



OAK RIDGE PARKS & RECREATION COMMISSION MEETING
AUGUST 21, 2014 - 7 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Bill Edwards, Chair
Tracy Street, Vice Chair
Barry Knight
Phyllis Anders
Phyllis Clodfelter, Alternate (Sitting)

Staff Present

Terry Lannon, Parks & Recreation Director

Teen Advisor Absent

Madeline Bagby

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

3. APPROVAL OF JULY 17, 2014, MEETING MINUTES

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

4. P&RC ADMINISTRATION

Edwards announced that Paul Greiwe had resigned as an alternate on the Commission because he is moving out of Oak Ridge.

Edwards introduced Pam Morrison, who had applied for an alternate position on the Commission. She is a member of the Bark Park subcommittee and has served as the race director of the Run the Ridge event at RidgeFest for the last couple of years. The Commission agreed by consensus to recommend that Morrison be appointed as a Commission alternate by the Town Council.

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.

- **Bark Park subcommittee.** The committee met recently and is working on agility/exercise equipment for the bark park. Edwards said the meetings are open to Parks & Recreation Commission members and the public.
- **Redmon Field drainage issue.** The new drain top has been ordered and R.P. Murray will install it when the weather is appropriate to also do some grading and seeding.
- **Mountain bike trail signage.** Lannon met recently with Bart Wellisley and others involved in the trail and signage. As part of the project, a map of the entire park will be produced this fall using GPS coordinates, and the signage will also be installed. All elements for the signs have been purchased except for the stickers that go on the signs. Edwards asked if they could be ordered now to move the process along faster, and Lannon said the route of the mountain bike trail had changed somewhat and it was not possible to purchase the stickers until the trail route had been finalized. Lannon said he anticipated the project being finished this winter.
- **Other**
 - **Recreation programs.**
 - Adult fall softball leagues are about to begin, and both the men's league and the coed league are full with a total of 16 teams.
 - Oak Ridge Youth Association football and soccer were slated to begin the last week of August, and baseball/softball would begin the week of September 8.
 - A few baseball/softball teams are still practicing.
 - The kids running class will also begin in September.
 - Lannon also reported that some new products were used on the damage on Field 1, and grass in the problem areas seems to be growing in well.
 - The tree that was infested with caterpillars has been sprayed.
 - The back window of the Kubota was broken when a rock was thrown up by a weedeater, and it will be repaired.

6. NEW BUSINESS

- **Cystic Fibrosis fundraiser request by Brenda Tilley.** Tilley did not attend the meeting.
- **Eagle Scout bridge project presentation/request by Will Linden.** Linden presented a proposal for a bridge on the mountain bike trail. He said he planned to build the bridge, which would be modeled after the other bridge on the trail, in late September or early October. The bridge will be 25 feet long, 4 feet wide and 8-10 feet off the ground.

Edwards asked about railing, and Lannon said railings are considered a safety issue on mountain bike trails because riders can hit them and get injured. Edwards and Knight expressed safety concerns for walkers who would also be using the bridge if it has no railings. Lannon said this is a standard mountain biking bridge, and the height was probably about the same as the other bridge.

Linden said it would take about two weekends to complete the bridge with help from 10-12 people. Linden's mother said they had discussed the issue of safety with Bart Wellisley, who she said they considered an expert on the subject; Wellisley said the inclusion of things like railings, berms or other safety features would make the bridge dangerous for bicyclists.

Knight expressed concern for kids who might be using the bridge, and Lannon said the way the trail was built would force bicyclists to slow down before they get to the bridge. Edwards agreed that Wellisley was an expert on mountain biking, but said Wellisley does not work for the Town; Edwards said he had expressed his concerns, and

if the Town was OK with the design as presented, then he was, too. Lannon said the mountain bike trail is a ride-at-your-own-risk facility and signs are posted to notify riders of that fact.

Commission members asked if reflectors could be mounted on the four corners of the bridge, and Linden said yes. Lannon said reflectors should be low profile so as not to create a trip hazard.

Commission members commended Linden for the presentation and his plan.

Bill Edwards made a **motion** to approve the project. **Barry Knight** seconded the motion, and it was approved unanimously (5-0).

- **Oak Ridge Land Use Plan update.** Edwards said the process would be citizen driven and the committee would meet about once a month to help put together a plan for the Town's future growth. Representation from each of the Town's boards and commissions was requested. Phyllis Anders agreed to serve as the Parks & Recreation Commission's representative on the committee.
- **Phase II master plan update.** Edwards said four RFQs (Requests for Qualifications) had been received and they had been emailed to the Commission members to review. Edwards presented the general timeline that he had created. He said the Commission would decide which firm would design Phase II, a plan would be created and perhaps tweaked before it was approved by the Commission; the design would also be presented to the Historic Preservation Commission, Planning & Zoning Board and Town Council for approval. The Commission members numerically rated the firms that had responded to the RFQ using the criteria of years in business, proximity to the park, similar projects completed, presentation, and experience with projects of a similar monetary value.

Edwards said he had neglected to mention earlier in the meeting that his attempts to contact P&RC member Liz Tice, who has been unable to attend meetings for some time, had been unsuccessful.

Bill Edwards made a motion to make Phyllis Clodfelter a regular voting member of the Commission. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

After lengthy discussion, Commission members reached a consensus to select Stewart for Phase II of the park. The timeline was discussed so that project will be completed in time for RidgeFest in May 2015. Edwards asked Lannon to contact Stewart to see if the schematic design phase can be completed in order to be approved by the Commission at the end of September so the plan can then be submitted for approval to the Historic Preservation Commission and the Planning & Zoning Board in October.

- **ORYA Usage Agreement review.** Edwards said he had emailed the proposed changes in the agreement to Commission members for review and comment. Street said she liked the suggestion that a liaison position being created that required an ORYA member to attend Commission meetings to improve communication between the organizations. Lannon said he had discussed the issue with Town Manager Bruce Oakley, who had reservations about creating the required position. After discussion, Commission members suggested Edwards contact the ORYA president and invite ORYA members to attend Commission meetings.

The Commission discussed responsibility for concessions on weekends when there are no ORYA events, as well as concessions during RidgeFest if ORYA does not have

games that weekend. Commission members decided by consensus to leave the change in the usage agreement that would make the Commission responsible for concessions at times when ORYA does not have events at the park. Edwards said the issue could still be negotiated with ORYA.

Other proposed changes to the agreement that were discussed included: responsibility for painting foul lines; weekend usage requests for games and practices; responsibility for reimbursement of athletic field lighting and one-half year's supply of field-marking chalk; support documentation regarding nonresident players; the right to inspect ORYA's financial records; parking and vehicle traffic; and outside vendor activity.

7. OLD BUSINESS

- **Music in the Park update.** Due to the length of the meeting, Edwards suggested lessons learned be discussed at a future meeting.

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Next scheduled P&RC meeting: September 18, 2014
- Music in the Park: The Tyler Millard Band – September 20, 2014

9. PUBLIC COMMENTS

- Lannon said he is looking for companies interested in a beautification project on the raised bank at the far end of the pond. The plan design should include irrigation, a short retaining wall, and low-maintenance plants to provide color and texture. RFPs are due September 12.
- Knight said he heard 93.1 The Wolf radio would do free event advertising.

10. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at about 9:30 p.m. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman