



**OAK RIDGE TOWN COUNCIL MEETING
FEBRUARY 6, 2020 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ann Schneider, Mayor
Jim Kinneman, Mayor Pro Tem
George McClellan
Doug Nodine
Martha Pittman

Staff Present

Terry Lannon, Parks & Recreation Director
Ashley Royal, Deputy Clerk
Sean Taylor, Planning Director
Michael Thomas, Town Attorney
Sam Anders, Finance Officer

1. CALL TO ORDER

Mayor Ann Schneider called the meeting to order at 7:00 p.m. Schneider announced that Town Clerk Sandra Smith was on vacation and that she appreciated Deputy Clerk Ashley Royal being at that night's meeting. She also said that Town Manager Bill Bruce was sick and would not be attending the meeting.

A. Invocation.

Former Council member Mike Stone offered the invocation.

B. Pledge of Allegiance.

2. APPROVE AGENDA

Mayor Pro Tem Jim Kinneman moved to approve the meeting agenda. Councilwoman Martha Pittman seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES OF JANUARY 9, 2020 REGULAR MEETING

Councilwoman Martha Pittman made a motion to approve the January 9, 2020 meeting minutes. Mayor Pro Tem Kinneman seconded the motion, and it was passed unanimously (5-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

- None

5. REPORT FROM GUILFORD COUNTY SHERIFF'S OFFICE

- Lieutenant Jeremy Fuller of the District 1 office of the Guilford County Sheriff's Office said that there were 78 service calls in the month of January coming from Oak Ridge. He said that the armed robbery at the McDonalds in Oak Ridge in the early morning of January 7 was actively being investigated, and he encouraged citizens to be aware of their surroundings and to report things or people that seem out of place.

6. REPORT FROM OAK RIDGE FIRE DEPARTMENT

- Captain Ryan Rice reported that the department received 77 calls during the month of January; of those 43 calls were of a medical nature and 34 were of a fire/service nature. Personnel received 213 hours of training during the month. As a safety tip, Rice urged residents to exercise safety when driving on flooded roads and to remember the saying "Turn around, don't drown."

7. PUBLIC HEARING

Parks & Recreation Master Plan.

Mayor Schneider said that Council had received feedback regarding the possibility of incorporating horse trails into the plans for the recently acquired Whitaker property. In response to this input, Schneider said that Council has developed a charge for the Parks & Recreation Advisory Board to investigate the possibility of including horse trails on the property. This charge is in furtherance of the Town's Strategic Plan Goal 1.2.4, which is to develop and adopt a Parks and Recreation Master Plan to guide future development at the Town Park and Whitaker property. The charge to Parks & Recreation Advisory Board is as follows:

Charge to Parks & Rec Advisory Board to Investigate Feasibility of Horse Trails

In accordance with Strategic Plan Goal 1.2.4, the Oak Ridge Town Council asks that the Town's Parks & Recreation Advisory Board investigate the feasibility of including horse trails on the Whitaker property. Utilizing multiple outside resources and research as needed, Council asks the Board to make a recommendation to Town Council by June 30, with information on the following, as well as any additional information it believes is relevant:

- Explore whether there is a possible placement of horse trails on the Whitaker property that would be compatible with other park uses, including planned pedestrian trails and open space, as well as with surrounding properties and roadways.
- If appropriate, make recommendations regarding the following:
 - Proposed surface for possible horse trails, with information on estimated costs for construction and annual maintenance;
 - Possible placement, design, proposed materials, and estimated costs for a parking area to accommodate horse trailers;
 - Any proposed limitations, guidelines, or other steps needed to ensure safety for park users, as well as safety for surrounding properties and roadways;
 - Possible timing for the construction of a proposed trail; and

- Potential funding and grant sources for the construction and maintenance of a possible trail.
- Overall recommendation regarding the feasibility of horse trails and, if appropriate, their recommended priority within the context of the current park master plan.

Councilman McClellan made a motion to approve the charge to the Parks & Recreation Advisory Board regarding the investigation the feasibility of horse trails. Mayor Pro Tem Kinneman seconded the motion.

Council discussion:

- Mayor Pro Tem Kinneman said that he hoped that Council would encourage the Parks & Recreation Board to not be limited to just considering the Whitaker property as the only suitable property for horse trails. Kinneman said that he hoped that they would consider other areas in the Town or adjacent to the Town that would be suitable for horse trails.
- Mayor Schneider said that she thought that it was important to tie the charge to the Strategic Plan, due to it specifying the Whitaker property. Rather than just add horse trails to the Master Plan, Schneider said she did not think they had not been through the vetting process like other amenities on the Master Plan had. She said that this was a new step to consider with horses in one of the Town's parks. Schneider said if the idea moves forward, she anticipates that at some point there may be an open house scheduled to solicit input from a broad range of Oak Ridge residents.

After additional discussion, Council voted to approve the charge to the Parks & Recreation Advisory Board unanimously (5-0).

Mayor Schneider opened the public hearing regarding the Parks & Recreation Master Plan and said the draft plan was available on the Town's website. Schneider said that questions addressed to Council will be answered once everyone has had a chance to speak.

Proponents:

- Patti Paslaru, 8532 Linville Road, said that she hoped that Council would delay voting on the Master Plan until further study is done on adding equestrian trails to the Whitaker property. Paslaru said that she had heard that not everyone wants to see horses in the park, but she also said that not everyone wants to see more ballfields or dog parks either. Paslaru added that Oak Ridge is in a unique position to allow horses on multipurpose trails on the Whitaker property to complement more traditional park activities. She said that there is interest in bringing the Oak Ridge Horse Show back, but there is no place currently in Oak Ridge that can accommodate it. Paslaru said that if the Whitaker property was planned correctly, it could be the future home for the horse show.
- Patti Dmuchowski, 7320 Hidden View Drive, said that the Master Plan shows a spot for the veterans' memorial, but the Special Events Committee and the Parks & Recreation Advisory Board have not decided on the placement yet.
- Michael Smith, 5904 Tarleton Drive, asked how the Master Plan financials would impact future property taxes. Smith said that as a rule of thumb, annual operating costs are generally about 20 percent of the initial cost, meaning that over about 5 years, the cost of a project could be expected to

double. Smith asked if the financials were a part of the analysis of the Master Plan.

- Rita M. Lewandowski, 5202 Golden Acres Road, said that she was a strong supporter of adding horse trails to the new Whitaker property and that local Boy Scouts had already contacted her about making compost bins for horse droppings. Lewandowski said that she favored seeing botanical types of gardens in the park as opposed to more buildings, and that material for the compost bins could be used as fertilizer.
- Mike Stone, 8112 Hunting Cog Road, said that there is confusion among residents regarding the differences between passive and active recreation. Stone encouraged Council members to add more clarity to this topic in the future.

Opponents:

- Ray Combs, 4550 Peeples Road, said that his family had been involved with the Oak Ridge Horse Show for 20 years, and that he had been the President of the Piedmont Saddle Club. He said that he would like nothing more than to see the show return. Combs said that the lack of volunteers and the equipment were some of the reasons as to why the show was discontinued. He said horse equipment is large and hard to manage. Combs said that a decrease in the popularity in horses and the lack of an appropriate facility were the other reasons why the show ended. Combs said that if Council is considering adding horse trails to the Whitaker property, he encouraged them to consider that horses are not house trained, that horse riding can degrade property, and that horses get spooked. Combs asked if signs would be posted regarding equine liability. He said that he is a strong supporter of horses, but that he questioned whether the use of the newly acquired Whitaker property was an appropriate location for horse trails or the horse show. Combs suggested that the Piedmont Saddle Club would be a better location for the show due to its fencing.

Rebuttal - proponents:

- Rita M. Lewandowski, 5202 Golden Acres Road, said that many horse owners use diaper bags and that horses would not be running around the Whitaker property. Lewandowski extended an invitation to all Council members to meet her horses.

Rebuttal - proponents:

- None

Mayor Schneider closed the public hearing.

Council questions/discussion:

- Councilman McClellan asked how many people in the audience were there for horses and how many of them were Oak Ridge residents. He said that he was concerned about delaying the vote on the Master Plan because it may have an impact on the Parks & Recreation Trust Fund (PARTF) grant. McClellan asked Parks & Recreation Director Terry Lannon, when the PARTF grant applications were due, and Lannon replied that the initial deadline to get the application in for review is April 1 and that the final submission date for this funding cycle is May 1. McClellan asked if the Master Plan was

flexible, and Lannon replied that the site-specific plan for PARTF has a narrow focus, but that the Master Plan is fluid and can be updated.

- Mayor Pro Tem Kinneman said that the Master Plan can be modified, and it was just a matter of time to decide about the funding. He said that there was no need to hold up voting on the Master Plan because the Town would not want to hold up the PARTF grant application. Kinneman replied to the citizen question about ongoing cost and said that by increasing the park's size, the Town may have to increase the park staff.
- Councilman Nodine said that he did not understand why the question about equestrian trails was left off the survey and that he was unsure about the neighborhood parks that were recommended in Master Plan. Nodine questioned being rushed to decide on the Master Plan in order to meet the PARTF deadline, as he had concerns about the \$17 million Master Plan figure.
- Councilwoman Pittman thanked all who worked on the survey and staff for working with McGill Associates. Pittman also complimented the Parks & Recreation Advisory Board for its strong effort to maintain open space at the Whitaker property in the Master Plan, which is mentioned in the Strategic Plan. She said that the Master Plan can be adapted as needs change. Pittman responded to a citizen comment regarding a possible tax increase by saying that she would not vote for a tax increase to support park expansion. Pittman said that the presentation of the Capital Improvement Plan (CIP) schedule does not distinguish years one through 10 regarding the amenities, features and improvements to Oak Ridge Town Park and the Whitaker property, as opposed to the long-term proposed neighborhood parks and the 10.5 miles of proposed paved greenways. Pittman recommended that Council separate the costs within the CIP to reflect what is actually proposed for the two properties; that way, residents would know that the Town might spend \$3.224 million over 10 years, which is a little more than \$300,000 and that could be supported by the current tax rate. Pittman said she would recommend showing a long-term plan to show vision for years 2030 and beyond and that \$14 million could be spent over time.
- Mayor Schneider thanked everyone for attending the meeting and specifically those who spoke about the horse trails. Schneider said that it is important to receive input from a broad range of citizens regarding the proposed horse trails because there are many questions and concerns. She said she agreed with Pittman about separating the costs of the 10-year development of the current park properties from future park development costs. Schneider said that she was pleased with the work McGill Associates did with the Master Plan and the care they took in the survey. She said 845 responses were generated by those who took the survey and that the information was presented in a helpful manner. Schneider said that \$3.224 million is a lot to ask for over the next 10 years and that some costs may go up.

Councilwoman Pittman made a motion to adopt the Whitaker property Concept Three plan and the Oak Ridge Comprehensive Parks & Recreation Master Plan with an amendment to modify Table 6.2-2 (2019 Oak Ridge Recreation CIP) to reflect the costs for all amenities, features and improvements proposed for Oak Ridge Town Park and the Whitaker property as part of the 10-year CIP, which will be separately stated from those costs associated with

recommended neighborhood parks and greenway projects for future years beyond the 10-year CIP. Mayor Pro Tem Kinneman seconded the motion.

Additional Council discussion:

- McClellan said that he felt good that the Master Plan is flexible. He said that the neighborhood pocket parks will be a factor as the Council sees what it can support. McClellan said that he supported this plan.
- Mayor Pro Tem Kinneman explained the differences between passive and active recreation and that there is an 80/20 rule, meaning that 20 percent of the park would be used for active recreation. He said that horse trails would be considered passive recreation. Kinneman said that he was supportive of the Master Plan.
- Councilman Nodine said that he was a little confused over the \$3.2 million over 10 years because he thought in a recent CIP workshop that Council discussed spending \$3.9 million over five years. Councilwoman Pittman responded that the \$3.224 million included the 12 items that the Parks & Recreation Advisory Board recommended for the Master Plan for improvements for the Oak Ridge Town Park and the Whitaker property.
- Councilman Nodine said that he thought that the \$3.9 million, that had already been talked about, included sidewalks.
- Mayor Schneider said that some MST items and sidewalks were already budgeted into previous and future years and that another CIP workshop would be held on February 19 to discuss more details. Schneider said that even if Council approves something in a Master Plan, it still needs to be put into the 5-year working capital plan.
- Councilman Nodine said he wanted to make sure that everyone understood that Council may be talking about a higher number because of the other items that it wants to do.
- Schneider asked Pittman if she was assuming that Council will move the tennis courts into the 10 years because she thought that they were outside of the 10 years currently. Pittman replied that the tennis courts were listed as priority no. 11 by the Parks & Recreation Board and were listed as future development in the Master Plan. She said basketball courts were listed last as priority no. 12 by Parks & Rec. Pittman said that she had included both tennis and basketball courts in the \$3.224 million figure. Pittman noted that the tennis courts were the most expensive single feature, and she suggested moving basketball courts from year two to year 10.

Mayor Schneider suggested a friendly amendment to the motion to include moving the tennis courts, with a projected cost of \$700,000, from future costs back to year 10 and to move basketball courts from year two to year 10. Councilwoman Pittman agreed to the friendly amendment. After additional discussion, Council's vote to adopt was unanimous (5-0).

8. TOWN MANAGER'S REPORT

A. Continuity of Government update (Contact page only).

Councilman McClellan made a motion to approve updating the plan's contact information. Councilwoman Pittman seconded the motion, and it was passed unanimously (5-0).

B. Discussion/adoption of proposal from McGill Associates to assist in preparing a Parks & Recreation Trust Fund (PARTF) grant application.

Town Planner Sean Taylor read the following memo from Town Manager Bill Bruce:

The North Carolina Parks and Recreation Trust Fund (PARTF) is a highly competitive grant program offering up to \$500,000 to qualifying local governments on a dollar-for-dollar match. Eligible projects include land acquisition as well as building or renovating facilities on a single public park site. Capital improvements planned at the new park property behind Town Hall are eligible for funding under this program.

The application process for PARTF grant funding is comprehensive and includes an environmental review, a site master plan consisting of a site analysis (topography, soils, hydrology, access, etc.), and extensive documentation of other program requirements. In order to better position the Town to be competitive in its application, staff recommends hiring McGill Associates to provide PARTF grant application assistance. Having just completed the Parks and Recreation Master Plan process, McGill Associates is very familiar with the new park property and has a proven track record in helping local government clients secure PARTF grants. McGill's proposal is attached (only Tasks 2 and 3 are up for consideration).

Strategic Plan reference: The Recreation Focus Area includes strategies to address the Town's active and passive recreation needs, including facilities for active organized youth and adult sports, and passive parkland for areas for walking, exercising, play, community gathering, and open space.

Requested action: Approve Task 2 (Prepare Whitaker Park Master Plan) and Task 3 (PARTF Grant Application) per McGill's attached proposal, for a maximum not to exceed \$19,350.

Mayor Pro Tem Kinneman made a motion to approve the proposal from McGill Associates to assist in preparing a PARTF grant application not to exceed \$19,350. Councilwoman Pittman seconded the motion.

Council discussion:

- Mayor Pro Tem Kinneman said that the numbers were tough, but because the Town has a small staff, Council frequently hires a contractor to perform a specific task.
- Councilman Nodine asked what McGill Associates' success rate was with writing PARTF grants. He asked if Council was being asked to approve a \$20,000 expenditure without knowing the firm's success rate.
- Mayor Pro Tem Kinneman asked if McGill Associates wrote the original PARTF grant application. Lannon replied that Sandra Smith and he had written the last grant and that it was very time consuming.
- Councilman Nodine asked if the \$20,000 expenditure was for all the tasks and now the Council was only going to do two of them. Mayor Schneider said that the total amount for the grant submittal is \$19,350 and that the Town is only paying for Task 2 (\$6,200) and Task 3 (\$13,150). She said that there would be much more detail in this grant application and Master Plan with the new Whitaker property.

- Nodine asked why the Town was paying for another Master Plan when it just paid for one, and Schneider replied that the new Whitaker Park Master Plan would be site specific as opposed to the conceptual plan that was already presented.
- Town Attorney Michael Thomas asked for clarification that new work from McGill Associates would include Task 2 totaling \$6,200 and Task 3 totaling \$13,150. Schneider replied yes, with a total not to exceed \$19,350.
- Councilwoman Pittman said that she supported hiring consultants who had expertise in grant writing and that she supported this motion.
- Mayor Schneider said that the success rate for a grant writer depends on the quality of the project and that she believed that the Whitaker Park property was an ideal project to submit for a PARTF grant. She said she wanted to maximize the Town's opportunity to receive the maximum amount of money by hiring someone who is an expert in writing state grants.

After additional discussion, Council voted to approve hiring McGill Associates to assist in preparing a Parks & Recreation Trust Fund (PARTF) grant application 4-1 (Nodine against).

C. Discussion/adoption of proposal from Freese & Nichols to assist in developing a Request for Proposals (RFP) for a municipal water system operator.

Town Planner Taylor read the following memo from Town Manager Bruce:

Attached to this memo is a proposal from Freese and Nichols to provide consulting assistance to the Town of Oak Ridge in the preparation of an RFP to solicit bids for operations, management, maintenance, and business services for the Town's proposed municipal water system. Freese and Nichols is the Town's contracted engineer for stormwater services but also has extensive experience providing local government assistance for municipal water systems.

The Town is not required to issue an RFP for a service contract (i.e., for a water system operator) but if it chooses to do so it must follow the statutory process for competitive bidding. As Envirolink Inc. is expected to bid on the operations contract, they have not been consulted in the development of this RFP. All technical requirements included in the RFP, including adherence to local, state, and federal testing and safety guidelines; best practices in operations, maintenance, and management; and billing and customer service, will serve as input into a possible future contract with the successful bidder.

The proposed fee includes the following components:

1. Data Collection, Review and Outline Preparation - \$3,730
2. RFP Preparation - \$4,400
3. Proposal Evaluation Assistance - \$2,170

Subtask 3 would not be necessary if only one, or zero, bids are received. Staff currently recommends approving only Tasks 1 and 2 for a total not to exceed \$8,130. Should the complexity of the bids received require consulting assistance, Task 3 can be approved later.

Freese and Nichols proposes to expedite our consulting assistance request and will complete preparation of the RFP within 20 days of the Town's authorization to proceed.

Strategic Plan reference: Goal 3.1: The Town of Oak Ridge will investigate current and future water and wastewater needs.

Requested action: Approve Tasks 1 and 2 in the proposal from Freese and Nichols for consulting services for water system RFP assistance, for a total amount not to exceed \$8,130.

Councilman McClellan made a motion to approve the tasks 1 and 2 in the proposal from Freese and Nichols for consulting services for water system RFP assistance for a total amount not to exceed \$8,130. Councilwoman Pittman seconded the motion.

Council discussion:

- Councilman McClellan said that this is the next step in the process. He said that he would support Task 3 if it was needed in the future.
- Mayor Pro Tem Kinneman said he agreed that Council has made assumptions up to this point and that doing due diligence and receiving hard numbers are important for further analysis. He said that Council has removed Envirolink Inc. from the process so that there is no question of building a proposal that favors them or does not favor them.
- Councilman Nodine said that he had been against a water system in the past but that he would support this process in order to receive some decent numbers in order to make decisions.
- Councilwoman Pittman said that the Town needs numbers from the experts, and that we need to make sure that we are asking the right questions.
- Mayor Schneider said that "assumptions" is an important word, but that we did receive data from Envirolink that was based on their operation of actual wells in Oak Ridge. Schneider said that she felt like this information is a little more than assumptions. She said she wants to make sure the Town receives actual costs and revenues for regional water/community well systems in our area. She said she was excited to get the information in order to take the final step. Mayor Schneider said that the RFP will be out for 60 days.
- Nodine asked if Council can see the RFP, and Schneider said that staff can make sure Council members review the documents.

After additional discussion, Council voted to approve the proposal from Freese and Nichols to assist in developing a Request for Proposals (RFP) for a municipal water system operator, and it was passed unanimously (5-0).

- Councilman Nodine asked when Town Manger Bruce would return to work, and Mayor Schneider replied that he would return when he felt better.

D. Discussion/approval of video recording options.

Mayor Pro Tem Kinneman said that he was asked to investigate possible solutions to record and live stream Council meetings because staff is not skilled in this area. Kinneman said that he looked at what different towns were using and determined

that sound quality and clarity were issues using consumer grade camcorders. He said that he had received three quotes ranging from \$3,000 to \$15,000. He said that he has an IT background and believes that looking for simple solutions does not work out in the long term and therefore would be recommending a more expensive system. Kinneman said that the \$15,000 option would rely on two cameras that zoom in and pan the audience, while simultaneously showing documents under discussion by Council.

Councilman McClellan asked if the system could offer a split screen, and Kinneman said yes.

Councilman Nodine said that he had done some research and found a company, Switcher Studio, that uses iPhones and iPads to record meetings and offers live streaming. He said that we can use the equipment for two weeks at no cost and then pay \$25 per month if we like the service. Nodine said that refurbished iPhones cost around \$250 and would allow the meetings to be streamed on Facebook Live.

Kinneman said that he would be concerned about the sound quality from the iPhones and iPads.

Councilwoman Pittman stated that it is imperative that the Town begin streaming its meetings because there is an interest among people who cannot attend in person. However, Pittman said she questioned whether enough citizens would use the streaming service to justify the \$15,000 cost. She said that she would like to see a system that ties directly into Town Hall's sound system to avoid disruptive noises.

Mayor Schneider said that her goal was to use best practices within local governments and that most people want the meetings to be put online. She said that the audio needs to be understandable and that all documents will be on the Town's website for citizens to view in order to provide more access to citizens. Schneider asked Nodine if he would be willing to test out the Switcher Studio option because she thought \$15,000 option is a big cost, and Nodine said that he would be glad to do so over the next couple of days. Schneider said that she is also interested in getting a more detailed quote for option no. 2 with the fixed cameras.

Nodine encouraged other Council members to research Switcher Studio, and Kinneman reiterated that he had concerns about sound quality and the set-up of equipment.

Schneider said that she hoped to have a decision made in March so that Council meetings can be live streamed by April or May.

E. Any other business

None

9. PUBLIC COMMENTS

- Lee Haywood, 7203 Mackintosh Place in Summerfield, said that he is running for the 6th congressional district's seat currently held by US Representative Mark Walker.

- Rita M. Lewandowski, 5202 Golden Acres Road, said that she represented the Oak Ridge Community Center, a nonprofit group established in 1952 that ran the Oak Ridge Horse Show until the last show in 2012. Lewandowski announced the group's new leadership: Patti Paslaru as president, Rita M. Lewandowski as vice president, Marsha McClenny as treasurer, and Rita O. Lewandowski as historian. Lewandowski also announced new Board members Doug Nodine, Mike Stone and Jason Streck.
- Sebastian King, 15 Wood Tree Lane in Greensboro and a graduate of Northwest Guilford High School, said that he is running for the North Carolina Senate District 27.
- Jerry Cooke, 7911 Quiet Place, said he was concerned about the Town creating a new water system, saying that contractors will figure out how to get water. Cooke said that he opposed the additional expense that Council would be dealing with because of a problem the Town does not have.
- Terry Lannon, Oak Ridge Parks & Recreation Director, said he wanted to answer a Council question from earlier in the meeting. Lannon said that he had talked with Jim Ford of McGill Associates and that their PARTF success rate is 85 percent. Lannon said that amenities can be added to the park, but elements cannot be removed once the PARTF grant is awarded. He said when using the broadest interpretation, Oak Ridge Town Park's active recreation development is only a little under 11 percent.
- Senator John Faircloth said that he is seeking reelection to state House District 62 and said that his family is in the horse business. He said he would be available to answer any questions when considering bringing the Oak Ridge Horse Show back to Oak Ridge.

10. MONTHLY FINANCIAL UPDATE

Finance Officer Sam Anders presented the financial report, which is hereby incorporated by reference and made a part of the minutes.

Councilman McClellan made a motion to approve the financial report as presented. Councilwoman Pittman seconded the motion, and it was passed unanimously (5-0).

11. TOWN BOARD, COMMISSION, AND COMMITTEE REPORTS

Mayor Schneider asked those speaking to limit their reports to a maximum of 3 minutes each; if additional time is needed, committees may submit a report in writing, or they can ask the clerk in advance for additional time.

A. Historic Preservation Commission.

No meeting

B. Special Events Committee.

Patti Dmuchowski said that she had been re-elected as chair and that Caroline Ruch was re-elected vice chair. She said that the Special Events Committee would be focused on the placement and design of the new Veterans Memorial in the upcoming year. Dmuchowski said that Gisela Hood, a long-time Oak Ridge resident and current

executive director of the War Memorial Foundation, has joined the committee and will be a great resource to them. Dmuchowski announced that the committee would again participate in Heritage Day, and the Oak Ridge Thanksgiving Parade and Light Up the Night event will be November 21 with a rain date of December 5.

C. Parks & Recreation Advisory Board.

Vice chair Phyllis Anders reported that Tracy Street had been re-elected as chair and that she was re-elected vice chair. Anders reported that the commemorative brick sale will end on March 6, 2020.

D. Planning & Zoning Board.

Chair Ron Simpson reported that he had been re-elected as chair and that Nancy Stoudemire had been re-elected as vice chair. Simpson said that the January meeting was spent taking care of administrative matters. Simpson said that a subcommittee had been formed to review the business districts in Oak Ridge.

E. Mountains-to-Sea Trail.

Member Anne Steele reported that the committee has elected Bill Royal and her to serve as co-chairs. Steele said that the last workday had a great turnout and that the committee is now reviewing the Pedestrian Plan for Oak Ridge. Steele announced that representatives from Summerfield would meet with them to discuss coordinating trail locations.

F. Conservation Easement Committee.

No meeting

13. COMMUNITY UPDATES

A. Merchants of Oak Ridge.

No report

B. Oak Ridge Elementary School.

Mayor Schneider said that the school would begin reporting at the March Council meeting.

C. Merchants of Oak Ridge.

No report

D. Oak Ridge Youth Association.

No report

13. PUBLIC COMMENTS

- Patti Paslaru, 8543 Linville Road, wanted to respond to Ray Combs' comments earlier in the meeting. She said that horse popularity in Oak Ridge had not decreased and that the Oak Ridge Community Center had more than 30 volunteers.

14. COUNCIL COMMENTS

Councilwoman Pittman announced that the Youth Athletics Subcommittee had been formed and that the members included Mayor Pro Tem Jim Kinneman, Town Manager Bill Bruce, Parks & Recreation Director Terry Lannon, and herself. Pittman said that the subcommittee's priority is factfinding and they will be reaching out to stakeholders and citizens for their input as it relates to youth athletics in Oak Ridge.

15. ADJOURNMENT

Mayor Pro Tem Kinneman made a motion to adjourn the meeting at 9:05 p.m. Councilwoman Pittman seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

Ashley Royal
Deputy Town Clerk

Ann K. Schneider
Mayor