



Town of Clayton
Town Council Work Session Minutes
Monday, July 21, 2025 at 3:00 PM
Rotary Room, 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

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Courtney Tanner, Deputy Town Manager
Robert McKie, Jr., Finance Director
David Ranes, Fire Chief
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Tim Robbins, Public Works Director
Fred Evans, Custodial Crew Leader
Steven Langston, Clayton Center Director
Amando Lebo, Event Specialist
Heather Probst, Executive Assistant
Toni Melton, Administrative Support Specialist
Chris Gallant, Capital Program Manager
Todd Melton, Budget Manager
Jessica Watkins, Intern

Council Absent:

None

1 CALL TO ORDER

- a) Mayor McLeod called the meeting to order at 3:05 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) Mr. Cappola adjusted the agenda to include a closed session to discuss a legal matter in accordance with NC GS 143-318.11(a)(3).

Adopt or Adjust the Agenda

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

3 STAFF INTRODUCTIONS AND RECOGNITIONS

a) 3:00 - 3:10 p.m.

- Fred Evans, Custodial Crew Leader
- Joshua McIntosh, Facility Technician

Presenter: Tim Robbins, Public Works Director

- Amanda Lebo, Event Specialist

Presenter: Steven Langston, Cultural Arts Director

- Toni Melton, Administrative Support Specialist

Presenter: Heather Probst, Executive Assistant

Mr. Robbins stated Mr. Evans had moved up to Custodial Crew Leader; Joshua McIntosh wasn't able to make it this afternoon. Mr. Langston introduced Ms. Lebo. He stated they had 111 applications for Ms. Lebo's position as the new full-time event specialist. Ms. Probst introduced Ms. Melton who joins staff over at the Operations Center.

4 ITEMS FOR DISCUSSION

a) 3:10 - 3:20 p.m.

Parking Signage

Presenter: Nathanael Shelton, Communication Director

Mr. Shelton shared the existing and updated public parking signage. The goal is to replace and streamline the existing public parking signage for all partnership parking lots. The Town plans to install some directional signs to point citizens to parking lots that are not as obvious such as Lombard Street towards Town Hall, Horne/Barbour Lot, and Main Street to the Compare Foods Lot. More decorative parking signage would be added to the Town Hall and Horne Square Parking lots; these would match the existing signage at the Town Square lot. Additionally, signage would be added to the lot between Town Hall and Horne Church.

There was discussion on overnight parking. Mr. Cappola stated he would have to check the ordinances to see if it states anything regarding overnight parking. Council Member Williams asked if someone what happens if someone parks in the lot outside of the stated hours, it was stated that business owners would handle that.

Next steps are for staff to share with lot owners.

It was consensus of Council to move forward with this process.

b) 3:20 - 3:50 p.m.

Robertson Mule Stable Facility Condition Assessment

Presenter: Chris Gallant, Capital Program Manager

Mr. Cappola stated after purchasing the Robertson Mule Building in December 2024, the building needed to be assessed; this presentation is a debrief of the findings. Mr. Gallant stated staff engaged with consultants ESC Southeast on the property condition and with Gilbert Surveying for a full site survey. In April 2025, ECS Southeast provided deliverable reports; the site survey is still pending. Jacobs Engineering was engaged to begin the process of an Adaptive Reuse Study which would involve community engagement, department and council interviews to determine the best recommendation for this space.

Mr. Gallant shared the preliminary assessment. He spoke about hazardous materials testing. A total of 27 samples were taken on site. Interior and exterior materials were tested to determine if products contained asbestos, lead based paint, mold and moisture and hydrocarbons. The materials testing involved flooring, glazing, caulking, roofing materials, drywall/joint compound, and soils. Two of the thirteen products tested were positive for asbestos; the products containing this were the VCT Tile (office area) and the chimney mastic (roof).

Six of the nine products tested were positive for lead. These products included white roof dormer paint, white window sills, white window frames, white carriage door frame, white front door, and white interior columns. Some water damage, staining, and moisture intrusion was observed and interior mold spores were comparable to exterior samples. Soil test results showed diesel fuel was found at levels 8 times higher than acceptable levels for indoor spaces.

