



OAK RIDGE PARKS & RECREATION COMMISSION MEETING
NOVEMBER 20, 2014 - 7 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Tracy Street, Vice Chair
Phyllis Anders
Barry Knight
Phyllis Clodfelter, Alternate (Sitting)
Jasmine O’Connell, Alternate (Sitting)

Staff Present

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

Teen Advisor Absent

Madeline Bagby

Members Absent

Bill Edwards, Chair
Pam Morrison, Alternate

1. CALL TO ORDER

Tracy Street called the meeting to order at 7:00 p.m.

2. APPROVE AGENDA

Phyllis Anders made a motion to approve the meeting agenda. Jasmine O’Connell seconded the motion, and it was passed unanimously (5-0).

3. APPROVAL OF OCTOBER 16, 2014, MEETING MINUTES

Jasmine O’Connell made a motion to approve the meeting minutes. Phyllis Anders seconded the motion, and it was passed unanimously (5-0).

Because Parks & Recreation Director Terry Lannon and Town Clerk Sandra Smith were attending the Planning & Zoning Board meeting where the Phase II park project was being discussed, Street asked to rearrange the agenda slightly until Lannon and Smith were able to join the meeting.

4. NEW BUSINESS

Eagle Scout project presentation. Boy Scout Alec Johnson gave a presentation on improving the fire pit area in the park. Johnson said he planned to construct a new fire pit to replace the old one. It would be 4 feet in diameter and would include a gravel bottom topped with firestone and be surrounded by landscaping blocks. He would also construct two benches to be 60 inches long, 12 inches wide and 20 inches high. Johnson presented drawings of the proposed project. The cost would be about \$500, and after meeting with and getting approvals

from the Boy Scout Eagle Board in February 2015, he hoped to begin construction in April and have the project completed by September 2015.

Johnson asked about any required permits, if there was any issue with digging in the fire pit area, and if his father could drive materials to the site using his Jeep and a trailer. Street said she would need to check with Lannon. Johnson asked if the Commission would be willing to donate money to the project, and Street said that was not something the Commission had done for any other Boy Scout projects.

Johnson asked if the Commission would approve the project, and Street said she would pass the information on to Commission chairman Bill Edwards, who was a former Eagle Scout, and allow him to sign off on it. Commission members commended Johnson on his presentation.

Lannon joined the meeting at about 7:15 p.m. Street asked him about the Scout camp/fire pit project; Lannon said it might be easier to drive to the back field and then possibly bring the supplies in to the site with wheelbarrows. He said there was no problem digging in the area.

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.
- **Phase II update.** Lannon said last week he had presented the plan for Phase II to the Historic Preservation Commission, who granted a Certificate of Appropriateness for the project. He had just presented the plan to the Planning & Zoning Board, who also approved it. Lannon said he met with Emily Blackwell of Stewart Inc. the previous week so she could visit the site and discuss the revised proposal for the trail, which was different than what had been presented and approved by the Parks & Recreation Commission. Lannon presented two drawings, which showed the original and the proposed new path. Lannon said Town Manager Bruce Oakley expressed some reservations about the proposed new path, but that he was moving forward with it. He asked if Commission members had any thoughts or comments.

Smith, who had also been attending the Planning & Zoning Board meeting, arrived at the Parks & Recreation Commission meeting at about 7:20 p.m.

Knight said the new drawing did not properly show the asphalt seating area at the top of the amphitheater area, and Lannon said he did not think what Knight was talking about had been explained to the designer that way. Knight said he felt that needed to be discussed, as well as a turn-around area near the woods; Lannon said the turn-around area was shown on the new plan, but he had neglected to color that in on the drawing. Knight said he was not sure what was shown would work, and he explained the way he thought it was going to be added. Lannon said the plan had received input from the fire marshal's office, and he explained why the location had been changed, explaining that the designer had revised the plan based on information received from Edwards. Knight said even if the trail is changed somewhat, it will not hold up the project, and Lannon agreed. Street asked about the timeframe to begin the project, and Lannon said the next step would be to put the project out for bid, which is on schedule.

Additional discussion ensued. Street asked if there was anything that needed to be voted on by the Commission, and Lannon said no, but he just wanted to make the Commission aware of the changes. Street asked if Lannon thought projected costs would be about the same with either plan, and Lannon said yes. Clodfelter asked the reason for changing the plan that was approved by the Commission, and Lannon said he thought perhaps so the path would not be as visible. Knight said he thought it was to avoid using open space when there was a gap in the tree line that provided more of a natural opening. Lannon said the Commission might actually need to vote to accept the revised plan because it had voted in favor of the original plan as part of requesting the PARTF grant. Knight asked about other board approvals, and Lannon said he thought the Planning & Zoning Board and Historic Preservation Commission were more concerned about issues such as the structures and their locations, erosion control and removing trees than about the location of connecting trails.

Street asked if the project would be held up if the Commission did not vote on it that night, adding that she would like to hear Edwards' thoughts on why the changes were made. Lannon said he did not think that would hold up the project since the designer has finished both the original and revised plans and is nearly finished compiling budget figures. Knight said he thought the Commission also needed to discuss the asphalt seating area, and Anders agreed that Edwards needed to be present for that conversation.

- **Eagle Scout projects.** Fundraising for the remaining mountain bike trail bridge project has been completed, and Lannon said he and Edwards had met with another Scout about a project for a Little Library.
- **Pond beautification project.** Lannon said Knight had come up with a plan and specifications for the project and asked Knight to comment. Knight said a landscape designer created the plan and took into consideration plants that would be attractive and provide color throughout the year as well as ones that would require little maintenance and were drought tolerant. Although many of the plants may appear spaced far apart, the plan was drawn that way to allow room for future growth. Knight said an irrigation plan for the project has not been received yet; it would tie on to the existing irrigation line and include a timer, and it would be large enough should it need to be tied onto again. Knight said he thought the plan was substantial enough to put out for bid now. Street asked if the project was included in the park budget, and Lannon said yes. Knight said the project should ideally be completed by about the first of March.
- **Capital projects.** Lannon said the project to install the retaining walls around the Cryptomeria near the maintenance building was underway. Some drainage issues will be tied in to the project, and the turf block areas leading to the field drive gates would also be installed.
- **Sports.** Adult softball was finishing its season, all youth sports seasons have ended, and there are no more shelter reservations scheduled this year. Lannon said only the adult pick-up soccer games are still ongoing.
- **Oak Ridge Youth Association.** President Dave Maxson was stepping down effective December 1, and Lannon said he was unsure who would take Maxson's place as president. The final draft of the Usage Agreement had been sent to ORYA, and Lannon said he anticipated having it back in hand prior to the next Town Council meeting.

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Phase II presentation by Edwards to Town Council (final approval: December 4, 2014)
- Next scheduled P&RC meeting: January 15, 2015 (No December meeting)

9. PUBLIC COMMENTS

- None

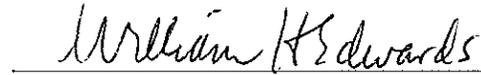
10. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at 7:43 p.m. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman