



OAK RIDGE PARKS & RECREATION COMMISSION MEETING
JULY 17, 2014 - 7 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Bill Edwards, Chair
Tracy Street, Vice Chair
Barry Knight
Phyllis Anders

Teen Advisor Present

Madeline Bagby

Staff Present

Terry Lannon, Parks & Recreation Director

Members Absent

Liz Tice
Paul Greiwe, Alternate
Phyllis Clodfelter, Alternate

1. CALL TO ORDER

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

2. APPROVE JULY 17, 2014, AGENDA

Tracy Street made a **motion** to approve the amended meeting agenda. Barry Knight seconded the motion, and it was passed unanimously (4-0).

3. APPROVAL OF JUNE 19, 2014, MEETING MINUTES

Phyllis Anders made a **motion** to approve the meeting minutes. Tracy Street seconded the motion, and it was passed unanimously (4-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** As of the end of the fiscal year, revenue was slightly below the amount budgeted, primarily due to the summer men's softball league that did not materialize and the decrease in nonresident user fees paid by Oak Ridge Youth Association. Lannon said not all of his numbers agree with those of the finance officer, which Lannon said he believes is likely because some items are given different account coding. Hopefully the Town's new financial software will make the numbers more in sync. Capital numbers do not reflect that some money was taken from the park capital budget and moved to sidewalks.

Lannon also presented another page of information with statistics on facility rentals. He said rentals of Shelter 2 doubled in 2013-14 over the previous fiscal year. Figures were also broken down by resident, nonresident and nonprofit organizations that rented park facilities. Field rentals – primarily baseball/softball fields – continue to be

the lion's share of revenue. Rental for tournaments was up 20 percent, a number which should continue to increase if this past spring is an indication.

Edwards asked if fees were in line with where they should be, and Lannon said he thought so, although he would continue to monitor them.

Tracy Street asked if lighting fees were also going to be increased this fiscal year; Lannon said yes, but that change would not take effect until January 1, 2015.

- **Family Movie Night.** The July 12 movie presented by Summit Church was successful, and Lannon said that the church continued to do a good job hosting such events.
- **Redmon Field drainage issue.** The concrete top is ready, but because some grading needs to be done and grass seed planted, installation will not be done until early September.
- **Mountain bike trail signage.** Lannon is working on the order from Gate City Signs for the decals to be installed on the trail markers. He added that some more signs requesting balls not be hit against the fences and no smoking signs have been ordered.
- **Wi-Fi project.** Gray Cassell, who handles the Town's IT needs, is planning to get a quote for equipment and park employees will handle installation of equipment. Lannon said Town Manager Bruce Oakley also brought up the need for possible video monitoring of the park at the weekly staff meeting, although it will need to be made a part of next fiscal year's budget.

Edwards said an incident in which people were setting off homemade explosives in the park during the night further highlights the need for some kind of video surveillance.

- **ORYA response regarding signage issue.** Lannon said he spoke to ORYA president Dave Maxson about the matter. Maxson was unaware that the organization was supposed to maintain the signs or remove them, but said he would have all faded signs down by the weekend. Lannon reminded Maxson that new signs are to be reviewed by the Commission, something he was also unaware of.
- **ORYA response to RidgeFest incidents.** Lannon said Oakley had sent a letter to Maxson, who said he would speak to those responsible, and Maxson had agreed that some behavior exhibited by ORYA board members was inappropriate. Lannon said he was unaware of any official response.
- **Explosives incident.** A couple of incidents occurred where park employees found several plastic bottles and small pieces of foil in the park on a couple of occasions before July 4. One bottle was put in a garbage can in the maintenance building by an employee and exploded during a meeting of park employees. The sheriff's department was called and asked to patrol the park more at night. Later, seven people were arrested in the park and charged with manufacturing weapons of mass destruction, criminal trespass, etc.

Edwards said the incident was handled properly, but added that the Commission should keep an eye on such events since safety and the reputation of the park were at stake.

- **Other**
 - **Recreation programs.** Coed softball is the only program currently underway. A large lacrosse tournament was scheduled for the following weekend, and baseball/softball tournaments are ongoing.
 - **Facility rentals by nonprofits.** Lannon said he had been researching different rates charged and policies of other municipalities. He said he would be prepared to report on his findings next month.

- **Accident.** An email was received by Town Manager Bruce Oakley from a man whose wife hit one of the boulders in the park parking lot with her vehicle. Oakley asked Lannon to let the Commission know.

Edwards said that was not the first time one of the boulders had been hit, and that the rocks had been deliberately placed in order to keep people from driving across the grass end caps in the parking lot. Edwards said he personally thought the boulders should be left in place because they are serving the purpose that was intended. Other Commission members agreed.

Lannon said parks employees had remortared the rocks on the planting beds at the park entrance signs in time for RidgeFest, and that both have already been hit by vehicles since then. Knight asked if perhaps bushes in front of the signs should be allowed to grow and mature so that vehicles hit a bush before they hit the rocks. Lannon said he thought that would crowd the signs too much, and he also wondered if a large bush would impair drivers' line of sight at the road. Edwards suggested perhaps a crepe myrtle, and Lannon said he thought the roots would be a problem. Edwards said large vehicles were just cutting the turn too close, and he didn't know of any way to solve the problem other than installing some kind of barrier. He suggested the Commission continue to consider different solutions to keep employees from having to continually repair the rocks at the entrance signs.

- **ORYA Usage Agreement.** Lannon said he sent out copies of the agreement for the Commission to begin looking at for 2015. Although the review of the agreement typically begins in August, Lannon said he sent it out early this year because he anticipates more discussion with ORYA on some issues. Edwards said he had read over the agreement, and had also spoken with Mayor Pro Tem Spencer Sullivan about some possible changes he would like to see included and ways to possibly tighten up the language in the document. Lannon asked Commission members send him possible changes or questions via email so the process can continue to move forward. He said he had removed use of the Town's equipment by ORYA from the document since it had really never been an issue; he also planned to put more focus in the next agreement on documentation of nonresident user fees. Edwards said the Commission also planned to request the right to audit ORYA's financial records.
- **Lifeline 5-on-5 soccer tournament.** A request has been received with a possible mid-August or September date. Lannon told the organizer that the Commission needed more details on the event, but that an alternate location should probably be considered at this point. If the organization supplies documentation that it is a 501(c)(3), the typical cost for field rental would be \$10 per hour. The organizer has asked to be added to the Commission's meeting agenda in August in order to make a presentation.

Knight said the Commission needs to adopt a policy regarding use of the park by nonprofits for fundraisers because of the number of requests that are being received. Lannon said the only instance of when nonprofit documentation of an organization is not required is when Oak Ridge Elementary School rents the shelters. The Commission then discussed the fact that the park needs to be left clean in order for the school to continue to use the shelters at no charge. Tracy Street, who is a teacher at the school, said she would communicate that to other teachers.

5. OLD BUSINESS

- **Music in the Park update.** Anders said the second music event was held on June 21. One student from Northwest High School volunteered, and an estimated 80-90 people attended. She and Phyllis Clodfelter helped at the event, as did Sandra Smith, Annette Joyce, Knight and Lannon; Edwards had been out of town, but came as soon as he returned to Oak Ridge. Anders said things went well, but the amount of food left over was again an issue. The next scheduled event is July 26. Edwards said he planned to attend, and asked Madeline Bagby if she could possibly bring some other students to help. Anders said she would sign off on community service hours by students.

The Commission brainstormed on ways to increase attendance at Music in the Park events. Edwards said he would set up a sign early on the day of the event that says "Event Tonight - Parking Here." He also suggested perhaps purchasing banners to be put up on the day of the event as well as signs for the main entrances to the park. Other suggestions included hanging flyers at stores and restaurants, radio advertising, having information printed on the back of grocery store receipts, having restaurants put flyers on take-out orders, renting a bounce house or water slide to draw people with children, purchasing sandwich boards, sending out a direct mailing, etc. Lannon also said he thought different types of bands would also draw different people, and that very few people who attended the last two events had children with them. Lannon and Edwards said perhaps next year some money should be budgeted to help fund the music events, and that might encourage more people to attend. Edwards suggested purchasing a banner, which would be half price through the end of July. Lannon said building the amphitheater would also help, and that he and Town Clerk Sandra Smith had talked about how to market events by creating a database and sending alerts out through the mail or by email. Edwards said events are currently being marketed by sending out blast emails, Craig's List, Facebook, the Northwest Observer, flyers, and announcements at Town Council meetings.

Commission members decided by consensus to discuss the issue more and not to purchase banners at this time.

6. NEW BUSINESS

- **Pam Marino, Kona Ice franchise owner (potential vendor).** Marino said she and her husband would like for their business to be involved more with the Town. The company has a philosophy of giving back money to the communities it serves, and they work with schools, daycares, workplace events, festivals, parties, etc. She proposed an agreement where they would sell their ice cone product at the park and donate 20 percent of the money back to the Town. Lannon proposed allowing the truck to be parked on the grass apron between Fields 1 and 4. Commission members discussed whether that would encourage others to try to drive their vehicles into the park, and several potential locations were discussed.

Bill Edwards made a **motion** to allow Kona Ice to serve the park and to permit the truck to park in the area between Fields 1 and 4 on a trial basis. The motion died for lack of a second.

Barry Knight made a **motion** to enter into an agreement with Kona Ice to serve the park and to block off spaces for the truck in the parking lot beside the handicapped parking spaces. **Tracy Street** seconded the motion, and it was passed unanimously (4-0).

- **Music in the Park.** Sidetrip – July 26, 6-8:30 p.m. Anders agreed to distribute more flyers, Lannon said he would get the food, and Edwards said he would be at the event to help. Knight said he would attend if he is in town.
- **Phase II – Performance Stage.** Edwards presented a tentative monthly timeline of the steps to be taken, which he will distribute to the Commission by email. The goal is to have the stage and restrooms open for RidgeFest in 2015.

7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Breast cancer awareness 5K charity walk/run – August 9, 2014
- Next scheduled P&RC meeting – August 21, 2014

Knight said he wanted to discuss two issues later with Lannon: A bench in the park that was broken by skateboarders, and a tree that is infested with bugs.

8. PUBLIC COMMENTS

None

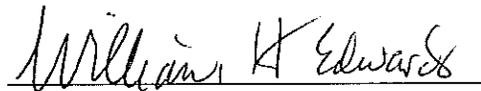
9. ADJOURNMENT

Tracy Street made a **motion** to adjourn the meeting at 9:14 p.m. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman