



OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
JANUARY 16, 2014 - 7 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Bill Edwards, Chair  
Barry Knight  
John Thomas  
Phyllis Anders, Alternate (Sitting)

**Staff Present**

Terry Lannon, Parks & Recreation Director  
Sandra Smith, Town Clerk

**Teen Advisor Absent**

Madeline Bagby

**Members Absent**

Tracy Street, Vice Chair  
Liz Tice  
Paul Greiwe, Alternate

**1. CALL TO ORDER**

**Bill Edwards** called the meeting to order at 7:00 p.m.

**2. APPROVE JANUARY 16, 2014, AGENDA**

**Bill Edwards** made a **motion** to approve the agenda of the January 16, 2014, meeting with the addition of consideration of a resolution to adopt the Oak Ridge Town Park Phase II master plan. **Barry Knight** seconded the motion, and it was passed unanimously (4-0).

**3. APPROVAL OF MEETING MINUTES**

**John Thomas** made a **motion** to adopt the October 17, October 29, November 6, November 21, December 5 and December 12 regular and special meeting minutes. **Phyllis Anders** seconded, and it was passed unanimously (4-0).

**4. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** On the 200<sup>th</sup> day of the fiscal year, the report showed \$19,400 had been received in revenue (55.15 percent of amount budgeted for fiscal year) and \$54,527 had been spent (50.25 percent of budget). In addition, 74.04 percent of the \$84,197 budgeted has been spent on capital expenditures.
- **Dog Park.** Signage has been installed and only some minor clean up is needed. Brush will be cleared and some plantings done in the spring. Although the dog park is open, it is not being heavily used yet. All feedback has been positive.
- **Redmon Field drain.** The earth has collapsed around the drain, and a pipe underneath may be cracked. It will require bringing in a backhoe to check. Lannon said the pipe may

- have been defective, as park staff does not drive anything over the area heavy enough to have broken it.
- **PARTF grant application.** The application is nearly finished except the Master Plan document needs tweaking and the resolution that the Commission approve the Phase II Master Plan needs to be adopted later in the meeting. Lannon said he had an appointment the following Tuesday to submit the application to Vonda Martin, the PARTF representative, for her input.

Edwards acknowledged Lannon for his hard work on the grant application. Lannon also acknowledged Town Clerk Sandra Smith for her help.

- **Phase II – Stewart Inc. follow up.** After receiving the revised Master Plan report, Stewart’s portion of the RFQ is finished. Lannon said the Commission should probably start working on RFQs for construction management, and that overall he has been pleased with the services provided by Stewart.
- **For-profit policy.** The Town Council approved the policy for use of the trails and greenways at the park by for-profit organizations at its meeting on January 9.
- **2014-15 fiscal year budget.** Work is beginning on next fiscal year’s budget; no large capital expenditures and no major changes in revenue and expenses are expected. The Finance Committee’s first meeting will be January 28.
- **Other.**
  - Men’s and co-ed softball registrations are being accepted.
  - The weekend tournament schedule for 2014 was in the packet; every weekend from February 22-23 through November 8-9 (except May 31-June 1, which was set aside for RidgeFest) has been booked.
  - No information on Oak Ridge Youth Association spring sports has been received yet.
  - A labor projection showing the number of man-hours spent in the park each year was in the packet. An estimated 5,682 hours are required of Parks & Recreation staff.

Edwards acknowledged Lannon and the Parks & Recreation staff for the many different responsibilities they have.

Edwards said signs at the dog park look good, and he would like to get the mountain bike trails officially open. He said he had talked to a Boy Scout about building the kiosk, and that he would follow up.

## 5. OLD BUSINESS

- **Phase II presentation to Town Council**

Edwards reported the presentation at the Town Council’s January 9 meeting went well, and that the Council seemed receptive and inquisitive. One question asked was what was planned if the PARTF grant is not awarded. Town Manager Bruce Oakley said that at least \$200,000 would be allocated in the budget in order to cover the Town’s part of the matching grant, and that it could be spent even if the grant is not received. Edwards said Town Councilman George McClellan had asked what the Phase II priorities were, and Edwards had replied the amphitheater, restroom, parking lot and playground, in that order.

Edwards said he hoped the Town would see fit to fund the full amount should the grant not be received in order to allow the full project to move forward.

Edwards said the Town Council was satisfied with the changes to the for-profit policy for park use and had adopted it.

- **Next steps**

Edwards said Lannon would deliver the PARTF grant application the following Tuesday (January 21).

**6. NEW BUSINESS**

None

**7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS**

- Cascades Preserve site meeting with Roger Bardsley and Alex Ashton – 1/23/14 at 10 a.m.
- Due date for PARTF grant submission – 1/31/14
- Next scheduled P&RC meeting – 2/20/14

**8. PUBLIC COMMENTS**

Barry Knight commented that it was impressive that the athletic fields are being rented every weekend.

**9. ADJOURMENT**

**Barry Knight** made a **motion** to adjourn the meeting at 7:38 p.m. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman