



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD MEETING  
JULY 18, 2019 – 7:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Tracy Street, Chair  
Phyllis Anders, Vice Chair  
Kyle Anders  
John Browning  
Tom Collins, ORYA Representative  
John Garrett  
Brady Young

Mike Kimel, Alternate (Not sitting)  
Maureena Shepherd, Alternate (Not sitting)  
CJ Annunziato, Teen Advisor

**Staff Present**

Terry Lannon, Parks & Recreation Director  
Ashley Royal, Deputy Clerk

**1. CALL TO ORDER**

Chair Tracy Street called the meeting to order at 7:02 p.m.

**2. APPROVE AGENDA**

*John Browning made a motion to approve the agenda. Kyle Anders seconded the motion, and the agenda was passed unanimously (7-0).*

**3. APPROVAL OF MEETING MINUTES**

*Tom Collins made a motion to approve the June 20, 2019 meeting minutes. Brady Young seconded the motion, and the minutes were approved unanimously (7-0).*

**4. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented the staff report:

**Finance Report.** Since it is only 3 weeks into the fiscal year, Lannon had no finance report.

**5. OAK RIDGE YOUTH ASSOCIATION REPORT**

Tom Collins reported that ORYA had a great soccer camp recently, free soccer play dates are being held for U6 players weekly and a football jamboree is being planned on August 24th. Collins asked about ORYA key access to the maintenance building at the park and wanted to know if there was a key policy? Lannon said that he was hesitant to give keys out to people without parameters in place and said that he would need time to think about what the

process needed to be. Lannon suggested that Tom and he speak after the meeting to discuss this topic further.

Collins asked about ORYA public bulletin board space at the park and Lannon said that there is one bulletin board at the park that he utilizes but it is very small. Lannon suggested that ORYA purchase one for their exclusive use at the park.

## 6. NEW BUSINESS

## 7. OLD BUSINESS

**A. Survey Update.** Lannon reported that the Master Plan Community Online Survey went live this morning and is on the town's website and Facebook pages. Lannon said that the paper surveys would be mailed out to residents soon with the goal of getting replies to McGill Associates within 30 days. Lannon indicated that the Master Plan should be ready in December of 2019.

**B. Master Plan Update.** Lannon reported that Bill Bruce is working on scheduling focus group meetings so that McGill Associates can meet with groups such as ORYA, Town Council members and Merchants of Oak Ridge to get feedback on the Master Plan. Town Council has requested to be the last focus group meeting that will meet with McGill Associates. Lannon asked the Board if other groups should be considered for a focus group meeting and Young suggested that Oak Ridge Elementary, Oak Ridge Military Academy and Oak Ridge PTO be considered. Garrett asked if a public comments section would be offered for others not in a focus group to provide feedback and Lannon said yes. Lannon reminded the Board that McGill Associates had done one pop-up event at Ridgefest, but still needed to do another one and asked for event suggestions. Maureen Shepherd suggested that a pop-up event be held at Oak Ridge Elementary School's Open House on Wednesday, August 21st from 5:00-7:00 p.m. Street said that she would ask Denise Francisco, ORE principal, about McGill Associates having a table at the Open House.

Lannon reported that 2,700 community surveys were mailed out to all Oak Ridge households which was 300 more surveys than originally planned for due to underestimating the number of households. Town Council was supportive of the extra expense of mailing out the additional surveys. Collins asked about next steps and if McGill Associates would make a final presentation and Lannon said that they will gather raw data from the survey and the focus groups, but that the survey is just one piece of the work that McGill will do. Lannon told the Board that they will make final recommendations to Town Council on the Master Plan. Young suggested that McGill Associates provide a timeline for next steps and Lannon said that the timeline would be fluid and that he would ask McGill for a checklist.

**C. Commemorative Brick Sale Timing, Duration, Ownership & Public Communication Update (John Garrett).** Garrett reported that he had met with the Special Events group to discuss the Commemorative Brick Sale and wanted information about how the first sale was handled and how the sale had been publicized in the past. Lannon said that he would print out the old forms and there was a discussion about who would lead the sale. Lannon suggested that the sale could be advertised in the Northwest Observer, on the Town's Facebook page as well as its website. Garrett agreed to organize the process and the Board suggested that he have a table at ORE's Open House on August 21st in order to begin the brick sale that day. Collins asked if the Town's website could accept brick credit card sales

and Royal said that she would research if that could be an option. The Board agreed by consensus that the brick sale at ORE's Open House be limited to cash or check only for payment until the Town can arrange for credit card payments to be added as an option. Patti Dmuchoski said that the Special Events Committee would also like to offer the ability to pay for items online as well.

## 8. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS

**Music in the Park: August 10, 2019**  
**Next Meeting: August 15, 2019**  
**Heritage Day: September 28, 2019 (10 a.m.- 4 p.m.)**

## 9. CITIZEN COMMENTS

Martha Pittman introduced herself as a candidate for Oak Ridge Town Council.

Patti Dmuchoski announced that a \$4,700 donation was made at the July Town Council meeting from the Memorial Day Barn Bash to the Veterans Memorial fund. Dmuchoski told the Board that the Special Event Committee was working with a local landscape designer to provide ideas for a future memorial. The Board asked Dmuchoski to include Parks & Recreation Board member, John Browning, on future discussions about landscaping due to Browning's landscaping background. Dmuchoski said that the Special Events Committee was still thinking of recommending that the Veterans Memorial go in the existing park because they did not want to wait for the newly purchased Whitaker property to be developed. Collins suggested that McGill Associates have the opportunity to design the Veterans Memorial while they are working on the Master Plan. Lannon suggested that the Special Events Committee consider the Whitaker property as a site for the Veterans Memorial because it offers a blank slate. Lannon asked what their timeline was for the Veterans Memorial to be built, and Dmuchoski said between 2-3 years. Lannon said that there was no reason that the new property would not be developed between 2-3 years. The Board agreed by consensus that they would recommend to McGill Associates that the Veterans Memorial be a priority and for it to be included in the Master Plan.

## 10. ADJOURNMENT

*Tom Collins made a motion to adjourn the meeting at 8:10 p.m. Phyllis Anders seconded the motion, and it was passed unanimously (7-0).*

Respectfully submitted:

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Ashley Royal  
Deputy Clerk

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Tracy Street  
Chair