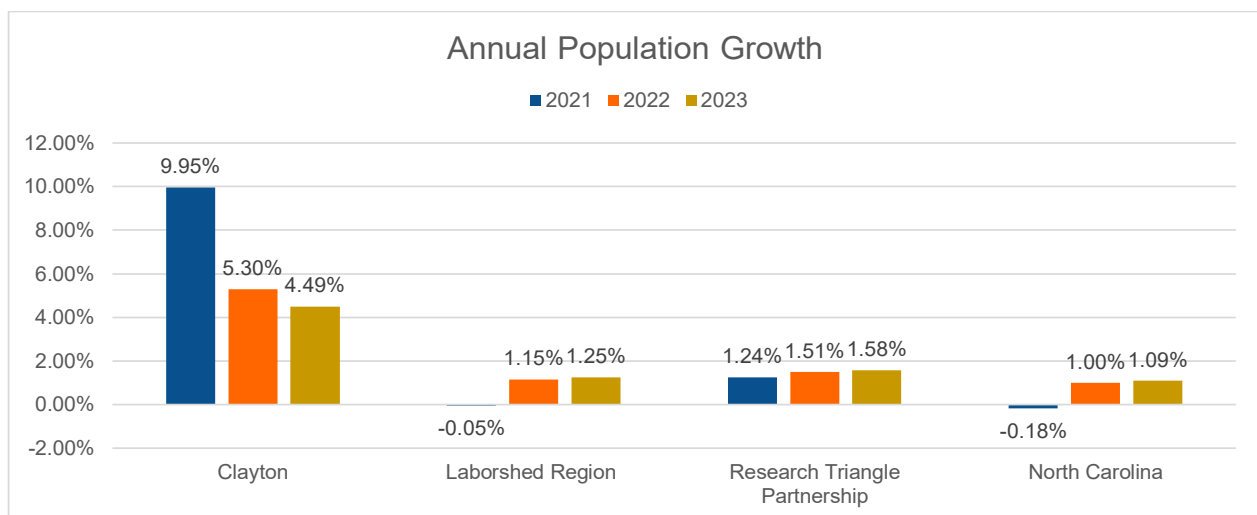
Clayton's industrial product inventory is a weakness. Though there are some significant industrial buildings "on the drawing board," companies today are looking to minimize risk and are on a short timeline. This lack of building inventory means that opportunities to attract new firms to Clayton, or to locate companies that are expanding are reduced. This strategic plan calls for additional investment in industrial product development and partnerships with the private sector to ensure Clayton has the real estate inventory for new and expanding businesses.

Appendix C: Economic and Demographic Data

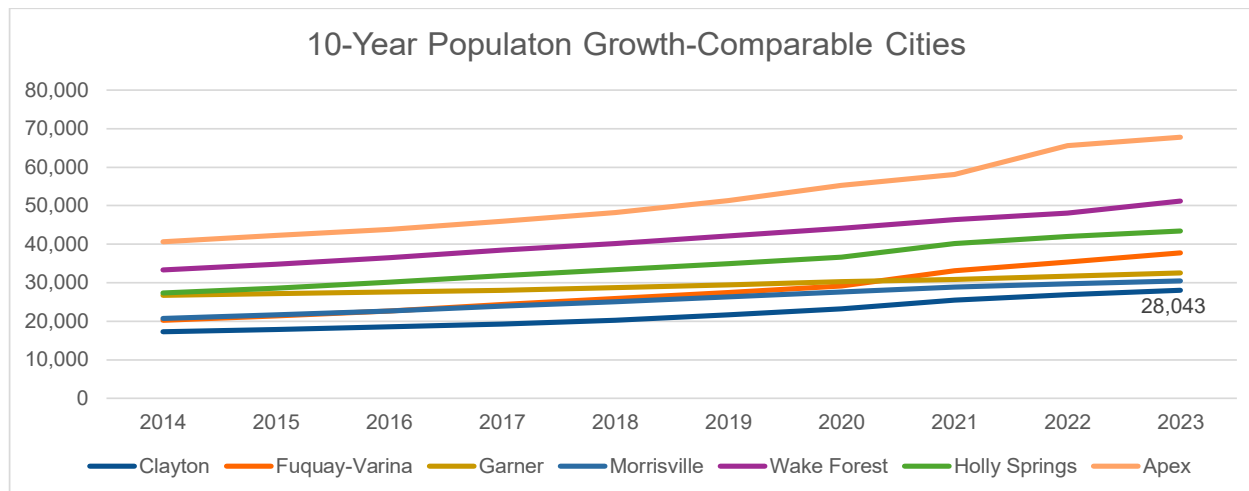
Data were researched for the Town of Clayton, Johnston County, the laborshed (defined as a 60-minute drivetime for Clayton), a group of comparable cities (Fuquay-Varina, Garner, Morrisville, Wake Forest, Holly Springs, and Apex), Research Triangle Regional Partnership, and North Carolina to provide a quantitative view of how Clayton and its economy are changing. The economic and demographic data were used, along with qualitative input and best practices, to form the economic development strategy.



Source: Jobs EQ



Source: Jobs EQ



Source: Jobs EQ

2023 Median Age Comparable Cities

	Clayton	Fuquay-Varina	Garner	Morrisville	Wake Forest	Holly Springs	Apex
2023	32.7	36.3	37.6	34.5	38.8	36.3	36.0

Source: Jobs EQ

2023 Median Age Region and State

	Clayton	Johnston County	Laborshed Region	Research Triangle Partnership	North Carolina
2023	32.7	38.3	37.3	38.1	39.1

Source: Jobs EQ Laborshed Region is a 60 min drivetime from Clayton.

2024 Diversity Index Comparable Cities

Clayton	Fuquay-Varina	Garner	Morrisville	Wake Forest	Holly Springs	Apex
71.0	57.4	73.5	68.2	57.4	52.0	61.0

Source: ESRI

2024 Diversity Index Region and State

Clayton	Johnston County	Laborshed Region	Research Triangle Partnership	North Carolina
71.0	65.3	71.1	70.7	66.3

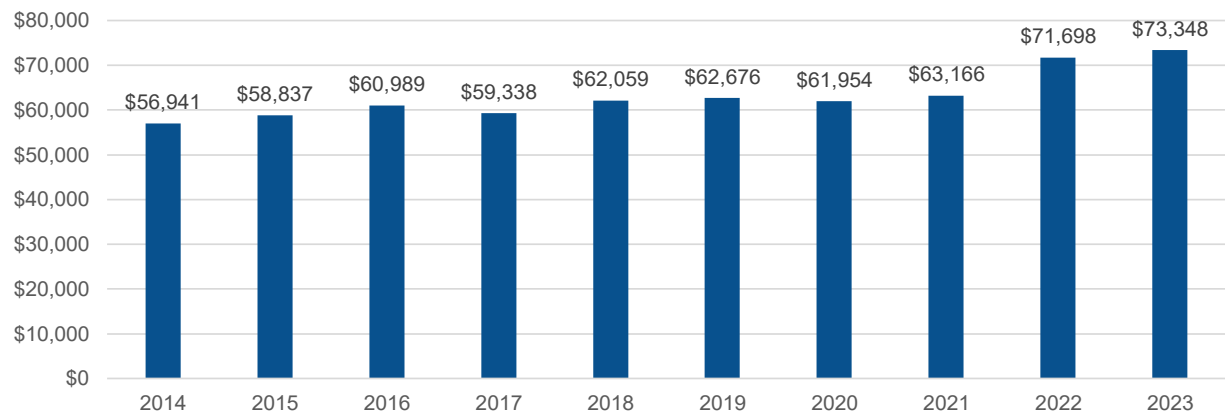
Source: ESRI Laborshed Region is a 60 min drivetime from Clayton.

Clayton 2023 Race & Ethnicity

White	60.2%
Black or African American	27.1%
American Indian and Alaska Native	0.1%
Asian	0.5%
Native Hawaiian and Other Pacific Islander	0.0%
Some Other Race	5.5%
Two or More Races	6.5%
Hispanic or Latino (of any race)	13.7%

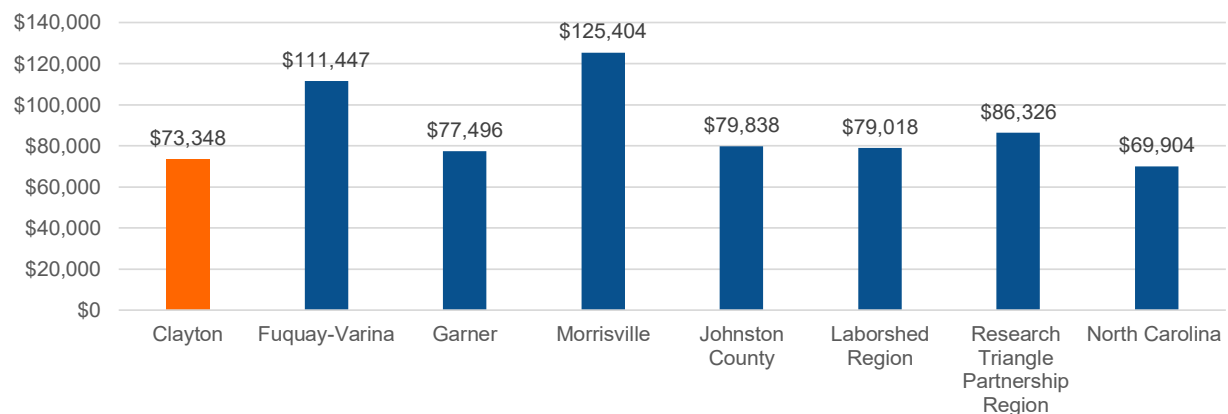
Source: JobsEQ

Clayton Median Household Income

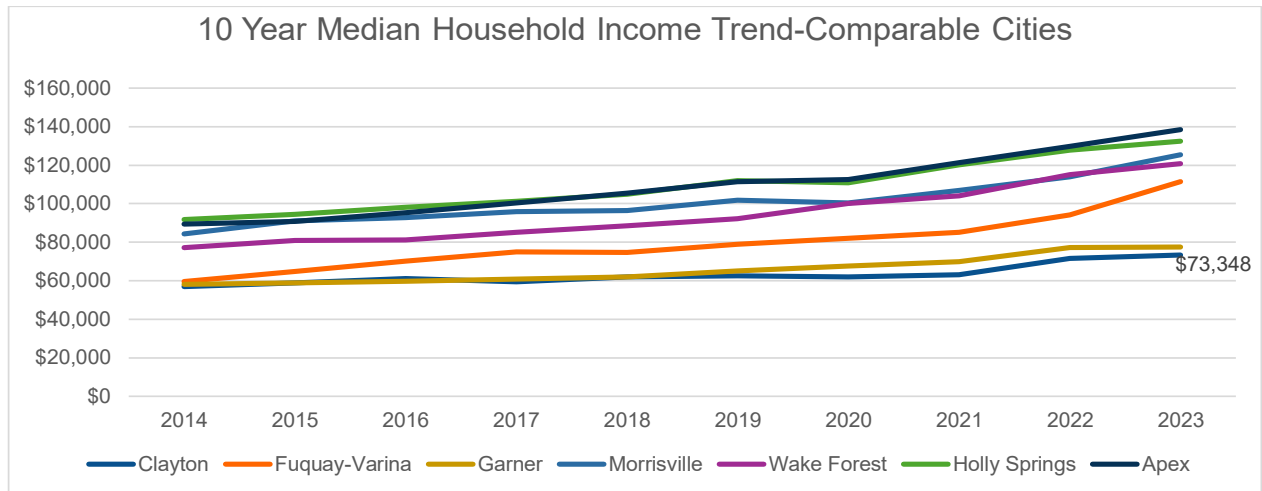


Source: Jobs EQ

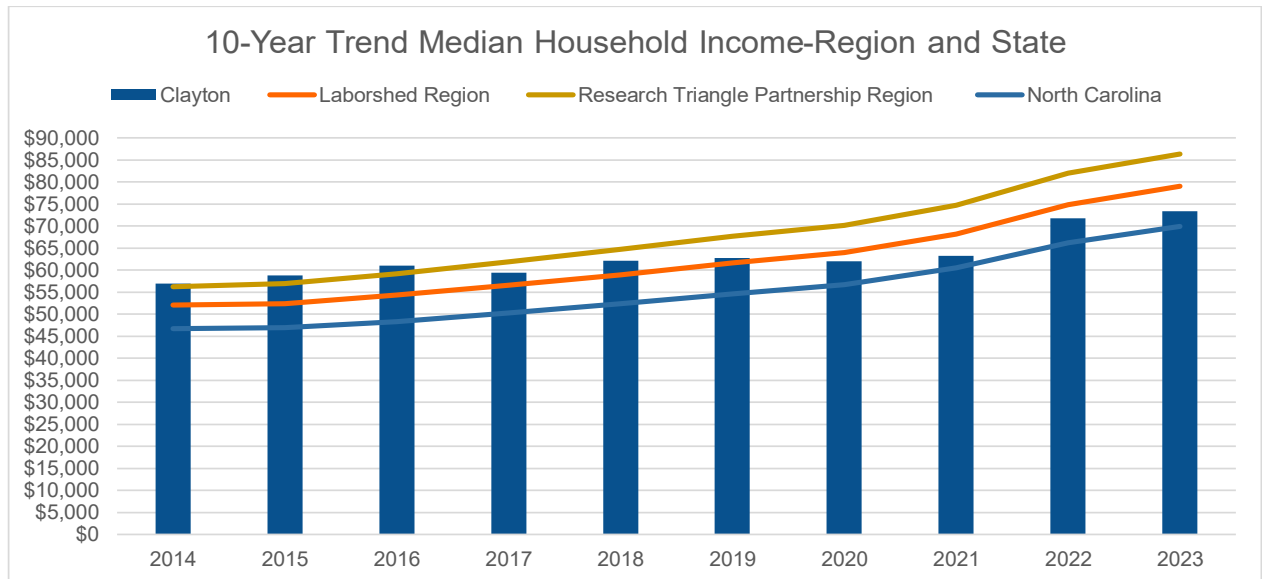
2023 Median Household Income



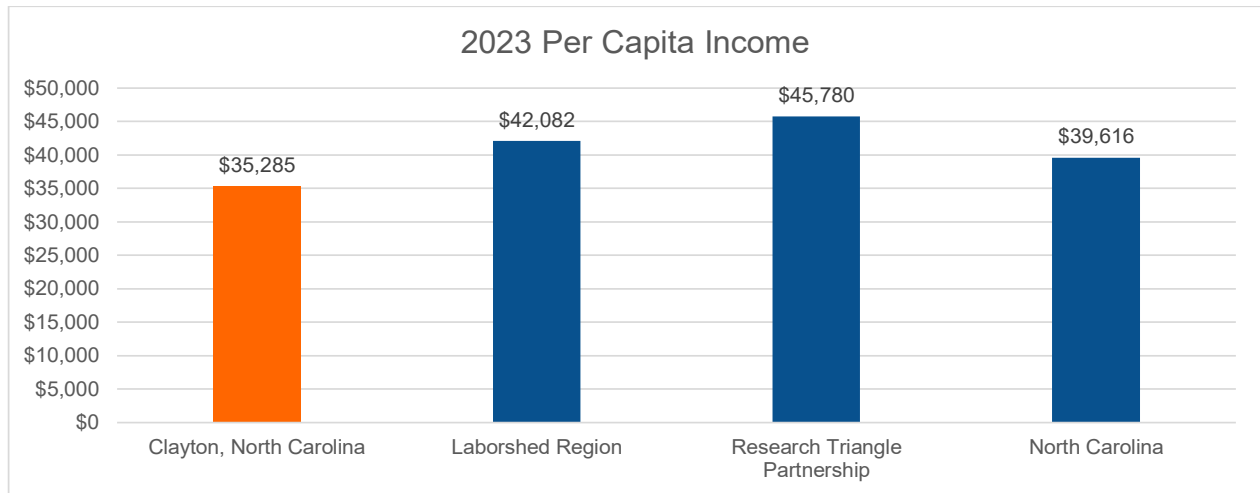
Source: Jobs EQ



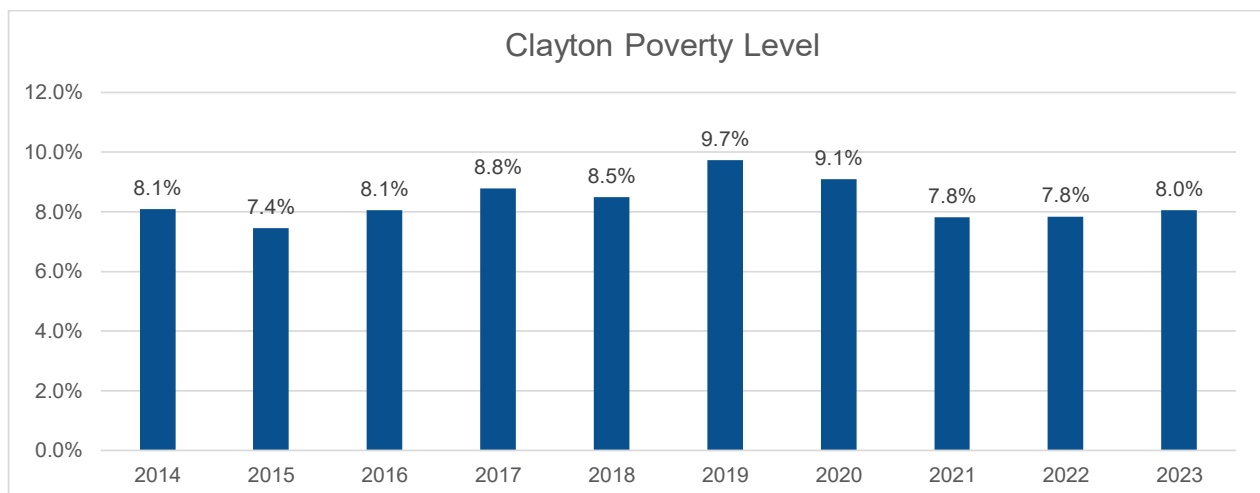
Source: Jobs EQ



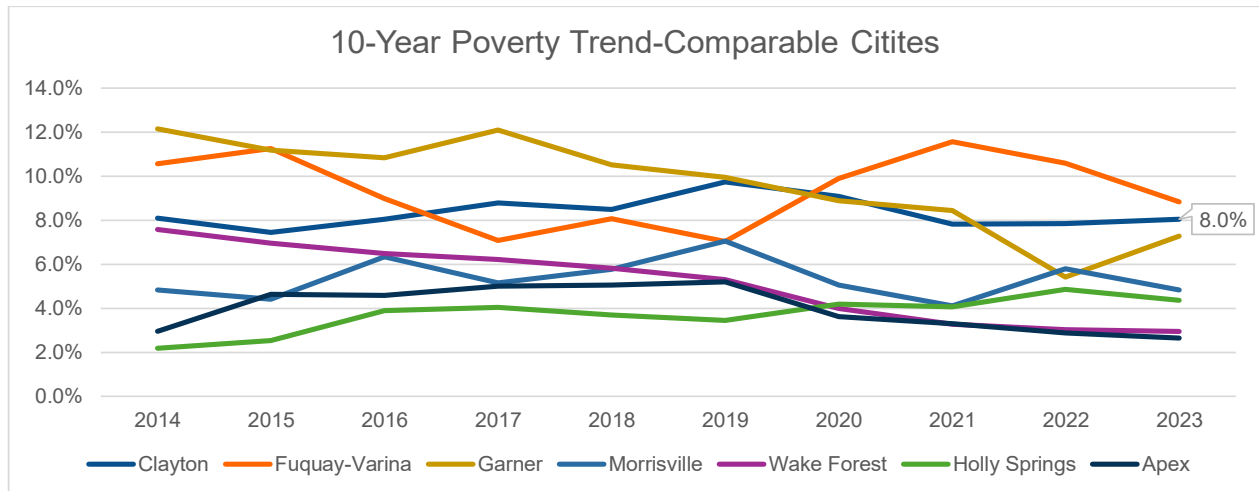
Source: Jobs EQ



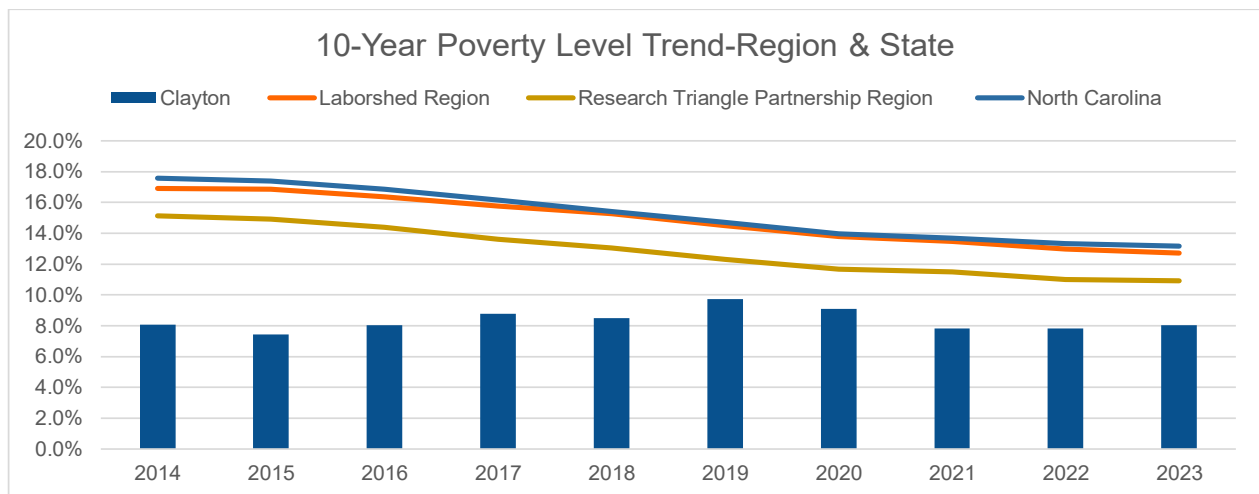
Source: Jobs EQ



Source: Jobs EQ



Source: Jobs EQ



Source: Jobs EQ Laborshed Region is a 60 min drivetime from Clayton.

