



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
JANUARY 24, 2013 - 7 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Bill Edwards, Chair  
Tracy Street, Vice Chair  
Tony Cooler  
Barry Knight  
Marcy Cook

**Staff Present**

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

**Members Absent**

Paul Beitz, Alt

**Teen Advisor Absent**

Marisa Baker

**Walkability Sub-Committee Absent**

Ellen Langlois, Chair

**1. CALL TO ORDER**

**Bill Edwards** called the Parks & Recreation Commission meeting to order at 7:00 p.m.

**2. APPROVE JANUARY 24, 2013, AGENDA**

**Tracy Street** made a **motion** to approve the meeting agenda after changing the meeting date from January 17, 2013, to January 24, 2013. (The meeting, which was originally scheduled for January 17, was postponed due to inclement weather). **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

**3. APPROVE MINUTES OF NOVEMBER 15, 2012**

**Marcy Cook** made a **motion** to approve the minutes of the November 15, 2012, meeting. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

**4. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finances and budget.** Thus far, revenues are 16.2 percent ahead of pace for the year and expenses are 1.3 percent below the budgeted amount for this time of the year. The fountain is still planned to be installed; two quotes have come in and another one is expected. A set of forks for the tractor is also yet to be purchased. Lannon estimated capital expenses for the year will come in at or below budget.
- **ORYA Usage Agreement.** The agreement has been signed by ORYA and approved by the Town Council.

- **Bridge to the Commons.** Lannon said he had no update. The Cookes, who own Oak Ridge Commons, have reportedly had the area surveyed.
- **RidgeFest/Run the Ridge.** RidgeFest has been scheduled for May 31 and June 1, with Run the Ridge being held on June 1. Randy Floss is handling the event this year for the Merchants Association of Oak Ridge, and he wants to be in contact and work with the Town regarding the event.
- **Maintenance Building Retention Wall.** Lannon said some old block left over from Town Hall construction was planned to be used to create some walls around the park maintenance building. However, problems have arisen in purchasing block to match what is on hand since the local plant has gone out of business. Lannon said the project may have to be scrapped.
- **Other.**
  - A couple of large trees that had died in the park have been felled. The wood has been split and stacked near the barn. Lannon said firewood was one of the requirements by the group planning to do the Revolutionary War re-enactment in the park.
  - A fundraiser to benefit Ray Parrish, who has been diagnosed with a brain tumor, will be held March 9. The event will feature a 5K and 1-mile walk/run using the same course as Run the Ridge. An ISA men's tournament is also scheduled for that day in the park.
  - Lannon presented a rough estimate for the cost of the proposed dog park. He added that some items can be scaled back to reduce the estimated \$37,600 cost and that the numbers would be presented to the dog park subcommittee at its next meeting on Feb. 14. The Commission discussed various options for fencing and requested Lannon also get prices on split rail/post and rail-type fencing.
  - The mountain bike trail has been roughly laid out, but there is a question about one area of the trail not being on the Town's property. Stream crossing and signage issues will need to be addressed. A presentation will be made at an upcoming Parks & Recreation Commission meeting.
  - The infields of the baseball/softball fields will be laser graded soon at a cost of \$2,500.
  - The reel mower, which was purchased used six years ago, has been sent in for winter servicing/tune-up and the cost for repairs has been estimated at \$5,000. The Town invested \$2,000 in repairing the unit two years ago and \$3,000 last year; Lannon advised considering buying a new or used reel mower and perhaps keeping the current unit for backup.
  - Lannon presented a sketch of a proposed new parking lot in the park. He had recently met with a contractor, who had given an estimate of \$37,000 for gravel or \$68,000 for asphalt. The cost for asphalt would include 36 wheel stops as well as painting the lot with striping and arrows. Paving the trailheads would be an additional \$9,400.
    - Edwards said he had a different vision for where the parking lot might be located, which would be discussed later in the meeting under the infrastructure master plan discussion.

#### 4. YOUTH ADVISOR REPORT

Marisa Baker was not present at the meeting, so there was no report.

## 5. NEW BUSINESS

- **Owl Box – Anna Blackman’s Girl Scout project presentation.** Anna Blackman, along with Jillian Migliaccio and Claire Wiebking, of Cadet Troop 45172 presented an owl box. The troop wanted to donate the box to the park and volunteered to check it and clean it out each year. The Troop members explained how the box worked, the benefit of having owls in the park, and answered questions from Commission members; in response to a question from Edwards, they said they would look in the park and let him know the best location for the owl box.

**Barry Knight** made a motion to tentatively approve acceptance of the owl box from Anna Blackman and Troop 45172 to be placed in the Oak Ridge Town Park. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

- **Trail Bridge – Matt Fortun’s Eagle Scout project presentation.** Matt Fortun of Boy Scout Troop 103 presented a plan to construct a bridge in the Town Park. The proposed bridge would be 4 feet wide and 32 feet long. His presentation included a list of tools and equipment that would be needed, different views of the proposed bridge and its construction, and the price of needed materials which totaled \$1,127. He included a project timeline and said construction, with the help of other Scouts and friends, should be completed in about a day. Fortun said he planned to do a fundraiser, but also asked if the Commission would like to help fund the project.

Commission members agreed the project was well thought-out and needed, but said in the past Scouts had been required to raise money for their projects. The Commission urged Fortun to seek local sponsors or perhaps contact civic groups for support.

**Marcy Cook** made a motion to approve Matt Fortun’s Eagle Scout project for a trail bridge. **Tony Cooler** seconded the motion, and it was passed unanimously (5-0).

## 6. OLD BUSINESS

- **Pedestrian Plan study update.** Edwards said the committee met in January and approved the draft plan.
- **Phase II infrastructure considerations.** Edwards said it was important to begin preparing an infrastructure master plan so that a long-range approach can be taken to park improvements. He proposed a timeline in which general proposals would be discussed at that night’s meeting; initial master plan proposals would be introduced to the Finance Committee at its Feb. 5 meeting; recommendations by the Commission would be concluded on Feb. 21; modifications would be made by the Finance Committee in February and March; and those modifications included in the master plan when the Commission meets on March 21.

Edwards presented a proposed master plan, which began with several small projects including a walking/bike trail (estimated to cost \$3,000), park bench (estimated at \$750), picnic table site (est. \$250), fishing dock (est. \$2,000), landscaping bed in the pond area (est.

\$2,500), and fencing/landscaping on the northwest and southwest corners of the main parking lot (est. \$2,500).

Edwards said the remaining, larger items on the list were in no particular order; they included the dog park (est. \$25,000), parking near the Redmon house with access from Linville Road (est. \$20,000), paved trail extensions/connectors (est. \$38,000), natural play area and suspension bridge (est. \$25,000), gazebo (est. \$50,000) and a 4-sided street clock (est. \$26,000).

Additional items on the list, which might be included in a Parks and Recreation Trust Fund (PARTF) grant in which the Town would be required to pay 50 percent included two beach volleyball courts (Town's portion estimated at \$5,000), shelter (Town's portion est. \$17,500), restroom (Town's est. \$50,000), performance pavilion/amphitheater (Town's est. \$20,000) and tennis courts (Town's est. \$60,000).

After lengthy discussion, Lannon suggested removing items from the list that would likely be included in the PARTF grant application, as well as items like the dog park and part of the money for the pond area landscaping that he would likely include in his budget request for the upcoming fiscal year.

Edwards said he felt additional parking was one of the main issues to be considered and asked if Commission members agreed that it should be a priority. After the Commission agreed by consensus, Cook requested the barn renovation, at an estimated cost of \$10,000, also be considered a priority. Edwards said two large meeting areas to be considered are the gazebo and the performance pavilion/amphitheater. Lannon said he believed the performance pavilion would have a greater likelihood of receiving money from the PARTF grant since it would serve more people. Edwards then asked Commission members to tell him the top 2-3 items they would like to see included. After getting each Commission members' input, Edwards said he would meet with Lannon the following day and send updates to the Commission members.

## 7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

**Tracy Street** made a motion in favor of waiving fees for the fundraiser for Ray Parrish to be held in the Town Park. **Barry Knight** seconded the motion and it was passed unanimously (5-0).

## 8. PUBLIC COMMENTS

None

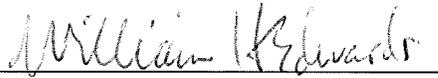
## 9. ADJOURNMENT

**Barry Knight** made a **motion** to adjourn at 9:42 p.m. **Bill Edwards** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Bill Edwards, Chairman