



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
SEPTEMBER 17, 2015 – 7 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Bill Edwards, Chair
Tracy Street, Vice Chair
Barry Knight
Phyllis Anders
Phyllis Clodfelter
Micah Spencer, Alternate (Not sitting)

Staff Present

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

Members Absent

Jasmine O'Connell, Alternate

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 as amended to add discussion of an Arts and Crafts Show to the Staff Report, approval of the August 20, 2015 minutes, and discussion of the restroom schedule under Old Business. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

3. APPROVAL OF MEETING MINUTES

- A. April 16, 2015**
- B. May 21, 2015**
- C. June 18, 2015**
- D. July 16, 2015**
- E. August 20 2015**

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

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** The report is hereby incorporated by reference and made a part of the minutes.
- **Phase II construction.** The completion date was corrected to September 25, but Lannon said it did not look as though the project would be finished by then. There will be a final walk-through when the project is done, and there had been some project savings, predominantly from the septic work required. Sod will be installed on the bank facing the amphitheater at an additional cost of about \$5,000 instead of just being

seeded, the AV slab will be replaced because it was not installed square to the stage, and there was an issue with the stage lighting, which appeared not to have been changed when the size of the stage was reduced. Electrical work should be completed in the next couple of weeks, and the restroom keys will be picked up the following week.

Commission members discussed placement of a large boulder beside the playground, and ultimately reached consensus to leave it where it was originally located.

- **Cascades.** Lannon said he is still working with Guilford County on dates for an open house and outlined several things that would be done to publicize the event. A volunteer work day was scheduled for October 10, and the Town has received OK from the DOT for a crosswalk.
- **Other.**
 - **Union Cemetery.** Lannon said he had met with a representative from Oak Ridge Presbyterian Church who was planning a work day at the cemetery. He had also met with Carolina Mulching, which will mulch the downed tree limbs cleaned up by the church. Lannon said they probably needed to consider poisoning stumps that are sprouting suckers because there is not enough room to get in with a stump grinder near the headstones. The ditch needs to be gone over with a weedeater, and one of the winter projects for parks staff is to rebuild the steps leading from the road to the cemetery.
 - **Welcome sign.** The yews at the sign at Pepper Road have outgrown the space, and Lannon said he is looking at some slow-growing evergreens to replace them.
 - **Big Serve.** The Summit Church will be doing work at the park for its Big Serve project on Oct. 3.
 - **Fall grounds care.** The spring dead spot fungus was treated. This fall, a few dead/dying trees will be replaced, tree rings mulched, fungicide applied to Bermuda grass, and seeding and strawing done on bare fescue areas.
 - **Garden Club.** Lannon attended a recent meeting, and the Club has decided to adopt the trail heads around the big boulders for beautification.
 - **Fall events/sports.** The recent Ribbon Run 5K went well with nearly 200 runners participating. Oak Ridge Youth Association sports, the co-ed Town softball league and weekend tournaments are all going well.
 - **Arts and Crafts Show.** Permission for the event was requested, which is being planned for November with probably 50-60 vendors in the Redmon Field. Mark Jordahl, who is planning the event, said they would rent portable toilets if they are needed, and some food vendors might also be on hand. Jordahl said they would like to make a donation to the park in addition to the rental fee.

Bill Edwards made a **motion** to approve the event. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

5. OLD BUSINESS

A. Damage repairs and maintenance. Edwards had sent out a lengthy list and photos of repairs and maintenance that needed to be done at the park via email to Commission members and staff. Lannon said several of the issues had already been completed, and they would all be done during the slower fall and winter months when park staff is not as busy. Edwards said the maintenance and repair items need to be done before the Commission considers building another athletic field.

- B. Justification for new athletic field.** Lannon presented projections of revenue and expenses associated with the proposed baseball/softball field, field cost estimates, a proposed implementation schedule, and comments regarding additional athletic fields from the most recent survey of Town residents. He pointed out that the difference in income was actually greater than shown because the park will lose some of its larger tournaments because it does not have enough fields to accommodate them. He said he had met with the Merchants of Oak Ridge, and gave them a summary. When he asked for their comments, several business owners said they could see that money was being spent in the community as a result of tournaments held here. Lannon said he knew there was an economic impact to attracting tournaments to the park, but there was really no way to measure what it was.
- C. Restroom schedule.** The issue of when the park restrooms are opened was discussed again. Edwards said his suggestion was to leave the restroom at Shelter 2 open all the time unless there is a problem with vandalism, and the Commission agreed by consensus.

6. NEW BUSINESS

Oak Ridge Youth Association Usage Agreement. Lannon said there were no substantial proposed changes for this year's agreement other than possibly wording about which ORYA members are allowed to have keys. Edwards added that the agreement should also include who pays if keys are lost or damaged. Lannon said he would present the agreement to ORYA.

7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- **Memorial tree requests.** With three requests for memorial trees, Edwards said he would find a suitable location. The Commission briefly discussed the possibility of a grove where several memorial trees could be planted.
- **Next scheduled P&RC meeting:** October 15, 2015
- **Music in the Park:** October 3, 2015. Brief conversation was held regarding the possibility of sandblasting and painting the trailer used for concession sales for next year.
- **Cascades Open House:** To be announced
- **Nonprofit use of park.** Knight said the issue had been discussed several times and he wondered if any consensus was reached. Edwards said the issue was tabled because so many other things were going on at the time. He suggested adding it to the November meeting agenda.
- **Amphitheater use.** Anders suggested also putting discussion of a grand opening for the amphitheater on the November agenda, as well as discussion about Music in the Park events for 2016.
- **Recycle/E-cycle event.** Lannon said Town Manager Bruce Oakley was working with the county on scheduling another event this year at the park.

8. PUBLIC COMMENTS

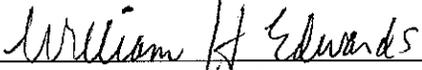
None

9. ADJOURNMENT

Tracy Street made a **motion** to adjourn the meeting at 8:51 p.m. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:


Sandra B. Smith, CMC, Town Clerk


William H. Edwards, Chairman