



OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
SEPTEMBER 18, 2014 - 7 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Bill Edwards, Chair  
Barry Knight  
Phyllis Anders  
Pam Morrison, Alternate (Sitting)

**Staff Present**

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

**Teen Advisor Present**

Madeline Bagby

**Members Absent**

Tracy Street, Vice Chair  
Phyllis Clodfelter, Alternate

**1. CALL TO ORDER**

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

Sandra Smith introduced Jasmine O'Connell, an Oak Ridge resident who had expressed interest in possibly joining the Commission.

**2. APPROVE AGENDA**

**Barry Knight** made a **motion** to approve the amended meeting agenda after removing an item regarding discussion of park operating hours. **Phyllis Anders** seconded the motion, and it was passed unanimously (3-0).

**3. APPROVAL OF AUGUST 21, 2014, MEETING MINUTES**

**Barry Knight** made a **motion** to approve the meeting minutes. **Phyllis Anders** seconded the motion, and it was passed unanimously (3-0).

Pam Morrison arrived at the meeting at 7:10 p.m. and was seated.

**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.
- **Mountain bike trail signage.** Nothing new to report.
- **ORYA Usage Agreement.** The first draft of the amended agreement was sent to Oak Ridge Youth Association President Dave Maxson on August 29. Maxson said he would share the document with the ORYA Board of Directors and return their comments.

Lannon said he had reminded Maxson that comments were needed by tonight's P&RC meeting in order to stay on schedule for having the document approved by all parties by January 1, 2015. Lannon said he had not received any comments, and if he did, he would email them to Commission members. ORYA is already running a week behind schedule on the approval process, Lannon said.

- **Other**

- **Benefit softball tournament.** Lannon presented a request from NSA to waive fees for a tournament the group already had scheduled at the park for November 1-2. The tournament was to benefit Marcus Tollison, a softball player who lost his leg in an accident. Lannon suggested fees for lights and field preparation still be collected, but asked if the Commission was interested in waiving field rental fees. He said he would ask ORYA if it wanted to handle concessions for the tournament; if not, the group renting the fields would handle them. In response to questions, Lannon said he thought NSA was a nonprofit organization, and said the cost for staff labor would likely be \$150-180 for the tournament and a small amount would be spent on items like trash bags and toilet paper. Knight expressed concerns about continuing to waive fees for nonprofits and benefit tournaments without a policy in place.

After additional discussion, **Bill Edwards** made a **motion** to waive the field rental fees for a benefit tournament for Marcus Tollison. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

- **Document shredding day.** Lannon said he was approached by Guilford County about having a document shredding event on December 6 in the park. Lannon said he did not think it would require anything from the Town other than approval to use the facility; the County would staff the event and perhaps pay for advertising.

**Bill Edwards** made a **motion** to allow Guilford County to hold a document shredding event in the park on December 6. **Barry Knight** seconded the motion, and it was passed unanimously (4-0).

- **Big Serve event.** Lannon said Summit Church's annual Big Serve volunteer service event was scheduled for October 4. Members of the church had volunteered to work in the park and would complete the steps near the new Eagle Scout bridge.
- **Recreation programs.**
  - All ORYA fall sports are up and running.
  - The Town's men's and coed softball leagues are going well.
- **Septic system.** Heath Ward of Guilford County Environmental Health had been contacted and supplied with information regarding the park septic system and whether it was adequate to handle an additional restroom. If it is not, soil that perks will need to be located and a third system created for the new restroom.

## 5. OLD BUSINESS

- **Phase II Master Plan Update/Review** (*Emily Blackwell - Stewart, Inc.*)
  - **Review status, timeline & next steps.** Emily Blackwell and Shermin Ata presented a preliminary sketch for the location of the amphitheater, restroom and connecting trails, as well as photos of several different amphitheaters and seating, which are hereby incorporated by reference and made a part of the minutes. She then asked for input from the Commission. Lannon expressed concern about mowing and

maintenance of grassy, terraced seating areas to be used for lawn chairs or blankets. He asked about slope, and Blackwell said they hoped to keep it under 8 percent, if possible, and said that would comply with ADA requirements. Edwards asked about an area for handicapped seating, and Blackwell said they were considering a 10-foot-wide path to the amphitheater with some flat areas carved out for handicapped seating. Edwards asked if a certain ratio of handicapped seating to regular seating was required; Blackwell said yes, but she was unsure of the exact requirement. She said there would likely need to be room for at least 10 wheelchairs/scooters. She said the entire seating area would likely accommodate about 250 people. Edwards expressed concern that it was not large enough, and said he thought seating for about 700 people should be considered. The Commission continued its discussion regarding terraced areas, perhaps with low seating walls, versus a continuous gentle slope.

Blackwell and Ata then led discussion of ideas for the band shell and stage area. Lannon said, in comparison, the picnic shelters are about 20 by 40 feet. Edwards asked if there would be storage for items like band equipment and chairs; Ata said the stage could be built higher off the ground and the area underneath used for storage. Blackwell also said there could be a wall at the back of the stage with storage space behind it. Lannon said he had talked to Brad Biggs, an electrician, who said it would be no problem to pull electricity to the area from the existing transformer. Edwards suggested premounted speakers that could be housed in secure cabinets, with the cabinet doors could be opened during events to expose the speakers. Ata said if prefabricated material is selected for the amphitheater, the manufacturer could coordinate the colors and materials to other park facilities.

Regarding the restroom, Ata said it would be easier and less expensive to construct a larger building with a few stalls and increase the number of stalls than to expand the building or construct another restroom later. She added that the amphitheater size would also dictate the restroom size. Edwards asked if the basic plan for the restroom at Shelter 2 could be used again, and Ata said yes. Lannon suggested a mop sink be included in the new restroom. Ata said it was best to calculate the size of the entire park rather than just the amphitheater when considering restrooms.

Blackwell asked about submittals to Town boards. Because of the short time period until the October meeting of the Historic Preservation Commission, the approvals would likely be submitted in time for deadlines for the following meetings:

Historic Preservation Commission – November 12  
Planning & Zoning Board – November 20  
Town Council – December 4

Lannon said the contract had been sent to the Town attorney for review.

**Bill Edwards** made a **motion** to authorize Terry Lannon to submit the contract to the Town Council with a recommendation for approval from the Parks & Recreation Commission once changes have been made and approved by the Town attorney. **Pam Morrison** seconded the motion, and it was approved unanimously (4-0).

- **Music in the Park update.** Phyllis Anders reported that everything was ready for the Tyler Millard Band to play at the next Music in the Park on September 20, except she needed someone to cook hamburgers and hot dogs; Edwards volunteered.

Edwards reported he had talked with Summerfield about their Music in the Park events. They had two events this year, and had budgeted a total of \$5,000 for the events and about \$1,000 for incidental associated costs, something he said the Commission should keep in mind for the 2015-16 budget year. He noted that the Commission should also try to coordinate events with other local Towns so events are not held on the same night. He said he had received a recommendation for another band that might perform next year, and said he would also follow up with Randy Floss, owner of Bistro 150, since he has live music in the restaurant and could make recommendations.

Anders said four bands had already expressed interest to her in performing next year at Music in the Park events. Edwards said he thought only two music events should be held next year due to the challenge of rounding up sufficient volunteers; Anders and Smith said for consistency, they liked having one each month, but having it the same weekend of each month. Possible ways to handle food and vendors was discussed. Madeline Bagby suggested the Andrew Gibson Band be contacted since they drew a big crowd at RidgeFest. Lannon suggested a Battle of the Bands event be considered. Edwards suggested consideration of the Stephen LeGree Band, and said money for advertising needs to be included in next year's budget.

- **Pond area beautification project.** Knight reported that Rick Morris of New Garden Nursery was putting together a set of specifications for the project and volunteered to help oversee plant installation. Lannon said the project will likely be done in the fall.

#### 6. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Edwards said at the request of Mayor Pro Tem Spencer Sullivan, he was putting together a list of possible Scout projects for the park and the Cascades.
- Next scheduled P&RC meeting: October 16, 2014

#### 7. PUBLIC COMMENTS

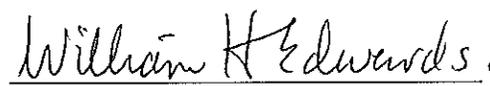
- None

#### 8. ADJOURNMENT

**Barry Knight** made a **motion** to adjourn the meeting at 9:21 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