



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

MINUTES

Members Present

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

Members Absent

Tracy Street, Vice Chair
Pam Morrison, Alternate

Staff Present

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

Teen Advisor Present

Madeline Bagby

1. CALL TO ORDER

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

2. APPROVE AGENDA

Phyllis Anders made a **motion** to approve the meeting agenda. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (3-0).

3. APPROVAL OF SEPTEMBER 18, 2014, MEETING MINUTES

Bill Edwards made a **motion** to approve the meeting minutes. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (3-0).

4. PARKS & RECREATION COMMISSION ADMINISTRATION

- **Consideration of Jasmine O'Connell as alternate.** O'Connell introduced herself and told why she was interested in serving.

Bill Edwards made a **motion** to recommend the Town Council appoint Jasmine O'Connell as an alternate to the Commission. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (3-0).

Barry Knight arrived at the meeting at 7:14 p.m. and was seated.

5. STAFF REPORT

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** The report is hereby incorporated by reference and made a part of the minutes.
- **Mountain bike trail signage.** The project should be completed this winter.
- **ORYA Usage Agreement.** Edwards said Oak Ridge Youth Association President Dave Maxson had been invited to attend the meeting. Maxson had finally responded to Lannon's requests about the agreement, saying he had turned many ORYA duties over to other people in the organization because of new job responsibilities. Debbie Fantaci of ORYA later sent back the first draft of the agreement and said all changes were acceptable except for those regarding concession stand use and nonresident fees.

On the concession stand, Lannon said the Commission had right of first refusal to sell concessions on dates when ORYA does not have events at the park with the understanding that, although the Commission did not want to handle concessions on a regular basis, it might want to do so at special events such as Canine Capers or Music in the Park. Lannon said he had added that verbiage after a conversation with Brent Streeter of ORYA, who said ORYA did not make any money operating the concession stand. Fantaci, who is in charge of concessions for ORYA, said that information was incorrect, and said she would like the item removed from the Usage Agreement completely. Lannon said he had told her that he did not think the Commission would want to concede on that point.

Regarding the accounting for nonresident fees, Lannon said ORYA had done a pretty good job on that this year. He said the Commission had asked for street addresses to ensure that the Town was receiving the nonresident fee for all those players living outside the Town. ORYA had asked if they could just pay the nonresident fee for all those without a 27310 ZIP code; their concern was that they did not have permission from parents to turn over the names and addresses of players, and that information would then become public record. After additional conversation, the Commission agreed by consensus to request the rosters including the street addresses of players, but that the names could be redacted.

Additional conversation also ensued regarding the handling of concessions, including talk about possible food vendors at the amphitheater and at events like RidgeFest, as well as contracts with soft drink manufacturers about the exclusive sale of their products in the park. Edwards asked Lannon to find out how much time is left on the soft drink contract, and recommended the Commission review the issue at the end of the contract period.

Bill Edwards made a **motion** to leave the clause in the usage agreement with ORYA that says the Parks & Recreation Commission has right of first refusal to handle concessions at events when ORYA events are not being held in the park. **Barry Knight** seconded the motion, and it was passed unanimously (4-0).

Barry Knight made a **motion** to require that rosters including street addresses be submitted to the Commission by ORYA in order to ensure accountability regarding the payment of nonresident fees, but that the names of the players may be redacted. **Bill Edwards** seconded the motion, and it was passed unanimously (4-0).

- **Other**
 - **Summit Church's Big Serve.** Members of Summit Church had recently installed steps to the Eagle Scout bridge near the Bark Park as part of their Big Serve volunteer event. Lannon said he appreciated their help.
 - **CIP for parks/open space.** Lannon said he was contacted by the new Guilford County parks and open space director, who requested a copy of the Town's 10-year

Capital Improvement Plan for parks and open space in order to add it to the county's master plan. Lannon discussed the issue with Town Manager Bruce Oakley, who agreed the Town didn't really have anything that would be appropriate to submit in the 2-day time period requested without having it approved by the Town Council. Lannon said he could provide the plan for Phase II, which includes future infrastructure including sand volleyball courts, tennis courts, spray pad, additional picnic shelter, etc. Lannon noted that the Parks & Recreation Commission has also been charged with Union Cemetery and The Cascades open space preserve.

