



**Town of Clayton
Town Council Work Session Minutes
Monday, December 1, 2025 at 2:00 PM
Council Chambers, Town Hall
111 E. Second Street**

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Michael Sims
 **arrived at 2:40 p.m.*
Council Member Andria Archer
Council Member Porter Casey
Council Member Ruth Anderson
 **arrived at 2:21 p.m.*
Council Member Gretchen Williams

Council Absent:

None

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Chief of Staff & Strategic Initiatives
Lee Barbee, Deputy Town Manager
Greg Tart, Police Chief
Robert McKie, Jr., Finance Director
David Ranes, Fire Chief
Michelle Snyder, Executive Asst. to Town Manager
Nathanael Shelton, Communication Director
Joe Stallings, Economic Development Director
John LeQuire, Lieutenant
Shaun Mizell, Procurement Manager
Todd Melton, Budget Manager
Chris Gallant, Capital Program Manager

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Town Council Work Session 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) Mayor McLeod called the meeting to order at 2:06 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) No adjustments were made.

Adoption of Agenda as Presented

RESULT:	CARRIED 3-0
MOVER:	Andria Archer
SECONDER:	Gretchen Williams
YES:	Andria Archer, Porter Casey, and Gretchen Williams
NO:	None
ABSENT:	Michael Sims and Ruth Anderson

3 STAFF INTRODUCTIONS AND RECOGNITIONS

- a) 2:00 - 2:10 p.m.
Amanda Lewis, Economic Development Coordinator

Presenter: Joe Stallings, Economic Development Director

April Espinal, Procurement Analyst

Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager

Matthew Proctor, Electric Director

Presenter: Lee Barbee, Deputy Town Manager

New staff Amanda Lewis, April Espinal, and Matthew Proctor were introduced to Council; Council welcomed all.

4 ITEMS FOR DISCUSSION

- a) 2:10 - 2:30 p.m.
Golf Cart Ordinance Review
Presenter: Greg Tart, Police Chief

Mr. Cappola stated the past few months the Police Department had worked with Town Attorneys to develop a proposal for Council to consider. Chief Tart stated a few months this was discussed at a work session. This is a direct result of a considerable amount of complaints received yearly, mainly from the Glen Laurel community. He discussed underage children operating golf carts creating traffic problems and potential accidents. This past summer, staff had a meeting with the residents of Glen Laurel to come up with a compromise that would satisfy the ability for them to operate golf carts on Town streets in that neighborhood. Lt. LeQuire and Cpt. Temple polled other municipalities with golf cart ordinances and created a compromise. This would begin with the Glen Laurel community, but it's suspected other communities would soon ask for this.

He stated the Town is in the process of ordering decals to have a way to identify if the golf carts have been registered. The register would need to prove they are in compliance with seatbelts, insurance, and other requirements before receiving a decal. A database would be maintained that has the owner and other applicable information. The ordinance is scheduled for approval at the December 15, 2025 regular meeting. Chief Tart is requesting the ordinance take effect on January 1, 2026, allowing registrations to begin on a full calendar-year cycle for the three-year, \$300 registration fee. As the end of each three-year term approaches, staff would notify registrants whose terms are nearing expiration.

Mr. Cappola stated the definition of "operator" is any person age 16 or older consistent with the state law. One of the biggest concerns was there were underage, unlicensed youth driving the golf carts.

Council Member Casey asked if there is any type of training? Chief Tart stated that no training is required; rather, there is an information packet that the registrant must sign and attest to, and the information is self-explanatory. He stated there would more than likely be bugs we would have to work through being a new ordinance. Council Member Casey asked about the penalties, Chief Tart stated when the General Assembly passed the criminal justice reform bill, there is language in the bill about ordinances and criminal violation that states you cannot charge both a civil fine and criminal charge, so you take the biggest punishment. He stated moving forward, we would make sure we are in compliance. He asked about the statement of the inability

to renew the registration if someone has any violations; Chief Tart stated some of that may depend on what the violation is.

- b) 2:30 - 2:40 p.m.
Comprehensive List of Fees and Charges Update
Presenter: Todd Melton, Budget Manager

Mr. Melton presented proposed updates to the Town's fee schedule that resulted from recent midyear budget review discussions with departments, along with several technical adjustments. The proposed changes affected three primary areas: Parks and Recreation, Fire Department, and Community Development.

For Parks and Recreation, staff reported fee language was clarified and updated. Non-resident fees were added for certain facility rentals where they had previously been omitted. In addition, new rental fees were introduced for recently constructed bocce ball and shuffleboard courts, allowing users to reserve the courts for specified time periods.

Fire Department fee updates were primarily related to inspections that the department is already required to perform. Mr. Melton explained the proposed fees would allow the Town to recover costs associated with these inspections, including certain fees mandated by the North Carolina Fire Code.

Community Development fee changes included updates to technology-related fees to account for increased electronic payment usage and the Town's transition to a new permitting software system. Credit card fees, electronic check fees, returned check fees, and certain application and permit fees were adjusted, with most of the changes focused on clarifying language rather than increasing costs. Additional updates addressed code enforcement fees for repeat violations within a 12-month period, consolidation of duplicate entries related to copies and maps, clarification of inspection and reinspection fees after multiple failed attempts, and improved clarity for zoning permit and application categories.

Mr. Melton stated these proposed fee changes are scheduled to be presented at the December 15, 2025 regular meeting, a more clearly formatted fee schedule would be provided in advance for review. It was also explained some of the fees are considered development-related under state statute and therefore require public notice. Mr. Melton confirmed the required public notice had been issued in advance of the public hearing.

