



Town of Clayton
Town Council Work Session Minutes
Monday, August 3, 2026 at 3:00 PM
Council Chambers, Town Hall
111 E. Second Street

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>.

Council Present:

Mayor Pro Tem Andria Archer
 Council Member Ruth Anderson
 Council Member Porter Casey
 Council Member Amanda Underwood
 Council Member Gretchen Williams

Absent:

Mayor Jody McLeod

Staff Present:

Rich Cappola, Town Manager
 Jim Cauley, Town Attorney
 Heidi Holland, Town Clerk
 Meredith Mumford, Deputy Town Clerk
 Dolores Gill, Chief of Staff and Strategic Initiatives
 David Ranes, Fire Chief
 Nathanael Shelton, Communication Director
 Michelle Snyder, Assistant to the Town Manager
 Emily Yurasek, Clerk's Office Fellow
 Todd Melton, Budget Manager
 Laney Taylor, Budget Analyst
 Conrad Olmedo, Planning Director
 Shannon Poole, Project Controls Specialist

1. CALL TO ORDER

- a. Call To Order

Mayor Pro Tem Archer called the meeting to order at 3:08 p.m.

2. ADJUSTMENT OF THE AGENDA

- a. Adjust or Adopt the Agenda

No adjustments were made to the agenda.

Adoption of Agenda

Result:	Passed 5-0
Mover:	Gretchen Williams
Seconder:	Porter Casey
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	Jody McLeod

3. STAFF INTRODUCTIONS AND RECOGNITIONS

- a. 3:00 - 3:05 p.m.
Emily Yurasek, AmeriCorps Lead for North Carolina Fellow, Ordinance & Policy Fellow
Presenter:
Heidi Holland, Town Clerk
- b. 3:05 - 3:10 p.m.
Laney Taylor, Budget & Performance Analyst
Presenter:
Todd Melton, Budget Manager

New Staff were introduced to Council.

4. ITEMS FOR DISCUSSION

- a. 3:10-3:40 p.m.
NC Capital Management Trust Presentation
Presenters:
Donna Wood and Lee Carter

Lee Carter and Donna Wood of the North Carolina Capital Management Trust (NCCMT) provided an overview of the Trust, its history, operations, and current economic conditions affecting investment rates.

Mr. Carter shared his professional background and introduced Ms. Wood, noting her experience as former Finance Director for Nash and Wilson counties. He explained that NCCMT was established in 1982 to provide North Carolina local governments with a safe, liquid investment option that offered competitive market rates of return. He stated that the Trust was created through efforts by the State Treasurer's Office, the North Carolina League of Municipalities, and the North Carolina Association of County Commissioners.

Mr. Carter emphasized the Trust's investment philosophy of prioritizing safety, liquidity, and yield, in that order. He explained that NCCMT is the only SEC-registered local government investment pool of its kind in the nation and the only investment pool currently certified by the North Carolina Local Government Commission (LGC). He noted that the Trust invests exclusively in U.S. Treasuries and government agency securities, maintains strict liquidity requirements, and holds AAA ratings from Moody's and Standard & Poor's.

Mr. Carter stated that Fidelity Investments manages the fund's investments, while Bank of New York serves as the fund's banking partner. He reported that NCCMT currently serves approximately 852 local government participants across North Carolina, including the Town of Clayton, which has participated in the Trust for more than 30 years.

Mr. Carter also explained that the Town maintains multiple Trust accounts for various purposes, including bond-related funds, and highlighted that funds remain readily accessible without the restrictions associated with certificates of deposit.

Ms. Wood discussed current investment yields and reported that NCCMT's one-day rate was approximately 3.60%, with a seven-day yield of 3.59% and an effective annual yield of 3.66%. She explained that rates are recalculated daily and are closely tied to Federal Reserve target rates.

Ms. Wood reviewed current economic conditions and Federal Reserve policy, noting that the Federal Reserve had recently maintained its target rate at 3.50% to 3.75%. She explained that inflation remained above the Federal Reserve's 2% target and that many analysts expected a potential quarter-percent rate increase later in the year if inflation remained elevated. She also noted that Federal Reserve forecasts indicated a long-term neutral rate of approximately 3.10%.

Ms. Wood highlighted the Trust's customer service and operational flexibility, noting that participants could access funds quickly, including same-day wire transfers in emergency situations. She reiterated that the Trust provides a simple, secure, and liquid investment option for North Carolina local governments.

The Council received the presentation and was given an opportunity to ask questions. Mayor Pro Tem Archer noted that while some of the investment information was complex, the presentation was appreciated and demonstrated the value of the Trust's work. Ms. Archer expressed gratitude for NCCMT's role in safely managing the Town's funds, allowing the Town to focus on providing services and carrying out its operations.

Mr. Cappola added that the purpose of the presentation was to provide Council with additional background on NCCMT and the management of the Town's investments. He noted that the Town is required to maintain significant cash reserves due to state regulations and operational needs, particularly for enterprise funds and large capital projects. He stated that NCCMT had been a valuable partner by providing secure investments and reliable access to funds when needed. He expressed appreciation for the Trust's services and stated that the Town looked forward to continuing the partnership.

Council expressed appreciation to the presenters for their work and partnership with the Town.

- b. 3:40 - 4:00 p.m.
 Transportation and Transit Update
 - BRT Extension
 - Interlocal Agreement (Micro Transit)

Presenters:

Conrad Olmedo, Planning Director
 Ben Howell, CAMPO

Conrad Oldemo, Planning Director, introduced the transportation and transit update and explained that the presentation represented more than a year of study regarding a potential Bus Rapid Transit (BRT) extension connecting Clayton to Garner. He also outlined a related initiative involving federal transportation planning funds through an interlocal agreement with the City of Raleigh, Johnston County, and JCCATS to support future transportation planning studies, including a possible transit study. He noted that resolutions supporting both items were expected to come before the Council on the August 17 agenda.

Benjamin Howell with CAMPO presented the findings of the Southern BRT Extension Concept of Operations Study. He reviewed the project background, noting that a Major Investment Study was completed in 2023 and that the Concept of Operations Study was finalized in June. The study confirmed the recommended corridor alignment extending the Southern BRT route from Garner to Clayton and established operating, capital, funding, and implementation plans. Following adoption of the locally preferred alternative by the CAMPO Executive Board, the City of Raleigh would assume responsibility as project sponsor and begin design, engineering, and

project development.

Mr. Howell explained that three operating scenarios were evaluated, including two operated by GoRaleigh and one operated by GoTriangle. The study examined access to destinations, transit connectivity, operating and capital costs, operational considerations, and compatibility with future land use patterns. Although one scenario provided the shortest travel time because it eliminated transfers, Scenario 2 was ultimately recommended because it performed best overall across the evaluation criteria. The recommended option utilized standard 40-foot buses, which offered greater flexibility, lower costs, and easier fleet expansion compared to specialized articulated BRT vehicles.

The study identified proposed station locations extending from Garner to Clayton and designated future infill stations at Auburn Knightdale Road and NC 42, dependent upon future development patterns and potential regional rail connections. Mr. Howell also discussed transit signal priority treatments and queue jumps recommended at signalized intersections to improve reliability and travel times. In response to Council questions, he identified several proposed queue jump locations within Clayton, including areas near Walmart, Shotwell Road, Moore Street, Robertson Street, East Main Street, and intersections near Powhatan Road.

Mr. Howell reported that annual operating costs for the extension were estimated at approximately \$3 million, while total operating costs for the full Southern BRT corridor were estimated at \$6.4 million. Capital costs for the Clayton extension were projected at approximately \$66.1 million, with funding anticipated from NCDOT and Wake Transit sources rather than direct contributions from Clayton or Johnston County. However, future discussions would be necessary to determine how operating costs within Johnston County would be funded. He also noted a projected capital funding gap of approximately \$33 million that would be addressed during future project development.

The implementation schedule indicated that service could begin as early as 2032, subject to funding availability, project development progress, and staffing capacity within the City of Raleigh. Mr. Howell emphasized the importance of continued planning for pedestrian and bicycle connections, local transit services, and transit-oriented development to support future BRT stations.

Council members asked questions regarding project costs, funding sources, ridership projections, accessibility, and long-term benefits. Mr. Howell clarified that the project was expected to utilize state and Wake Transit funding rather than federal construction funding and explained that ridership projections were based on regional transportation modeling and should be viewed primarily as comparative data among the scenarios rather than precise forecasts. He confirmed that all buses would be fully accessible and that the recommended vehicles would be standard transit buses.

Council discussion included concerns about future pedestrian infrastructure needs and potential local costs associated with improving access to stations. Mr. Oldemo and Mr. Howell explained that some sidewalk connections were included within capital cost estimates, although broader sidewalk networks and local connectivity improvements would remain a responsibility for local planning efforts. Council members also discussed the potential for the project to reduce traffic congestion by providing an alternative commuting option between Johnston and Wake counties and shared positive experiences with transit services as a commuting tool.

Mr. Howell concluded with an overview of the Urbanized Area (UZA) Agreement. He explained

that Clayton's designation as an urbanized area following the 2020 Census made the Town eligible to receive federal transit funding distributed through the City of Raleigh. The proposed agreement would allow Clayton and Johnston County to access those funds through existing administrative structures, with JCCATS serving as the subrecipient. Initial discussions focused on using the funds to support a transit study for Johnston County, potentially administered by CAMPO. He stated that federal funds would cover 80 percent of eligible costs, with the remaining local match shared between Johnston County and Clayton.

Mr. Olmedo provided an update on ongoing discussions with Johnston County and Archer Lodge regarding the agreement. He reported that the recommendation emerging from those discussions was to pursue the transit study through a 50-50 cost-sharing arrangement between Clayton and Johnston County. He noted that the study would help determine future transit needs, service delivery options, and the most effective use of recurring federal transit funding available to the area. Council members expressed support for continued collaboration among the participating agencies and looked forward to future recommendations and decision points regarding transit planning.

5. BREAK

- a. 4:00 - 4:05 p.m.

A break was not taken.

6. ITEMS FOR DISCUSSION

- a. 4:05 - 4:40 p.m.
Downtown Mobility & Parking Discussion
Presenter:
Shannon Poole, Project Controls Specialist

Ms. Poole presented a follow-up discussion on downtown mobility and parking, building upon the Downtown Parking Study completed by Walker Consultants and presented to Council in June. She explained that staff had reviewed the consultant's findings alongside previous downtown master plans, transportation plans, and a 2007 parking study to develop a priority matrix intended to guide future decision-making. She noted that downtown parking, accessibility, and mobility had been studied for nearly two decades and that the purpose of the discussion was to identify priorities for the next phase of downtown growth.

Ms. Poole summarized the consultant's findings, noting that the study inventoried more than 2,000 parking spaces, including on-street, town-owned, private, and shared public-private parking spaces throughout downtown. Parking utilization was evaluated during multiple observation periods, including weekdays, weekends, special events, concerts, and the Farmer's Market. The study found that parking demand peaked during business hours, with the highest utilization concentrated in the downtown core along Main Street and Lombard Street. Convenient on-street parking remained the preferred option for visitors, while off-street public and private parking areas generally maintained available capacity. The consultant concluded that downtown had sufficient parking overall, but that opportunities existed to improve how parking was managed and utilized.