- **Fall sports.** Youth and adult fall sports are underway, with no real issues.

6. OLD BUSINESS

- **Pond-area Beautification.** Knight reported that a plan has been created for the area to the left of the dam where the where the ground is bare. The plan includes plants that will be thrifty, low maintenance, and will thrive in that area. Rick Morris has agreed to oversee installation of the plans. Knight said the cost of the project is still unknown because it will be put out for bid.
- **ORYA Usage Agreement.** Edwards noted this item had been discussed earlier in the meeting under Staff Report.
- **Phase II Master Plan Update/Review of preliminary plans, timeline and next steps.** Edwards presented the drawings and diagrams done by the design firm of Stewart, Inc., , which are hereby incorporated by reference and made a part of the minutes. The site plan showed the orientation of the amphitheater/stage, the concrete walkway, the tree line, topographical lines, etc.

Knight noted the way the ADA/handicapped seating had been drawn, and said he would like to see the amphitheater pushed back closer to the tree line. Edwards also noted that the plan did not include a projection pad, and said the Commission would need to decide how far from the stage that should be. Lannon said he also asked why the amphitheater was so far from the tree line, and said Emily Blackwell from Stewart told him that it was done that way in order to have minimal impact on trees; Lannon said he told her that was a Commission decision, but he felt they would prefer to sacrifice a few trees in order to get more space in front of the amphitheater. He also noted that the size of the stage on the drawing was not correct, but it would be redrawn; the Commission had discussed a 20-by-40-foot stage area, but the plan showed a 17.5-by-24-foot stage area. The estimated seating for the amphitheater would be nearly 800, with room for 280 people on the main lawn, 100 on the terrace and another 400 above the terrace.

The curved roof on the amphitheater was discussed; Town Clerk Sandra Smith said she and Planning Director Bill Bruce had discussed the curved roof and felt that it might be an issue for the Historic Preservation Commission. The Parks & Recreation Commission's consensus was to replace the curved roof with a gabled roof. The Commission also discussed the height of the roof and making sure that it would not affect the view of the stage of anyone sitting in the upper areas; they also talked about removing the terraced walls as well as the slope of the seating area so attendees could see past the person in front of them.

ADA seating and maintenance of those areas was discussed. Edwards noted that the asphalt walkways had been changed to concrete on the presented plan, and Lannon said that could be because of the size of an asphalt machine. Edwards asked Lannon to verify, adding that there would be a big difference in the cost of concrete over asphalt.

The Commission then discussed the size of the stage and the storage/dressing room area behind the stage. Commission members agreed by consensus that the stage area

would be 20 feet by 40 feet wide; of that, the storage/dressing room area behind the stage would be centered and should be decreased to 6 feet by 32 feet, making the actual stage 14 feet by 40 feet. The storage/dressing room should have a roof on it. On each end of the storage/dressing room, a freestanding, 6-foot-wide wall would be constructed to conceal dressing room doors. Lannon suggested leaving the storage/dressing room area open and hanging a curtain inside to divide it up as needed.

The restroom building was then discussed by the Commission. Lannon recommended a wider chase than is in the restroom near Shelter 2 with a mop sink be included, and Edwards also recommended an additional urinal in the men's restroom. Materials and roof pitch would be the same as at the Shelter 2 restroom, even if the square footage of the building is slightly larger, and doors would face the playground. Landscaping may not be needed.

7. NEW BUSINESS

- **Proposed Eagle Scout project (campground enhancements).** Lannon received an email from a Boy Scout who would like to attend the November Commission meeting and propose enhancing the fire pit area in the campground area. Edwards said he had emailed the Scout and inferred that he might want to consider another project that is more substantial. The Scout had proposed a seating area made out of logs, and Edwards said he would like to see those plans.

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Phase II presentation by Lannon to HPC: November 12, 2014 (submission deadline: October 29, 2014)
- Phase II presentation by Lannon to P&Z: November 20, 2014 (submission deadline: changed to November 6, 2014)
- Phase II presentation by Edwards to Town Council (final approval: December 4, 2014)
- Next scheduled P&RC meeting: November 20, 2014

9. PUBLIC COMMENTS

- None

10. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at 10:15 p.m. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Tracy Street, Vice Chairman