



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD MEETING
APRIL 18, 2024 - 6:30 P.M.
(Held in person & electronically via the Zoom platform)**

MINUTES

Members Present

John Browning, Co-Chair
Adrian Eckenrod, Co-Chair
Phyllis Anders
Kyle Anders
Caroline Ruch
Randy Collins
John Garrett, Alternate (sitting)
Chelsea Young, Alternate – arrived 7:00pm

Staff Present

Brock Dunigan, Parks Superintendent
Ashley Royal, Deputy Town Clerk

Members Absent

Mike Kimel
Phyllis Clodfelter, Alternate

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 John Browning called the meeting to order at 6:30 p.m.

2. APPROVE AGENDA

Co-Chair Adrian Eckenrod made a motion to approve the amended agenda, adding a discussion of a Classic Car Cruise-In as Agenda Item 4. Kyle Anders seconded, and the motion was passed unanimously (7-0).

3. APPROVAL OF MEETING MINUTES

Randy Collins made a motion to approve the minutes from the March 21, 2024, regular meeting, and Co-Chair Adrian Eckenrod seconded. The motion was passed unanimously (7-0).

4. CLASSIC CAR CRUISE-IN

Mike Stone presented a request for including a classic car exhibit at the next Music in the Park event on May 11, 2024. He explained that as a coordinator for the Classic Car Cruisers, he was seeking a new venue for the event as its former location at Oak Ridge Commons was no longer available. He remarked that the cruise-ins occurred monthly through the summer into early fall and attracted anywhere from a few cars to 60 or 70 cars to an event. Stone suggested that holding the cruise-in at Music in the Park could attract additional people and positively impact sales of food and

beverages. He noted that the cruise-ins were self-run and would not require volunteers to coordinate and that he was merely seeking space to hold the event. Discussion focused on evaluating the logistical details of the cars' placements, entry and exit routes, effects on grounds by vehicular use, safety issues and timeframe. Stone was unable to confirm the number of cars that would attend nor the timeframe that the cars would arrive and depart, repeating that the cruise-ins were self-run. Agreement was reached to assemble the cars in the grove area to the left of the amphitheater and to have these cars enter and exit via the walking paths to and from the Linville Road parking lot for safety reasons. Additionally, the committee agreed to allow the cruise-in for the Music in the Park event on May 11 only and to evaluate the possibility of participation at future events when applicable.

Kyle Anders made a motion to approve including the classic car cruise-in at Music in the Park on May 11, 2024, and Caroline Ruch seconded. The motion was passed unanimously (7-0).

5. STAFF REPORT

- Parks Superintendent Brock Dunigan reported being at 76 percent for the fiscal year-to-date budget and 81 percent for the calendar year. He pointed out that approximately \$7,500 would be removed from the Parks operating budget in the Equipment Maintenance / Repair line and placed into the capital expenses budget.
- Dunigan noted that new mulch had been spread in both playgrounds and Town Hall, with the rest of the parks scheduled for mulching in the following week.
- Dunigan reported that the Canine Capers event on April 27, 2024, was successful.
- Dunigan mentioned that Music in the Park on April 13, 2024, was well attended and very successful.
- Dunigan raised concerns about the deteriorating condition of the amphitheater and surrounding area due to mistreatment by children who throw river rocks at the stage area and pull landscaping out in areas around the amphitheater. He recommended roping the area off when not in use for an event to discourage further damage. The Board agreed by consensus to allow the area around the amphitheater to be roped off when not in use for an event.
- Dunigan reported that construction at Heritage Farm Park was 98 percent complete with final power hook up and inspection pending completion. He explained that power had been connected to the transformer and the panel box for the restroom had been obtained, but that the final connection details were pending with Duke Energy. He stated that parking lot lights, the scoreboard, goal posts, flagpole and signs had all been installed and inspected.
- Dunigan pointed out that the large mound of earth remaining at Heritage Farm Park needed to be removed. He suggested that the dirt be moved by Bar Construction at no cost to the lower fields and be spread out. A suggestion was made to verify if that dirt could be used at the Veterans Honor Green construction site. Consensus was reached that the dirt be moved to the lower fields by Bar Construction unless it could be used at the Veterans Honor Green site.
- Dunigan reported that with the exception of nightly trash remaining on fields after use by ORYA, the season had been uneventful.

6. ORYA REPORT

- Randy Collins reported that the ORYA account received a cash infusion from registration fees bringing their balance to \$55,322. He noted two donations of \$500 from the community. The remaining balance in the stipend was calculated at \$5,325.
- Collins remarked on the amicable relationship between ORYA and Dunigan.
- Collins stated that ORYA baseball season had begun.
- Collins added that consideration of batting cages would be made in FY 2024-25.
- Collins mentioned that a volunteer position to manage the ORYA newsletter remained unfilled.
- Collins ended with a reminder that the ORYA fundraiser Casino Night was scheduled for Friday, May 10, 2024, 7:00-11:00pm at Grey Gables in Summerfield and that ticket prices had been reduced to \$75 for one person, \$100 for two, and \$200 for 2 VIP passes. He reported that approximately 45 tickets had been sold out of the goal for selling 150 tickets.

7. OLD BUSINESS

A. Consideration & Approval of Park Security Proposal

1. Demonstration of security camera system by RJ Young

Co-Chair Adrian Eckenrod stated that the park security project comprised three phases, the cameras, networking to support the cameras and power to activate the system. He introduced Patrick Craven of RJ Young Business Technology to present information on the proposed security system. Craven noted that Brandon Pickett would be the regional specialist on the project and introduced Austin March who was on zoom as the Verkada brand representative for the cameras. March presented a demonstration highlighting the camera system's capabilities. He pointed out that hours of operation could be defined for the system and that the multiple cameras on the system were accessible at will to provide multiple live views or create consolidated clips of multiple recordings. Additionally, he noted that the system contained facial and vehicle recognition as well as facial and vehicle analytics. March pointed out that data from these operations could be shared with law enforcement when necessary, and that the data could also be used to create alerts or notifications if a vehicle which had been tagged previously for violations were to reenter the premises. March indicated that the Town would own all data obtained from the system exclusively and indefinitely. Use of signs to notify security recordings at the park was discussed.

Deputy Clerk Ashley Royal noted that five vehicles had been broken into and belongings stolen from these cars in the previous two weeks. She stated that four of these incidents had the stolen items in plain view in the vehicle and one vehicle was unlocked, but all the break-ins occurred during daylight hours. It was also brought up that an additional attempt at a break-in had been successfully thwarted by a passerby. Dunigan inquired into the durability of the cameras and was informed that the cameras would be encased in metal giving them improved tamper resistance. The Board agreed that a security system would assist in discouraging future offenses.

2. Review of Wi-Fi/Network quote by CMIT Solutions

Royal clarified that Wi-Fi coverage would be sought for the entirety of both parks and not just to cover the cameras to enhance the expandability of the system. Eckenrod described the basic requirements for the existing internet access points (IAP) at the concession stand, the amphitheater, and the pavilion area. Dunigan pointed out that an IAP was not available at the amphitheater but was instead located at Shelter One. Eckenrod stated that wireless bridges were needed to connect each of the three IAPs to each other. He continued to discuss expanding coverage to include the security camera locations, maintenance building, Farmhouse Community Center and Heritage Farm Park. He explained that wireless access points (WAP), internet service provider connections (ISP) and port switches would be required components to enable the expansion. Discussion continued and focused on software updates to align with improvements in technology, quality of cameras and their range of video capture and the ease of building onto the system in the future with additional cameras.

3. Review of electrical quote by Oak Ridge Electric

Royal noted that the quote for the cameras was \$19,100 and the quote for networking was \$22,000 leaving \$28,900 available to spend in the \$70,000 grant award. The quote for power delivery by Oak Ridge Electric remained outstanding but was expected in the next week. Additionally, Dunigan pointed out that four poles were needed to hold the cameras and discussion continued on selecting the poles. Further discussion included consideration of the purchase of a portable camera and a tall dome camera located centrally in the Park for greater range in video capture, as well as a purchase of additional cameras for back-up. Dunigan raised the issue of an additional unknown cost for a service to bore holes to install the poles. Royal recommended obtaining the quote for power delivery first to determine how much money would remain in the grant before considering options for additional cameras.

Garrett inquired into the timeline for the project and Eckenrod replied that the project would likely take up to two weeks to implement but that the start time would be dependent upon the contractors' schedules. Ann Schneider attending the meeting suggested that the Board prioritize the add-on items. Royal agreed and stated that the add-on items would be priced out and prioritized after the quote from Oak Ridge Electric was obtained.

Co-Chair Adrian Eckenrod made a motion to accept the proposals from RJ Young and CMIT Solutions as presented, to approve the camera poles as discussed and to approve the pending quote from Oak Ridge Electric to be presented to Town Council on May 2, 2024. Caroline Ruch seconded the motion and it passed unanimously (7-0).

B. Update on Grand Opening at Heritage Farm Park

Caroline Ruch shared the advertisement created for the opening ceremony. She stated that the ceremony would begin at 11:00 a.m. with speeches and announcements made by Co-Chair John Browning, Mayor Kinneman and

Councilwoman Schneider, followed by a presentation of colors by a local BSA troop and ending with a ribbon cutting ceremony. She added that Tyler Millard would perform live music, ponies would be available to pet and ride, and that a photo booth and face painting would also be present at the event. She noted that food, and ice cream would be available for purchase and that refreshments would be provided courtesy of Lowes Foods. Ruch mentioned that a rain date had not been scheduled for the event and although completed power connection was anticipated, a generator and portable toilets were scheduled as back-ups should power not be available during the event. She asked for volunteers to assist in leading the pony rides and Reese Belle offered her assistance. Ruch mentioned that members of the Special Events Committee as well as members of a local BSA troop had volunteered to help during the event. Dunigan added that although the park had not yet been formally released to the Town by Bar Construction, he had obtained their approval for the event. The question of liability insurance was raised and Royal noted that she would follow up by obtaining information on the issue.

C. Update on Farmhouse Community Center

Phyllis Anders reported that a new floor plan for the Farmhouse was expected due to problems encountered with the foundation. She added that a new building permit would be required to accommodate the revised floor plan. Anders stated that Planning Director Sean Taylor expected the Farmhouse to be completed by late Summer. Dunigan added that termite damage was revealed at the Farmhouse.

D. Update on 2024 Music in the Park Series

Royal reported that although Music in the Park had not had an April event before, the concert held on April 13, 2024, was successful with attendance estimated at 800 to 900 people. She noted that the security personnel hired for the event were responsive and effective and that no security issues had occurred during the event. She expected the following month's concert featuring beach music with the Special Occasion Band would be highly attended. She mentioned that Smith Marketing Group, who was a new Platinum Sponsor of the series, had positive feedback to offer on the event.

8. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS

Next regular meeting:	May 16, 2024
Canine Capers	April 27, 2024
Music in the Park	May 11, 2024

9. PUBLIC COMMENTS

Schneider announced that a Memorial Day Observance would be held at Town Hall on Monday, May 27, 2024.

10. ADJOURNMENT

Co-Chair Adrian Eckenrod made a motion to adjourn the meeting at 8:41 p.m., and Kyle Anders seconded. The motion was passed unanimously (7-0).

Respectfully submitted:

Ashley Royal, CMC
Deputy Town Clerk

John Browning
Co-Chair