Clayton 2022 Educational Attainment, Age 25-64

No High School Diploma	5.6%
High School Graduate	22.6%
Some College, No Degree	19.5%
Associate's Degree	12.4%
Bachelor's Degree	27.1%
Postgraduate Degree	12.7%
Source: JobsEQ	

2022 Percent with a High School Degree or Higher - Comparable Cities

Clayton	Fuquay-Varina	Garner	Morrisville	Wake Forest	Holly Springs	Apex
94.4%	97.0%	94.1%	98.7%	96.0%	96.2%	98.1%

Source: JobsEQ

2022 Percent with a High School Degree or Higher - Region and State

Clayton	Johnston County	Laborshed Region	Research Triangle Partnership	North Carolina
94.4%	90.1%	91.3%	91.8%	90.4%

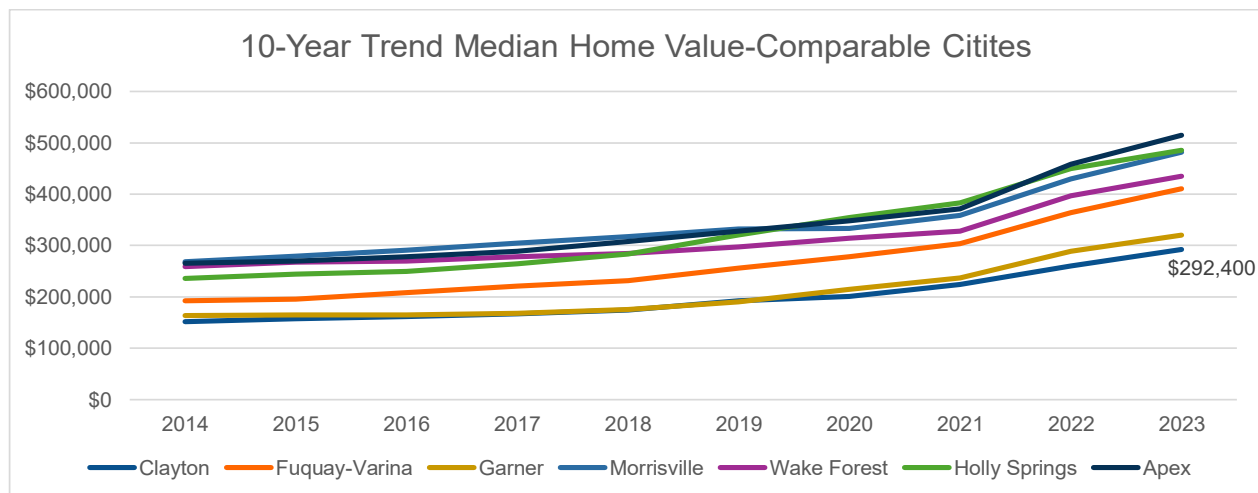
Source: JobsEQ Laborshed Region is a 60 min drivetime from Clayton.

2022 Research Triangle Partnership for Total - All Programs Degrees and Certificates

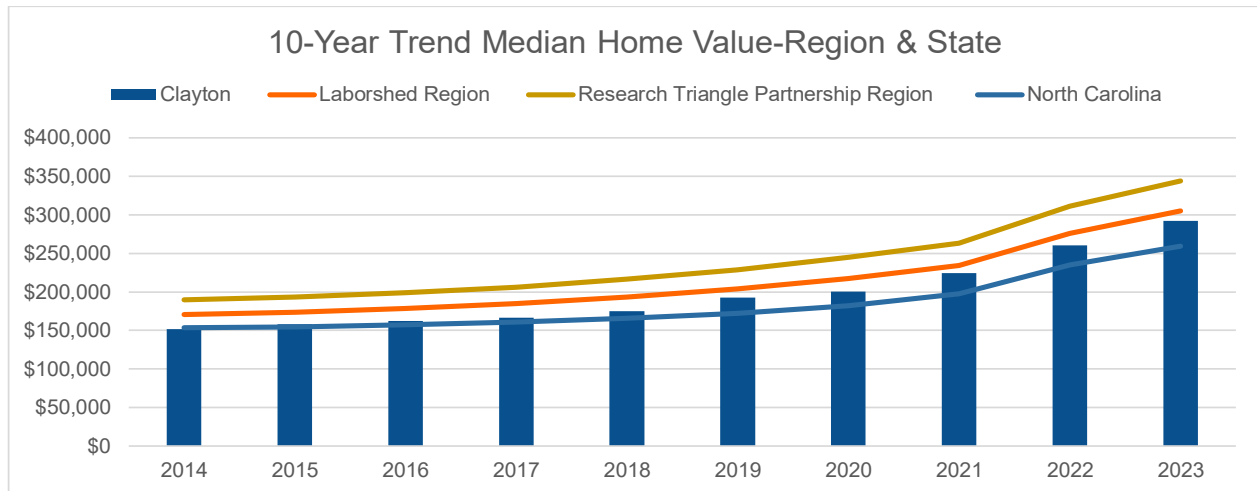
	Certificates and 2yr Awards	4yr Awards	Postgraduate Awards	Total Awards
Business Administration and Management, General	863	1,693	486	3,042
Liberal Arts and Sciences/Liberal Studies	2,882	83	13	2,978
Computer Systems Networking and Telecommunications	1,712	0	40	1,752
Computer Science	0	1,133	538	1,671
Biology/Biological Sciences, General	10	1,293	21	1,324
Management Science	112	4	1,161	1,277
Management Sciences and Quantitative Methods, Other	0	0	1,016	1,016
Information Technology	969	36	0	1,005
Registered Nursing/Registered Nurse	356	631	0	987
Political Science and Government, General	0	728	70	798

Source: JobsEQ

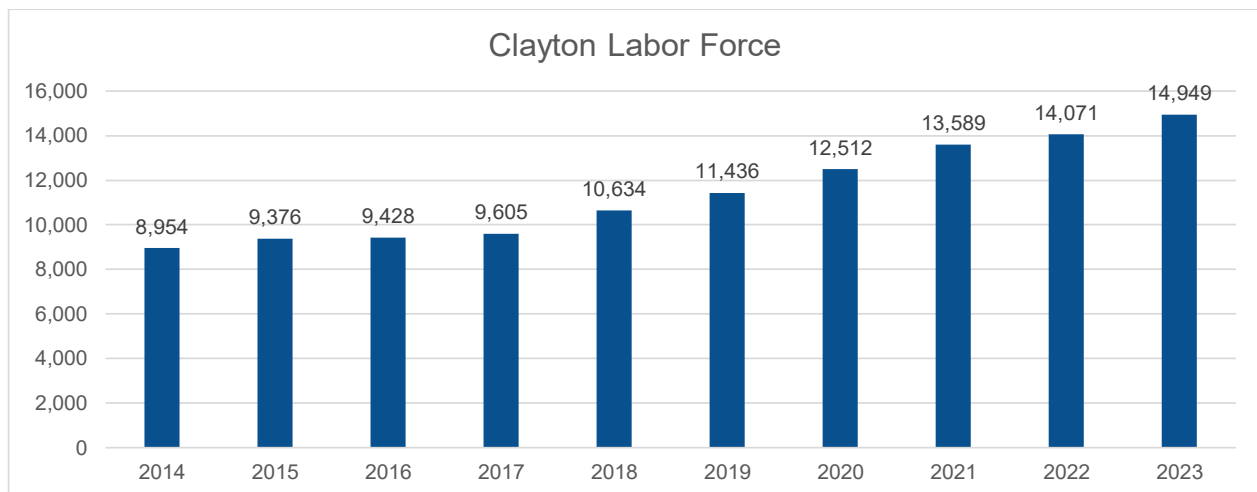
Clayton Housing Profile	
Total Housing Units, 2024	12,525
Projected Units in 2029	14,584
Projected % Increase 2024-29	16.44%
% Occupied	94.90%
% Vacant	5.10%
Owner-Occupied	63.60%
Renter-Occupied	31.30%
Affordability Index	103
Median Monthly Contract Rent	\$1,190
Median Monthly Gross Rent	\$1,372
Median Home Value	\$258,116
Median Age Built	2003
Stock	
1, Detached	71.80%
1, Attached	5.20%
2-9 Units	5.40%
10-19 Units	4.30%
20+ Units	6.50%
Mobile Home, Boat, RV, etc.	6.70%
Homes for Sale	284.00%
Average Sale Time (days)	47
Sources: ESRI, rockethomes.com	



