



OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
SEPTEMBER 19, 2013 – 7 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Tracy Street, Vice Chair  
Tony Cooler  
Barry Knight  
John Thomas, Alternate (Sitting)  
Paul Greiwe, Alternate (Sitting, partial meeting)  
Phyllis Anders, Alternate (Sitting, partial meeting)

**Staff Present**

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

**Members Absent**

Bill Edwards, Chair  
Liz Tice

**Walkability Sub-Committee Absent**

Ellen Langlois, Chair

**Teen Advisor Absent**

Madeline Bagby

**1. CALL TO ORDER**

Tracy Street called the meeting to order at 7:00 p.m.

**2. APPROVE SEPTEMBER 19, 2013, AGENDA**

Barry Knight made a motion to approve the agenda of the September 19, 2013, meeting. John Thomas seconded the motion, and it was passed unanimously (5-0).

**3. APPROVE MINUTES OF AUGUST 15, 2013, 2013**

Paul Greiwe made a motion to approve the minutes of the August 15, 2013, meeting. Tony Cooler seconded the motion, and it was passed unanimously (5-0).

Street suggested the Staff Report and New Business be postponed until Parks and Recreation Director Terry Lannon, who was running late, arrived at the meeting. The Commission agreed by consensus.

**4. OLD BUSINESS**

- **Movie in the Park event evaluation.** Comments regarding the September 6 event included "raging success" and "lots of people attended." Barry Knight mentioned that The Summit Church, which sponsored the event, has its own parking crew that helps park cars every Sunday morning, and said they are "top notch."
- **Music in the Park events evaluation.** The Commission agreed by consensus that the events on September 7 and September 14 were very good. Other local events may have hampered attendance, particularly at the September 14 event. Comments on improving future events included working out kinks with parking in the Redmon Field and scheduling events on a regular basis (i.e., first Saturday of each month).

- **Community Yard Sale.** Commission members decided by consensus to hold the event on Saturday, October 26, from 8 a.m. to 1 p.m. Vendors will be charged \$10 per space. The event will be advertised on the Town website and Facebook, on Craigslist, and in the Northwest Observer and News & Record. Goodwill will be contacted to see if they would be willing to provide a place to receive donations of unsold items at the park when the sale is over.

Lannon arrived at the meeting and Street asked him to provide the Staff Report.

## 5. STAFF REPORT

Lannon presented:

- **Finances and budget.** Total revenue collected to date was 46 percent of the budgeted amount, while expenditures were 24 percent of budget.
- **Bridge to Oak Ridge Commons.** The issue was recently discussed with Philip Cooke, who says he is just waiting on his attorney to prepare the paperwork.
- **Concession area drainage issue.** Concrete was recently repoured; waiting for a rainfall to see if the problem has been corrected.
- **Redmon Field drain pipe issue.** Recent hard rains showed the problem had not been corrected, and Lannon said he thought there may have been some pockets of air. Currently the area has been covered with sand, and Lannon said he hoped the issue was taken care of now.
- **Mountain Bike Trail signage and trail work.** Signs were returned in order for a typo to be corrected. A little work is still needed on the trails. Bridge spans would be a good Eagle Scout project, but staff will handle if there are no volunteers. A total of 18 trail markers are needed, and prices are being obtained.
- **Dog park construction.** The concrete slab has been poured. Lannon had met with the fencing contractor and although slightly more fencing might be needed, the contractor agreed to honor the original price estimate. Fencing should arrive about November 4 and be installed in about four days. Lannon and Paul Greiwe met and discussed plants for the area to provide a barrier between the dog park and adjacent property, but none seemed suitable. A fundraiser has been proposed in which a fence or wall might be installed and an artist paid to paint images of peoples' pets on it for a fee, with part of the money going to the artist and the remainder going to the dog park. The subcommittee will meet on October 10 to discuss that and other issues.
- **Old Union Cemetery.** No report. John Thomas and Sandra Smith reported trees had fallen in the cemetery that needed to be cleaned up.
- **Other.**
  - Fall sports team seasons are underway.

Greiwe was excused and left the meeting at 7:30 p.m. Phyllis Anders was seated in his place.

## 6. NEW BUSINESS

- **Oak Ridge Town Park Phase II master plan**

Lannon reported he and Smith attended a Parks and Recreation Trust Fund (PARTF) workshop recently at Winston-Salem State University. Because of reduced funding this year, obtaining a grant will be a very competitive process, which will be in depth and time consuming. Lannon, Smith and anyone else who wants to participate will collectively work on the grant application. The first step necessary will be to hire a

landscape architect or engineer to prepare a master plan schematic drawing. Lannon is working on RFQs, and the process by the design team selected will include a site visit to the park to inventory current facilities and locations for new opportunities, a meeting with the Parks & Recreation Commission, becoming familiar with the needs analysis survey and tying in those responses to their ideas for new facilities. The firms can offer as many conceptual plans as they want, but pricing of elements individually will be required. A special meeting will need to be held on October 24 to choose the design team. The Commission needs to determine what elements they want included on the final drawing and the dollar figure that will be requested in the grant. The grant application must be submitted by 5 p.m. on January 31, 2014, but ideally it should be submitted at least three weeks before in order to allow time for review and advice on possible changes.

Street suggested Commission members informally give their suggestions for the top three items they would like to see on the grant application based on a list provided by Bill Edwards. Consensus of most Commission members was to see:

1. A performance pavilion/amphitheater,
2. Additional restrooms near the playground, shelter 1, dog park and bike/nature trails,
3. Paved parking at the Redmon Field.

Lannon suggested that tennis courts would be a natural element to also go along with the Redmon Field parking lot, and that they had scored high on both surveys of residents. Lannon also said tennis courts could produce revenues for the park, something he thought needed to be considered as the park is built out to lessen the threat of a tax hike.

Jim Kinneman, a former Town Council member, asked about the possibility of partnering with Oak Ridge Military Academy to fix their tennis courts, which have fallen into disrepair, and allow the community to use them. That way if they do not prove to be popular, the Town has not spent that much money. Street pointed out that not only were the courts in severe disrepair, but the Academy has no trespassing signs posted there. Lannon said the town attorney had kind of steered the Town away from public/private partnerships in the past.

Knight said the athletic fields were currently the only income-generating source at the park. Lannon said the athletic fields also have an economic impact on local businesses when tournaments are held. Street said less expensive items on the list could be paid for with park capital funds, and Lannon said he thought they should still be included on the master plan, even if they were not included in the grant request. Lannon added that new opportunities in the park would score higher on the grant request than ones that already existed, so items like a third picnic shelter would likely not score that high. Kinneman said because the PARTF grant was a 50/50 grant (requiring the Town to pay for 50 percent of the costs), he thought if the Commission planned to ask the Town to pay for, say \$250,000, they would have to make their case as to why the expenditure was needed. He said historically the Town Council had been supportive of the park, and that the Commission would need to make sure it builds that support.

After additional conversation, the Commission discussed which items would not be included in the PARTF grant.

Tony Cooler was excused and left the meeting at 8:20 p.m.

**Barry Knight** made a **motion** to obtain pricing for the amphitheater/pavilion, additional restroom, Redmon Field parking lot, tennis courts, and an auxiliary playground in order to consider the items for the PARTF grant application. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

**7. YOUTH ADVISOR REPORT**

None

**8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS**

- **Next P&RC meeting.** The next meeting is scheduled for Thursday, October 17, 2013, at 7:00 p.m.
- **Other.** A special meeting of the Parks & Recreation Commission will be held October 24, 2013, to hear a presentation on new elements in the park from the design team.

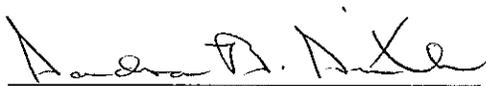
**9. PUBLIC COMMENTS**

None

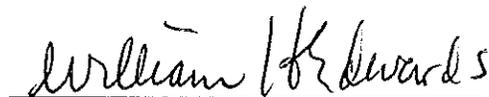
**10. ADJOURNMENT**

**Barry Knight** made a **motion** to adjourn the meeting at 8:31 p.m. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman