



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

Board Members Present:

Karen Phinazee
Mark S. Morgan
Travis Crowder
Natasha Ellis-Smith
Kuanyu Chen
Carol Houston
Rebecca Bradford
Austin Cross

Board Members Absent:

Jordan Sims
Mark Turnbull
Emily Beddingfield
Omar Mincey

Staff Present:

Ruth Anderson, Council Member
Scott Barnard, Parks and Recreation Director
Kelly Young, Board Clerk

1 CALL TO ORDER

- a) The meeting was called to order at 6:10pm.

2 APPROVAL OF MINUTES

- a) DRAFT Minutes

Adoption of February 12, 2024 Minutes

RESULT:	CARRIED
MOVER:	Natasha Ellis-Smith
SECONDER:	Rebecca Bradford

3 OLD BUSINESS

- a) Bond Projects
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard updated that the contractor, ST Wooten, is on site as the third and final Bond Project is now underway at Community Park. Trees are coming down, prep work for the retention pond, initial grading and survey work for water and sewer lines are

- moving along. Several subcontractors including Musco Lighting are on board with the project. Approval of colors is being finalized for the courts and evaluations are being conducted related to the power source at Community Park. Currently, power is supplied by Duke Energy, but considerations are being explored if the park should be included in the Town's power grid.

- b) Parks and Recreation Master Plan
Presenter: Scott Barnard, Parks and Recreation Director

The Parks and Recreation Master Plan is moving along as scheduled. Mr. Barnard distributed a progress update packet and shared in general terms various findings so far. The update is currently not ready for public preview. The Board discussed various items of interest in regard to recreational needs in the Town.

- c) Municipal Park Shade Structure
Presenter: Scott Barnard, Parks and Recreation Director

The Municipal Park shade structure is partially completed and currently includes just the post installation. Due to a few changes at the site and shade dimensions, the shade itself is forth coming and should be installed in the next few weeks. The playground has reopened in the meantime. Once the shade arrives, installation is expected to last less than a day.

- d) Discussion/Vote on Candidates for 2024 Board Chair and Vice Chair
Presenter: Scott Barnard, Parks and Recreation Director

Chair and Vice Chair positions on the Board for 2024 were voted upon. Emily Beddingfield will remain as Chair and Natasha Ellis-Smith will serve her first stint as Vice Chair.

Election of 2024 Board Chair and Vice Chair

RESULT:	CARRIED
MOVER:	Rebecca Bradford
SECONDER:	Karen Phinazee

4 NEW BUSINESS

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

The Community Park update was given under Agenda item 3a with Bond Project updates. Nothing new was shared for this line item.

- b) Groundbreaking at Community Park
Presenter: Scott Barnard, Parks and Recreation Director

The groundbreaking ceremony for Community Park will take place on March 18 at 4pm at the Clayton Community Center. Board members are encouraged to attend.

- c) Town of Clayton FY25 Budget
Presenter: Scott Barnard, Parks and Recreation Director

The FY 25 Budget presentation has been made for leadership; no feedback has been given yet. The goal of upper management is to keep it a "conservative" year for the Town. When the Parks and Recreation Master Plan is adopted in October, discussion related to the compilation of ideas laid out in the Plan can proceed to see how to move these ideas forward to fruition.

- d) Town of Clayton Comprehensive Growth Plan
Presenter: Scott Barnard, Parks and Recreation Director

The Town is in the beginning stages of the development of a Strategic Plan. The Plan's goal is to place under one umbrella, all Town plans. When the Strategic Plan goes to Council for approval, then effectively, it will be considered as one cohesive plan that accounts for the needs across the Town. The Plan will serve as a guide for Council's prioritization of needs. An initial meeting is planned for April and chair representation from the Town boards is requested to offer input. Later, surveys will be available for public input.

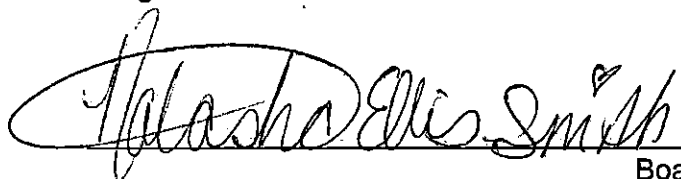
5 STAFF REPORTS

- a) Basketball season has wrapped up with tournaments this past weekend. The Parks and Recreation Department has completed one round of interviews for the Assistant Director position and the second round is to follow on March 27. Mr. Barnard shared various upcoming special events.

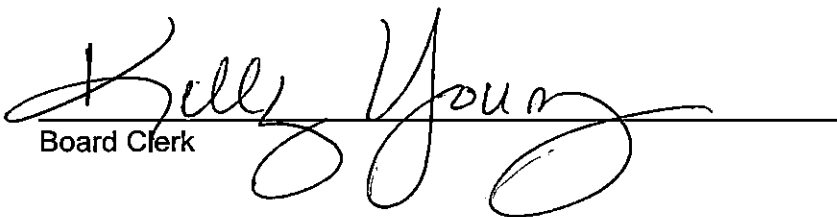
6 ADJOURN

- a) The meeting was adjourned at 7:02pm.

Duly adopted this the 8th day of April, 2024 while in regular session.



Board Chair



Board Clerk