



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
FEBRUARY 21, 2019 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Tracy Street, Chair
Phyllis Anders, Vice Chair
John Garrett
Brady Young
Tom Collins, ORYA Representative (Non-voting member)

Staff Present

Bill Bruce, Town Manager
Terry Lannon, Parks & Recreation Director
Ashley Royal, Deputy Clerk

Members Absent

Mike Cronan, Alternate
Barry Knight

1. CALL TO ORDER

Chair Tracy Street called the meeting to order at 6:59 p.m.

2. APPROVE AGENDA

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

3. APPROVAL OF MEETING MINUTES

Approval of the minutes was tabled to the following meeting.

4. STAFF REPORT

Bill Bruce shared with the Commission a draft of an updated Parks & Recreation ordinance that will be presented at Town Council on March 7, 2019 for their approval. He highlighted the changes that would include changing the name of the Commission to an Advisory Board, as well as increasing the board from five to seven members with one of those voting members being the Oak Ridge Youth Association president. Bruce said that the existing ordinance, which he shared with Commission members, had been around for 15 years. He said that policies had evolved since then such as the hiring of Lannon as the Parks & Recreation Director. Lannon is responsible for the park's day-to-day operations and Bruce stated that the ordinance should have been updated 10 years ago to reflect the Commission's role as an Advisory Board. Bruce also stated that the new ordinance would include adopting meeting rules of procedures that would be consistent with other Town advisory boards. Lannon asked if that was like Robert's Rules, and Bruce said yes and that he could share some examples with the Commission.

Tom Collins told Bruce that he lived in Summerfield and wondered if that would affect his voting position on the new Advisory Board. Bruce said no because Collins represents Oak Ridge Youth Association, but that he would be sure that the town attorney was comfortable with this. Collins said that if the idea was to have ORYA's representation for the vote that he could find another ORYA member who lived in Oak Ridge; Bruce said that he said that he thought the ORYA president was an important person to have a vote on the Board. Lannon added that if Collins was absent from a meeting that Collins could not send another person in his place, but that an alternate on the board would vote.

Bruce said that the other six at-large board member positions would need to be filled by Oak Ridge residents. He also stated that there would be a new attendance policy that states if a member misses more than three meetings that are unexcused, the Board can replace them.

Street asked about the section under Vice Chair and read from Sec. 36-35: "A Vice Chair shall be appointed the first year by the Town Council and elected thereafter by the Board from among its members." Street stated that the Commission had already held their elections this year. Bruce said that this wording was from the original 2005 ordinance and that the Commission's current election process was fine. He encouraged anyone who had questions or comments about the proposed changes to the ordinance to call or email him prior to the March 7th Town Council meeting.

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance Report.** Lannon presented an update on the current budget and shared a spreadsheet with up-to-date financial figures.
- **2018 ORYA Payments to Town:** Lannon shared a handout with the Commission that showed the 2018 actual ORYA payment amounts that were made to the Town.
- **Whitaker Property Update:** Lannon reported that 7 acres of the pine plots had been cleared and that the tree canopies had been raised.
- **McCandless Property Update:** Lannon shared with the Commission that there were five structures on the McCandless property, but the Town was only going to keep the garage, to be used for storage. The other structures would probably be demolished if that is the recommendation of Town Council and this Commission in the master plan.
- **Project Update:** Lannon reported that the tree line at the park had been cleaned up and that the original well pump and tank had been replaced. He said he was waiting on the final inspection on the new septic system. He shared that fertilization had been done and that walking trails had been mulched.
- **Ridgefest 2019:** Lannon said that he had attended the first 2019 Ridgefest planning meeting.
- **RFP Update:** Lannon reported that RFPs were due Tuesday, March 26th for the master plan for the park.
- **Staffing Update:** Lannon announced that Tyler Cox had been promoted to a full-time position and his previous part-time position will be filled in order to assist with other park projects.

5. NEW BUSINESS

- A. Mountain Bike Trail (Bart Wellesley).** Bart Wellesley said that he is planning a trail benefit race with the funds going back to the park to pay for signage on the mountain bike trail.

There are 27 signs currently on the bike trail. Wellesley also stated that he is interested in the having the trail on a race series that occurs on Wednesday evenings.

Street asked how long a typical race would be on Wednesdays, and Wellesley said four laps for experts and one or two laps for beginners with the race ending by nightfall. He said that he was planning on having the benefit race on a Saturday or Sunday beginning at 9 a.m. Collins asked where the trail started, and Wellesley said that the mountain bike trailhead begins at the dog park and goes counter clockwise. Anders said that she was concerned about accidents on the mountain bike trails, and Wellesley said that all race promoters have insurance coverage and that all racers sign waivers. Lannon stated that there were also safety equipment requirements and the Town would notify Fire Chief Steve Simmons on event days.

Garrett made a motion to approve the mountain bike time trial benefit race to occur within the next 6-9 months, with the date to be coordinated with Lannon. Young seconded the motion, and it was passed unanimously (4-0).

