



Town of Clayton
Parks and Recreation Advisory Board Agenda
Monday, March 11, 2024 @ 6:00 PM
Town Hall, York Room

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. DRAFT Minutes

[Parks and Recreation Advisory Board - Feb 12 2024 - DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of February 12, 2024 Minutes

3. OLD BUSINESS

- a. Bond Projects

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- b. Parks and Recreation Master Plan

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- c. Municipal Park Shade Structure

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- d. Discussion/Vote on Candidates for 2024 Board Chair and Vice Chair

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: Election of 2024 Board Chair and Vice Chair

4. NEW BUSINESS

- a. Clayton Community Park Project Update

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- b. Groundbreaking at Community Park

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- c. Town of Clayton FY25 Budget

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- d. Town of Clayton Comprehensive Growth Plan

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, February 12, 2024 at 6:00 PM
Town Hall, York Room

Board Members Present:

Mark Turnbull
Emily Beddingfield
Karen Phinazee
Mark S. Morgan
Travis Crowder
Natasha Ellis-Smith
Kuanyu Chen
Carol Houston
Rebecca Bradford

Board Members Absent:

Jordan Sims
Omar Mincey
Austin Cross

Staff Present:

Scott Barnard, Parks and Recreation Director
Kelly Young, Board Clerk

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) DRAFT Minutes

Adoption of January 8, 2024 Minutes

RESULT:	CARRIED
MOVER:	Rebecca Bradford
SECONDER:	Kuanyu Chen

3 OLD BUSINESS

- a) Bond Projects

Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard shared that the final Bond project is now underway which focuses on renovation of Clayton Community Park and includes areas behind the Community

Center as well. Surveying has concluded and grade stakes are on site. March 18th is the scheduled ground-breaking ceremony to kick off the construction project.

b) Parks and Recreation Master Plan

Presenter: Scott Barnard, Parks and Recreation Director

The Parks and Recreation Master Plan is continuing along as scheduled; there are no new updates. Sage Design and its team are still evaluating data collected from the surveys and will share the information in the near future.

c) Municipal Park Shade Structure

Presenter: Scott Barnard, Parks and Recreation Director

The Municipal Park shade structure had a slight delay due to installer schedule but is planned for next week; it generally takes several days for complete installation.

d) Discussion/Nomination of 2024 Chair and Vice Chair Candidates

Presenter: Scott Barnard, Parks and Recreation Director

There was a brief discussion of the possible candidates for Board positions in the coming year. Mr. Barnard explained the positions of Chair and Vice Chair for the Advisory Board and our current position holders shared their experiences and future plans/conflicts. The Board will vote in March for Emily Beddingfield to once again resume the role as Chair and Natasha Ellis-Smith to serve as our new Vice Chair. Both members accepted their nominations.

4 NEW BUSINESS

a) Groundbreaking at Community Park

Presenter: Scott Barnard, Parks and Recreation Director

The announcement was made that the ground-breaking at Community Park would be held on March 18th in the late afternoon so that more interested parties would be able to attend without work conflicts.

b) Department Staffing

Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard shared that several staffing changes within Parks and Recreation had occurred over the last few months. Most recent is the Assistant Director position which is being actively explored. Mr. Barnard explained the type of experience level he envisioned for the new Assistant Director and relayed that the applicant pool is very diverse and competitive with over 100 interested applicants from North Carolina and various other states. The screening process is set to begin to narrow the field.

c) Budget

Presenter: Scott Barnard, Parks and Recreation Director

The initial submittal for the FY25 Budget has been prepared for Town administration. The Town is leaning towards a fairly conservative year. The Wastewater Treatment Facility is a big factor responsible for this outlook. The Town is also wanting to manage its current Bond properties well before requesting more funds through bonds. Some discussion led to the funding source for the Greenway extension along Front

Street to Glen Laurel as well as talk about River Mews, the Copper District and the trail connection from Clayton to Smithfield. Joint use agreement access for the public, Greenway/sidewalk proximity to road frontage and pedestrian trails were also topics of discussion.

5 STAFF REPORTS

- a) Mr. Barnard answered questions regarding the success of pottery since wheel classes had been removed. He shared that the growth in pottery remains on the rise and space at the center is much more utilized and flexible. He also commented on volunteer opportunities available for any group; however, court appointed community service requires resources that we do not have. He further announced that Summer Camp registration will kick off February 18 and that athletics is going strong. Construction at the facility relating to the Bond Project will, however, impact site parking at the Community Center.

6 ADJOURN

The meeting was adjourned at 7:31pm.

Duly adopted this the 11th day of March, 2024 while in regular session.

Board Chair

Board Clerk