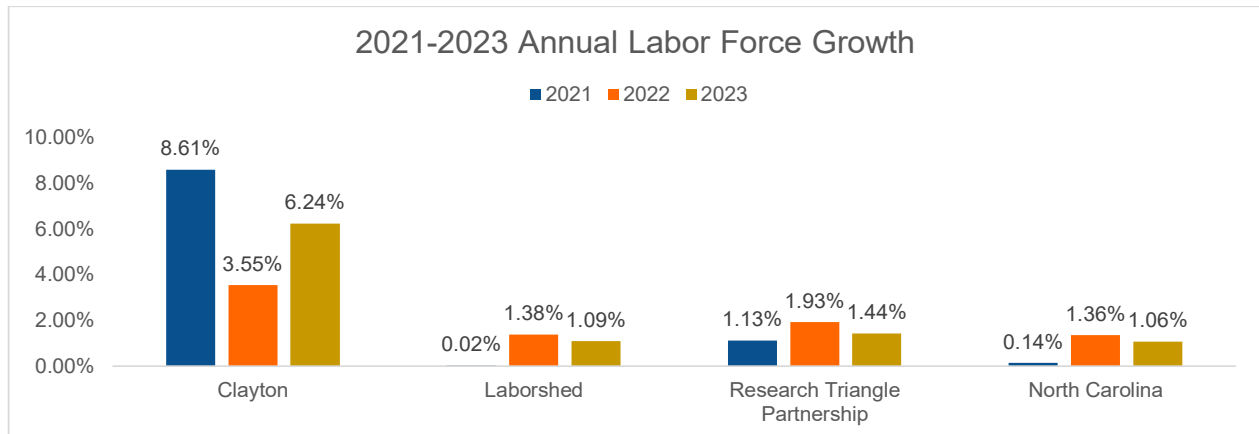
Source: Jobs EQ



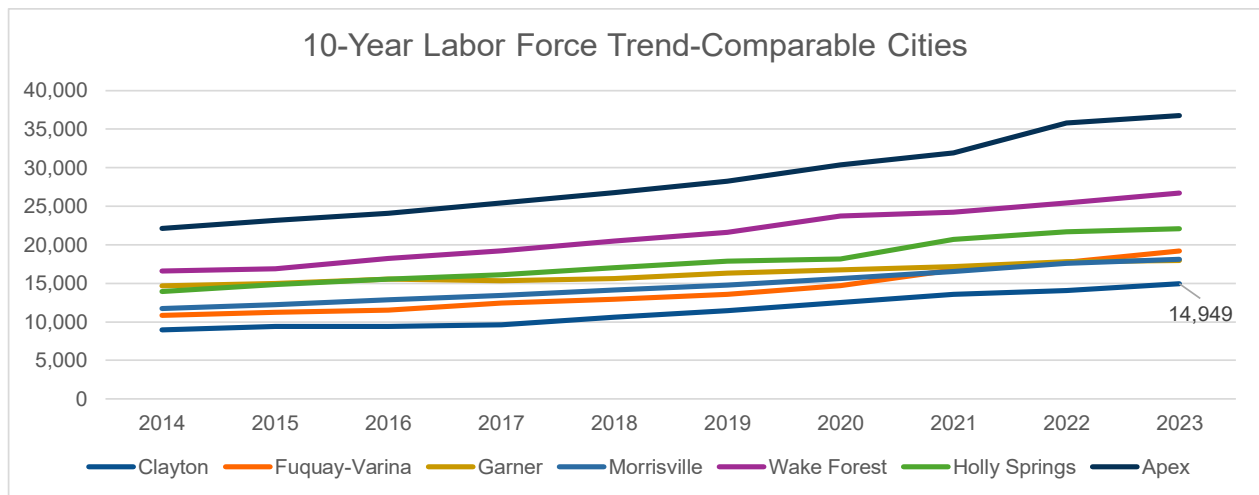
Source: Jobs EQ



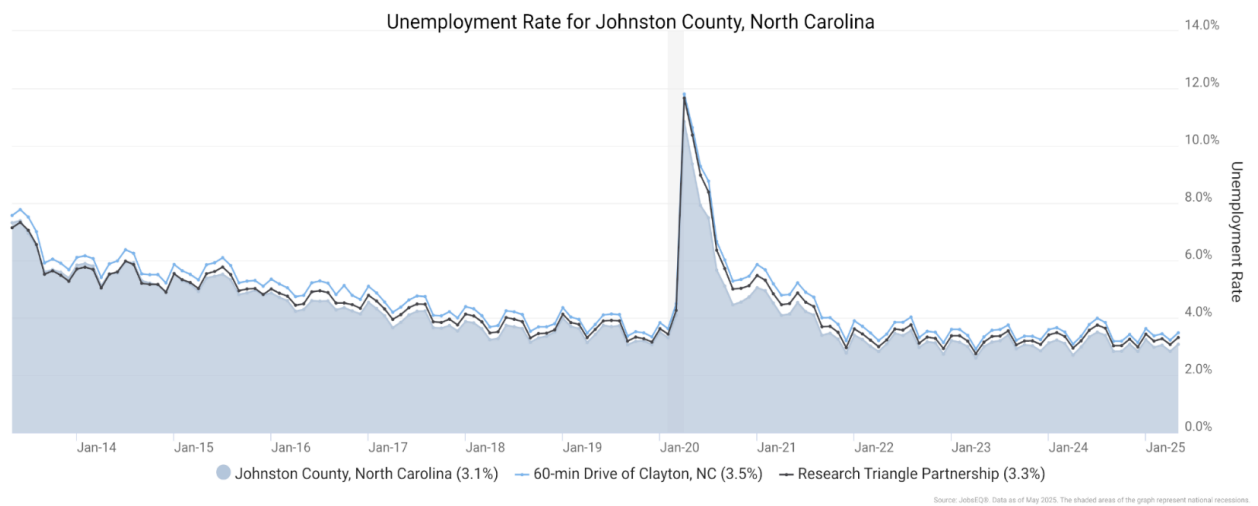
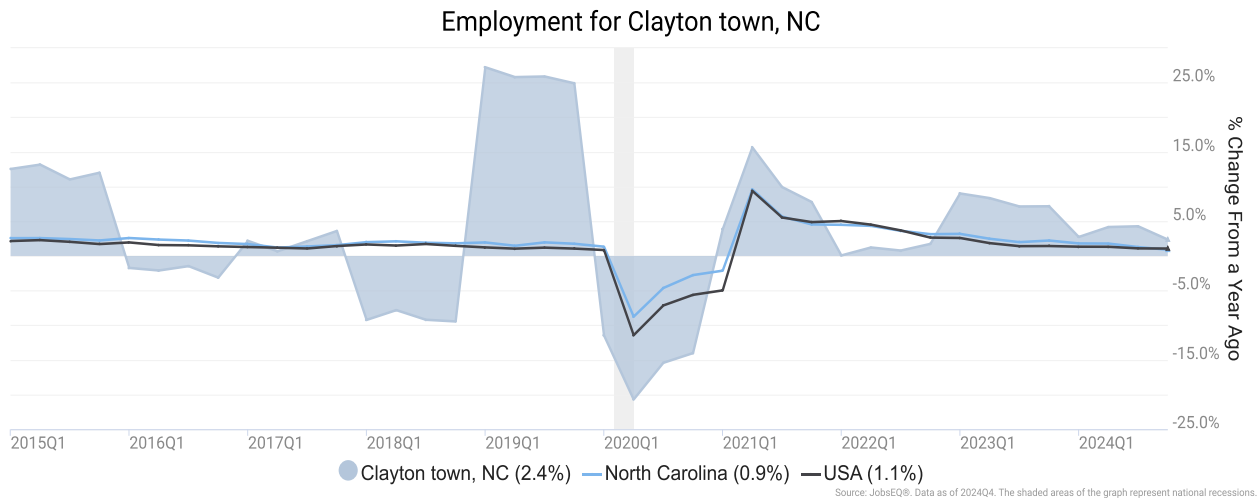
Source: Jobs EQ

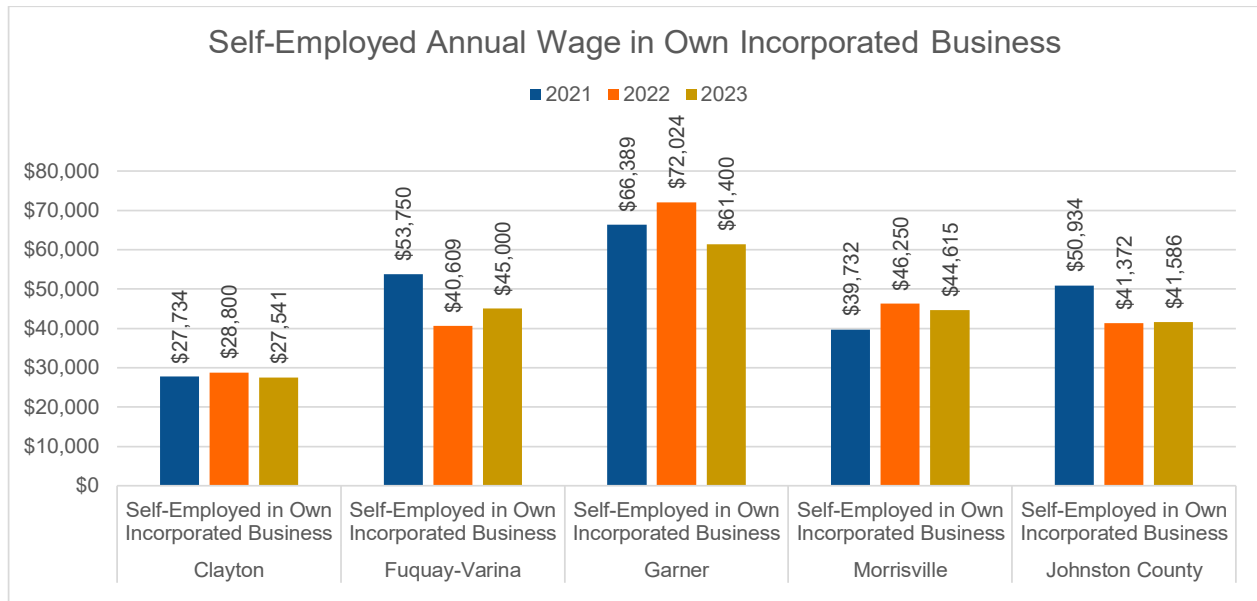


Source: Jobs EQ

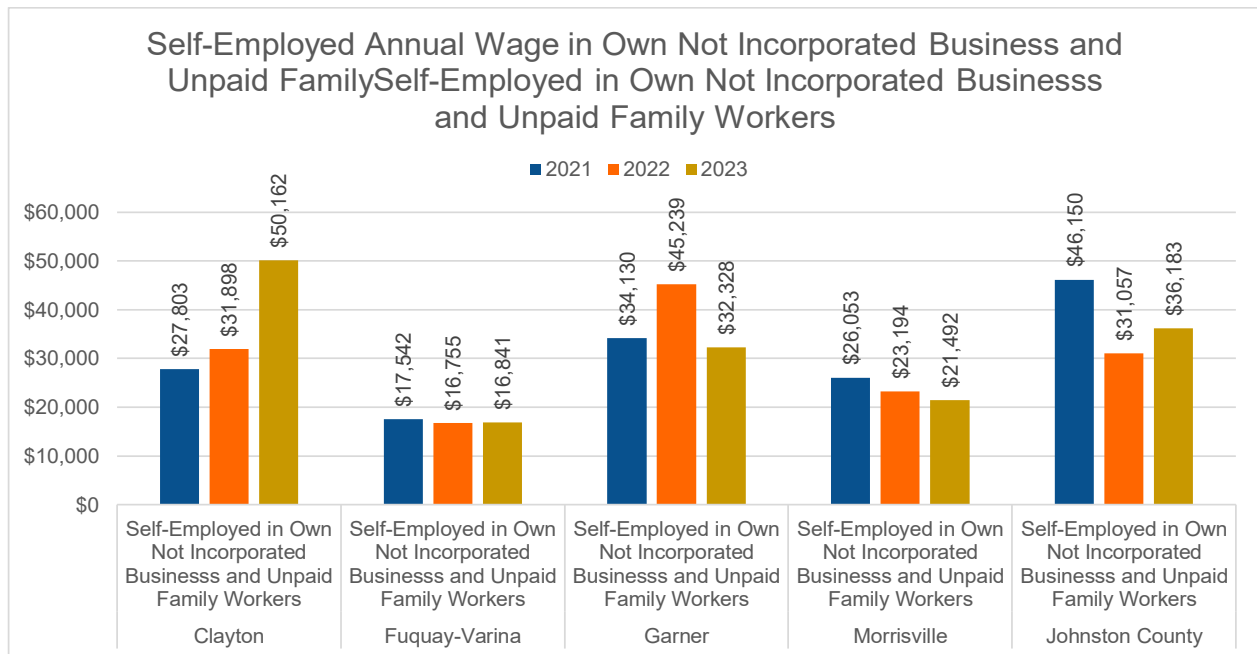


Source: Jobs EQ

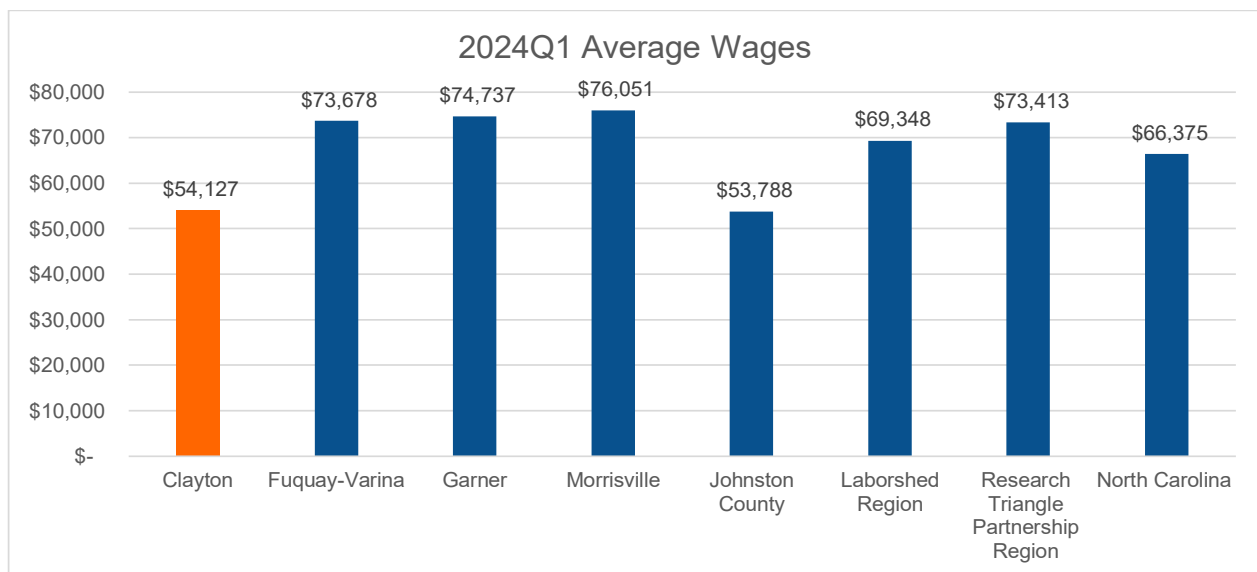
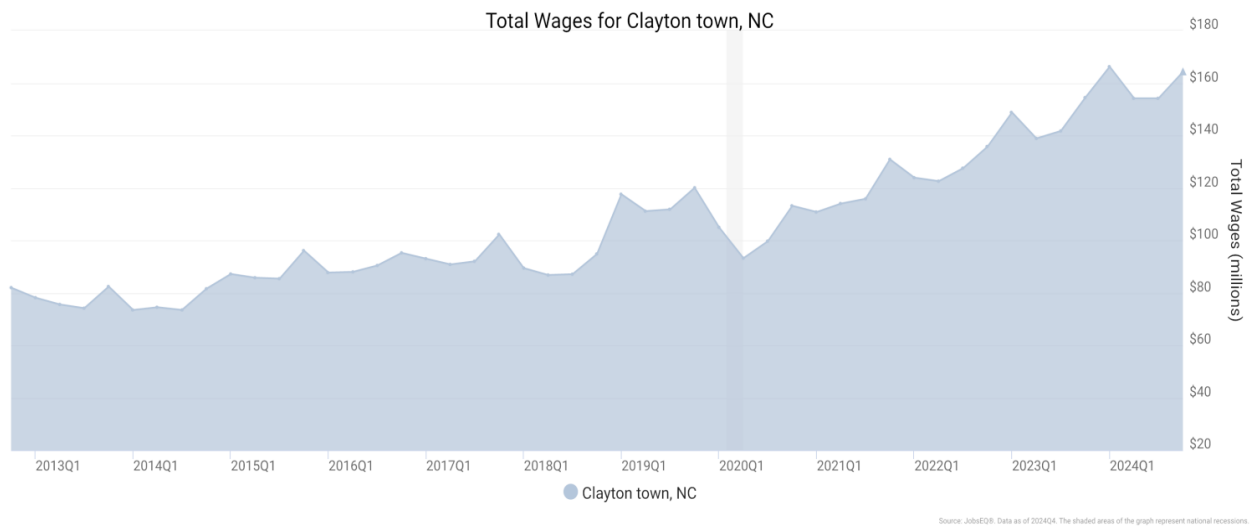




Source: census.gov

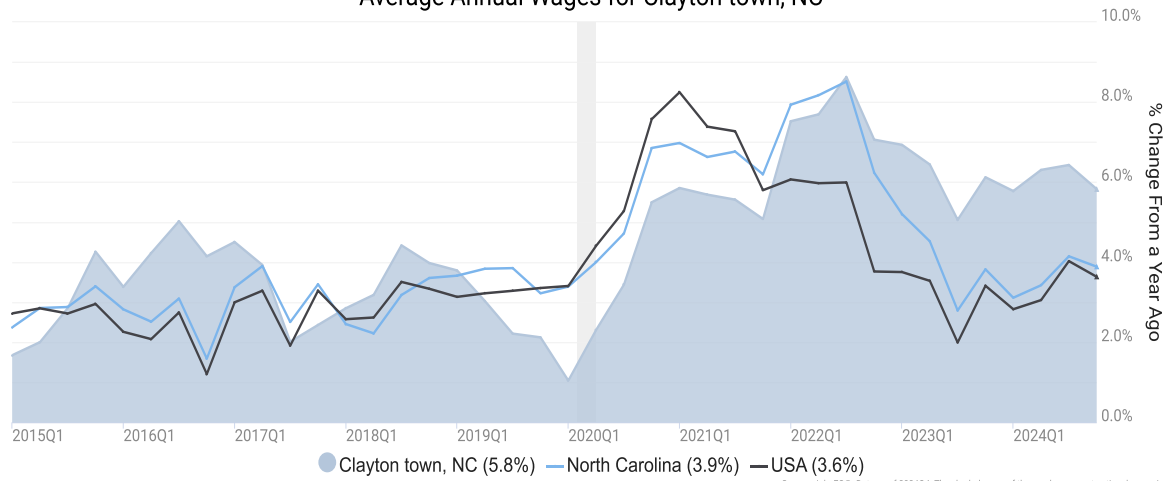


Source: census.gov

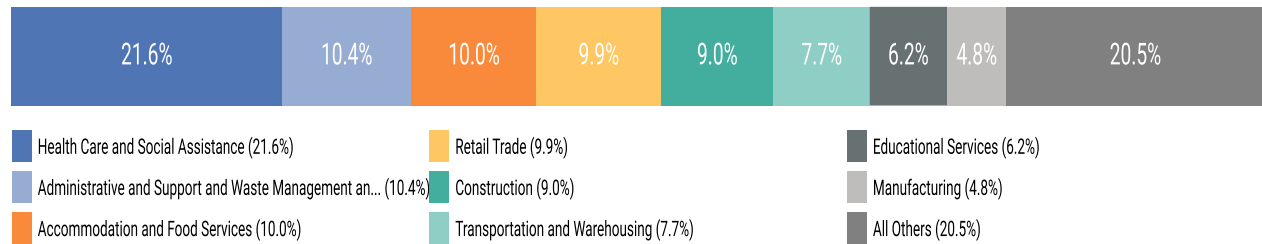


Source: Jobs EQ Laborshed Region is a 60 min drivetime from Clayton.

Average Annual Wages for Clayton town, NC

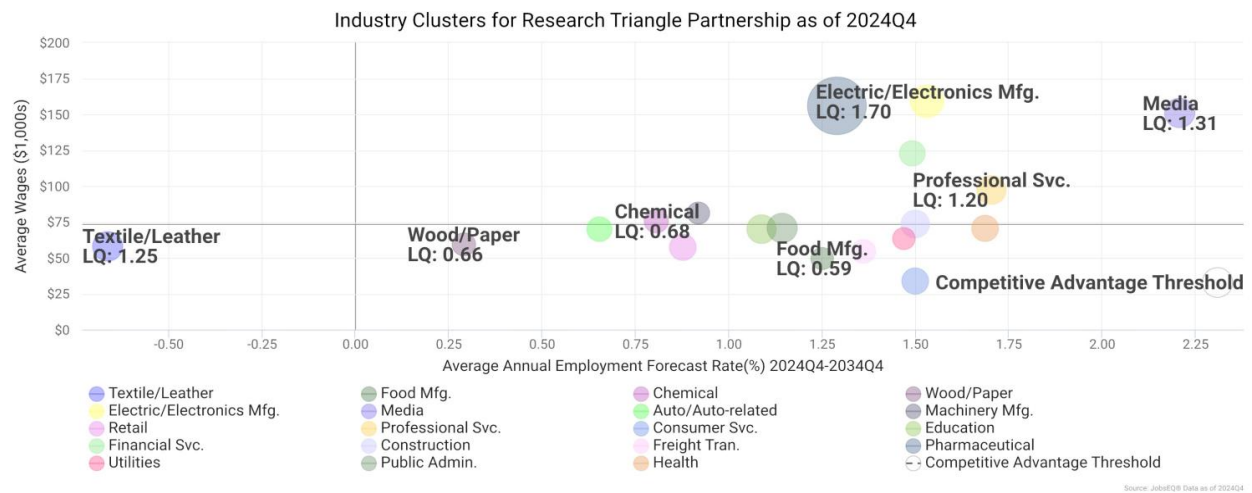
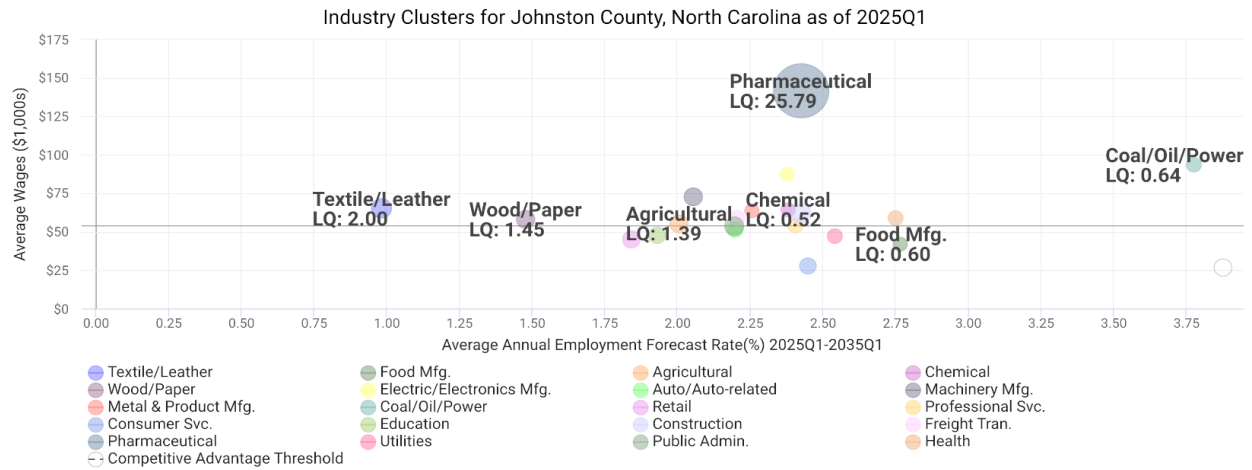


Total Workers for Clayton town, NC by Industry



Source: JobsEQ®
Data as of 2024Q4
Note: Figures may not sum due to rounding.

Clusters for Johnston County are presented because of the flow of workers in/out of Clayton.



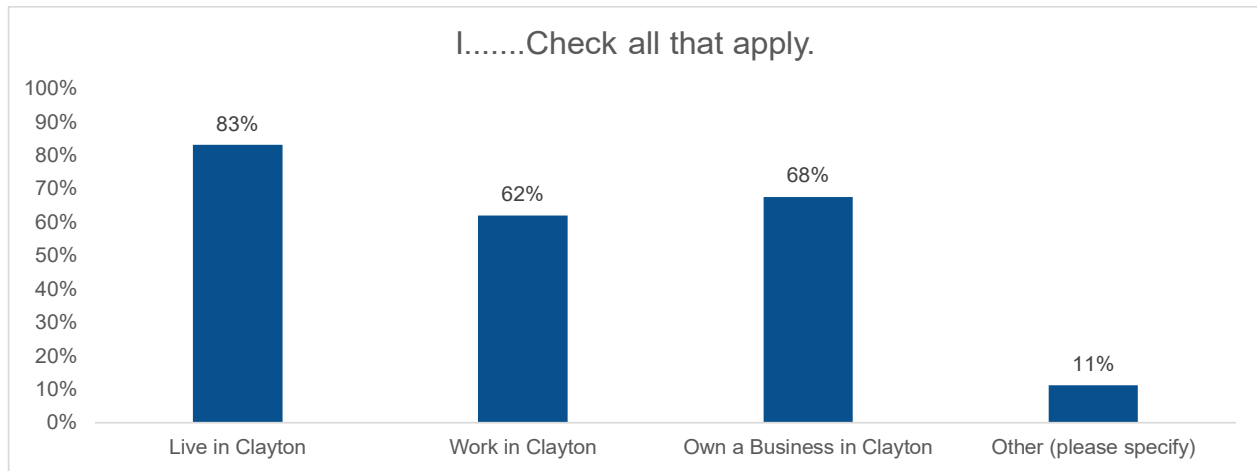
Employment & Wages in Select Occupations - Clayton, NC Q4 2024

SOC	Occupation	Empl	Mean Ann Wages ²	Unempl	Unempl Rate	Empl Change	Ann %
53-0000	Transportation and Material Moving Occupations	1,318	\$39,400	49	4.0%	426	8.1%
43-0000	Office and Administrative Support Occupations	1,238	\$43,400	46	2.4%	123	2.1%
35-0000	Food Preparation and Serving Related Occupations	1,214	\$29,800	40	4.2%	13	0.2%
29-0000	Healthcare Practitioners and Technical Occupations	1,102	\$90,500	9	1.1%	367	8.4%
41-0000	Sales and Related Occupations	972	\$46,100	46	3.3%	28	0.6%
47-0000	Construction and Extraction Occupations	703	\$49,700	20	3.4%	174	5.9%
11-0000	Management Occupations	693	\$122,600	16	1.4%	69	2.1%
37-0000	Building and Grounds Cleaning and Maintenance Occupations	671	\$36,300	15	3.6%	-57	-1.6%
25-0000	Educational Instruction and Library Occupations	643	\$48,000	15	2.0%	-101	-2.9%
31-0000	Healthcare Support Occupations	643	\$36,600	12	2.2%	193	7.4%
13-0000	Business and Financial Operations Occupations	480	\$81,600	21	2.0%	36	1.6%
49-0000	Installation, Maintenance, and Repair Occupations	432	\$55,000	12	2.0%	-4	-0.2%
51-0000	Production Occupations	416	\$45,300	25	3.6%	-652	-17.2%
39-0000	Personal Care and Service Occupations	365	\$37,200	19	3.7%	2	0.1%
33-0000	Protective Service Occupations	177	\$51,000	9	2.2%	6	0.7%
15-0000	Computer and Mathematical Occupations	167	\$100,800	11	2.2%	4	0.5%
21-0000	Community and Social Service Occupations	145	\$52,800	4	1.8%	-14	-1.9%
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	142	\$61,900	13	3.2%	-3	-0.5%
17-0000	Architecture and Engineering Occupations	115	\$86,900	6	1.7%	-67	-8.8%
19-0000	Life, Physical, and Social Science Occupations	108	\$83,800	7	2.5%	-88	-11.2%
23-0000	Legal Occupations	43	\$118,300	1	1.3%	-1	-0.3%
45-0000	Farming, Fishing, and Forestry Occupations	17	\$37,000	1	5.5%	3	4.1%
00-0000	Total - All Occupations	11,803	\$54,900	n/a	n/a	458	0.8%

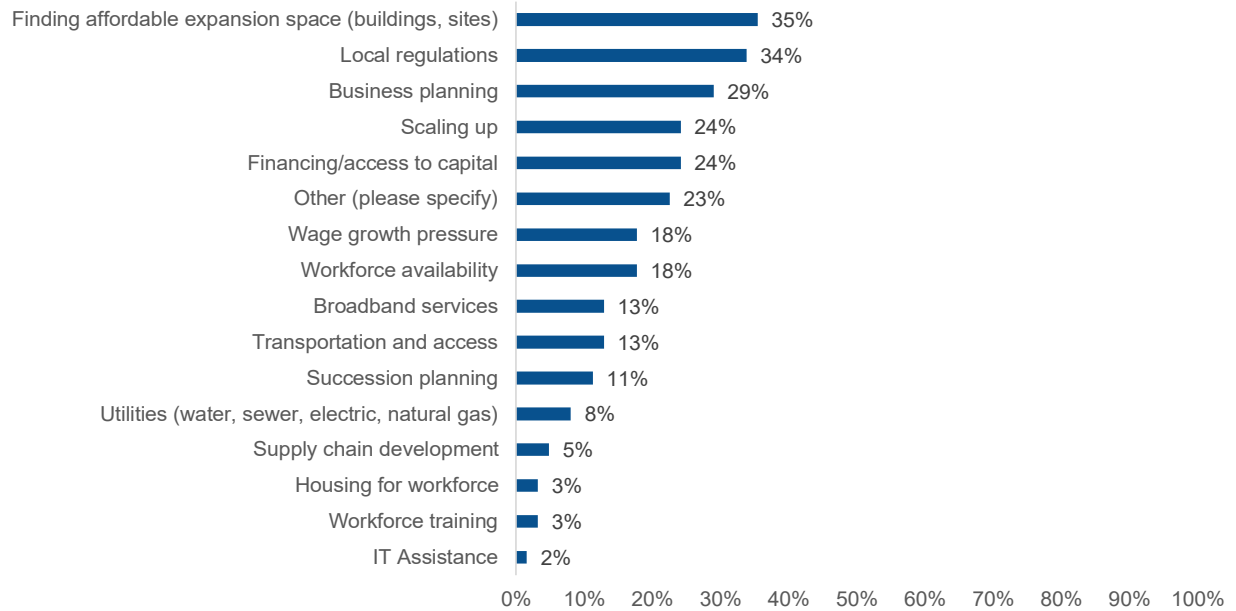
Source: Jobs EQ

Q4 2024 Cost of Living Information			
	Annual Average Salary	Cost of Living Index (Base US)	US Purchasing Power
Clayton	\$54,127	94.5	\$57,270
Fuquay-Varina	\$73,678	97.5	\$75,543
Garner	\$74,737	99.2	\$75,373
Morrisville	\$76,051	99.4	\$76,495
Johnston County	\$53,788	89.9	\$59,852
Clayton 60 min drive time	\$69,348	93.7	\$74,031
Research Triangle Partnership	\$73,413	95.9	\$76,560
North Carolina	\$66,375	94.0	\$70,644
USA	\$73,145	100.0	\$73,145
<i>Source: JobsEQ</i>			

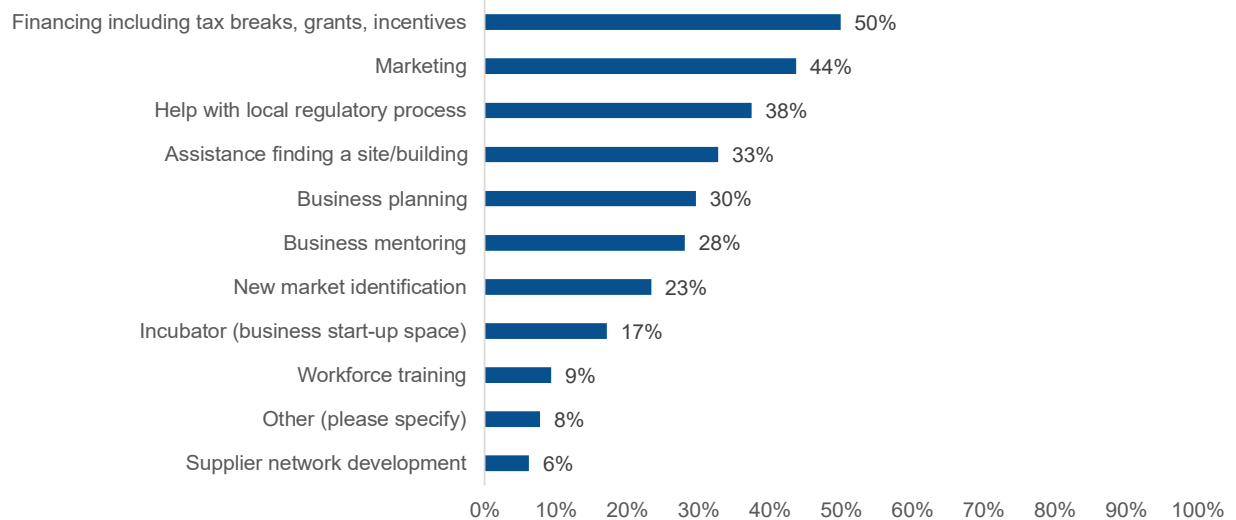
Appendix: D Business Survey Results



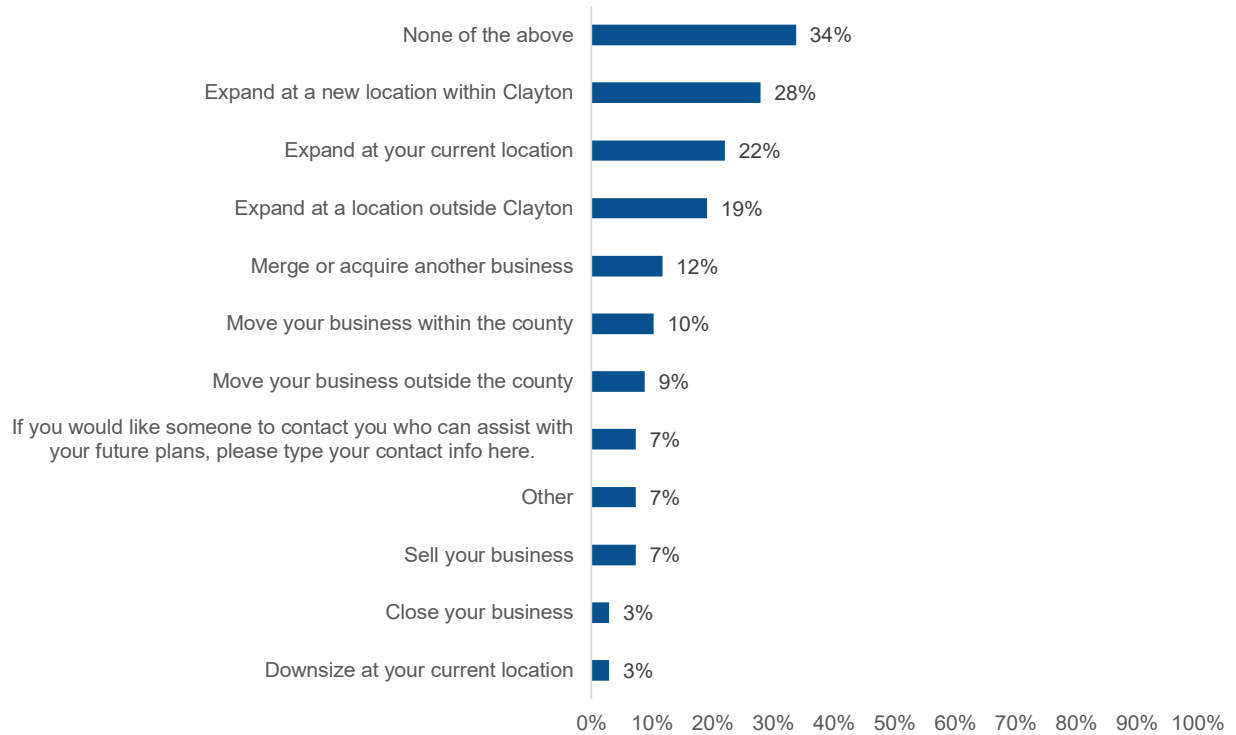
What are your main challenges to sustaining and growing your business? Choose all that apply.



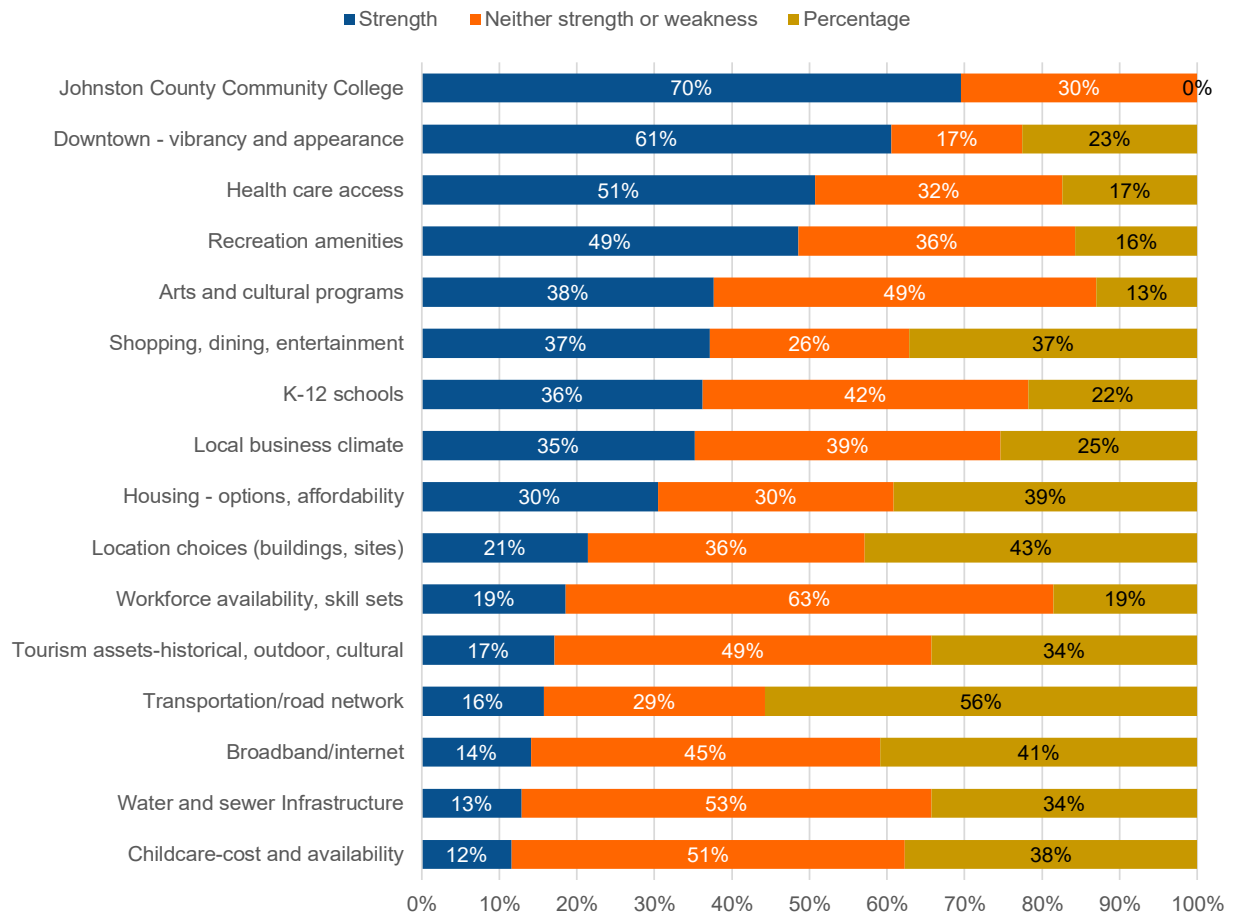
What business assistance would have been helpful when you started your business or that you believe would be helpful to a new business starting in Clayton today? Choose all that apply.



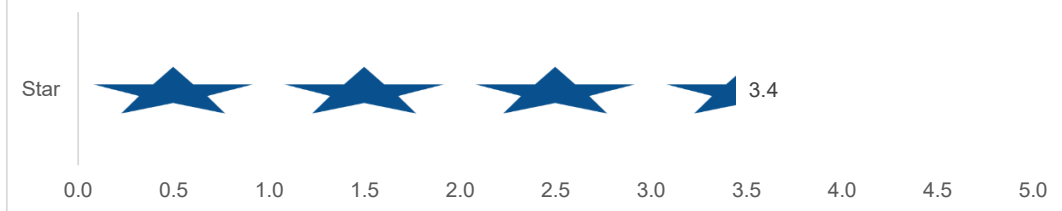
Are you currently planning to... Choose all that apply.



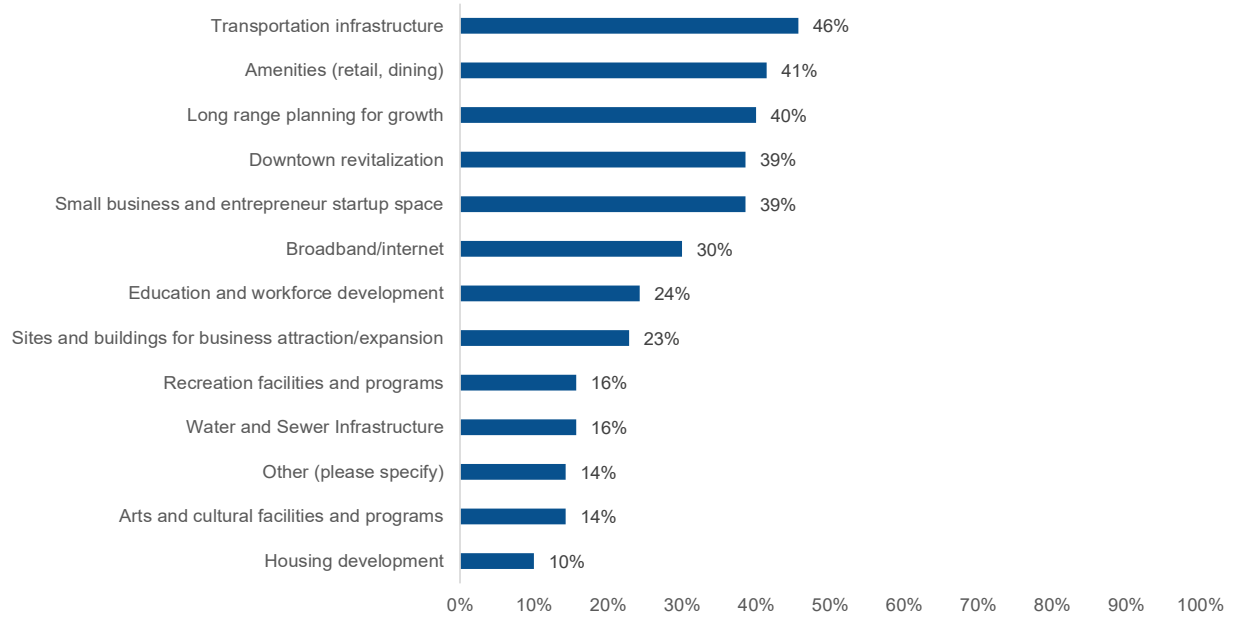
From a business perspective, rate the following as strengths, weaknesses, or neither in Clayton.



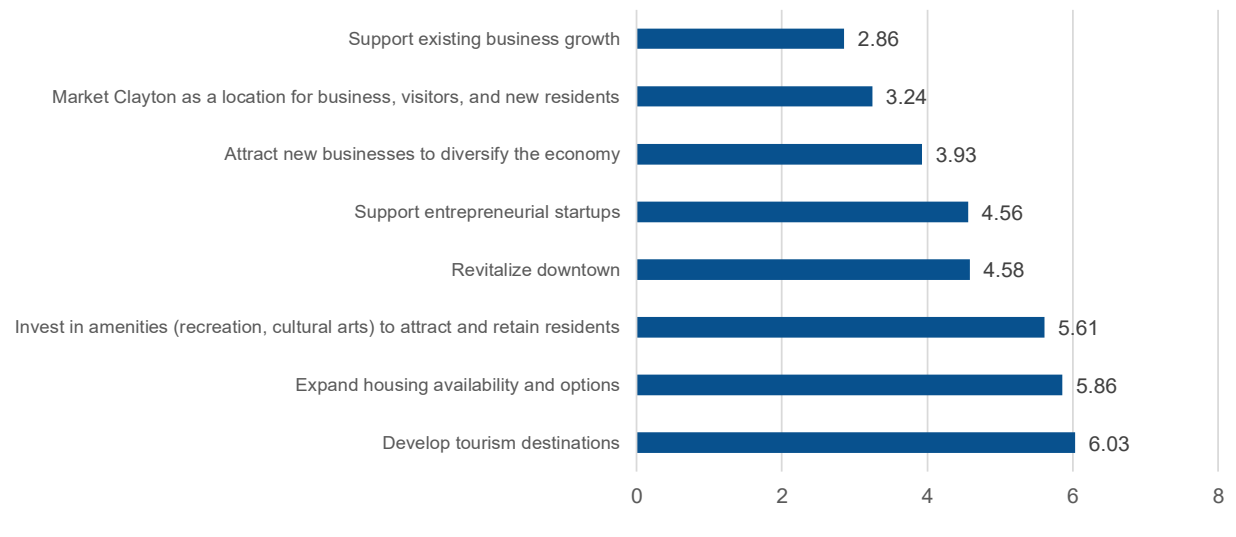
Rate the business-friendliness of Clayton.



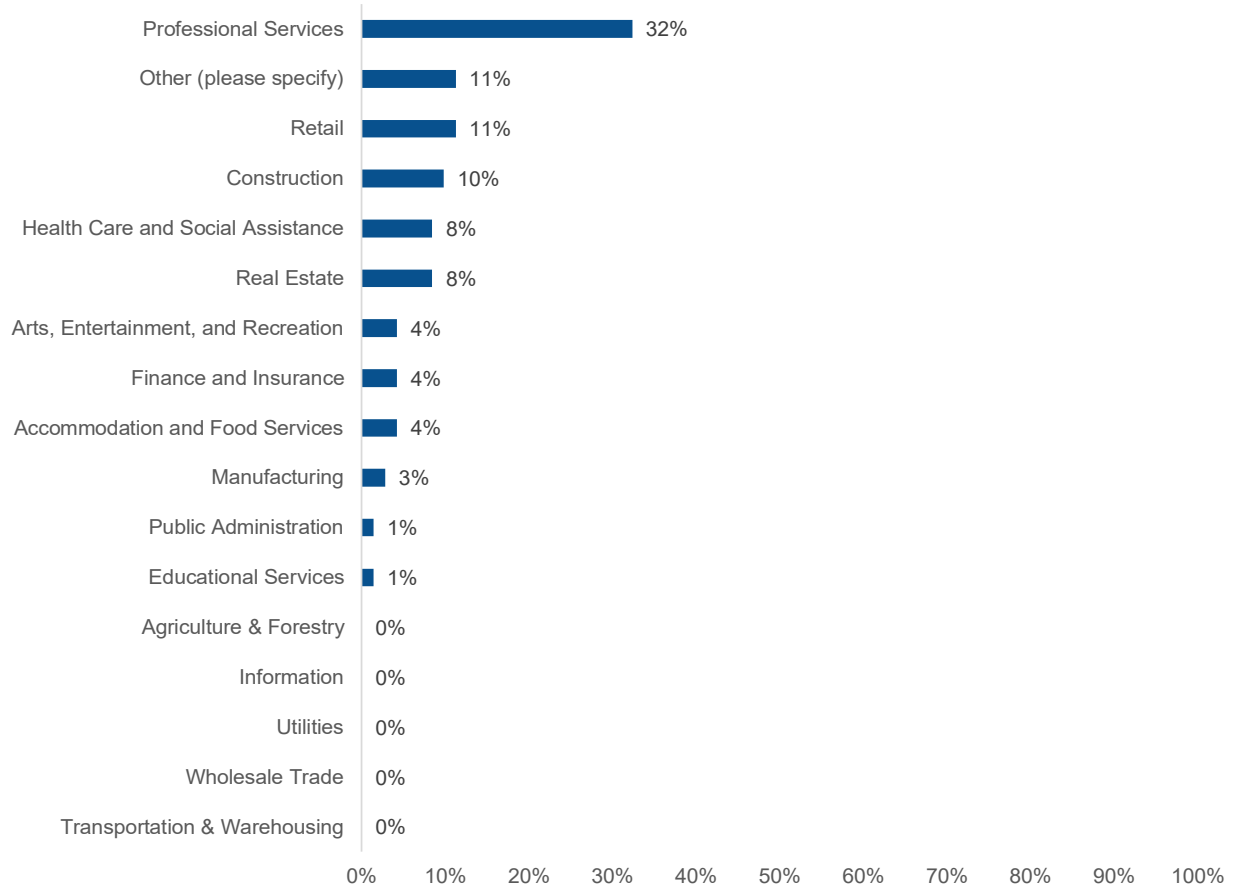
What are the top three most important investments Clayton could make to ensure long-term, sustainable economic growth? CHOOSE THREE.



