



**OAK RIDGE PARKS & RECREATION COMMISSION
SPECIAL CALLED MEETING
NOVEMBER 21, 2013 - 7 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Bill Edwards, Chair
Barry Knight
John Thomas, Alternate (Sitting)
Phyllis Anders, Alternate (Sitting)

Teen Advisor Present

Madeline Bagby

Members Absent

Tracy Street, Vice Chair
Liz Tice
Paul Greiwe, Alternate

Staff Present

Terry Lannon, Parks & Recreation Director

Staff Absent

Sandra Smith, Town Clerk

Walkability Sub-Committee Absent

Ellen Langlois, Chair

1. CALL TO ORDER

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

2. APPROVE NOVEMBER 21, 2013, AGENDA

Bill Edwards made a **motion** to approve the agenda of the November 21, 2013, meeting after removing approval of the minutes. **John Thomas** seconded the motion, and it was passed unanimously (4-0).

3. APPROVE MEETING MINUTES

John Thomas made a **motion** to table approval of the minutes of the October 17, 2013 regular meeting, and the October 29, 2013, and November 6, 2013, special called meetings. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

4. STAFF REPORT

Parks and Recreation Director Terry Lannon provided the monthly budget update. Lannon also reported on the following:

- o **Bridge to Oak Ridge Commons.** An easement document has been received from the Cooke's attorney and will be reviewed by the Town's attorney.
- o **Union Cemetery.** Nothing to report.

- **Mountain Bike Trail signage & trail work.** Trail markers have been received and Lannon is working on a time when he and Bart Wellisley can meet to determine what needs to go on the markers and to discuss the second trail bridge. The area to the Boy Scout bridge has been terraced and steps have been added. Kiosk designs have been considered, and construction will likely begin on them this winter unless a Boy Scout expresses interest in completing for an Eagle project.
- **Dog Park construction.** Fencing and plumbing have been completed, and the water fountain has been installed. Waste station installation and temporary benches will be added this winter. A soft opening will occur soon, and a grand opening event will be scheduled in the spring.
- **Asphalt trail additions.** New asphalt work has been completed.
- **Park usage.**
 - ORYA is finished for the year, and there are no additional tournaments or shelter reservations scheduled for the remainder of 2013.
 - Lannon said he had been approached about a large, regional lacrosse tournament with 70-80 teams to be held in July in the park, at Oak Ridge Elementary School and Oak Ridge Military Academy.
- **Other.**
 - NSA softball of N.C. has recognized the Town's fields as one of their Fields of the Year.
 - The Town Council signed off on the usage agreement with ORYA for 2014 at the last Council meeting.
 - Lannon asked if there were any capital equipment requests that should be put before the Finance Committee for the 2013-14 fiscal year.
- **Dog Park rules.** Lannon presented the proposed rules with suggested additions from several Commission members. Knight asked about the suggested rule about licensing, and Lannon said he had intended that to mean the dog had to be properly vaccinated against rabies and wear its tags. He suggested removing the requirement that dogs be properly licensed, since there is no Town or County licensing requirement. Edwards asked if the Town attorney had signed off on the rules, and Lannon said yes.

Bill Edwards made a **motion** to adopt the suggested Dog Park rules after removing the licensing requirement. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

5. NEW BUSINESS

- **Phase II Master Plan Update**

Jon Wood and Emily Blackwell of Stewart Inc. presented drawings of possible Phase II park development, which are hereby incorporated by reference and made part of the minutes. The positioning of the various amenities was discussed by the Commission members.

6. OLD BUSINESS

- **Revision of proposed ORTP For-Profit policy**

Edwards said he had presented a schedule to the Town Council that included a \$300 annual fee, but Mayor and Town Council had said that amount might be too high. Council members requested the Commission come up with a tiered fee schedule, which could be based on the number of participants, and also asked for a shorter time period for the permit to be in effect than one year. Edwards presented some options, which he had previously emailed to

Commission members for their input. Lannon requested that whatever the Commission recommends not require an inordinate amount of time for staff to enforce.

After lengthy discussion, **Bill Edwards** made a **motion** to recommend a three-tiered, For-Profit policy to the Town Council, which will be issued twice a year in January and July. **Barry Knight** seconded the motion, and it was passed unanimously (4-0).

7. PUBLIC COMMENTS

None

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Phase II Q&A public meeting #1 (Open House) - Town Hall conference room, 6 p.m.
- Phase II Q&A public meeting #2 (MAOR) - T. Lannon & B. Edwards, 12/12/13, 7:45 a.m.
- Phase II Q&A public meeting #3 (ORYA) - T. Lannon & B. Edwards, date/time TBA
- Next P&RC meeting - Thursday, 12/12/13, 7 p.m.

9. ADJOURMENT

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

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman