



**Town of Clayton  
Parks and Recreation Advisory Board  
Regular Meeting Agenda  
Monday, January 12, 2026 at 6:00 PM  
The Community Center  
715 Amelia Church Road**

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**1. Call to Order**

**2. Approval of Minutes**

- a. DRAFT Minutes- 10 November 25  
**POTENTIAL ACTION:** Approval of Minutes

**3. Old Business**

- a. Board Membership  
**Presenters:** Todd Riddick, Parks and Recreation Director  
Dolores Gill, Chief of Staff and Strategic Initiatives  
**POTENTIAL ACTION:** Informational Only
- b. Future Park Assessment Update  
**Presenter:** Sara Burroughs, SageDesign  
**POTENTIAL ACTION:** Informational Only
- c. Clyde Sinclair Park Ribbon Cutting  
**Presenter:** Todd Riddick, Parks and Recreation Director  
**POTENTIAL ACTION:** Informational Only

**4. New Business**

- a. Annual Advisory Board Town Council Presentation  
**Presenter:** Todd Riddick, Parks and Recreation Director  
**POTENTIAL ACTION:** Informational Only
- b. Candidate Discussion for 2026 Board Positions/Committees  
**Presenter:** Todd Riddick, Parks and Recreation Director  
**POTENTIAL ACTION:** Informational Only

**5. Staff Reports**

**6. Adjournment**



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

<p><b>Board Members Present:</b>          Kuanyu Chen          Mark S. Morgan          Denise Husband          Rebecca Bradford          Carol Houston          Corie Miller          Charles Counts          Greg Forde</p> <p><b>Board Members Absent:</b>          Travis Crowder          Natasha Ellis-Smith</p>	<p><b>Staff Present:</b>          Ruth Anderson, Council Member          Todd Riddick, Interim Parks and Recreation Director          Kelly Young, Board Clerk          Jimmy Bradley, Park Operations Superintendent          Bobby Henn, Field Maintenance Supervisor          Anson Bradford, Field Maintenance Supervisor</p>
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Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Parks and Recreation Advisory Board meeting and do not represent a verbatim transcript.

**1 CALL TO ORDER**

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

**2 APPROVAL OF MINUTES**

- a) DRAFT Minutes

**Approval of DRAFT Minutes- 8 September 2025**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Rebecca Bradford
<b>SECONDER:</b>	Carol Houston

**3 OLD BUSINESS**

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

As our staff spotlight, the Maintenance division presented a power-point presentation highlighting several annual metrics attesting to the hard work they do to keep our

parks, fields and other facilities noteworthy. They also entertained several questions by the Board.

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

Mr. Riddick shared that Sara Burroughs with SageDesign recently presented an update about the future park assessment to the Town Council at the last work session. There are plans to show the Advisory Board her findings at the beginning of next year. The Loop Road property is one of the biggest upcoming projects and inquiries such as where a new community center would fit are all being raised. A few challenges with some future project properties include topography but each site has its own exciting possibilities with unique features. For instance, the possibility of a wildflower garden is a promising prospect near Legend Park.

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

Mr. Riddick met with John Barr of Barrs Recreation today, who is handling the installation of the new playground at Sinclair Park. Demo of the old equipment will begin this week. It will be a quick installation and consists of multiple structures and a pour and play surface instead of mulch.

#### **4 NEW BUSINESS**

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

A special thanks was given to Council and Town administration by Mr. Riddick for the purchase of Clayton Fitness. An expected closing is slated for the end of year. The purchase will allow more indoor space, roughly 20,000 sq ft. The facility currently has large rooms which open the possibility to raise walls and offer nice spaces for activities. There's a small gym and some of the fitness equipment is included in the sale. Decisions will be made about what to do with the items that remain. The Town received one million dollars from the State to apply towards a multi-generational space. A public input session was held on October 29th and opportunity for more input continues through November 12th at the Clayton Community Center. Much work is needed to renovate the space; there is no opening date set for the new facility. Mr. Riddick commented that one goal for the newly refurbished center is to offer spaces for fitness, cognitive, and social activities. Additional staff will be needed to operate the facility. Mr. Riddick added that the family who owned Clayton Fitness was the first to approach the Town for the sale.

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

The Board was reminded about the appreciation dinner to take place on December 9th at Brick and Mortar. Mr. Riddick also announced there will be five new members serving in the new year. He asked everyone to think about special projects and subcommittees that the Board could form to accomplish any goals set for next year.

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

The 2026 Recreation Advisory Board Meeting Calendar was approved.

**Adoption of 2026 Recreation Advisory Board Meeting Calendar**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Rebecca Bradford
<b>SECONDER:</b>	Greg Forde

**5 STAFF REPORTS**

- a) Mr. Riddick shared several local news reels highlighting the recently installed batting cage at Clayton Community Park and the newly designed sensory kits for the Center. He informed the Board about new safety protocol because of several cases of bathroom vandalism in the parks. As a measure of heightened security, bathrooms will be locked earlier, especially with the day becoming dark earlier- 5pm at most parks unless the park is hosting events. The new Director position closes on November 13th and the plan is to name someone by the end of year. Athletic highlights included the start of youth basketball with 602 participants. The program will be housed in several schools as well as the Center which presents a challenge to vie for space. Several special events were noted including Boo Bash that registered over 80 participants and the success of Downtown Trick or Treat. Merry Municipal lights are going up and should be on display by Dec 1. Train rides on the Merry Express take place on Dec 11th and Cocoa with Santa on Dec 19th. The annual Elf Academy takes place on Dec 6th. Mr. Riddick also mentioned that an agreement between Clayton Middle School and the Town has been approved that will allow fireworks on July 3rd. He further added that a new fence around the Community Center garden is being installed to follow the latest Town's ordinance. Several questions and comments were offered at the end of the session about subcommittees, sign progress, fundraising opportunities, and visiting other local park advisory board meetings and senior centers for ideas and inspiration.

**6 ADJOURN**

- a) The meeting was adjourned at 7:10pm.

Duly adopted the 12<sup>th</sup> of January, 2026, while in regular session.

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Board Chair

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Board Clerk