



OAK RIDGE PARKS & RECREATION COMMISSION  
SPECIAL CALLED MEETING  
JANUARY 22, 2015 – 7 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Bill Edwards, Chair  
Tracy Street, Vice Chair  
Phyllis Anders  
Barry Knight  
Phyllis Clodfelter  
Pam Morrison, Alternate  
Jasmine O'Connell, Alternate

**Staff Present**

Sandra Smith, Town Clerk  
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**

**Tracy Street** made a **motion** to approve the meeting agenda after removing a request for a 5K run in the park. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

**3. APPROVAL OF NOVEMBER 20, 2014, MEETING MINUTES**

**Phyllis Anders** made a **motion** to approve the meeting minutes. **Tracy Street** 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.
- **Maintenance building wall project.** The project has been completed. A swale adjacent to the wall will be graded and sod installed in the spring. A 4-inch pipe was installed in the wall so water can move through the wall and be released into the swale or onto the asphalt trail.
- **Turf block project.** This project was done concurrently with the wall project at the drive entrances to the athletic fields. The turf block will keep grass growing in those areas and help clean off the equipment when it leaves the fields. More screening will need to be added when the screenings settle a bit.

- **Playground wall project.** The wall will be rebuilt probably toward the end of the winter.
- **Bark Park infrastructure project.** Nothing new to report.
- **Mountain bike trail signage.** With help from Bart Wellisley, GPS sightings were to be taken the following Saturday in an effort to help establish a better trail and create a good map for the trails. A work day was planned the following weekend for the bridge being built as an Eagle Scout project, but might have to be delayed because of the threat of bad weather.
- **Other.**
  - **2015 tournament schedule.** Lannon provided a copy of the tournaments scheduled, with 37 consecutive weekends scheduled from March 7-November 8. Many of the organizations are ones that played at the park last year; 20 tournaments were scheduled by Got Game softball, which completed nine of nine scheduled tournaments at the park last year. Oak Ridge Youth Association has four weekends scheduled, as does Dynasty Baseball.
  - **2014 field use data.** Information showing athletic field use in 2014 versus 2013 was provided.
  - **ORYA.** Lannon acknowledged ORYA for supplying their schedules in a timely manner and said he is looking forward to smooth-running youth athletic programs this year.
  - **Spring adult leagues.** Both men's and co-ed softball leagues are registering now. Each league will be limited to eight teams, which will free up the other field for OYRA use.
  - **Field Day at Oak Ridge Town Park.** A field day was scheduled in the park for Friday, January 30. The event was being put on by Green Resource, who supplies the park with many of the pesticides and herbicides it uses. Turface, who supplies drying agents and other products for infields, is sponsoring the event, which will be attended by area high school athletic directors, baseball coaches, and parks and recreation department personnel to see demonstrations on athletic field maintenance. In return for providing the location, the Town will receive some free products from Turface, who will also be providing lunch.
  - **Internship.** Lannon said he had been working on a possible internship through GTCC's Turfgrass Management Technology program and would meet with the program chair the following week to discuss it. Doing so would allow students receive some experience in the field as well as pick up some needed credit hours.

Edwards asked how the turf block and maintenance building wall projects fared based on the \$25,000 budgeted; Lannon said they came in just slightly under budget.

Edwards said there was about \$3,500 in the budget for tree replacement; Lannon said there was one dead tree in the park that needed to be replaced and two at Town Hall, which would be done in the spring. He said he would try to match the species and size of the existing trees to the extent possible. The remainder of the money was for new trees. Edwards asked if Lannon needed a suggestion for where trees should be planted, and Lannon said yes.

Edwards reminded Lannon that Councilman Jim Kinneman is interested in the Town becoming a Tree City; Edwards asked Lannon to keep up with the amount spent on trees so it could be included in the expenditure required to qualify for the designation.

## 5. NEW BUSINESS

**Eagle Scout project presentation.** Boy Scout Shivneet Nag presented a plan for four benches to be built along the bicycle trail for his Eagle Scout project. The benches would each be 6 feet long and 16 inches from the ground, and would be built from pressure-treated lumber.

Edwards asked how many Scouts would be involved, and Nag said about 10. Morrison asked how the design and materials of the benches compare with others in the park, and Nag said they would be very similar to others located along the bike trail. Lannon said he would work with Nag to determine the location of the benches so they would not be too close to the trail and possibly create a safety hazard. Edwards said he looked forward to seeing the final result.

**Barry Knight** made a **motion** to accept Shivneet Nag's Eagle Scout project. **Pam Morrison** seconded the motion, and it was passed unanimously (5-0).

## 6. OLD BUSINESS

- **Phase II Master Plan Update**

**Current Phase II cost projection and status.** Project bids were received that day and were considerably higher than the estimated amount. R.P. Murray's total bid was \$491,109, while HICAPS' bid was \$514,168 and Bar Construction's was \$582,000. Lannon said that R.P. Murray was the low bidder, but that the Town was having a topographic survey of the amphitheater site done in hopes that the true elevations might decrease the height of the back wall and decrease the price. Lannon added that the estimates do not include the cost of the septic system; if a new one is required by Guilford County, the cost would likely be around \$27,000 more.

The Commission then had a long conversation on the project and whether they should recommend that the Town Council contract with R.P. Murray, or whether the project should be revised and put out for bid again. Lannon suggested recommending the lowest bidder for the job and then working with them on unit costs and the engineering firm of Stewart, Inc., to see where costs could be cut. Edwards said perhaps the first-class design for the amphitheater needs to be scaled back and a "Plan B" needs to be considered. He asked Lannon if the restroom was required if the amphitheater was built, and Lannon said yes. Knight suggested the amphitheater plan be sent back to Stewart for redesign to match the Town's budget, and said he did not understand why Stewart did not do a topographic survey in the first place. Lannon said he thought the Commission would need to specify what parts of the design should be changed before sending it back to Stewart.

Edwards asked if the Commission needed to choose the contractor that night and what benefit there would be to do so; Lannon said yes, if they wanted to try to maintain the proposed timeline and keep the project moving forward. Edwards said he thought it would be difficult for the Commission to be responsible in choosing a contractor when all the bids were so far over budget. Knight also said he thought it would be irresponsible to choose a contractor when the other bidders might also be able to cut their unit costs and one of them might then become the lowest bidder.

The Commission then discussed why the project cost increased so much; Edwards said although the Commission met with representatives from Stewart and outlined things they would like to see at the amphitheater, Stewart did not come back and say that those changes might not be possible due to budget constraints. Lannon again said he thought if the Commission voted to proceed using R.P. Murray as contractor, he could sit down with company representatives and begin discussing unit costs and negotiating on items that would lower the project cost.

After additional discussion, **Barry Knight** made a **motion** to delay the vote to recommend a contractor on the project until the matter can be revisited and the price lowered, and if a recommendation is made, that the Commission recommend awarding the contract to the lowest responsible bidder. **Bill Edwards** seconded the motion, and it was passed unanimously.

- **Pond area beautification project.** Knight reported that he had a diagram of the project and the drip irrigation system with emitters, but indicated it was likely going to be over budget based on the estimate for the irrigation system. He said the irrigation system estimate was nearly \$6,000, and Edwards said the entire amount budgeted had been \$2,500 based on plants and mulch. Lannon suggested deferring the project for a year in order to obtain more money in next fiscal year's budget; while he said the project would be a huge improvement for the area, he said it needs to be done correctly. Knight agreed, and said he would complete the specifications for the irrigation system so the project will be ready to be let for bid at the appropriate time. Street asked if perhaps the labor could be done as an Eagle Scout project, but Knight said the plants would come with a warranty if they are installed professionally.

## 7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- First 2015-16 budget meeting: February 16, 2015, 6 p.m.
- Next scheduled P&RC meeting: February 19, 2015
- RidgeFest 2015 - May 28-30, 2015

## 8. PUBLIC COMMENTS

- Councilman George McClellan thanked the Commission for their hard work and said they were good stewards of taxpayer money.

## 9. ADJOURNMENT

**Tracy Street** made a **motion** to adjourn the meeting at 9:17 p.m. **Pam Morrison** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, CMC, Town Clerk



William H. Edwards, Chairman