



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD MEETING  
DECEMBER 19, 2024 - 6:30 P.M.  
(Held in person & electronically via the Zoom platform)**

**MINUTES**

**Members Present**

Adrian Eckenrod, Co-Chair  
John Browning, Co-Chair (Via Zoom)  
Kyle Anders  
Phyllis Anders  
Randy Collins  
Chelsea Young, Alternate (Sitting)  
John Garrett, Alternate (Sitting)  
Ty Lindsay, Alternate (Not sitting)

**Staff Present**

Brock Dunigan, Parks Superintendent  
Ashley Royal, Deputy Town Clerk

**Members Absent**

Mike Kimel  
Caroline Ruch  
  
Reese Bell, Teen Advisor

*Note: This meeting was conducted remotely under N. C. Gen. Stat. § 166A-19.24 by use of simultaneous communication using the Zoom online platform and in which Parks & Recreation Advisory Board members participated by simultaneous communication. Board members joined and participated in the entire meeting, unless otherwise noted.*

**1. CALL TO ORDER**

Co-Chair Adrian Eckenrod called the meeting to order at 6:33 p.m.

**2. APPROVAL OF AGENDA**

*Co-Chair Adrian Eckenrod made a motion to move item six (6) from the agenda to occur after item three (3). Kyle Anders seconded the motion to approve the amendment, and the motion was passed unanimously (7-0).*

*Randy Collins made a motion to approve the amended agenda and Chelsea Young seconded. The motion was passed unanimously (7-0).*

**3. APPROVAL OF MEETING MINUTES**

*Phyllis Anders made a motion to approve the minutes from November 21, 2024, regular meeting, and John Garrett seconded. The motion was passed unanimously (7-0).*

**4. NEW BUSINESS**

**Consideration & Approval of Skin Cancer Walk**

Students from Southwest Guilford High School representing the Shield Your Skin organization presented information for a Skin Cancer Walk at Oak Ridge Town Park to raise awareness about skin cancer. Their goal was to educate the community about skin cancer

prevention and early detection with collaboration from their sponsors the American Cancer Society, Le Bleu Water and area dermatologists. The students proposed a one mile walk on January 25, 2025, 7:30 to 9:00 a.m. at Oak Ridge Town Park with a rain date scheduled on January 26 in the afternoon. The event would include information and vendor booths, as well as activities. The students planned to recruit volunteers from area high schools seeking service-learning credit hours. They estimated approximately one hundred participants at the event. Park Superintendent Brock Dunigan suggested the use of Shelter Two to provide shade and requested a meeting with the students two weeks prior to the event to discuss operational details.

*John Garrett made a motion to approve the Skin Cancer Walk at Oak Ridge Town Park on January 25, 2025 (Rain date on January 26, 2025), and to waive the rental cost of Shelter Two. Kyle Anders seconded the motion, and it passed unanimously (7-0).*

## **5. STAFF REPORT**

- Parks Superintendent Brock Dunigan presented the financial report and noted that 47 percent of the fiscal year had occurred with 24 percent of operating expenses spent. He added that 65 percent of capital expenses had been expended with one remaining expense pending in the calendar year from Carolina Mulch to maintain tree and shrub grooming.
- Dunigan reported that all invoices for the year had been closed apart from an open balance of \$19,012.20 due from ORYA. He explained that \$7012.20 of the balance pertained to expenses incurred over the \$15,000 stipend for field usage. The remaining \$12,000 due involved the non-resident surcharge which should have been a pass-through expense for ORYA to the Town. Dunigan commented that ORYA was unable to remit full payment and had requested a payment plan to settle the balance.
- Dunigan introduced a draft schedule of events at the Park for 2025, indicating that the events were annual events.
- Dunigan explained that a working group consisting of himself, Deputy Town Clerk Ashley Royal, Town Manager Bill Bruce, Mayor Jim Kinneman, Mayor Pro Tem Mike Stone representing the Town, and Randy Collins, President Tom Collins and President elect Phillip Southern representing ORYA had met three or four times to negotiate the 2025/'26 ORYA Usage Agreement. He reported that a consensus had been reached to extend the current 2024/'25 Usage Agreement to June 30, 2025, to align the agreement term with the Town's fiscal year calendar. He added that the following adjustments had been made to the extended agreement:
  1. All reservations and financial transactions would occur exclusively through the Town's MyRec reservation system.
  2. Submittal deadline to MyRec for ORYA spring sports' schedule is February 1, 2025.
  3. Submittal deadline to MyRec for ORYA fall sports' schedule is August 1, 2025.
- Dunigan informed the Board that Fusion Soccer Club had approached the Town with a proposal to run its youth soccer program. He explained that Fusion had been partnering with ORYA to supplement ORYA's soccer program. He noted that details of the proposal would be discussed at a Town Council Special Called meeting on January 7, 2025. Discussion continued regarding the proposal and Dunigan stated that he had no further details to report and Royal emphasized that all available details had been fully disclosed to ORYA and to the Board. Dunigan added that ORYA would continue to manage all spring 2025 sports programs.

## 6. ORYA REPORT

- Randy Collins expressed that changes within ORYA along with costs of inflation and loss of sponsors had negatively impacted the organization's cashflow. He noted that both ORYA President Tom Collins and Treasurer John Cavey were retiring from their positions at the end of the year and that their successors were being trained to assume their vacated positions. To further explain the deficit to ORYA's cashflow, he referenced the strain that Covid left on ORYA volunteers and participants. He added that the program had experienced great growth but was finding it difficult to keep pace with the rising costs of inflation. He emphasized ORYA's intent to keep their registration fees low for financially struggling families so that their children may participate in their programs. Collins stated that ORYA was analyzing their financial status and seeking financing opportunities and requested consideration of a payment plan and an increase to their stipend from \$15,000 to \$19,000. Questions were posed by Board members regarding the organization's financial management tactics specifically as they pertained to the collection but non-disbursement of non-resident fees, details on a payment plan, financial statements evidencing where and how funds were being disbursed and long-term financial planning to avoid debt growth. Co-Chair Adrian Eckenrod stated the Town's support of ORYA's endeavors but was reluctant to lay the burden of financing the requested increased funding on taxpayers without evidence from ORYA of improved fiscal responsibility. Eckenrod proposed support for the increase of the stipend for the period of January 1, 2025, to June 30, 2025, to \$19,000, but indicated that the total year's stipend output could remain at \$30,000. He suggested ORYA provide periodic financial updates to the Town.

*Co-Chair Adrian Eckenrod made a motion to approve the extension of the current ORYA Usage Agreement to June 30, 2025, with the suggested changes discussed, and to approve increasing the stipend from \$15,000 to \$19,000 for six months until the next review of the Agreement. Chelsea Young seconded the motion, and it passed (6-1) with John Garrett voting against.*

## 7. OLD BUSINESS

### A. **Consideration/Approval of Recommended Revisions to the Farmhouse Community Center Policies & Fee Schedule**

Eckenrod discussed the prevailing points made by Council at their last meeting about the Farmhouse policies. He recommended that changes not be made to the draft version of the policies in order to maintain it as a living document amenable to changes and adjustments. He noted that usage data would be garnered through MyRec reservations and presented to Council on a monthly or quarterly basis. Eckenrod explained that the qualifying age for a resident senior eligible to rent the Farmhouse at no cost would be reduced from 65 to 60 in compliance with statute governing senior citizen age. He described Council's recommendation to reduce the open reservation period for seniors to occur Mondays through Wednesdays from eight in the morning to two in the afternoon to allow rental opportunities to other populations. He added that rental rates would be subject to further evaluation of Farmhouse usage data.

*Co-Chair Adrian Eckenrod made a motion to approve the draft policy as written, and Kyle Anders seconded. The motion passed unanimously (7-0).*

**B. Update on Farmhouse Community Center Construction Project**

Royal listed the completed work at the Farmhouse and described the ongoing construction. She noted the estimated date for completion was in December but considered January to be a more accurate estimate.

**C. Update on Park Entrance Master Plan**

Royal reported that concrete had been poured for sidewalks and that the parking lot had been staked. She stated that construction was expected to take 120 days, designating the date for completion to February 1, 2025. Royal commented that planning the grand opening of the Farmhouse would occur once full completion of the Farmhouse and Park Entrance were determined, and the Farmhouse became rentable.

**D. Update on 2025 Music in the Park Series**

Royal noted that four of six bands needed for the series had been confirmed and one offer was outstanding to a fifth band. She shared feedback that sponsors appreciated the opportunity to sponsor a single event at the Silver sponsor level. Phyllis Anders asked when planning and scheduling of music events at the Farmhouse could commence. Royal responded that budget details for the event would first need to be ascertained. Royal estimated availability to host music events at the Farmhouse in May or June 2025. Anders reminded the Board that Council had formerly agreed to financially support music events at the Farmhouse.

**8. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS**

Next regular meeting: January 16, 2025

**9. PUBLIC COMMENTS**

Dunigan recognized Randy Collins for his contributions to ORYA and the Town in fostering a more congenial partnership.

**10. ADJOURNMENT**

*Kyle Anders made a motion to adjourn the meeting at 8:02 p.m., and John Garrett seconded. The motion was passed unanimously (7-0).*

Respectfully submitted:

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Ashley Royal, CMC  
Deputy Town Clerk

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Adrian Eckenrod  
Co-Chair