



Town of Clayton
Recreation Advisory Board Agenda
Monday, September 10, 2018 @ 6:00 PM
Clayton Community Center
CANCELLED

Due to the impending Hurricane, the meeting of the Clayton Recreation Advisory Board has been cancelled. The next meeting of the board is scheduled for Monday – October 8, 2018.

1. CALL TO ORDER

- a. Introduction of Nancy Medlin, Town of Clayton Deputy Town Manager
Presenter: Matt Lorion, Parks and Recreation Program Supervisor

2. APPROVAL OF MINUTES

- a. POTENTIAL ACTION: Approval of April 9, May 14 and June 11, 2018 Minutes
[Recreation Advisory Board - 09 Apr 2018](#)
[Recreation Advisory Board - 14 May 2018](#)
[Recreation Advisory Board - 11 Jun 2018](#)

3. OLD BUSINESS

- a. Harmony Playground Update
Presenter: Dean Penny
- b. Disc Golf Course
Presenter: Matt Lorion, Parks and Recreation Program Supervisor

4. NEW BUSINESS

- a. Director of Parks and Recreation Position
Presenter: Nancy Medlin, Deputy Town Manager
- b. Larry Bailey Scholarship
Presenter: Nancy Medlin, Deputy Town Manager
- c. Senior Games
Presenter: Matt Lorion, Parks and Recreation Program Supervisor
- d. July 4, 2018
Presenter: Nancy Medlin, Deputy Town Manager

5. STAFF REPORTS

- a. October Special Events
Presenter: Nancy Medlin, Deputy Town Manager
- b. 2018 Child Care and Community Center Programs
Presenter: Nancy Medlin, Deputy Town Manager
- c. Athletics
Presenter: Nancy Medlin, Deputy Town Manager

6. ADJOURN



**The Town of Clayton
Recreation Advisory Board Minutes
Monday, April 9, 2018 @ 6:00pm
Clayton Community Center**

BOARD MEMBERS PRESENT:

**Monica Antes
Alexis Bollman
Emily Beddingfield
Rebecca Bradford
Skip Browder
Richard Champion
Ruth Hunt
Pamela Smith
Dean Penny**

STAFF PRESENT:

**Larry Bailey, Parks and Recreation Director
Lauren Lambert, Parks and Recreation
Admin. Support Specialist
Butch Lawter, Council Member**

MEMBERS ABSENT:

**Travis Crowder
Marty Kornegay
Karen Phinazee
Toby Williamson
Mike Surasky
Theodore Willer Jr.**

1 CALL TO ORDER

The meeting was called to order at 6:05 pm

2 APPROVAL OF MINUTES

- a) **Draft Minutes January 8, 2018
Draft Minutes February 12, 2018**

Action: Approval of January 8, and February 12, 2018 Minutes

**Motion: Board Member Rebecca Bradford
Second: Board Member Alexis Bollman**

3 OLD BUSINESS

- a) **Disc Golf Course Update
Presenter: Larry Bailey, Parks and Recreation Director**

Mr. Bailey informed the board that although the disc golf course is not officially open, we did host a very successful tournament there over the weekend. About 85 participants showed up including the guys that helped develop the course. People from Virginia, South Carolina and elsewhere showed up to play. Tee boxes were put in late last week and an official grand opening is scheduled for April 29th. Mr. Bailey mentioned that he does have an Eagle Scout project lined up now to build benches on the course and he recently had another scout contact him. We will look into ordering some discs with our name and logo on them for the dedication. There are a lot of excited people ready to get this course open!

b) **Universal Playground Fundraising**

Presenter: Dean Penny

Mr. Penny began telling the board about the Harmony Playground. He mentioned that the recreation foundation is currently raising funds to build a universal playground that would allow for kids and parents of all ages to play together including children in wheelchairs and with special needs. The playground will be at Glen Laurel Park and they are currently in the middle of final designs. There will be a central area with a themed fort that has different levels on it. One other area of the playground will be construction related with sand and digging equipment, rocks and walls. A musical area will also be constructed and the NC State Park Scholars Class of 2019 has taken that on as their legacy project. A year ago \$700,000 was the budget to raise, however come June we will have an updated cost estimate. Mr. Penny said that as of right now we have about \$350,000 committed. We are going to push really hard to get to that goal by this Fall. We are also hoping to break ground this Fall. There will be a golf tournament on June 1, 2018 at the Neuse Golf Club. There will be morning rounds and afternoon rounds. There is also a Fall Gala currently set for October 13, 2018. Mr. Penny mentioned that the foundation is working with a playground manufacturer and they are hoping that many components of the playground will be of a natural setting. Mr. Penny and Ms. Bradford then discussed White Deer Park in Garner and how it was very neatly done, but simple.

c) **July 4, 2018**

Presenter: Larry Bailey, Parks and Recreation Director

Mr. Bailey first mentioned that at the last meeting Ms. Smith agreed to head the volunteer list for the event. Mr. Surasky agreed to head the sponsorships however he was not present for the meeting this week. Volunteers will need to start around 4:00pm. Mr. Bailey talked about how some families come out early to do a few games etc., and stay till dark but some families show up later in the day and still enjoy the fireworks. The main tent will house raffle tickets and ride tickets. Central Park Band will be playing at this year's celebration and we will need to rent a stage and sound system. We will usually have between \$5,000 - \$7,000 in expenses. It was mentioned that last year we put the extra money into the Universal Playground. We need to keep in mind that the Town is still paying for a lot such as Police, staff and fireworks. We will have an emergency operation plan that is developed by fire and Police. By 9:00 pm there will be thousands of people out there. It was then confirmed that Karen will still be doing Bingo. The Clayton Chamber business list was then passed around to

see if anyone had any contacts at any listed businesses.

4 NEW BUSINESS

- a) **Capital Improvement Project: Legend Park**
***Presenter:* Larry Bailey, Parks and Recreation Director**

Mr. Bailey spoke about The Town Council having their retreat recently. Mr. Lawter said that a lot of Parks and Recreation items were on the budget list including lights on the fields and a lot of other items that seemed to sound reasonable. Mr. Bailey talked about Parks and Recreation having a lot of needs despite that fact that we do not have a lot of money available. The amount of money we would be able to bond to keep and maintain our goals is very limited, we would need to prioritize. The board then reviewed drawings and plans for the future of Municipal Park. Plans show the desire to take out the ball field and make it more of an entertainment area. Keeping Playground space and including a large event space for other corporations, it would have value for sure and with lights it could potentially still be a practice field for baseball.

5 STAFF REPORTS

- a) **Program Update**
***Presenter:* Larry Bailey, Parks and Recreation Director**

Mr. Bailey discussed the upcoming plant sale that will take place this Saturday at 8:00am. Vegetable plants and flowers will all be present and a lot of the plants are raised in our green house. Some money from the sale is always donated back towards the community garden. Saturday will also be opening day for our softball and baseball teams, the ceremony will take place at 9:00am. Two senior events have already taken place in the Senior Games and opening ceremonies were held today at Clayton High School. The board discussed Senior Games and went over the schedule of events. Mr. Bailey talked about the Special Needs Dance that took place recently and how much of a success it was. A great turn out as usual!

- b) **Committee Comments**

6 ADJOURN

Action: Motion to Adjourn

Motion: Board Member Rebecca Bradford

Second: Board Member Pamela Smith

Vote: Unanimous

Rebecca Bradford, Chair

ATTEST:

Lauren Lambert, Clerk to the Board



**Town of Clayton
Recreation Advisory Board Minutes
Monday, May 14, 2018 @ 6:00 PM
Clayton Community Center**

BOARD MEMBERS PRESENT:

Monica Antes
Travis Crowder
Marty Kornegay
Dean Penny
Karen Phinazee
Skip Browder
Theodore Willer Jr.

STAFF PRESENT:

Larry Bailey, Parks and Recreation Director
Lauren Lambert, Parks and Recreation
Admin. Support Specialist
Butch Lawter, Council Member

MEMBERS ABSENT:

Ruth Hunt
Alexis Bollman
Emily Beddingfield
Rebecca Bradford
Pamela Smith
Toby Williamson
Mike Surasky
Richard Champion

1 CALL TO ORDER

The meeting was called to order at 6:03

2 APPROVAL OF MINUTES

a) **Draft Minutes April 9, 2018**

With no quorum, action could not be taken. Draft minutes as listed above will be placed on the next agenda for approval.

3 OLD BUSINESS

a) **Disc Golf Course Update**

Presenter: Larry Bailey, Parks and Recreation Director

Mr. Bailey discussed the disc golf course grand opening that we had on Sunday, April 29th. About 40 people showed up, including the Mayor and 3

council members. Mr. Bailey spoke at the ceremony and gave a brief history about disc golf. Mr. Lorion spoke as well and gave a detailed summary of who helped get the course ready, designed and playable. We have had 1 tournament out there already. 20 people stayed for the disc golf tournament and we handed out Town of Clayton disc golfs. The clinic ran about 45 minutes. The Community Center hopes to get sets of disc to rent out for the public to use. There are rules and score cards in the kiosk out at East Clayton Community Park. Mr. Bailey mentioned that signs are not completely finished yet and there are a few holes that still need shorter tee boxes, we will be finishing those throughout the Summer.

b) **Universal Playground Fundraising**

Presenter: Dean Penny

Golf Tournament is scheduled for June 1, you may register at www.harmonyplayground.org. There will be morning and afternoon rounds and sponsorship opportunities. They are really pushing to get \$35,000 out of the tournament. There will be lots of food and beverages that will be donated. Mr. Penny mentioned that the buy a brick campaign is set up and you can purchase bricks at www.harmonyplayground.org. Currently only 4x4 size bricks are available but they hope to add larger bricks in the future. They are hoping to push out the buy a brick option on social media and get the word out. The Fall gala has been set for October 20th and will be held at The Farm on 42. Sponsorship opportunities will be available and we have already booked the key note speaker. The speaker will be Amy Wright. Amy is the founder of Bitty and Beaus, a coffee shop in Wilmington that employs people with disabilities. She was awarded Person of the Year in 2017. Novo Nordisk will be the main sponsor and we hope to receive a total of \$75,000 from them.

c) **2018 - 2019 Budget Update**

Presenter: Larry Bailey, Parks and Recreation Director

Mr. Bailey began by mentioning the next main meeting will be the public hearing. The biggest thing we submitted for was an extra maintenance position. There are currently 3 people in that department and they depend a lot on part time help. A full time position would give us better coverage. There is a possibility of some paving at the trail head parking lot at Legend Park. The layout has been approved.

4 NEW BUSINESS

a) **Dog Park Bridge Repair**

Presenter: Larry Bailey, Parks and Recreation Director

The large dog park bridge construction has begun. It seems as though the beams deteriorated. We will put treated wood out there now, however we are not sure why the previous beams deteriorated so quickly. We had public works take a look, and town inspectors. Town crews put a concrete cap at the bridge and tomorrow they will be putting up the rails. Once the rails are up it will be open again. The small dog area has remained open.

b) **July 4, 2018**

Presenter: Larry Bailey, Parks and Recreation Director

Mr. Bailey discussed amounts and pricing information regarding July 4th. We broke down the amount of money we have received from sponsors and vendors so far. We are still looking to get more in, and waiting for a few more vendors that have already verbally committed. The Town budget covers fireworks, decorations and portajohns. Rides will be under a contract. Ted will reach out to the Neuse about their usual donations for raffles. All smaller items will be put into raffle prizes. Volunteers are still needed and is highly encouraged.

5 STAFF REPORTS

Presenter: Larry Bailey, Parks and Recreation Director

Mr. Bailey began this discussion by talking about the 35th Annual Road Race. Fortunately there was only one incident which involved an on looker while we presented awards. We received a ton of rave reviews about the mug awards and the crowd really enjoyed them. Some of the people that ran the race have been running for over 10 years, however we did have a handful of new people this year. Julie in our pottery studio made the awards.

We recently hosted the Pitch, Hit and Run event at Clayton Community Park, Nick Rummage hosted the regional event. We had 160 registered from all over the state. 82 participants showed up. Friday is Senior Recognition day, it starts at 10am and goes till Noon. We will feed the seniors lunch, catered by White Swan. The event will be held in the Council Chambers. We are partnering with Seniors Services and they are in charge. The first week of June we will be hosting special needs camp. Starting June 11th we will be hosting about 150 kids a day with around 40 on each weeks waiting list. On June 23rd we will be partnering with the Clayton Police Department to do a child safety seat clinic. Adult basketball registration will be going on and we can take up 10 teams. Jimmy Bradley is expecting registration to fill up. Fall sports registration opens on June 4th.