Additional discussion focused on efforts to improve the organization and usability of the fee schedule. Mr. Melton described ongoing work to transition from older, lengthy fee lists to a more streamlined format that clearly identifies fees by department, purpose, and amount. He also highlighted a new searchable fee tool available on the Town's website, which allows users to quickly locate specific fees.

Council expressed appreciation for the clarification and updates.

5 BREAK

- a) 2:40 - 2:45 p.m.

6 ITEMS FOR DISCUSSION

- a) 2:45 - 4:00 p.m.
CIP Projects Update
Presenter: Chris Gallant, Capital Program Manager

Mr. Gallant provided an overview of the Town's major Capital Improvement Plan (CIP) projects and discussed their current status, funding, and anticipated timelines. He began with the Southern Connector project, noting it remains in the early stages but is a top priority. Originally planned as two separate segments, the project was reconfigured to run from Ranch Road to Dairy Road to qualify for Local Administered Project Program (LAPP) funding eligibility. An 80/20 funding application was submitted to support design costs while maintaining the overall project budget. The completed project is anticipated to be a four-lane roadway with a median and pedestrian accommodations, with an estimated total cost of \$43.5 million and the Town responsible for 20 percent. Completion is projected between 2031 and 2034.

Mr. Gallant reported the Legend Park Landfill Remediation Project is nearing completion of the state portion, including cleanup and buffer restoration. A Town construction contract for a water line is currently underway, and the project is expected to be completed in early 2026, at which time the greenway would be reinstated.

An update was provided on the East Clayton Community Project, funded through bond proceeds. A remaining segment is being evaluated for inclusion, and a consultant has been engaged. Site surveys have been completed, and preliminary estimates indicate approximately \$1 million would be needed to add parking, greenway connectivity, roadway access, and approximately 150 additional parking spaces. The project remains in early design.

The Downtown Stormwater Assessment was reported as complete. This \$400,000 state-funded grant project included condition assessments, hydrologic and hydraulic modeling, and initial CIP planning. Structural and operations and maintenance findings identified clogging and system deficiencies, along with several recommendations for future improvements.

Mr. Gallant stated the Church Street Culvert Replacement Project, which had been paused during the COVID period, has available funding designated for improvements and is currently at 90 percent design. Construction is expected to be of short duration, lasting only a few months.

Updates were also provided for the First Street and Church Street projects. Sewer improvements and a new manhole were completed on First Street and paving was performed on Church Street. Given that utilities were already in good condition, coordination of these improvements was deemed efficient.

The Blanche, O'Neil, and Ellington Project, originally partially designed in 2019, has been advanced further. Although primarily a water and sewer project, roadway improvements were included due to drainage and connectivity issues. Permits are being updated, and coordination is ongoing with the high school due to shared sewer tie-ins. Completion is anticipated by spring 2027.

Mr. Gallant shared map illustrating project locations and discussed the Starmount, Liberty, and West Main Street Project, which is associated with grant funding. One hundred percent of the construction drawings are completed, with construction anticipated to begin in early 2026 and conclude by spring 2027.

The Walnut Creek Sewer Project, which impacts multiple subdivisions, aims to eliminate aging pump stations and regionalize service. The project is at 30 percent design, with efforts underway to establish a task force and begin easement acquisition. Bidding is anticipated in spring 2027, with completion projected for spring 2029.

The West Clayton Sewer Project was reported to have completed site surveying and preliminary memoranda, with procurement in progress to continue design. This project is located behind the hospital. The Walmart Pump Station Project was described as an opportunity to improve system connectivity, with tentative Division of Water Infrastructure approval pending additional permits. Final approval is needed before proceeding, with construction targeted for winter 2025.

Site approval projects were also discussed. The Main Street Improvement Project has no defined timeline and would continue to be coordinated with NCDOT, with next steps including engaging a consultant for further design. The First Street Roadway Project is exploring a partnership with the railroad to add parking, with a meeting scheduled for December 5, 2025 to review concepts.

Mr. Cappola described a pilot program involving the installation of fencing in key areas, supported by an 80/20 grant, and noted additional townwide initiatives, including two more projects in development and updates to wayfinding placards coordinated with NCDOT.

Additional updates included the Durham Street Aggregate Project, a Public Works improvement effort currently at 35 percent design, involving further surveying and property recombination to improve operational efficiency. For the B.M. Robertson Mule Project, Mr. Gallant reported assessments and surveys are completed, with Jacobs Engineering conducting an adaptive reuse study and preparing cost estimates for structural repairs. Grant funding covered the structural assessment portion, and next steps would be brought back to Council at the February retreat.

During discussion, a question was raised regarding the East Main Street Connector traffic signal. Mr. Cappola noted NCDOT is currently reviewing traffic signal timing throughout the Town, in response to input from Council and the public, with further updates forthcoming. He also noted that several projects are grant-funded and therefore subject to timing constraints.

7 ADJOURNMENT

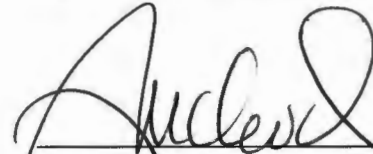
a) Adjourn

With nothing further, the meeting was adjourned at 3:32 p.m.

Motion To Adjourn

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

Duly Adopted by the Town Council on Monday, May 18, 2026 while in regular session.



Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland
Heidi L. Holland, MMC, NCCMC
Town Clerk

