



Town of Clayton
Parks and Recreation Advisory Board
Regular Meeting Agenda
Monday, April 13, 2026 at 6:00 PM
The Community Center
715 Amelia Church Road

1. CALL TO ORDER

- a. Call To Order

2. APPROVAL OF MINUTES

- a. DRAFT Minutes 9 March 26

POTENTIAL ACTION: Approval of Minutes

3. SPECIAL PRESENTATIONS

- a. Parks and Recreation Spotlight- New Assistant Director
Presenter: Lauren Box, Parks and Recreation Assistant Director

4. OLD BUSINESS

- a. Clayton Active Center Update
Presenter: Todd Riddick, Parks and Recreation Director
POTENTIAL ACTION: Informational Only
- b. Recreation Advisory Board Tour- Site Visit Selection
Presenter: Todd Riddick, Parks and Recreation Director
POTENTIAL ACTION: Informational Only

5. NEW BUSINESS

- a. 2026 Larry Bailey Scholarship Committee Appointments
Presenter: Kuanyu Chen, Parks and Recreation Advisory Board
POTENTIAL ACTION: Informational Only

6. STAFF REPORTS

7. BOARD COMMENTS

8. ADJOURNMENT



Town of Clayton
Parks and Recreation Advisory Board
Regular Meeting Minutes
Monday, March 9, 2026 at 6:00 PM
The Community Center
715 Amelia Church Road

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Parks and Recreation Advisory Board meeting and do not represent a verbatim transcript.

Present:

Kuanyu Chen
Becca Bradford
Chris Duty
Denise Husband
Morgan Jones
Corie Miller
Bradley Shepard

Staff Present:

Todd Riddick, Parks & Recreation Director
Kelly Young, Clerk to the Board

Absent:

Adrienne Beranger
Derek Cominskie
Charles Counts
Greg Forde
Carol Houston
Mark Morgan
Amanda Underwood, Council Member

1. CALL TO ORDER

- a. Call To Order

The meeting was called to order at 6:10pm.

2. APPROVAL OF MINUTES

DRAFT Minutes- 9 February 26

- a. **POTENTIAL ACTION:** Approval of Minutes

3. SPECIAL PRESENTATIONS

- a. Parks and Recreation Spotlight- Special Events

Presenter: Lauren Lambert, Marketing & Special Events Coordinator

Lauren Lambert presented her role as Marketing and Special Events Coordinator. She explained that one of her duties includes collaboration with department staff and other Town staff to prepare program brochures for Winter, Fall, and Spring. These brochures include information about special events and a range of creative programs. However, the biggest social media outlets utilized to disseminate information to the public are Facebook and Instagram. Social media reports are received monthly to track success. Our Parks and Recreation Town site is the most viewed in the Town, having the most followers. Ms. Lambert further shared that special events are a major part of her job. The

annual Easter Egg Hunt which will be held on April 4 will be smaller this year as there is a change in venue to Community Park. The Town is advertising the hunt for ages 4 and under, with 10,000 eggs placed this year, a reduction from the previous year's 15,000 eggs. Run the Branch is slated for May 9. Much of the race's success is attributed to various partnerships. There is a 250-runner max due to the narrow route on the Greenway. Registration is currently open. Fireworks on July 4 will be contracted out. With high school construction, Clayton Middle school will be the drop zone. There will not be a big event surrounding the fireworks due to the designated area not being large enough to accommodate extremely large crowds. Council wanted to still offer the fireworks as this year commemorates America's 250th anniversary. Popsicles in the Park is held in July during Parks and Recreation month. Boo Bash, the Adaptive and Inclusive dance held in October each year, had over 100 participants in 2025. Food, music, and games are highlights, and our Clayton Youth Council always volunteers to help. Downtown Trick or Treat on Main Street was held on Friday, October 30 this past year since Halloween fell on a Saturday and this date would offer less disruption to downtown businesses if not held on their busiest day of the week. Elf Academy, a program in December for ages 3–11, offers various rotating stations where kids can learn how to become elves. CYC also contributes to the big success of this program each year. Merry Express, our holiday train ride, is made possible through the dedication of our maintenance staff who work hard putting out lights. We sold 572 tickets this past December to ride the train. Two trains departed the Municipal Park train stop every 15 minutes. There was also a smores station. Another night in December showcased Santa and cocoa, lights, and more smores.

4. OLD BUSINESS

- a. 2026 Advisory Board Positions

Presenter: Todd Riddick, Parks and Recreation Director

POTENTIAL ACTION: Approval of Chair and Vice Chair

Kuanyu Chen was elected as Recreation Advisory Board Chair and Mark Morgan as Vice Chair for 2026.

- b. Future Park Assessment Update

Presenter: Todd Riddick, Parks and Recreation Director

POTENTIAL ACTION: Informational Only

Mr. Riddick shared that the ongoing assessment to evaluate Town properties for future park use will soon be completed. No new information was shared at this time.

- c. 1370 Cameron Way Update

Presenter: Todd Riddick, Parks and Recreation Director

POTENTIAL ACTION: Informational Only

Mr. Riddick presented ideas/plans for the new property to Council at a recent work session. Council was on board with programs and partnerships. He gave options for names, but another name was also mentioned. Nothing final has been determined. Many questions and follow-ups from Council demonstrated how supportive they are of the project. There is yet to be a confirmed cost of what it will take to renovate the property.

- d. Recreation Advisory Board Tour Discussion

Presenter: Todd Riddick, Parks and Recreation Director

POTENTIAL ACTION: Informational Only

The decision was made to designate the regularly scheduled Recreation Advisory Board meeting slated for June 8 as the annual site visit tour. More information will be discussed at future meetings.

5. NEW BUSINESS

a. 2026 Committee Discussion

Presenter: Kuanyu Chen, Parks and Recreation Advisory Board

POTENTIAL ACTION: Approval of Committee

Ms. Young read from the Board's By-laws concerning the formation of Board committees. A brief discussion about possible committee options included scholarships, park safety rules, and volunteer committees. Becca Bradford made a motion to create a scholarship committee to aid in the distribution of funds related to the Larry Bailey Scholarship. Both Bradley Shepard and Denise Husband gave a 2nd. The Board approved. Ms. Young will email the Board to gauge the interest of those who would like to serve. Becca Bradford commented on her interest in serving. Names will be shared with Ken as Board Chair so that he can appoint members and a committee chair.

6. STAFF REPORTS

During staff reports, questions were posed about motorized vehicles on the trails. Mr. Riddick mentioned that shuffleboard courts will be closed for repairs. Next month, a new assistant director will be on board, Lauren Box from San Jose, CA. Interviews are scheduled for the inclusion and senior specialist this week. This is the first time we've had this position. The new maintenance position started today, welcoming Tim Teel. A special recognition in programs was awarded to Clayton for Safe Sitters. Clayton Parks and Recreation was announced as a 2025, Silver Level Safe Sitter provider. Our department trained the most teens in NC with 103 participants. Camp Clayton is full with 85-90 registered per week and 40 or more on most waitlists. Hiring for summer camp counselors has begun. Youth basketball has concluded for the year with 600 kids participating. Flag football started and baseball/softball are getting teams assigned. The athletic fields look nice with rye grass at Clayton Community Park. The Clayton Clovers meeting was held last week, and they are gearing up for the upcoming season at East Clayton Community Park. Lots of work is being completed by the maintenance division with readying fields and parks for the spring. Several issues have occurred at the pickleball courts concerning not following rules and crowd control. This has sparked discussion among Town officials to help find feasible solutions. Currently, the department is working on a food/truck vendor policy so that interested parties can register with us and have proper credentials. Mr. Riddick attended Director's school last week where he learned that many places don't allow food truck vendors in parks.

7. BOARD COMMENTS

Denise Husband spoke concerning winter storm staff, recognizing those who participated with a certificate and card from the Board. She mentioned her heart for maintenance staff based on her past career. Kuanyu Chen shared his interest in the budget season coming up, encouraging others to comment about what we need in the Town. He also shared about the community task force that was also encouraging folks to get involved in the Budget season input sessions. He offered to share any ideas the Board may have if members were to let him know. Becca Bradford brought up the need for more dog stations and receptacles along the Greenway between Amelia Church Road and Lombard Street.

8. ADJOURNMENT

The meeting was adjourned at 7:24pm.

- a. **POTENTIAL ACTION:** Motion To Adjourn

Duly Adopted by the Parks and Recreation Advisory Board on Monday, April 13, 2026, while in regular session.

Chair

ATTEST:

Kelly Young
Clerk to the Board