



Town of Clayton
Town Council Regular Meeting Agenda
Monday, December 15, 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. Budget Amendment - OSBM Grant
Presenter: Todd Melton, Budget Manager
[Ordinance #2025-12-05](#)
- b. Retiree Benefit Stipend Policy
Presenter: Kenya Walls, Human Resources Director
[Resolution #2025-127](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Clayton Varsity Football Team Recognition - Conference Champs and 7A Eastern Regional Champs
Presenter: Mayor McLeod
- b. Clayton Civitan Mighty Comets 2025 EWFL Super Bowl Champion and Clayton Civitan Cheerleaders Recognition
Presenter: Council Member Casey

6. PUBLIC HEARINGS

- a. FY26 Comprehensive List of Fees Amendment #1 Public Hearing
Presenters: Rich Cappola - Town Manager & Todd Melton - Budget Manager
[FY26 Comprehensive List of Fees Amendment #1 Public Hearing - Administration - Pdf](#)

POTENTIAL ACTION: Adoption of Ordinance #2025-12-06

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

- a. Golf Cart Ordinance Review
Presenter: Greg Tart, Police Chief
[Ordinance #2025-12-07](#)

POTENTIAL ACTION: Adoption of Ordinance #2025-12-07

- b. Update to Code of Ordinances Chapters 30, 31, 32, and 36
Presenter: Heidi Holland, Town Clerk
[Update to Code of Ordinances Chapters 30, 31, 32, and 36 - Pdf](#)

POTENTIAL ACTION: Adoption of Ordinances #2025-12-01, #2025-12-02, #2025-12-03, #2025-12-04

- c. Clayton NC42 Boating Access Agreement
Presenter: Todd Riddick, Interim Parks and Recreation Director
[Clayton NC42 Boating Access Agreement](#)

POTENTIAL ACTION: Adoption of Agreement

- d. Damage Reimbursement Policy Updates
Presenter: Travis Jessup, Operations Manager
[Damage Reimbursement Policy Updates](#)

POTENTIAL ACTION: Adoption of Resolution #2025-129

9. NEW BUSINESS

10. PUBLIC COMMENTS

11. STAFF REPORTS

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

Elf Academy Update
Presenter: Todd Riddick, Interim Parks and Recreation Director

12. OTHER BUSINESS

- a. Mayor and Council Comments

13. CLOSED SESSION

- a. To Discuss Economic Development in accordance with NC GS 143-318.11(a)(4)

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 COMMENTS

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.