Council members discussed the priority matrix and shared feedback on potential strategies. Several members expressed support for expanding and formalizing parking opportunities along the railroad corridor on First Street, describing it as one of the most important and achievable opportunities for increasing parking capacity. Council members noted that railroad corridor

parking could provide a meaningful short-term and long-term benefit while preserving the character of downtown and helping offset future parking losses resulting from other improvement projects.

Discussion also focused on the importance of public-private parking partnerships. Council members acknowledged the success of existing agreements but expressed concern that a significant portion of downtown parking remained privately owned. Members suggested exploring additional agreements and future partnerships associated with redevelopment opportunities to ensure long-term parking availability.

Several Council members emphasized the need for improved wayfinding and signage to help residents and visitors locate available parking areas. They also highlighted the importance of pedestrian safety improvements, particularly crosswalks connecting parking areas to downtown destinations. Specific concern was expressed regarding the need for a crosswalk near Barber Street and Main Street, where frequent pedestrian activity and jaywalking had been observed. Council members stressed that parking solutions should be paired with safe and convenient pedestrian access.

Staff provided updates on ongoing discussions with Norfolk Southern and adjacent property owners regarding the proposed First Street railroad corridor parking project. Staff reported that conversations had been positive and that revised concepts were being evaluated to potentially increase the number of parking spaces while maintaining compatibility with future development opportunities. Staff also explained that stormwater management requirements and other engineering considerations were being reviewed as part of the planning process. It was noted that although the railroad retained the ability to reclaim the corridor for future expansion, current discussions suggested any such expansion was unlikely in the foreseeable future, making the investment a worthwhile opportunity.

The discussion also addressed recent state legislation eliminating local parking minimum requirements for new development. Staff explained that the change would shift greater responsibility to municipalities to address parking needs directly and reinforce the importance of proactively planning for future parking capacity.

Council members discussed longer-term parking solutions, including the potential need for structured parking. While recognizing that parking decks would require significant planning and investment, members acknowledged that continued downtown growth would likely necessitate such facilities in the future. Council also briefly discussed the possibility of reevaluating the layout of Horn Square to determine whether modifications could improve parking efficiency while maintaining the area's character and public space functions.

Staff reviewed the status of the Main Street pedestrian improvement project and explained that the proposed mid-block crossing near Barber Street remained part of the design. Utility conflicts, ADA requirements, lighting infrastructure, and other design challenges were still being evaluated. Staff anticipated having better cost estimates and project details available after the first of the year and noted that future grant funding opportunities could potentially support implementation.

As the discussion concluded, Council generally agreed that the highest priorities included advancing the First Street railroad corridor parking initiative, evaluating curb cut consolidations and parking optimization opportunities, improving wayfinding and pedestrian connectivity, pursuing crosswalk improvements, and continuing public-private parking partnerships. Staff

indicated that the feedback provided clear direction on where efforts should be focused next and welcomed additional comments from Council members following the meeting. Council expressed appreciation for the work completed by staff and encouraged continued progress on downtown parking and mobility initiatives.

7. ADJOURNMENT

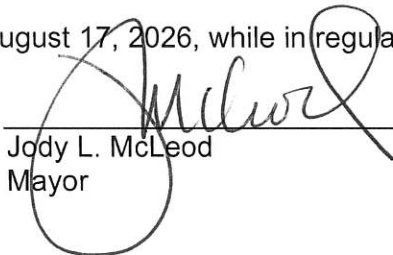
a. Adjourn

With nothing further, the meeting was adjourned at 4:45 p.m.

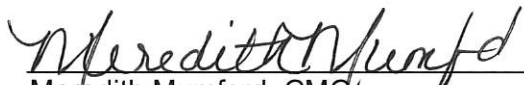
Motion To Adjourn

Result:	Passed 5-0
Mover:	Ruth Anderson
Second:	Porter Casey
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	Jody McLeod

Duly Adopted by the Town Council on Monday, August 17, 2026, while in regular session.


 Jody L. McLeod
 Mayor

ATTEST:


 Meredith Mumford, CMC
 Deputy Town Clerk

