



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

MINUTES

Members Present

Bill Edwards, Chair
Tracy Street, Vice Chair
John Thomas
Phyllis Anders, Alternate (Sitting)
Paul Greiwe, Alternate (Sitting)

Teen Advisor Present

Madeline Bagby

Staff Present

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

Members Absent

Barry Knight
Liz Tice

Visitor Present

Doug Nodine

1. CALL TO ORDER

Bill Edwards called the meeting to order at 7:06 p.m. He announced that Paul Greiwe was tied up elsewhere, but would join the meeting if possible.

2. APPROVE FEBRUARY 20, 2014, AGENDA

Tracy Street made a **motion** to approve the agenda of the February 20, 2014, meeting after moving item #3. P&RC Administration, to the end of the meeting. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

3. APPROVAL OF JANUARY 16, 2014, MEETING MINUTES

John Thomas made a **motion** to adopt the January 16, 2014, meeting minutes. **Phyllis Anders** seconded, and it was passed unanimously (4-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** Per the budget report, we have received \$20,670.38 in revenue (58.76 percent of budget) and have spent \$59,739.66 (54.95 percent of the budgeted amount) on general expenditures, \$587.30 on special events (8.39 percent) and \$62,337.57 (74.04 percent) on capital expenditures on the 235th day of the budget year. We anticipate ending the year at or above the budgeted amount for revenue. No revenue was collected between November and January, which is normal for this time of year.

Edwards asked if the exercise group that had been interested had completed the for-profit agreement for park/trail use. Lannon said they are not meeting right now because it is winter, but he expects them to return in the spring.

- **Fiscal year 2014-15 priorities.** Lannon said the operating budget did not need to be prioritized, but that the Finance Committee had asked the Commission to prioritize capital expenditure requests in case they do not recommend funding all of them.

After discussion, **Bill Edwards** made a **motion** to place the elements in Phase II in the following priority order: 1) amphitheater, 2) restroom, 3) parking lot, 4) playground, with the hope that Town Council would pair building the amphitheater and restroom at the same time and the parking lot and additional playground together. **Tracy Street** seconded the motion, and it was passed unanimously (4-0).

- **Additional park expenditures.** Lannon presented several smaller capital projects with estimated costs of \$11,000 to \$14,500; he asked that the Commission prioritize them for the Finance Committee as well. After conversation, the Commission agreed by consensus to rank the projects in the following order: 1) athletic field access improvements, 2) retaining walls around Cryptomeria near the maintenance building, 3) landscaping and improvements to the pond bank.
- **Meetings.**
 - Edwards and Lannon attended a meeting at the Cascades Preserve with Roger Bardsley and Alex Ashton of Guilford County on January 23. Park staff also attended.
 - Edwards and Lannon presented the Master Plan and CIP to Town Council on January 27. Both were approved.
 - Edwards and Lannon attended the initial RidgeFest planning meeting on February 4.
 - Edwards, Lannon, Town Manager Bruce Oakley and representatives from a Wi-Fi provider met with Gray Cassell, who handles the Town's IT needs, on February 6. We are awaiting a quote on the cost to provide the service in the park.
 - Edwards and Lannon met with a Boy Scout on February 7 to discuss his constructing kiosks at the trailheads for his Eagle project.
- **Grant application.** The N.C. PARTF grant application has been completed and turned in. Lannon explained that the PARTF grant was an "all or nothing" financial award with two award dates.
- **Lighting fees.** Lannon presented a spreadsheet showing the athletic field lighting costs for 2011-2013; he explained that the Town charges \$12 per hour for outside groups using the lights, but the monthly average cost has risen to \$15.03 in 2013. He proposed recommending that the Town Council change the lighting fee schedule to \$15 per hour, but to not begin charging that amount until January 2015 because fields have already been booked for 2014 at the \$12/hour rate.

John Thomas made a **motion** to recommended that the Town Council change the per hour charge for athletic field lighting to \$15 per hour effective January 1, 2015. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

- **Other.**
 - Adult softball leagues were scheduled to start February 27, with a record total of 16 teams registered.
 - Oak Ridge Youth Association field use for spring sports should start soon.

- A Girl Scout troop has expressed interest in supplying agility equipment in the Dog Park.
- The Dog Park subcommittee meets March 4.

5. NEW BUSINESS

- **Music in the Park events.** Anders reported she had been working on scheduling events for this 2014. She has contacted nine groups offering a variety of types of music, and all are excited to attend if dates can be arranged. The Grassifieds, who played last year in the park, is available on May 17 and would like to perform then.

Lannon said since so many groups are interested, some might like to play in a possible Battle of the Bands event in connection with RidgeFest.

Thomas suggested the music events be alternated with Movies in the Park. He agreed to contact Andy Cook from The Summit church to see if they are interested in handling the movie events again this year.

The Commission agreed by consensus to set the following dates up for Music in the Park events (6-8:30 p.m.): May 17, June 21, July 12 or 26, August 16, September 20.

- **Preservation Oak Ridge music events.** Doug Nodine, president of Preservation Oak Ridge, told the Commission that last year the organization held a bluegrass gospel sing fundraiser at Oak Ridge Military Academy, and said they might be interested in doing the event this year at the park. Lannon said other nonprofit organizations have used the park for fundraisers and the Commission has waived fees. Commission members seemed agreeable, and Nodine said he would talk to Preservation Oak Ridge members at their next meeting to see how they would like to proceed.

6. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- RidgeFest – May 29-31, 2014. The Town will again sponsor RadioActive Airshows. Commission members agreed by consensus to allow KC Hobby, a related vendor, to be included in RadioActive Airshows' display.
- Next scheduled P&RC meeting – March 20, 2014.
- Upcoming Eagle Scout project presentation – Kiosks
- Upcoming Silver Award project presentation – Picnic tables and landscaping

7. PUBLIC COMMENTS

None

8. P&RC ADMINISTRATION

- **Election of P&RC Chairman**

Edwards opened the floor for nominations. **Tracy Street** nominated Bill Edwards to again serve as chairman, and **John Thomas** seconded. There were no other nominations, and the vote was unanimous (4-0).

- **Election of P&RC Vice Chair**

Edwards opened the floor for nominations. **Bill Edwards** nominated Tracy Street to again serve as vice chairman, and **Phyllis Anders** seconded. There were no other nominations, and the vote was unanimous (4-0).

- **Term limit extension (Chair and Vice Chair)**

The ordinance establishing the Parks & Recreation Commission stipulates the chair and vice chair can only serve two concurrent terms.

Bill Edwards made a **motion** to recommend that the Town Council remove the number of concurrent terms allowed that could be served by the Parks & Recreation Commission chair and vice chair. **Tracy Street** seconded the motion, and it was passed unanimously (4-0).

Paul Greiwe arrived at the meeting at 8:50 p.m. Edwards updated him on what had been discussed previously in the meeting.

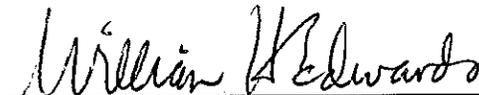
9. ADJOURNMENT

John Thomas made a **motion** to adjourn the meeting at 8:58 p.m. **Paul Greiwe** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman