



OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
FEBRUARY 19, 2015 – 7 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Bill Edwards, Chair  
Tracy Street, Vice Chair  
Phyllis Anders  
Phyllis Clodfelter  
Jasmine O'Connell, Alt. (Sitting)

**Staff Present**

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

**Teen Advisor Absent**

Madeline Bagby

**Members Absent**

Barry Knight  
Pam Morrison, Alt.

**1. CALL TO ORDER**

**Bill Edwards** called the meeting to order at 7:03 p.m. Along with Edwards, Commission members in attendance at the beginning of the meeting were Tracy Street, Phyllis Anders and Phyllis Clodfelter.

**2. APPROVE AGENDA**

**Phyllis Anders** made a **motion** to approve the meeting agenda. **Tracy Street** seconded the motion, and it was passed unanimously (4-0).

**3. APPROVAL OF JANUARY 22, 2015, MEETING MINUTES**

**Tracy Street** made a **motion** to approve the meeting minutes. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (4-0).

**4. PARKS & RECREATION COMMISSION ADMINISTRATION**

**Election of Chair and Vice Chair**

**Bill Edwards** made a **motion** to table the election of chair and vice chair until the next meeting because several Commission members were not present. **Tracy Street** seconded the motion, and it was passed unanimously (4-0).

**5. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented:

- **Mountain bike trail signage.** The trail is being worked on again and the new GPS information has been given to the person making the map. Lannon said he and Bart Wellisley had been working on the location of the signage along the trail, and a Boy Scout workday to work on the second bridge would be scheduled when the ground dries out.
- **Financial report.** No monthly financial report was presented, but Lannon reported the numbers continue to look good.
- **Proposed 2015-16 budget.** Lannon presented the proposed budget, which also showed the current and previous years' budgets. He said about a 7 percent revenue increase had been proposed and operating expenses were being proposed at 1.2 percent more than last year. He noted two of the larger proposed increases for the upcoming year, a 3 percent increase in both the price of fuel and electricity. The special events budget had been increased to include more money for Music in the Park and Movies in the Park events.

Edwards asked about the proposed capital expenditures amount of \$15,000; Lannon said Town Manager Bruce Oakley had strongly suggested the parks and recreation budget be kept low due to the price overruns on Phase II construction.

While Lannon admitted this was a good time to buy asphalt to repave the parking lot, he said the town hall parking lot also needs to be resurfaced. He said the only equipment being requested in the upcoming year is a tiller and an AeroVator attachment, which will allow personnel to seed at the same time as aerating and which should cut their time for those jobs in half. Also included in the proposed budget is \$4,000 for the installation of Wi-Fi and \$2,000 for master signage and maps. Lannon also provided a proposed budget of \$5,425 for the purchase of trees and shrubs.

Edwards said he just wanted to make sure the landscaping would look like a long-term effort as opposed to looking like an area was landscaped halfway. He also pointed out that one member of the Town Council is pushing for the Town to become a Tree City, and Lannon said tree maintenance could also be applied to the required Tree City expenditure of \$2 per resident. Edwards said that he would prefer to see the additional \$4,000 requested for Wi-Fi instead be applied to the purchase and installation of trees, and the other Commission members agreed by consensus.

Lannon said the budget request needs to be submitted to the Finance Committee by March 2; he suggested any additional comments or proposed changes be emailed to him prior to that time. He also noted that the park was in desperate need of a new tractor, but it would not be requested this year in order to do the best job possible with Phase II.

Jasmine O'Connell arrived at the meeting during the staff report.

## 6. NEW BUSINESS

**Eagle Scout project presentation.** Boy Scout Jacob Scheponik of Troop 139 presented a plan for a My Little Free Library and associated landscaping for the park. After receiving permission from the Boy Scout Board, Scheponik said he planned to construct and install the project in May in order for it to be open at RidgeFest. The library would be made of stained cedar siding

with shingles to match those on the picnic shelters and either glass or Plexiglas windows. It would be mounted on a post with the bottom 2 feet from the ground and the top 6.5 feet above grade.

Lannon and members of the Commission asked Scheponik additional questions about using glass or Plexiglas, the type of shrubs to be installed, whether the post would be planted in concrete, and whether the project had to be registered; Scheponik provided answers to their questions.

**Bill Edwards** made a **motion** to accept Jacob Scheponik's Eagle Scout project. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

**Music in the Park Update.** Phyllis Anders reported that she had been contacted by several bands that played last year and were interested in playing again. She wanted to know if the events should again be held on the third Saturday of each month from 6 to 8:30 p.m. Last year, events were held from May through September.

Edwards pointed out that any events held before construction of the amphitheater was complete would again need to be held at Shelter 2.

Anders said the bands/groups who were interested in performing again or for the first time this year were The Grassifieds, Dale McGee, Robert Tilley and the Hard Times Band, Sidetrip, Tyler Millard Band, The Radials, Chill Factor, Glory Street Quartet and Second Chance. Clodfelter suggested the Commission also consider the Robertson Brothers, who perform gospel music. Sandra Smith said some of the groups that performed last year drew larger crowds than others; she suggested perhaps only inviting those back that helped promote their performances to their own local fans and/or drew larger crowd.

Lannon said that perhaps some of the lesser-known groups might be paired, with both performing the same night at perhaps a 3-hour event. He said he had requested money in the 2015-16 fiscal year budget for Music in the Park and other events, but it was up to the Commission to determine how that money was spent. Anders said so far, none of the bands had mentioned charging the Town a fee; all those that played last year seemed satisfied with the money collected from attendees.

Edwards said he had talked to Randy Floss about the music at RidgeFest. Edwards suggested Anders try to lock in Sidetrip, the Tyler Millard Band and The Grassifieds, who were among the bands that received the biggest turnout last year. Anders said perhaps Chill Factor and Second Chance could perform on the same night. Lannon suggested the Commission wait until the amphitheater is completed before holding an event with two bands, since lights would then be available.

The Commission discussed dates, and generally decided the third Saturday of each month was good. They agreed on the following dates by consensus:

June 20  
July 18  
August 15  
September 19  
October 3

The times for the events were discussed, and the Commission tentatively agreed to hold the first three events from 6:30 to 9 p.m., and hold the September and October events from 6 to 8:30 p.m. The group also discussed food/concessions, and decided to continue to handle them, and Barry Knight will be asked if his concession trailer can be used again. Anders said she would ask the fire department to possibly help with parking in exchange for giving food to those who volunteer; she also said she would check with Northwest High School on the possibility of the jazz band performing in September or October.

## 7. OLD BUSINESS

- **Phase II Master Plan Update**

**Current Phase II cost projection and status.** Edwards said a meeting had been held with representatives of Stewart, the engineering firm, and R.P. Murray, who was interested in being the general contractor. Several items had been discussed that could lower the cost of the project. Edwards said a huge cost savings could be seen by decreasing the size of the stage and eliminating the storage area, as well as installing a metal shed roof instead of a shingle gabled roof on the amphitheater.

Street asked about the size of the restroom facility, and Lannon said they had been able to decrease it by one fixture on each side. He said it was still unknown about the septic system, but if adequate soil is found nearby, the septic system would be within the \$27,000 allotted for it. Edwards said it might be a possibility to use the dog park area for the septic field if it is needed.

Other changes to the plan included the stage being rotated slightly to require less grading and support, less lighting, fewer ceiling fans, etc. No projection screen will be purchased at this time, and only minimal landscaping will be installed. Path configuration might also be tweaked somewhat to accommodate the new stage orientation. Lannon said those changes would cut the project cost by at least \$80,000, and depending on the back support wall, it could be as much as \$100,000-\$110,000. The project had been quoted at about \$220,000 over budget.

Edwards said once the Commission signs off on the project, the next steps are for the Town Council to approve the project and the Historic Preservation Commission to also approve the changes. He said he thought the Commission had done all it could in reconsidering the project and had worked hard and made good decisions for the taxpayers.

Discussion then turned to the specific color of the metal standing seam roof. By consensus from the samples provided, the Commission decided the roof would be Burnished Slate (first choice) or Koko Brown (second choice).

**Phyllis Clodfelter** made a **motion** to approve the modifications to the original plan with further modifications possibly to be made to the walkway. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

**Bill Edwards** then made a **motion** to recommend R.P. Murray, the lowest responsible bidder, as general contractor for construction of Phase II. **Jasmine O'Connell** seconded the motion, and it was passed unanimously (5-0).

- **FY 2015-16 ORTP Capital & Operating Budgets**

Edwards said he thought the topic had been adequately covered earlier in the meeting.

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

- RidgeFest Planning Meeting: February 17, 2015
- Next scheduled P&RC meeting: March 19, 2015
- RidgeFest 2015 - May 28-30, 2015

**9. PUBLIC COMMENTS**

None

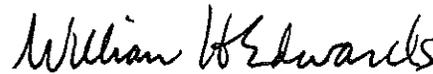
**10. ADJOURMENT**

**Tracy Street** made a **motion** to adjourn the meeting at 9:17 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