



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
JANUARY 17, 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 7:00 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

Phyllis Anders made a motion to approve the minutes of the November 15, 2018 meeting. Brady Young seconded the motion, and it was passed unanimously (4-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance report.** Lannon presented an update on the current budget.
- **2018 Shelter Reservations.** Lannon shared with the Commission a break down of who had rented shelters during 2018. He highlighted that 48.3% of shelter rentals were Oak Ridge residents and reported that reservations for shelter #2 had increased during 2018 due to the addition of the new playground and parking lot.
- **2018 Scheduled Athletic Field Usage.** Lannon shared with the Commission a report showing bookings by user group and a comparison of annual bookings.
- **Tournament Success Rates.** Lannon shared a chart comparing the last four years of tournament success rates and discussed the results with the Commission.
- **Spring Schedule.** Lannon reported that spring schedules are currently being developed and fields are being reserved based on requested dates.

- **Septic System Update.** Lannon shared with the Commission that the new septic system is now totally operational and that two new risers were being installed on both systems.
- **Storm Damage.** Lannon reported that during the recent ice storm, a pine tree fell on the back fence at the park's maintenance building. He is in the process of getting the fence repaired. Trees also fell on the mountain bike trail, and those will be chipped into mulch and returned to the trail.
- **Mountain Bike Trail.** Lannon reported that markers for the mountain bike trail have been installed and that a new Garmin map of the trail will be completed soon.
- **Storm Drains.** Lannon reported that as the result of a poor work by a 2008 grading contractor, two storm drains have failed at the park. He said that the area has been taped off for safety purposes and the storm drains will be fixed soon.
- **Cascades Trail.** Lannon said that work had been completed on blazing the trail. Lannon also reported that an Eagle Scout had submitted plans to build an observation deck at the Cascades, and approval for this project would come from Guilford County and this Commission.
- **Whitaker Property.** Lannon reported that the pine plots had been cleaned up and that a contractor will raise the canopy soon.
- **Capital Budget Requests.** Lannon reported that he had received no capital budget recommendations from the Commission but had received feedback from Garrett acknowledging that he agreed that the area where the new trees were planted would make a good location for some type of memorial. Anders asked if the Commission can make the security system recommendation again in the future, and Lannon replied yes. He said that Town Council understands the importance of the security system, and that it would be included in the five-year CIP plan. Young said that he hoped that the security system was a priority for Council and Street agreed. Garret asked if the town would need to do the rebidding process again for the security system, and Lannon replied yes because legally we have to advertise it.

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5. NEW BUSINESS

A. Election of chair and vice chair.

Phyllis Anders nominated Tracy Street to be chair. With no other nominations, the Commission's vote in favor was unanimous (4-0).

Tracy Street nominated Phyllis Anders to be vice chair. With no other nominations, the Commission's vote was unanimous (4-0).

- ### B. Discussion of Parks & Recreation Commission Master Plan (Bill Bruce).
- Bruce shared with the Commission the town's strategic plan which was recently approved by Town Council. He told the Commission that recreation is a focus area in the strategic plan, and that Council would like to provide park facilities that are available for local programs. He went on to explain that Council would like to balance providing passive, open space while offering no more than 20 percent of space for active recreation in the town park. Bruce said that Council would also like to look at the Chester Redmon House to see what the options are for its use. He stated that Lannon has prepared a Request for Proposals to prepare a master plan for the Town Park and the Whitaker property covering the next 10-20 years. The town will be meeting with citizens for feedback, holding focus groups, and would like suggestions from this Commission as well. The timeline is to advertise for proposals the following week, and Bruce would like the Commission's assistance with selecting a consultant at the April meeting.

John Garrett asked if the consultants would make a presentation, and Lannon said no; the Commission would review packets from the consultants making proposals. Street said that in the past, Commission members had reviewed 5-7 proposals. Garrett replied that he would like to meet the consultants in person, and Lannon suggested that staff select a short list of the best proposals and invite the finalists to be interviewed by Commission members. The Commission agreed to Lannon's suggestion by consensus.

Tom Collins asked if there was a score card to evaluate each proposal, and Lannon responded yes. Street said that the Commission usually makes a chart to rank each proposal in order to compare them. Lannon said that the timeline would need to be revised in order to allocate time for staff to select the best proposals so that the finalists could be invited in for interviews. Lannon indicated that once a consultant is chosen, the needs analysis is very time consuming, and that a survey would be sent out to the community. Young said an extra Parks & Recreation Commission meeting maybe needed in order to meet the aggressive timeline.

Bruce informed the Commission that the hope would be that Town Council would approve and adopt a master plan in December 2019, which would feed into the budget planning to begin in February 2020. He shared that Town Council has requested that the chair and vice chair of the Commission and the chair and vice chair of the Historic Preservation Commission meet to discuss recommendations for the Chester Redmon House with staff. Bruce said that he would arrange a time for them to meet with Planning Director Sean Taylor, and that the group's recommendations would go to Town Council. He said that this was going to be an ambitious year, yet also exciting with the addition of the Whitaker property.

Street asked Lannon if the Commission would select a proposal at their April meeting; Lannon said that the consultants would make their presentations before the April meeting and a final consultant would be selected at the April meeting. Lannon said that he would email out the updated timeline to all Commission members once it is finalized.

C. Discussion of increasing concession prices for the 2019 Music in the Park events.

Lannon made the recommendation to increase the food combination meals by \$1 for the 2019 Music in the Park season. He said his recommendation is based on that fact that the Commission lost money on concessions last season, and that sometimes more money was needed for the bands due to low attendance/donations and additional money is sometimes taken from the concession money. He suggested that combination meals be increased to \$4 (hot dog) and \$5 (hamburger).

Young said that he agreed with the price increase recommendation and thought that it was a good idea. Street said that she also agreed with the price increase because the extra funds help to offset the donation for the bands. Garrett said that the Commission should not be making money off of concessions but should break even. Anders said that with even increasing the price of combination meals by \$1, they were still a great value.

Brady Young made a motion to increase the combination meals by \$1 for the concession pricing for the 2019 Music in the Park events. Street seconded the motion, and it was passed unanimously (4-0).

Street asked Commission members if adding other menu options should be considered during the colder months. Street suggested that hot water be made available for hot chocolate. Commission members thought this was a good idea and suggested using the big cooler for the hot water. Lannon asked Commission members to email him with suggestions for adding side items to the concession menu.

6. OLD BUSINESS

Anders shared with the Commission the band schedule for this season's Music in the Park series. Anders pointed out that the October 12th date is from 6-7:30 p.m. due to the time change and that no rain dates will be offered this season. Garrett asked how much money each band was paid, and Anders said that each band was paid \$200 but with donations, bands usually received an average of \$380. Collins suggested that Music in the Park flyers be sent to him so that he could share them with ORYA members.

Young announced that Collins was now officially the president of ORYA, and Collins said that he was glad that Young stayed on the Commission as a voting member.

7. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS

Next Meeting: February 21, 2019

8. CITIZEN COMMENTS

9. ADJOURNMENT

Phyllis Anders made a motion to adjourn the meeting at 7:53 p.m. John Garrett seconded the motion, and it was passed unanimously (4-0).

Respectfully submitted:

Ashley Royal
Deputy Clerk

Tracy Street
Chair