



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
MARCH 19, 2015 - 7 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Bill Edwards, Chair
Tracy Street, Vice Chair
Barry Knight
Phyllis Anders
Phyllis Clodfelter
Jasmine O'Connell, Alt. (Not sitting)

Staff Present

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

Teen Advisor Absent

Madeline Bagby

Members Absent

Pam Morrison, Alt.

1. CALL TO ORDER

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

2. APPROVE AGENDA

Tracy Street made a **motion** to approve the meeting agenda. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

3. APPROVAL OF FEBRUARY 19, 2015, MEETING MINUTES

Tracy Street made a **motion** to approve the meeting minutes. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (5-0).

4. PARKS & RECREATION COMMISSION ADMINISTRATION

A. Election of Chair and Vice Chair

Barry Knight nominated Bill Edwards for chair and Tracy Street for vice chair of the Commission. There were no other nominations.

Commission members held a vote on Bill Edwards for chair, and it was passed unanimously (5-0).

The Commission then held a vote on Tracy Street for vice chair, and it was also passed unanimously (5-0).

B. Consideration of application for Parks & Recreation Commission alternate

Micah Spencer had applied to serve on the Commission. Spencer was not in attendance at the meeting, and the Commission agreed by consensus to table discussion of his appointment until he was present.

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. Lannon said revenues should be at or above budget by the end of the fiscal year. Expenses were currently 19.1 percent under budget for the year.

Edwards asked about the status of the beautification project near the pond; Knight said packets had been sent to four contractors, and he is awaiting responses.

- **Scout projects.**
 - **Mountain bike trail bridge.** A workday was scheduled for the following weekend. Lannon said Bart Wellisley and helpers were also planning to come and work on the poles and bridge approaches.
 - **My Little Library and Campsite improvement.** Lannon said there was nothing new to report on the projects.
- **Phase II update.** A soil analysis had been done and good soil was found near the proposed restroom location. That report was sent to R.P. Murray, a contractor, and new estimates on grading were expected soon. Lannon said he was still expecting an additional savings to \$6,000-8,000, with the real savings coming from the redesign of the stage and the retaining walls. Once all the figures are in, Town Manager Bruce Oakley will call a special meeting of the Town Council so they can approve the expenditure. As long as there are no problems, Lannon said construction should still be finished on or near the modified project timeline.
- **Other:**
 - Adult softball leagues had begun with a total of 12 teams participating.
 - Oak Ridge Youth Association spring sports have begun.
 - Work is being done on a map of the trails, including the mountain bike trails, and a tri-fold handout.

Edwards said he thought it would be a good idea to have a separate map of the mountain bike trails.

- Work on mountain bike trail markers is continuing, and a big tree that fell across the mountain bike trail has been removed.
- A work day of park personnel had been scheduled recently at the Cascades, but that was prevented by rain. Lannon said he planned to reschedule that before summer, as there is a lot of debris in the creek and some trees down across the trail.
- Cub Scouts had approached Lannon about a work day. One group will refurbish and revarnish the wooden benches, and another group will replant the butterfly garden near the dam, but no date has been set yet.
- A Welcome to Oak Ridge sign is still being planned around Harrell Road, in the area where the intersection was redesigned.

- One of the sports directors from ORYA had lost his set of park keys, which consisted of some gate keys, keys to the concession stand, and ones allowing access to ORYA's sports equipment in the maintenance building. The Town's side of the maintenance building and its equipment was safe. Lannon said he had done an analysis of the locks that would need replacing, keys that would need to be purchased, and the cylinders that would need to be re-keyed, and it amounted to \$586. Of that, about \$30 would be of use only to the Town. He said he had made a note to include the issue of lost keys in next year's park usage agreement with ORYA; the agreement currently says the organization is responsible for any damage that results from ORYA activities. Lannon said it still may be prudent for the Commission to proceed, even if ORYA is not required to pay, due to the increased risk to property that the Town might face. He said he had not contacted the ORYA president about the matter, and wanted to know how the Commission thought he should proceed. Although the majority of items that could be stolen if someone should find and misuse the keys belonged to ORYA, Lannon said it could still provide an opportunity for someone to gain access and vandalize park property.

Commission members discussed the issue and decided by consensus that ORYA should be asked to pay for their part of the expenditure (about \$550), even though there is nothing in the contract requiring them to do so. If they refused, a possible compromise might be reached. Lannon said he would be sure to include a provision in next year's usage agreement to cover the issue.

- A new youth softball league will be formed this summer, offering co-ed softball to high school-age youth. Lannon said he had run a similar program in Florida, and that it would generate some revenue for the park, fill a niche for youth not playing in travel leagues, and it was a good feeder program for the adult softball leagues.
- Laser grading on the athletic fields needs to be done again. Lannon said \$6,000 had been budgeted for field maintenance, which would include laser grading, a couple of loads of clay to replace what has been lost to erosion, and infield material. The laser grading should not cost nearly what it did the last time since not as much work will be required, and laser grading will now be done every two years. The work will be done in mid- to late June.

Edwards asked that care be taken when bringing in the equipment, since last time, asphalt was broken.

- Knight asked about the issue of borers in the trees. Lannon said an arborist with the state had visited the park in the past and the trees were being sprayed. He said only one tree had been lost last year, but it was already diseased. Knight said if something was not working, another solution needs to be found. Lannon said the foliar spray was being applied, and this was only the second year it has been done. Lannon agreed to call the county extension service to see if they agreed with the treatment.
- Knight also asked, as a courtesy, that the supplier of other tractor equipment be allowed to bid on the seeder for the Aerovator.

6. NEW BUSINESS

- A. IASNC 5K/1-mile race.** Sanjay Nain, sports director of nonprofit Indo American Society of North Carolina, asked permission to hold a 5K/1-mile run event on May 10 in the park, with registration to begin at 7:30 a.m. and the race to start about 9 a.m. The event should be finished by 11 a.m. The event would use the park trails and walkways, as well as go a short distance down Scoggins Road.

In response to questions from the Commission, Nain said the group was planning to hire two officers to help race participants cross Linville Road, and that they hope to have 300 participants. He said they were trying to keep costs down so more people can participate, so they are not planning to have the participants professionally timed. The organization will purchase T-shirts for participants and medals for the winners. If it is successful, Nain said he would like to see it become an annual event.

Bill Edwards made a **motion** to allow IASNC to hold a 5K/1-mile race in the park on May 10. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

- B. Ribbon Run 5K race.** Lannon presented the proposal for Alex Pappas, who was unable to attend the meeting. Pappas had submitted a written proposal, requesting use of the park for a 5K run/walk on August 22. The event was formerly known as the Beach Blast 5K and was held in the park on August 9, 2014. Set-up for the event would begin at 7 a.m., with the race beginning at 9 a.m. The event should be finished by noon. Last year, the event had 157 participants and raised \$3,300 for the Alight Foundation, which supports local breast cancer patients and their families.

Barry Knight made a **motion** to allow the Ribbon Run 5K run/walk to be held in the park on August 22. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

- C. Policy initiative – charitable use of Oak Ridge Town Park.** Knight said this meeting was a perfect example of why a policy was needed because more and more groups are asking for use of the park for charitable events and requesting that rental fees be waived. He said it could be an issue if the Commission approves one group's event but not another. He said he did not see runs as a great problem, but that allowing such groups to use the athletic fields would prevent others from renting them, thereby losing potential revenue.

Lannon said the issue had been discussed several times in the past, and that he had put together and send out examples of how different parks handle such events.

The Commission discussed various options, such as requiring 501(c)(3) nonprofit paperwork or someone doing due diligence on the group to ensure that the funds raised were going where they should. Edwards said he did not see the issue as a problem right now. He added that such a policy should not be put into place in the middle of a year, but asked that it be reconsidered at the end of the year with an eye toward putting it into effect in January. He asked Commission members to email him their thoughts on how the issue could be handled and how various scenarios might be addressed.

- D. Formal designation of the Redmon Field.** Edwards said he had sent out an email to Commission members asking for their consideration of this issue. He said the property where the field is located had belonged to the Redmon family, of which former long-time council member Roger Howerton's wife is a member. He said he thought it would be a minor honor for Howerton and his wife if the field were so named.

Commission members discussed the matter, pointing out that the property was not donated but was purchased from the Redmon family, and that the vast majority of the park property was purchased from the Linville family with no reference being given to them. Edwards said he had not discussed the issue with Howerton. After additional discussion the Commission's consensus was the table the issue for the time being.

7. OLD BUSINESS

Music in the Park Update. Phyllis Anders passed out a schedule of the bands that had gotten back in touch with her and the dates they would perform. They are:

June 20:	Second Chance (bluegrass)
July 19:	The Martins/Chords of Faith (bluegrass/gospel)
Aug. 15:	Sidetrip (country rock)
Sept. 19:	The Grassifieds (bluegrass/country/gospel)
Oct. 3:	The Tyler Millard Band (blues/pop)

All groups agreed to play for donations and to the rain dates (the next day, 5-7 p.m.). Obtaining volunteers for the events was discussed, as was the how concessions/food would be handled. Sam Anders agreed to give away popcorn, and Commission members said they liked the idea of reaching out to residents of nearby assisted living facilities to possibly increase attendance. Additional items mentioned to enhance events included the possibility of a water slide or another activity for children, as well as a strolling magician or other act. Lannon said he would purchase the food again this year, and Knight suggested the possibility of purchasing a freezer to keep the food in if the Commission continues doing this type of event.

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Next scheduled P&RC meeting: April 16, 2015
- RidgeFest 2015 – May 28-30, 2015

9. PUBLIC COMMENTS

None

10. ADJOURMENT

Phyllis Anders made a **motion** to adjourn the meeting at 8:46 p.m. **Phyllis C** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, CMC, Town Clerk



William H. Edwards, Chairman