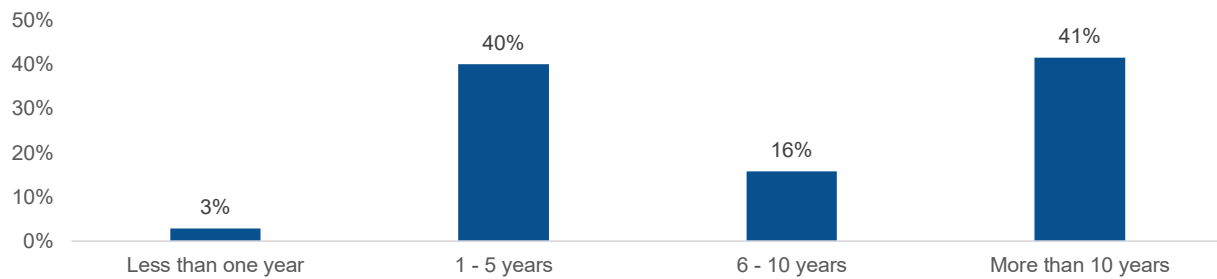
Rank the following economic development strategies with 1 being the highest and 7 being the lowest.

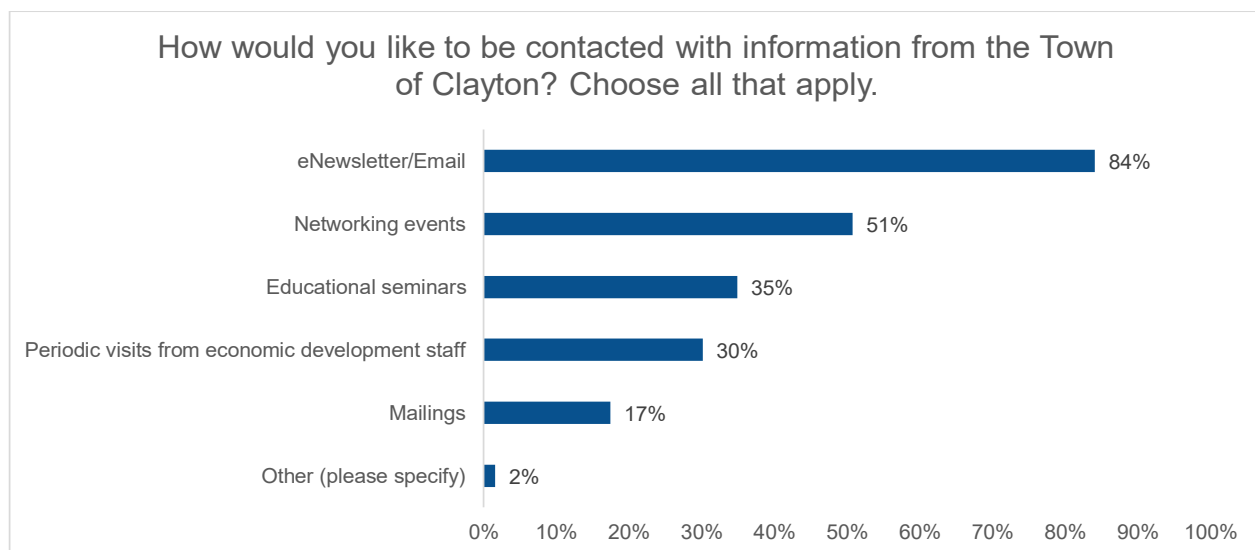
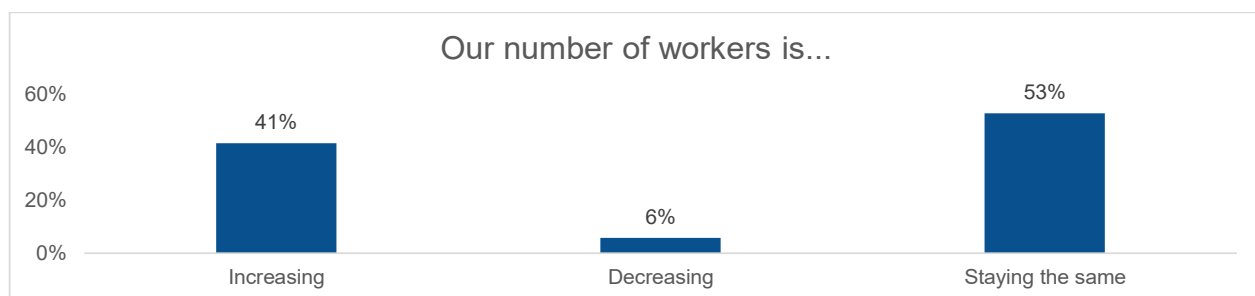
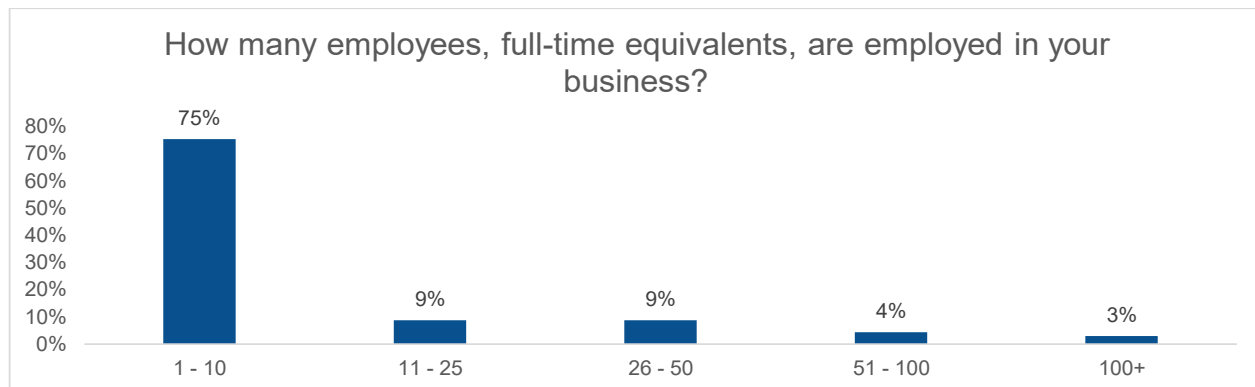


What business sector most closely matches your business?

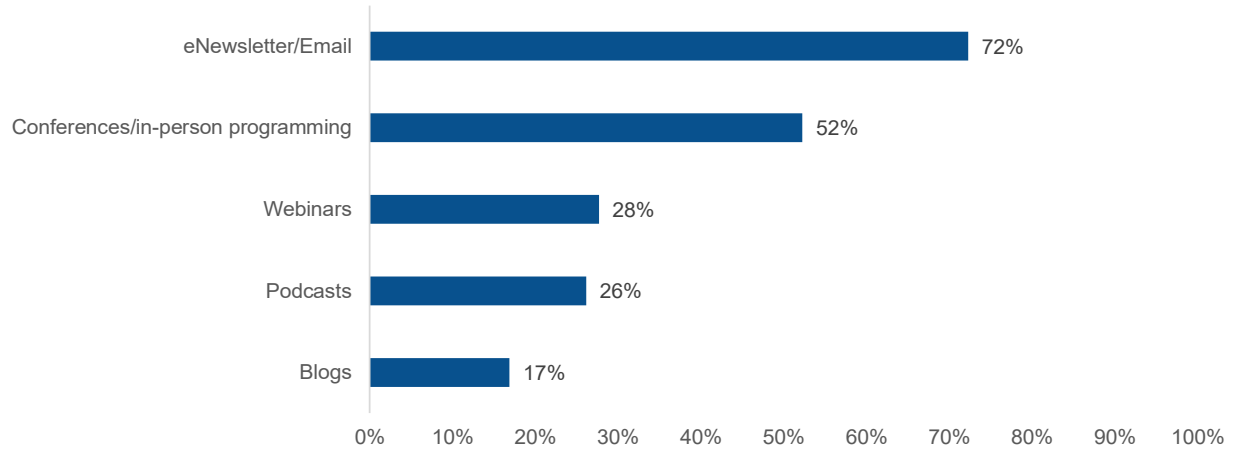


How many years has your business been operating?





What is your preferred method to consume information that can help you grow your business? Choose all that apply.



Clayton Strategic Plan Steering Committee

- **Mayor Jody McLeod**, Town of Clayton
- **Council Member Ruth Anderson**, Town of Clayton
- **Ed Aldridge**, VP of Business Development, Riverwild and Chairman, Johnston County Economic Development Advisory Board
- **Robert Cupp**, Human Resources Executive-Johnston UNC Health Johnston
- **Danielle Kroeger**, Assoc. VP of Workforce Development and Biotechnology Johnston Community College
- **Jacqueline Lippard**, Sr. Vice President, EXP Commercial
- **Dean Penny**, Project Executive, Craig Davis Properties
- **Dana Wooten**, President & CEO, Clayton Chamber of Commerce

Study Sponsor and Consultant



The [Clayton Economic Development Department](#) leads the town's efforts to attract and retain businesses, support workforce development, and collaborate with local, regional, and state partners to promote economic growth.



[Creative EDC](#) provides strategic planning, product development, organizational development, and economic impact analysis services to communities and companies.

**TOWN OF CLAYTON
RESOLUTION ADOPTING THE TOWN OF CLAYTON ECONOMIC
DEVELOPMENT STRATEGIC PLAN**

WHEREAS, the Town of Clayton recognizes the importance of fostering a vibrant and sustainable local economy that supports business growth, job creation, and an enhanced quality of life for residents; and

WHEREAS, the Town's Economic Development Department partnered with Creative Economic Development Consulting to update the Town of Clayton Economic Development Strategic Plan; and

WHEREAS, the updated Strategic Plan aligns the Town's economic development efforts with current market conditions, industry trends, and community priorities; and

WHEREAS, the Plan serves as a roadmap for the next three to five years, providing guidance for departmental initiatives and supporting the Town Council's vision for sustainable and strategic economic growth; and

WHEREAS, the Town Council finds it in the best interest of the Town to formally adopt the Economic Development Strategic Plan as a guiding document for policy and decision-making related to economic development initiatives.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clayton that:

1. The Town of Clayton Economic Development Strategic Plan, as prepared in partnership with Creative Economic Development Consulting, is hereby adopted.
2. Town staff are directed to implement the goals and strategies outlined in the Plan and to provide periodic updates to the Town Council on progress and outcomes.
3. This resolution shall become effective upon its adoption.

Duly adopted this 20th day of October 2025, while in regular session.

ATTEST:

Michael Sims
Mayor Pro Tem

Sam Johnson-Phillips, CMC, NCCMC
Deputy Town Clerk

Resolution #2025-90