



Town of Clayton
Parks and Recreation Advisory Board Agenda
Monday, January 13, 2025 at 6:00 PM
Clayton Community Center

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. DRAFT Minutes
[Recreation Advisory Board- DRAFT Minutes- 14 October 24](#)

3. OLD BUSINESS

- a. Clayton Community Park Project
Presenter: Scott Barnard, Parks and Recreation Director
POTENTIAL ACTION: None- Informational Only
- b. Legend Park Project
Presenter: Scott Barnard, Parks and Recreation Director
POTENTIAL ACTION: None- Informational Only
- c. Annual Board Tour
Presenter: Scott Barnard, Parks and Recreation Director
POTENTIAL ACTION: None- Informational Only

4. NEW BUSINESS

- a. Recreation Advisory Board Updated By-laws
Presenter: Kelly Young, Board Clerk
POTENTIAL ACTION: Acknowledgement of Code of Conduct for New Members
- b. Recreation Advisory Board 2025 Meeting Calendar
Presenter: Scott Barnard, Parks and Recreation Director
POTENTIAL ACTION: Approval of 2025 Meeting Calendar
- c. Recreation Advisory Board Annual Report Presentation to Town Council
Presenter: Scott Barnard, Parks and Recreation Director
POTENTIAL ACTION: Approval of Representative to Council
- d. Candidate Discussion for 2025 Advisory Board Positions
Presenter: Scott Barnard, Parks and Recreation Director
POTENTIAL ACTION: None- Informational Only
- e. Parks and Recreation Top CIP Projects

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

5. STAFF REPORTS

6. ADJOURN



Town of Clayton
Parks and Recreation Advisory Board Minutes
Monday, October 14, 2024 at 6:00 PM
Town Hall, York Room

Board Members Present:

Rebecca Bradford
Karen Phinazee
Mark S. Morgan
Carol Houston
Kuanyu Chen
Austin Cross
Omar Mincey

Board Members Absent:

Travis Crowder
Emily Beddingfield
Natasha Ellis-Smith

Staff Present:

Scott Barnard, Parks and Recreation Director
Todd Riddick, Parks and Recreation Assistant Director
Lauren Lambert, Board Clerk Proxy

1 CALL TO ORDER

- a) The meeting was called to order at 6:06pm.

2 APPROVAL OF MINUTES

- a) DRAFT Minutes
Adoption of September 9, 2024 Minutes

RESULT:	CARRIED
MOVER:	Austin Cross
SECONDER:	Kuanyu Chen

3 OLD BUSINESS

- a) Clayton Community Park Project
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard opened the discussion by informing the Board about progress at Clayton Community Park. Both parking lots at the park have been reopened to the public. The footprint for the playground has been designed and Barrs Recreation will handle the full installation. Construction at the Clayton Community Center is about 60 days out from completion. Asphalt work will happen soon, and this will all be dependent on the

weather. A Grand Opening event will most likely happen alongside the Annual Flower Fest and plant sale in April of 2025.

- b) Clayton BBQ Challenge
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard gave a follow-up report regarding the Clayton BBQ Challenge. Over 600 tickets were sold for BBQ plates. To increase attendance beyond 1,000 people, there will need to be a reassessment of the event space and an option of shuttles in the future. This was the 2nd Annual event and there have already been talks about a 3rd Annual event. The BBQ challenge benefited our Downtown Development Association; however, from a Parks and Recreation standpoint, this event was also a success.

4 NEW BUSINESS

- a) Parks and Recreation Master Plan Review
Presenter: Sara Burroughs, SageDesign

Sarah Burroughs with SageDesign did a follow up presentation with the Board regarding the Parks and Recreation Master Plan. She presented the information to seek the Board's approval. Ms. Burroughs discussed changes that have been made to the Master Plan including the order of priority and recommendations of future programming and facilities. This information will become public information and be presented to the Town Council at the Town Council meeting on October 21st.

Approval of Clayton Parks and Recreation Master Plan

RESULT:	CARRIED
MOVER:	Karen Phinazee
SECONDER:	Austin Cross

- b) Legend Park Project
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard gave the Board an update about the Legend Park Remediation Project. Legend Park trailhead and a portion of Sam's Branch Greenway will be closed to the public for approximately 12–18 months. This project will involve removing waste, erosion control, and restoring the site. Construction and fencing will go up beginning October 21st. This area will be used as an open space going forward. If grass is established and all tests are passed, this area will reopen sooner.

- c) Recreation Advisory Board Meeting Location
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard informed the Board that Recreation Advisory Board meetings will go back to being held at The Clayton Community Center.

- d) Annual Board Tour
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard informed the Board that previous tours had been done in the past and opened a discussion about doing a 2024 Tour. This will allow all Board members to get a look at all our parks and to open discussion about each area. Potential dates

were discussed for the 2024 Tour as either November 23rd at 8:00AM or November 24th at 1:00PM. This will be discussed further at the next meeting.

5 STAFF REPORTS

- a) Mr. Barnard relayed updates to the Board regarding programs and athletics. Volleyball season is halfway over, and basketball registration is coming to an end. By the time the registration closes, there will be over 800 participants. Clayton Youth Council recently partnered with Ruff Rescue for their 2nd adoption event which benefits a local non-profit. Mr. Riddick talked about upcoming senior programs including Coffee and Conversations, senior trips and the possibility of expanding them by using charter buses.

6 ADJOURN

- a) The meeting was adjourned at 7:08pm.

Duly adopted this the 13th day of January, 2025 while in regular session.

Board Chair

Board Clerk