6 ADJOURN

ACTION: Motion to Adjourn

Motion: Board Member Skip Browder

Second: Board Member Karen Phinazee

Rebecca Bradford, Chair

ATTEST:

Lauren Lambert, Clerk to the Board

**May 14, 2018
Minutes**

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**Town of Clayton
Recreation Advisory Board Minutes
Monday, June 11, 2018 @ 6:00pm
Clayton Community Center**

BOARD MEMBERS PRESENT:

Karen Phinazee
Ruth Hunt
Dean Penny
Theodore Willer Jr.
Travis Crowder

STAFF PRESENT:

Matt Lorion, Parks and Recreation Program
Supervisor
Lauren Lambert, Admin. Support Specialist

MEMBERS ABSENT:

Alexis Bollman
Emily Beddingfield
Rebecca Bradford
Richard Champion
Pamela Smith
Mike Surasky
Marty Kornegay
Toby Williamson

1 CALL TO ORDER

The meeting was called to order at 6:05pm

2 APPROVAL OF MINUTES

Draft Minutes April 9, 2018, May 14, 2018

With no quorum, action could not be taken. Draft minutes will be placed on the next agenda for approval.

3 OLD BUSINESS

a) Disc Golf Course

Presenter: Matt Lorion, Parks and Recreation Program Supervisor

Mr. Lorion informed the board that hole 14 is currently not available. The basket is in storage because the contractor on the property next to the course graded around the basket and it became a 5x5 circle of land with a basket in the middle. He personally went out there last Tuesday and met with the contractor. He will also be meeting with Bobby Hen and they are going to lay out a new hole 14. Because of this, there are only 17 holes at the moment, who gave the contractor permission to do this is still a mystery. The short tees have started being cut.

4 NEW BUSINESS

a) **July 4, 2018**

Presenter: Matt Lorion, Parks and Recreation Program Supervisor

Mr. Lorion handed out traffic flow maps regarding the 4th of July to all members present. The volunteer list was looked at and double checked to make sure people would still be available for their schedule times. Notes were made from previous years and lessons were learned. Russ Ragland provides that inflatables and rides. Our contract with him is for \$5,00 and anything over that amount we split. We are working closely with Police to get plans in place as far as traffic and first aid go. We will get questions regarding the Harmony Playground and trails, be prepared to answer. We expect 7 - 9 will be the busiest time under the main tent. A staff member will do the money drops and a police office will be present as well. Matt informed the committee that there will be an ATM on site and it has been discussed that the tent will be moved to a new location. We will be using the Towns square card as well under the main tent to be able to accept debit/credit transactions. All full time employees will have on walkie talkies with ear pieces and will have contact with the command center. Matt mentioned that we are still working on finalizing the food trucks and vendors. If you are in talks with anyone regarding prizes or donations, please have items listed and sent to Matt by next Friday. Mr. Dean Penny mentioned that if we are wanting to sell bricks we need to finalize a plan, and have internet access out there to get online. Mr. Lorion let the board know that we have a lot of new and exciting things this year, new flags on fences, new buntings and a couple of other patriotic items that will really add to the location.

5 STAFF REPORTS

Presenter: Matt Lorion, Parks and Recreation Program Supervisor

Mr. Lorion began with letting the board know that we have opened up fall registration for athletics. Summer camp is in full swing as of today. We are about to have 150+ kids a day in The Community Center for the next 10 weeks. Summer camp will be going up to \$60 a week next year followed by another \$10 increase. We currently do make a small amount of profit. Amy Shearin does a great job of running this program. Special needs camp was last week and we had 20 campers in all. They went to Clayton Steak House, played put put, went bowling and had a talent show. Volleyball camp is starting tomorrow and nature camp started today. The Fall program guide will be coming out soon and it will list all upcoming events.

6 ADJOURN

With there being nothing further, the meeting was adjourned at 6:57pm.

ACTION: Motion to adjourn

Motion: Board Member Karen Phinazee

Second: Board Member Dean Penny

Vote: Unanimous

Rebecca Bradford, Chair

ATTEST:

Lauren Lambert, Clerk to the Board