



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

Board Members Present: Travis Crowder Emily Beddingfield Natasha Ellis-Smith Carol Houston Kuanyu Chen Charles Counts Corie Miller Denise Husband Greg Forde Board Members Absent: Rebecca Bradford Austin Cross Omar Mincey Ruth Anderson	Staff Present: Scott Barnard, Parks & Recreation Director Todd Riddick, Parks & Recreation Assistant Director Kelly Young, Board Clerk
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1 CALL TO ORDER

- a) The meeting was called to order at 6:02pm.

2 APPROVAL OF MINUTES

- a) DRAFT Minutes
Adoption of October 14, 2024 Minutes

RESULT:	CARRIED
MOVER:	Emily Beddingfield
SECONDER:	Kuanyu Chen

3 OLD BUSINESS

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

Mr. Barnard shared that the final walk through for the phase of construction located behind the Community Center has taken place. Areas to address were identified while others were deemed "wait and see", but everything works and functions as designed

like the storm water retention pond, lights etc. The installation of the playground is coming soon as the equipment was delivered on Monday. The goal is to have the park completed by spring; other components like bocce and pickleball will be ready this winter. April 12 is set for the tentative ribbon-cutting to align with the Annual Plant Sale. Mr. Barnard explained that it was not unusual to have a ribbon-cutting after the official opening of a park. Mr. Barnard stated that we are very close to opening the amenities behind the Center.

b) Legend Park Project

Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard restated that Legend Park is a mitigation site for the State due to its former use as a city dump site. Upon completion, the park will look like a meadow; no structures will be allowed on site due to the containment measures. Ideas for use will be limited, but it will continue to serve as a Greenway trailhead. Some surrounding acreage may be used for natural surface trails, nature-based play, and/or environmental education. Some dirt is ready to be moved in the next couple of weeks. The park/Greenway access near Legend Park will be closed for at least 13 months. The question was raised about a pedestrian crossing after the park is completed. It was determined that this would be a discussion for NCDOT.

c) Annual Board Tour

Presenter: Scott Barnard, Parks and Recreation Director

The Annual Board Tour took place in November and numerous sites around Town were visited and discussed. Mr. Barnard asked if there was any interest in another tour since we now have new Board members, and the last tour was lightly attended. At the mention of the Loop Road site, which was visited on the tour, a brief discussion ensued about sources for playground funding.

4 NEW BUSINESS

a) Recreation Advisory Board Updated By-laws

Presenter: Kelly Young, Board Clerk

Mrs. Young stated that the only change in the By-laws related to the position of alternate. There would be no alternates to serve on the Board. There are 13 voting members.

b) Recreation Advisory Board 2025 Meeting Calendar

Presenter: Scott Barnard, Parks and Recreation Director

Approval of 2025 Meeting Calendar

RESULT:	CARRIED
MOVER:	Carol Houston
SECONDER:	Emily Beddingfield

c) Recreation Advisory Board Annual Report Presentation for Town Council

Presenter: Scott Barnard, Parks and Recreation Director

After a brief discussion, Kuanyu Chen, Emily Beddingfield and Natasha Ellis-Smith volunteered to speak before Council on February 17th when the Recreation Advisory

Board presents their Annual Report. All Board members are invited to attend as a show of support. An email to members will serve as a platform for suggestions that may be useful to include in the presentation.

- d) Candidate Discussion for 2025 Advisory Board Positions
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard explained that the typical positions held on the Recreation Advisory Board are Chair and Vice Chair. He directed everyone to review the descriptions in the By-laws referencing Board positions. Mark Morgan and Kuanyu Chen expressed interest in serving. Mrs. Beddingfield encouraged members to think about ideas for subcommittees (4th of July, Greenways, skatepark) and bring those to the February meeting.

- e) Parks and Recreation Top CIP Projects
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard explained the CIP (Capital Improvement Plan) process. These projects require large funds. The Town's protocol begins with the 1) department's submission of needs list, 2) review and prioritization of needs by Town leadership, and 3) determination if funds are available to be allocated. Mr. Barnard encouraged Board members to take pictures of tangible ideas seen in other areas that would be great to see in our Town and send those ideas to him. This would be helpful in compiling a future needs list representative of citizen input.

5 STAFF REPORTS

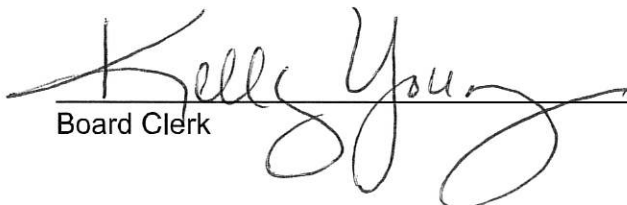
- a) For the sake of time, no staff reports were given.

6 ADJOURN

- a) The meeting was adjourned at 7:25pm.

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


Board Chair


Board Clerk