Recommendations included a plan to remove, encapsulate or enclose materials containing asbestos before disturbance of materials and to create a workplan and perform removal of lead-based paint. It is recommended to perform a Phase II environmental assessment to determine further actions on any contaminated soil.

The building envelope assessment included gathered data regarding conditions of existing exterior wall construction, roof assemblies and fenestration assemblies; performed roof core sampling; moisture meter readings. Shared were those findings which included multiple locations of mortar repairs, patched or repair wood decking, broken wood decking, and apparent moisture damage at wood decking. Regarding the exterior, the finding included multiple locations of mortar deterioration, damaged wood window sill, multiple locations of loose and damaged brick, unsealed penetrations, ponding on the roof, and wrinkles in the roof membrane.

Recommendations for immediate repairs included repoint exterior brick walls, repair damaged masonry, seal all penetrations in exterior walls, and replace/repair damaged wood windows.

The structural assessment findings included rotted wood trim, deteriorated concrete and mortar, previous repairs to stair step cracking on the exterior and interior, and microbial growth on the brick and soil erosion. The structure at the roof was in fair to poor condition with significantly deteriorated paint and decayed wood. Ponded water was observed at the northwest corner.

Structural exterior recommendations included rotted wood windows sills and door should be replaced, concrete threshold at the southeast elevation be removed or repaired, brick and mortar should be repointed as necessary, and stairstep crack repairs at the northwest corner should be monitored.

Structural interior recommendations included wood framing should be treated with weather sealant, posts with decay/rot be repaired or replaced, rotated/warped posts be secured to the beam, roof decking be repaired, stairstep crack repairs be monitored, damaged bricked replaced in-kind, brick and mortar be repointed as necessary, and concrete slab be repaired.

A complete overall review of the property was performed to determine an opinion of the Historic Preservation status. Historical and topographic maps were reviewed, and a field visit was performed to observe any evidence of potentially historical or culturally significant resources. The study showed the property is classified in the Clayton Historic District as Surveyed Only and is identified as part of the Clayton Historic District in the National Register of Historic Places. It was recommended for the Town to issue a letter to NC State Historic Preservation Office to receive an understanding of the historic status. Consultants are working on a draft letter to issue to NC SHPO.

Next steps are to finalize the NC SHOP process with a concurrence letter, receive an engineer's construction cost estimate, engage with a structural engineering consultant to identify specific structural repairs necessary, and determine a phased approach to perform repairs.

There was discussion on possibly grouping repairs with other projects to receive cost savings.

c) 3:50 - 4:00 p.m.

Robertson Mule Stable Adaptive Reuse Study

Presenters: Chappel Jordan, Jacobs Engineering and Dolores Gill, Deputy Town Manager

Ms. Gill introduced Chappel Jordan, a consultant with Jacobs Engineering, who will be meeting with Council next week to gather input on the property. Mr. Jordan spoke about the excitement he has about this project. He stated he is in agreement with the presentation Mr. Gallant shared. He explained that once potential uses for the property are better understood, a comprehensive analysis, including pros, cons and cost estimates, would be developed to support future decision making.

5 BREAK

a) 4:00 - 4:10 p.m.

6 ITEMS FOR DISCUSSION

a) 4:10 - 4:30 p.m.

UDOTA Shipping Container Update

Presenter: Conrad Olmedo, Planning Director

Mr. Olmedo stated there are about 21 properties these containers have been identified on. Shared were examples of these properties. The UDO treats these as temporary and are typically not permitted by NC Building Code. While they are considered temporary, they are being left on properties for extended periods of time.

Shared were different capacities these containers are being used as. Discussed were concerns of possible safety hazards with accumulation of materials or debris, unpermitted footings under the containers, and stacking of the containers. These containers have also been found in parking lots taking up parking spaces.

Mr. Olmedo explained that this discussion was prompted by the observation of a structure being constructed on top of a container at 101 Best Wood Drive, which has been in place approximately a year and a half. This property owner spoke at the May 27, 2025 Planning Board meeting where he shared his concerns and reason for the container.

He stated the UDOTA 1-25 amendment, being shared at this evening's regular session meeting, proposes an increase of the amount of days the container can be on the property from 90 to 120 days, residential – 8' high, 8' wide, 20' long and no more than two on a lot, and commercial – 10' high, 8' wide, 40' long and no more than four on a lot. He discussed a proposal in the UDOTA 1-25 amendment to include a membrane structure that would house these containers. He stated in the NC Building Code, storage containers are in compliance when part of a membrane structure.

Shared were three considerations for Council. Consideration 1: continue to treat as temporary uses: max duration and standards apply; Consideration 2: continue to treat as temporary uses: max duration and standards apply and additionally seek to permit as secondary uses: permitted per NCBC and standards apply; and Consideration 3: remove regulation to align with no enforcement action and additionally, no permits or standards exist and allow property owner to use and place on property.

Ms. Tanner suggested having them considered as Outdoor Storage in Industrial buildings.

It was consensus of Council to not allow these as permanent in Residential.

b)

4:30 - 4:45 p.m.

Budget Book Update

Presenters: Todd Melton, Budget Manager and Jessica Watkins, Intern

Mr. Melton and Ms. Watkins shared and discussed in detail the FY25-26 budget book, which is an interactive link to the website with interactive charts. This year it has been created in ClearGov, with a target completion date of July 31, 2025.

Ms. Watkins noted that a navigation guide is available to assist users in exploring the document. She highlighted the various sections included in the book, such as the organizational chart, which has been added this year to enhance transparency. The book also incorporates the Town's financial policies, demographic data compiled from various sources, and the Strategic Plan. The Strategic Plan section outlines the seven key focus areas and related strategies. Additionally, the document details the budget development process and timeline.

7 CLOSED SESSION

- a) To Discuss a Legal Matter in Accordance with NCGS 143-318.11(a)(3).

Motion to Go Into Closed Session

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

8 ADJOURNMENT

- a) With nothing further, the meeting was adjourned at 5:36 p.m.

Motion To Adjourn

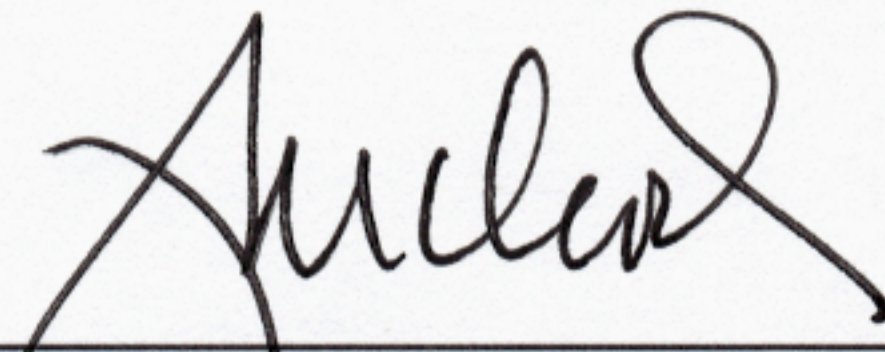
RESULT:	CARRIED 5-0
MOVER:	Andria Archer

SECONDER: Porter Casey

YES: Michael Sims, Andria Archer, Porter Casey, Ruth Anderson,
and Gretchen Williams

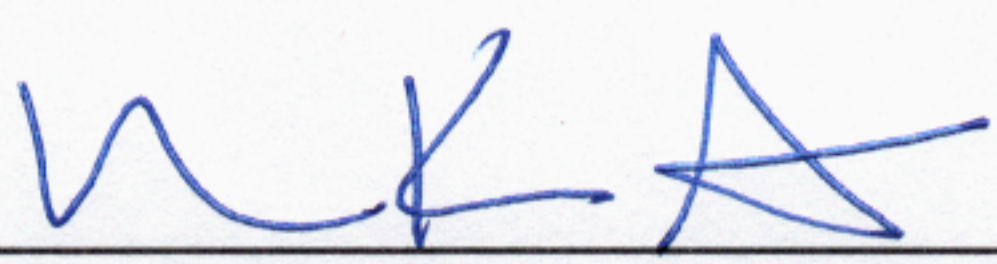
NO: None

Duly adopted by the Town Council this 18th day of August 2025 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Michelle Snyder, Executive Assistant
Acting Town Clerk

