



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD
MARCH 20, 2025 - 6:30 P.M.
(Held in person & electronically via the Zoom platform)**

MINUTES

Members Present

John Browning, Co-Chair
Kyle Anders
Phyllis Anders
Mike Kimel
John Garrett, Alternate (Sitting)
Chelsea Young, Alternate (Sitting, via Zoom)
Ty Lindsay, Alternate (Not Sitting, via Zoom)

Staff Present

Brock Dunigan, Parks Superintendent
Ashley Royal, Deputy Town Clerk

Members Absent

Adrian Eckenrod, Co-Chair
Caroline Ruch
Randy Collins

Reese Bell, Teen Advisor

1. CALL TO ORDER

Co-Chair John Browning called the meeting to order at 6:31 p.m.

2. APPROVAL OF AGENDA

Kyle Anders made a motion to approve the agenda, and Mike Kimel seconded. The motion passed unanimously (6-0).

3. APPROVAL OF MEETING MINUTES

John Garrett made a motion to approve the minutes from February 19, 2025, special called meeting, and Phyllis Anders seconded. The motion was passed unanimously (6-0).

4. STAFF REPORT

- Parks Superintendent Brock Dunigan presented the financial report and noted that 72 percent of the fiscal year had occurred with 44 percent of operating expenses spent.
- Dunigan stated the Board's proposed budget for Fiscal Year 2025/26 had been presented to the Finance Committee for its review.
- Dunigan noted that wooded trails at the park had been mulched, and the remaining park grounds would be mulched during the first week in April.
- Dunigan reported that three quotes had been received for the repair of damage caused by the River Birch trees which ranged from \$9000 to \$39,000.
- Dunigan reported that Bar Construction Co. would regrade areas retaining water at Heritage Farm Park to bring the areas up to construction specifications. He added that Bar had added safety rails to the bridge at the playground at no extra cost.
- Dunigan reported that McGill Associates had submitted a quote of \$10,000 for research and design services for sports courts at Heritage Farm Park. He added that

quotes had also been obtained for fencing around the inclusive playground for \$9800 and \$14,500, and the maintenance building for \$19,000 and \$21,000.

- Dunigan revisited a discussion about off-leash pets at the park reporting that a recent incident involving aggressive behavior by an off-leash dog owner had occurred. He advised members to report any concerns to him or his staff without approaching any individuals in violation of the leash law.
- Dunigan reported that a pre-bid meeting for Phase II of the Veterans Honor Green had been held, and quotes would be due the next day. He noted that a bidder would be selected on March 28 and approved by Council on April 3.

5. ORYA REPORT

- Dunigan reported that all spring sports had started, and registration was closed. He added that approximately 1,100 participants were registered across all four sports.

6. NEW BUSINESS

Consideration/Approval of Oak Ridge Parks Exclusive Treat Vendor

Deputy Town Clerk Ashley Royal explained that ten-minute presentations by six frozen treat vendors had been scheduled for the Board's consideration. She added that the scope of the exclusive agreement would be for the selected vendor to be present during the entire ORYA season of practices and games to sell frozen treats only, excluding any sale of foods and beverages. Four of the six scheduled presenters appeared before the Board to discuss their services. Those who presented included Callie Belles Sweet Shoppe, Vice Cream, Kona Ice, and To the Moon and Back Frozen Treats. The Board discussed the merits of each vendor focusing on issues regarding availability, reliability, inventory, and give backs.

Co-Chair John Browning made a motion to approve To the Moon and Back Frozen Treats as the exclusive frozen treat vendor for the 2025 season, and Kyle Anders seconded.

The board discussed concerns about To the Moon and Back Frozen Treats capacity to handle the daily demand and the noise level of their equipment. They agreed that Brock would follow up with the vendor to address these concerns before finalizing the agreement.

The motion was passed unanimously (6-0).

7. OLD BUSINESS

A. Update on Farmhouse Community Center Construction Project

Royal stated that a construction punch list had been issued to Hill Engineering who would relay the list to Bar Construction in early April. She discussed issues with grading in the parking lot, having Piedmont Natural Gas raise the gas meter, completing the sidewalk to the parking lot, and landscaping around the Farmhouse. She pointed out that delays to the soft opening in April and grand opening in May were not anticipated. She added that the opening dates were tentative and had not been shared publicly.

B. Update on the Park Entrance Master Plan

Included in the discussion of the Farmhouse Community Center.

C. Update on 2025 Music in the Park Series

Royal reported that Combs Custom Homes was a new Platinum sponsor for Music in the Park, Ramilya Siegel, and HealthTeam Advantage were new Gold sponsors and every event had one or more Silver sponsors committed. She remarked that the food truck lineup had some new offerings from past seasons and that Wiseman Brewing, Brown Truck Brewery, Gypsy Road Brewing, and Craft & Vine would provide beer and wine. The Board briefly discussed potential menu changes and pricing for their concession stand. It was agreed that they would keep the current pricing and reassess after the first event if necessary. The Board also decided to discontinue offering cookies due to low demand.

D. Update on 2025-2026 Music on the Lawn at Farmhouse Community Center

Phyllis Anders reported that the budget to fund the bands was pending approval. The events were tentatively scheduled for August 31 and September 28, from 2 to 4 pm. It was noted that there would be no rain dates and no food provided at these events.

8. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS

Next regular meeting:	April 17, 2025
(Royal indicated that the meeting might be held at the Farmhouse Community Center if Zoom logistics could be worked out.)	
H.E.L.P. Fun Run:	March 22, 2025
Spring Arts & Craft Show:	April 5, 2025
Music in the Park, featuring Brother Pearl:	April 12, 2025
Canine Capers:	April 26, 2025
(Chelsea Young noted that the event would start at 9am and continue until 12 or 1pm. She pointed out that the event was a collaboration with a kennel club and that donations were being sought for a prize bin located at Craft & Vine.)	

9. PUBLIC COMMENTS

Ann Schneider commended Dunigan for his budget presentation to the Finance Committee. She offered positive comments in anticipation of Music in the Park and the Farmhouse Community Center. She added that the Saggy Bottoms Band were eager for an opportunity to perform at Music on the Lawn.

10. ADJOURNMENT

Mike Kimel made a motion to adjourn the meeting at 8:40 p.m., and Co-Chair John Browning seconded. The motion passed unanimously (6-0).

Respectfully submitted:

Ashley Royal, CMC
Deputy Town Clerk

John Browning
Co-Chair