



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
AUGUST 15, 2013 – 7 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Bill Edwards, Chair
Tony Cooler
Barry Knight
John Thomas

Staff Present

Terry Lannon, Parks & Recreation Director

Walkability Sub-Committee Absent

Ellen Langlois, Chair

Members Absent

Tracy Street, Vice Chair
Liz Tice
Paul Beitz, Alternate

Staff Absent

Sandra Smith, Town Clerk

Others Present

Phyllis Clodfelter

1. CALL TO ORDER

Bill Edwards called the Parks & Recreation Commission meeting to order at 7:00 p.m. and welcomed everyone for coming.

2. APPROVE AUGUST 15, 2013, AGENDA

Barry Knight made a **motion** to approve the agenda of the August 15, 2013, meeting. **Tony Cooler** seconded the motion, and it was passed unanimously (4-0).

3. APPROVE MINUTES OF JULY 18, 2013

Barry Knight made a **motion** to approve the minutes of the July 18, 2013, meeting. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

4. P&RC ADMINISTRATION

Commission members considered applicant Paul Greiwe as a candidate to serve on the P&RC Commission as an alternate member. Paul noted his previous P&R experience and his desire to serve this community as a volunteer. **Bill Edwards moved** to approve Paul to this position, and **Barry Knight** seconded. The motion passed unanimously (4-0) to accept Paul's application; he will now be recommended to the Town Council for appointment.

Commission members then considered applicant Phyllis Anders as a candidate to serve on the P&RC Commission as an alternate member. Anders noted her desire to get involved with P&R activities, with special interest in serving the older population, particularly in music and

entertainment activities. **Bill Edwards moved** to approve Phyllis to this position, and **Tony Cooler** seconded. The motion passed unanimously (4-0) to accept Phyllis's application; she will now be recommended to the Town Council for appointment.

Commission members next considered applicant Madeline Bagby as a candidate to serve on the P&RC Commission as a teen advisor. Madeline, a rising junior at Northwest High School and avid tennis player, explained that she was a frequent visitor to the park and had previously attended RidgeFest events at the ORTP, enjoying it so much that she wanted to be actively involved in future events. **Bill Edwards moved** to approve Madeline to this position, and **Barry Knight** seconded. The motion passed unanimously (4-0) to Madeline's application; she will now be recommended to the Town Council for appointment.

5. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finances and budget.** Total revenue received, to date was \$11,710.13; expense to date is \$21,051.44 (*Operations*), \$235.44 (*Special Events*) and \$689.90 (*Capital*).
- **Bridge to Oak Ridge Commons.** No change; still waiting on their attorney.
- **Concession area drainage issue.** Have not yet met with representative of R.P. Murray, but will schedule a meeting in coming weeks.
- **Mountain Bike Trail signage & trail work.** Lannon displayed one of four recently purchased metal MBT rules signs to be placed at the park. He will meet with Bart Wellisley as soon as Bart's schedule allows an opportunity to discuss further MBT signage and bridge design.
- **Other.**
 - Fall sports registrations are underway.
 - Re-pricing is still being done on some items for the dog park. Vegetative spraying is underway, and two trees have been identified for removal by park staff.
 - Lannon said that part-time Groundskeeper I Mark Salmon completed his service at the park as he prepares to enter college. Mark was a good worker who might be called back for temporary work as schedules and ORTP maintenance needs dictate.
 - The Town has been interviewing for a replacement Groundskeeper I, recording a total of twenty-one (21) applications. One local Stokesdale-area male candidate with an associate degree in forestry and extensive equipment experience is being background checked next week. Paul Greiwe asked if the Town did or should perform drug tests on potential ORTP employee applicants, and Lannon replied that the Town previously decided against that policy. Barry Knight noted the possibility of random drug testing in the future as on way to protect the public.
 - Lannon noted that the Town had been approached by members of the Daughters of the American Revolution (DAR), who were interested in donating a couple of metal park benches and a gravel driveway adjacent to the cemetery now under the Town's care. The DAR would like to present a detailed recommendation to the P&RC at a future P&RC meeting; however, all that is currently needed was approval to proceed with developing a construction plan. After discussion, the unanimous consensus of the P&RC was to allow the DAR to proceed as intended.

- Lannon noted that he needed a decision this month from the P&RC regarding ORTP use by outside for-profit groups. He said there was currently one (1) pending request to use the park for profit (organized running, mostly). After researching at least twenty different P&R associations, and finding almost no consistency in their policies, he suggested **a required memo of understanding and an annual permit fee of \$300 for all groups, regardless of size**. Currently, the ORTP Rules do not cover this type of park activity. After discussion of possible alternative solutions, including ways to segregate and charge a fee based on group size, no consensus was reached as Lannon noted the difficulty of enforcing split-level permitting. Paul Greiwe noted that Greensboro's policy is based on flat hourly usage. A P&RC response by Edwards via e-mail vote was promised to Lannon before September.
- Bill Edwards explained that, during a prior-day visit to the ORTP playground, he noted a significant deterioration of playground hardwood mulch – to the degree of being dangerous due to exposed concrete supports on the spring toys and loss of material for adequate fall cushioning. He further noted that recent heavy rains contributed to the problem, citing washed areas, patches of grass, exposed fabric and visible plastic drains in several areas. He requested an immediate rejuvenation of the playground mulch, based on the current need and upcoming school openings. Terry Lannon responded that additional mulch was planned for next month, but he would take a look at the playground and rake up mulch to cover the exposed concrete spring toy supports. He also noted that he presently didn't have the staff to transport and apply the mulch. Edwards reiterated his concern for the liability issue and requested additional mulch as soon as next week, after the daily rains stopped, and suggested to Madeline Bagby that this would be a good opportunity for youth volunteers. Barry Knight suggested unloading the mulch near the playground (as opposed to the parking lot) and utilizing wheelbarrows for transport over the short distance. Lannon said that he would schedule mulch as soon as possible, and would be relying on some volunteer labor to assist with application (work date, TBD). Bagby indicated that she could contact potential volunteers via Instagram.

6. NEW BUSINESS

- **2014 ORYA Usage Agreement proposed changes**

Terry Lannon presented a list of proposed changes to be made to the upcoming ORYA Usage Agreement document (refer to list of changes and proposed revised ORYA Usage Agreement documents). Proposed changes #1-3 and 5-8 were agreed to by consensus without comment. Bill Edwards requested that item #4 be instead clarified by adding the word "content" to the existing rule, wanting the P&RC to maintain control over this specific aspect of the signage application. Lannon indicated that this would be redundant, based on the proposed reference to COA #5-14-08A. Not having immediate access to this COA document for reference, Edwards was hesitant to approve the proposed change. Lannon said that he would make available a copy of the COA document. Pending clarification of the "content" issue, the unanimous consensus of the P&RC was to adopt the proposed Usage Agreement changes for timely submission to ORYA leadership.

7. OLD BUSINESS

- **Eagle Scout Service Project (Phillip Berger)**

Edwards updated the P&RC on the status of the proposed service project. He indicated that he had replied by e-mail to the scout with notification that the P&RC recommended the selection of an alternative project in lieu of the suggested nature trail project. Edwards mailed a detailed listing of several potential projects to Phillip; however a response has not been received to date.
- **Movie in the Park event (9/6/13)**

Edwards noted that this event was on schedule, and the feature movie (*Wreck-It, Ralph*) would be shown in front of Shelter #2, with parking in the Redmon field. Sponsored by The Summit Church, free food is available starting at 6:30 p.m., with the movie starting at dark.
- **Music in the Park events (9/7/13, 9/14/13, others TBD)**
 - Edwards noted that with help from Phyllis Anders, the 9/7/13 event was on schedule for a performance by The Grassifieds bluegrass band at Shelter #2 and parking in the Redmon field. Terry Lannon confirmed that the picnic tables would be removed to the adjacent area, and that a couple of canopies would be erected. Barry Knight will provide a portable concession area, from which free food (hot dogs, chips, drinks, and possibly hamburgers) would be provided to guests during this inaugural event. A voluntary offering for the band will be taken. Rain date for this event is Sunday, 9/15/13, 5:00–7:30 p.m.
 - Anders confirmed that the 9/14/13 event (same time & place) would be the site of a second Music in the Park event, with music provided by Robert Tilley and The Hard Times Band. A voluntary offering for the band will be taken. Rain date for this event is Sunday, 9/15/13, 5:00–7:30 p.m. However, following discussion of food availability, the consensus of the P&RC was to charge a small fee for a “combo” meal (possibly including hot dogs, chips, drinks, hamburgers), but keeping the pricing simple and inexpensive. Exact pricing is TBD, but interest expressed suggested a \$3.00 combo price point. Surplus profits from the sale of food might be also used as seed money for future events, or shared with the band on a percentage basis (no consensus at this time).
 - Possible Sunday afternoon performances by Robert Tilley and The Hard Times Band was discussed, but the consensus of the P&RC was to wait and see how the initial two Music in the Park events succeeded before scheduling further dates and obligating those involved with setup and food provisions.
- **Community Yard Sale event proposal (select date)**

Discussion on a specific date was tabled, although a mid-late October time frame was briefly considered.
- **ORTP Farmer’s Market**

Barry Knight noted that the ORTP Farmer’s Market was still functioning, although only one vendor is showing up each Saturday.

8. YOUTH ADVISOR REPORT

None

9. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

Next P&RC meeting. The next meeting is scheduled for Thursday, September 19, 2013 at 7:00 p.m. Bill Edwards noted that he will be unable to attend, and that vice-chair Tracy Street has agreed to conduct the meeting.

10. PUBLIC COMMENTS

None

11. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at 9:22 p.m. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:


For William H. Edwards, Chairman

ATTEST:


Sandra B. Smith, Town Clerk