



Town of Clayton
Parks and Recreation Advisory Board Agenda
Monday, November 10, 2025 at 6:00 PM
The Community Center, 715 Amelia Church Road

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. DRAFT Minutes
[Parks and Recreation Advisory Board - Sep 08 2025 - DRAFT Minutes \(2\)](#)

POTENTIAL ACTION: Approval of DRAFT Minutes- 8 September 2025

3. OLD BUSINESS

- a. Parks and Recreation Spotlight- Maintenance
Presenter: Jimmy Bradley, Park Operations Superintendent & Staff

POTENTIAL ACTION: None- Informational Only

- b. Future Park Assessment Update
Presenter: Todd Riddick, Parks and Recreation Interim Director

POTENTIAL ACTION: None- Informational Only

- c. Clyde Sinclair Park Update
Presenter: Todd Riddick, Parks and Recreation Interim Director

POTENTIAL ACTION: None- Informational Only

4. NEW BUSINESS

- a. Facility Acquisition
Presenter: Todd Riddick, Parks and Recreation Interim Director

POTENTIAL ACTION: None- Informational Only

- b. Board Membership/Appreciation
Presenter: Todd Riddick, Parks and Recreation Interim Director

POTENTIAL ACTION: None- Informational Only

- c. Recreation Advisory Board 2026 Meeting Calendar
Presenter: Kelly Young, Board Clerk

POTENTIAL ACTION: Adoption of 2026 Recreation Advisory Board Meeting Calendar

5. STAFF REPORTS

6. ADJOURN



**Town of Clayton
Parks and Recreation Advisory Board Minutes
Monday, September 8, 2025 at 6:00 PM
The Community Center, 715 Amelia Church Road**

<p>Board Members Present: Travis Crowder Mark S. Morgan Denise Husband Corie Miller Charles Counts Greg Forde</p> <p>Board Members Absent: Kuanyu Chen Emily Beddingfield (Inactive) Rebecca Bradford Natasha Ellis-Smith Carol Houston</p>	<p>Staff Present: Todd Riddick, Parks & Recreation Interim Director Kelly Young, Board Clerk Sean Quigley, Recreation Program Supervisor Michelle Matson, Recreation Program Supervisor</p>
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1 CALL TO ORDER

The meeting was called to order at 6:04pm.

2 APPROVAL OF MINUTES

- a) DRAFT Minutes

Approval of May 12, 2025 DRAFT Minutes

RESULT:	CARRIED
MOVER:	Charles Counts
SECONDER:	Greg Forde

3 OLD BUSINESS

- a) Parks and Recreation Highlight Presentation- Camp Clayton 2025
Presenter: Sean Quigley and Michelle Matson, Recreation Program Supervisors

Mr. Quigley and Mrs. Matson, Recreation Program Supervisors, presented a highlight presentation of Summer Camp 2025. They also included an overview of various other areas of responsibility, including fitness, arts, pottery, teens, senior and adaptive/inclusive programming.

- b) Future Park Assessment

Presenter: Todd Riddick, Parks and Recreation Interim Director

Mr. Riddick reported that SageDesign has been assessing various Town properties and evaluating how those properties might meet the Parks and Recreation needs outlined in the most recent Master Plan. An upcoming meeting is scheduled for Wednesday, September 10. More updates will be shared at the October meeting.

c) Volunteer Opportunities

Presenter: Todd Riddick, Parks and Recreation Interim Director

Mr. Riddick shared that researching and implementing new volunteer opportunities within the Parks and Recreation department has been tasked to Joni Hubble-Zeneberg, our Community Center Supervisor who is also our local Senior Games Coordinator. Our hope is to bring better organization and collaboration to our volunteer program. Additionally, a big opportunity for volunteerism is coming soon as our NC Senior Games is being hosted at Clayton from September 29-October 2 for bocce, shuffleboard, and cornhole. A link for those volunteer opportunities will be shared with the Board this week.

4 NEW BUSINESS

a) Town Staff Changes

Presenter: Todd Riddick, Parks and Recreation Interim Director

Mr. Riddick noted several staff changes within our department. The biggest announcement includes Scott Barnard, our recent Director, who has retired. Mr. Riddick will serve as interim director. The Town's goal is to have someone in the position permanently by the end of the year. We are also down a position in Parks Maintenance. The Parks Crew Leader position was recently filled by Anson Bradford. An additional staff change included title changes for Sean Quigley and Michelle Matson from Recreation Program Coordinator to Recreation Program Supervisor.

b) Clyde Sinclair Park

Presenter: Todd Riddick, Parks and Recreation Interim Director

News of the upgrade to the playground at Sinclair Park was announced. Current fence and shade will remain. It will include a pour and play rubberized surface, benches, swings, and play structure for kids. A request for parking upgrades has been made but due to the nature of the park's location, it may be difficult. The delivery of playground pieces is set to arrive in October/November.

c) Town Park Signage

Presenter: Todd Riddick, Parks and Recreation Interim Director

Mr. Riddick revealed that Municipal Park has a new sign, visible from the road. Other similarly designed signs around the Town and our parks are forthcoming. Clayton Community Park signage is on the schedule to be replaced soon. There is a trend to have more consistent branding around Town.

5 STAFF REPORTS

a) Mr. Riddick shared that trail maintenance responsibilities have shifted from the Parks and Recreation department to Public Works (Ops). Greenways now fall under their

scope. There have been a few challenges recently with trail closures, but Ops is working through those details. Community Center maintenance week recently concluded in August. The building closure afforded staff the opportunity to complete numerous projects which included addressing multiple building issues, deep cleaning certain areas and resurfacing facility floors. Tennis and pickleball courts are scheduled to be closed to the public next week, allowing repair work on the concrete that needs prompt attention while it's under warranty. Sept 22 is our seasonal closure of the Splash Pad. Next year, there will be a more defined schedule for opening and closing. The maintenance building is still in the planning phase and construction will hopefully begin in the coming months. We are using the yard already for storage of trucks and equipment. Our Parks and Recreation department is participating in the National Inclusion Project, a free project designed for local towns to meet and discuss how to better serve the public in the realm of inclusivity, programs, facilities, messaging, etc. The committee meets on Thursdays and Parks staff share roundtable discussions about what has worked for them. An Inclusion Manager, a new position for the department, was requested for the new budget year. It did not make the final cut but will be requested again. Adult summer basketball has kicked off, playing at the Community Center and at CHS. There are close to 20 teams, a big revenue builder for Parks and Recreation. Youth Volleyball and Flag Football are also currently underway. Basketball registration has begun, and volunteer coaches are needed. Fall events include movie nights, Boo Bash, Downtown Trick or Treat on Main, Elf Academy, and Merry Municipal, our December event offering cocoa with Santa and the Merry Express train ride. Mr. Riddick followed up by answering several questions related to Legend Park and a second exit at East Clayton Park. Additionally, Board representatives who recently attended a meeting about the usage of the downtown Mule Building shared that the consensus from the meeting seemed to point to its usage as multi-use space which would include arts and library programming.

6 ADJOURN

The meeting adjourned at 7:04pm.

Duly adopted this the 10th day of November, 2025, while in regular session.

Board Chair

Board Clerk