



Town of Clayton
Parks and Recreation Advisory Board Agenda
Monday, February 12, 2024 @ 6:00 PM
Town Hall, York Room

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. DRAFT Minutes

[Parks and Recreation Advisory Board - Jan 08 2024 - DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of January 8, 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/Nomination of 2024 Chair and Vice Chair Candidates

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: Acceptance by nominees for Chair and Vice Chair (Vote in March)

4. NEW BUSINESS

- a. Groundbreaking at Community Park

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- b. Department Staffing

Presenter: Scott Barnard, Parks and Recreation Director

POTENTIAL ACTION: None- Informational Only

- c. Budget

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, January 8, 2024 at 6:00 PM
Town Hall, York Room

Board Members Present:

Mark Turnbull
Emily Beddingfield
Karen Phinazee
Mark S. Morgan
Natasha Ellis-Smith
Kuanyu Chen
Carol Houston
Rebecca Bradford
Omar Mincey
Austin Cross

Board Members Absent:

Jordan Sims
Travis Crowder

Staff Present:

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

1 CALL TO ORDER

- a) The meeting was called to order at 6:25pm after informal introductions were made.

2 APPROVAL OF MINUTES

- a) DRAFT Minutes

Adoption of September 11, 2023 Minutes

RESULT:	CARRIED
MOVER:	Rebecca Bradford
SECONDER:	Mark Turnbull
YES:	Mark Turnbull, Emily Beddingfield, Karen Phinazee, Mark S. Morgan, Natasha Ellis-Smith, Kuanyu Chen, Carol Houston, Rebecca Bradford, Omar Mincey, and Austin Cross
NO:	None
ABSENT:	Jordan Sims, Travis Crowder

3 OLD BUSINESS

a) Bond Projects

Presenter: Scott Barnard, Parks and Recreation Director

Mr. Scott Barnard shared that East Clayton Community Park construction has been completed. There are a few minor items to touch up. Some discussion was raised about possibly marking the mileage along the trail and paving through the wooded section. Thoughts on funding, ADA compliance and overall opinions on the desirability of the natural area were shared. Mr. Barnard also announced that the bid for the Community Park Bond project was awarded to S.T. Wooten.

b) Parks and Recreation Master Plan

Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard stated that Sage Design has completed the public survey portion and is compiling information related to the updated Parks and Recreation Master Plan. Next steps include reporting the results to the Parks and Recreation Department, Advisory Board and Council so that discussion can move ideas and projects forward. The year long process for developing a current Parks and Recreation Master Plan is on schedule, with the intent for it to be an active, working document.

c) Municipal Park Shade Structure

Presenter: Scott Barnard, Parks and Recreation Director

The Municipal Park shade structure installation is set to begin in January with anticipated completion in February. It will provide shade over most of the child play area.

d) Town Signage

Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard relayed that the Town signage initiative is a multi-departmental, collaborative effort to adopt a particular uniform sign style Town-wide and encompasses Town facilities, wayfinding, and monument signs. This is no small investment. The goal is to create a 20–25-year design. One of the first signs will likely be at Municipal Park. The Downtown Economic Development Association is leading the charge on downtown wayfinding signage.

4 NEW BUSINESS

a) Greenway Projects

Presenter: Scott Barnard, Parks and Recreation Director

The Greenway update included the announcement that a section along the Waste Water Treatment Facility will be closed another week. Some discussion and questions were raised about the Greenway extension project and details surrounding it, but no definitive answers were reached.

b) Recreation Advisory Board Updated By-laws

Presenter: Kelly Young, Clerk to the Board

Mrs. Kelly Young, Board clerk, shared information related to the updated Advisory Board By-laws, including changes in terms of office and attendance/absences. Board

members are asked to sign forms detailing Code of Conduct and Advisory Board Member Requirements as an added confirmation of acknowledgement and understanding of member expectations.

- c) Candidate Discussion for 2024 Advisory Board Positions
Presenter: Scott Barnard, Parks and Recreation Director

New year Board positions will now take place in March each year. Chair and Vice Chair nominations will be discussed at the February meeting with voting and election being held at the meeting in March.

- d) Advisory Board Highlight Video Series
Presenter: Scott Barnard, Parks and Recreation Director

The Communications Department is recording a video series highlighting the Town's Advisory Boards. Staff from this department will attend the February meeting to film. Board members are asked to arrive at 5:15 for pizza and filming before our regular Board meeting takes place at 6pm with a room change to meet in Wooten instead of York.

- e) Recreation Advisory Board 2024 Meeting Calendar
Presenter: Scott Barnard, Parks and Recreation Director

The Board voted in favor of adopting the proposed 2024 meeting calendar for the Recreation Advisory Board.

Adoption of 2024 Recreation Advisory Board Meeting Calendar

RESULT:	CARRIED
MOVER:	Rebecca Bradford
SECONDER:	Carol Houston
YES:	Mark Turnbull, Emily Beddingfield, Karen Phinazee, Mark S. Morgan, Natasha Ellis-Smith, Kuanyu Chen, Carol Houston, Rebecca Bradford, Omar Mincey, and Austin Cross
NO:	None
ABSENT:	Jordan Sims, Travis Crowder

5 STAFF REPORTS

- a) Mr. Barnard shared that Operations is sliding into spring season with much field prep. We've wrapped up Merry Municipal and put away all lights. Our registration software transition is underway, and athletics is very busy as well.

6 ADJOURN

- a) The meeting was adjourned at 7:15pm.

Duly adopted this the 12th day of February, 2024 while in regular session.

Board Chair

Clerk to the Board

January 8, 2024
Minutes