



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
JANUARY 21, 2016 - 7 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Bill Edwards, Chair  
Tracy Street, Vice Chair  
Barry Knight  
Phyllis Anders  
Tom Smith, Alternate (Sitting)  
Micah Spencer, Alternate (Not sitting)  
Michelle Davidson, Alternate (Not sitting)

**Staff Present**

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

**Members Absent**

Phyllis Clodfelter  
Jasmine O'Connell, Alternate

**1. CALL TO ORDER**

**Bill Edwards** called the meeting to order at 6:58 p.m.

**2. APPROVE AGENDA**

**Barry Knight** made a **motion** to approve the meeting agenda. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

**3. P&RC ADMINISTRATION**

**Election of Chair and Vice Chair.**

Barry Knight nominated Bill Edwards for chair. There were no other nominations. The Commission's vote in favor of Bill Edwards for chair was unanimous (5-0).

Barry Knight nominated Tracy Street for vice chair. There were no other nominations. The Commission's vote in favor of Tracy Street for vice chair was unanimous (5-0).

**4. APPROVAL OF MEETING MINUTES**

**Tracy Street** made a **motion** to approve the November 19, 2015, meeting minutes. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

**5. 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.** Construction has been completed. A walk-through punch list was included in the packet and items will be completed as weather permits.

The Commission discussed the stain finish on the amphitheater and agreed by consensus to revisit the issue in a couple of months to see how the finish weathers; in the meantime, Commission members asked Lannon to send an email to the contractor expressing concern but saying they were willing to wait to see what effect weathering has on the finish.

Other Phase II issues were discussed, including the fact that there is now a certified operator overseeing the septic system and the concession stand, two (Phase I) drains that had failed, and whether the contractor was penalized for what the Commission understood was late completion of the project based on the contract. Lannon explained that the Town could only collect the \$500-per-day penalty if it had actually lost money by having to cancel an event. Knight said taxpayer money might be at stake and such projects needed to be policed better in the future.

- **Special events.** The weekend tournament schedule for 2016 was included in the packet. Lannon said the Top Gun organization had scheduled several weekend tournaments, and Oak Ridge Youth Association had reserved fewer days than they had asked for previously. Special events included Movies in the Park in June and July (likely June 25 and July 27), Canine Capers on April 30, and a Fall Craft Fair in November. Dates need to be scheduled for Music in the Park events, the Light Up the Night luminary event, and an E-cycle/Recycle Event. Lannon said two other special events that might be added were a Haunted Woods at Halloween and a Heritage Festival, and the possibility of adding those events was discussed. A subcommittee for a fall Heritage Festival was set up and included Phyllis Anders, Barry Knight, Tom Smith and Sandra Smith; Knight also suggested food at the event that might possibly include a chili cook-off or something similar.
- **Other.**
  - **Cascades Preserve.** Park staff had spent two days and had about another half-day of work to do at the Cascades. Councilman George McClellan had asked to be taken on a walk at the facility, and Lannon scheduled it for January 30 at 10 a.m. Commission members and anyone interested was invited to attend.
  - **Tree and shrub management plan.** Trees had been planted around the amphitheater and a majority of trees had been mulched. A Tree Maintenance Program was included in the packet, which covers the maintenance of 138 trees in the park and another 30 at Town Hall. The use of consistent plaques at memorial trees was also discussed and agreed on by consensus.
  - **Bark Park.** The subcommittee met and discussed the specific equipment to be purchased/built for the Bark Park, as well as the Canine Capers fundraising event. The money for the equipment/supplies had been raised by previous Canine Capers events.

## 6. OLD BUSINESS

**Memorial holly tree.** Knight said he had selected a 16-foot Nellie Stevens holly, and when the timing is right for installation, he will prepare the hole and also handle fertilization and watering. When asked about the choice of tree as opposed to a pine or fir, Knight said he had spoken to some people, who had recommended it. He added that for places like New Garden Nursery that do high-end landscaping, this is the tree of choice. Some concern was noted about berries being toxic to dogs, and Knight said that was why the tree was not

being installed in the dog park, and that it was best tree for this scenario. Knight said the tree will be 20 feet at maturity, and he had researched different types of trees. Edwards said the tree was a memorial tree that Knight had volunteered to purchase, that it can also be used for a Christmas tree, and that decorating it would not be a big deal.

**7. NEW BUSINESS**

**Music in the Park.** Anders reported that there has been great interest by possible performers, and dates and times need to be set. It was determined that the Grand Opening of the amphitheater will be on April 9, and music events will be held on the second Saturday of each month from 6:30 to 8 p.m. A Sunday afternoon gospel event featuring Todd Hedrick was also discussed, and local church praise bands were also suggested. A sound system and movie screen for the amphitheater were discussed, as was food for the Grand Opening, a new grill and the possibility of adding the town seal to the amphitheater.

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

- **RidgeFest (June 2-4, 2016) planning meetings:** Date of next meeting TBD
- **Town Council workshop and budget requests:** February 9, 2016
- **Next scheduled P&RC meeting:** February 18, 2016, at 7 p.m.

**9. PUBLIC COMMENTS**

Councilman George McClellan commended Commission members on the job they are doing.

**10. ADJOURMENT**

**Barry Knight** made a **motion** to adjourn the meeting at 8:55 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