Wellesley told the Commission that he was also trying to get his son's high school bike racing team, the Guilford Gears, to make this bike trial their home course. Minako Partyka, a guest at the meeting, asked how big the team was, and Wellesley said 55 kids were registered. Partyka asked if the trail could be used by runners, and Wellesley said that running on the trail could be tricky because of the roots that are exposed. Lannon said that if the high school team wants to practice at the park that he would need their paperwork for insurance purposes and would need more information about their practice and race dates and times. Lannon said that on race days, the team could use Shelter 2 for race awards.

B. Operation Xcel (Chad Stafford). Lannon shared that Stafford could not be in attendance for the meeting, but this non-profit group has already paid for a shelter rental for April 6th. The group would like to sell all-you-can-eat pancakes for \$7. He said that this was not a special event, but was also not a regular shelter rental because of the food sales. Young asked if the food preparation needed documentation, and Lannon replied that they would need Guilford County Health Department certification. Deputy Clerk Ashley Royal explained that Operation Xcel is a homework assistance non-profit group that is based out of Stokesdale. She said that they are doing this event to promote community awareness. Young asked if this presented a risk, and Street said that the health department would need to provide health certification. Garrett asked when the rental reservation was made, and Lannon said that Stafford had talked with him about the reservation and filled out the paperwork the previous week.

Young made a motion to approve the April 6, 2019 shelter rental providing that the appropriate health department certifications were obtained. Garrett seconded the motion, and it was passed unanimously (4-0).

C. Moses Cone Cancer Center 5K Fundraiser (Meredith Sinkler). Meredith Sinkler and Binay Rijal. introduced themselves as students from Northwest Guilford High School. Sinkler said that last year this 5K was held at their school and raised over \$5,000 for Wesley Long Hospital, while a similar 5K was held at the park and raised money for St. Jude Children's Research Hospital. She said that this year they would like to have one combined race and hold it at the park on April 13th. The students told the Commission that the entry fee would be \$15 for early registration online and \$18 on the day of the event. Lannon said that Shelter 1 was available for the morning of April 13th. The students asked the Commission to waive the shelter rental fee for this event.

Garrett made a motion to waive the shelter rental fee and to approve the event for the Wesley Long Cancer Center 5K Fundraiser to be held on April 13, 2019. Young seconded the motion, and it was approved unanimously (4-0).

- D. Commemorative Brick Sale (Terry Lannon).** Lannon said that the last commemorative brick sale was 10 years ago, and he thought people were interested in buying bricks again. Young asked how much the bricks cost, and Lannon said that they were \$50 for a standard brick and that adding icons would increase the price, and that shipping was expensive. Anders said she thought selling bricks again was a good idea and that many people would be interested. Lannon said that he would gather additional information and the Commission would need to decide who would coordinate the sale and where the funds would go. The Commission agreed by consensus that having a commemorative brick sale was a good idea.
- E. Discussion of appointment of new alternate P&RC member.** Minako Partyka introduced herself. She said that she was not looking to be a full member, but was interested in an alternate position.

Young made a motion to recommend Minako Partyka to Town Council to be a Parks & Recreation Commission alternate member. Garrett seconded the motion, and it passed unanimously (4-0).

6. OLD BUSINESS

Anders asked for an update on the concession trailer. Lannon said North Carolina Trailer Sales was going to work on the trailer's mold issue. Garrett asked Lannon if the concession trailer was covered, and Lannon said no. Lannon told the Commission that he does not know where the mold is coming from. Street asked Lannon when they were coming to work on the trailer, and Lannon said he was not sure of the exact date. Lannon said that the work needed to be complete in time for the first Music in the Park event on April 13th.

Anders asked Lannon if there was money in the budget this year for a speaker system, and Lannon said no. Lannon said that most bands who play at the park bring their own system. Anders said that Bill Edwards had let her know that his church was offering a great deal on a used speaker system. Lannon asked the Commission what speaker system was needed for, and Anders said that when the Special Events Committee hosted the Kids' Games before Music in the Park that people were not able to hear what was being said. Lannon stated that the Town owned a small, portable PA system. Street asked Lannon if the Commission could use it, and Lannon said yes. Anders and Street said that they were not aware that the Town had a portable system. Lannon said that in the future there will be a need to look into purchasing multi-directional speakers that get better coverage at the park.

Street asked if the quote for a security system could come along with a quote for multi-directional speakers, and Lannon said that he was not sure of the status of the security system. Young and Street both said that residents want a security system at the park.

7. OTHER DISCUSSION/ANNOUNCEMENTS/REMINDERS

Next Meeting: March 21, 2019

8. CITIZEN COMMENTS

None

9. ADJOURNMENT

Young made a motion to adjourn the meeting at 8:32 p.m. Anders seconded the motion, and it was passed unanimously (4-0).

Respectfully submitted:

Ashley Royal
Deputy Clerk

Tracy Street
Chair