



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
NOVEMBER 17, 2016 – 7 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Phillip Hanks, Chair  
Tracy Street, Vice Chair  
Barry Knight  
Phyllis Anders  
Phyllis Clodfelter  
Josh Schneider, Youth Representative

**Staff Present**

Terry Lannon, Parks & Recreation Director

**Members Absent**

Michelle Davidson, Alternate

**1. CALL TO ORDER**

**Phillip Hanks** called the meeting to order at 7:00 p.m.

**2. APPROVE AGENDA**

**Tracy Street** made a **motion to** approve the meeting agenda. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

**3. APPROVAL OF MEETING MINUTES**

**Phyllis Anders** made a **motion to** approve the minutes of the September 15, 2016, and October 20, 2016, meetings. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

**4. EAGLE SCOUT PROJECT PRESENTATION**

**Tracy Street** made a **motion to** alter the agenda and move the Eagle Scout project presentation ahead of the staff report. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

Justin Howard gave a presentation to the Commission on his proposed Eagle Scout project for a reflection area to be constructed in the town park near the pond.

**Phillip Hanks** made a **motion to** approve the Eagle Scout project by Justin Howard to include a retaining wall and pavers conditional upon additional communication with the Parks & Recreation Commission and the Parks & Recreation Director. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

**5. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented the staff report.

- **Finance report.** After giving the report of where the park stands on revenues and expenses, Lannon noted the special events line item, which has been severely impacted due to expenses from RidgeFest Reload. A reimbursement check for some expenses is expected from Merchants of Oak Ridge.
- **Programs and rentals.** All sports have finished up or are wrapping up their seasons. The final events for the year are the luminary event and the e-cycle event.
- **Trees and shrubs.** Trees and shrubs have been planted. The Christmas tree was delivered and will be planted the following week.

**6. NEW BUSINESS**

**A. Eagle Scout project list.**

Lannon emailed a list to the Commission and asked Commission members to notify him if they had any suggestions to add.

**B. 2017 Usage Agreement.**

Lannon presented the Usage Agreement with Oak Ridge Youth Association for next year's use of the town park. No material changes had been made from the previous year, and the document had already been approved by the Commission. ORYA had requested no changes. The agreement will be presented to the Town Council for adoption on December 1.

**7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS**

**A. Light up the Night luminary event:** December 3, 2016

Phyllis Anders gave an update on the event.

**B. Recycle/Ecycle event:** December 10, 2016

**C. Next meeting:** January 19, 2017 (Note: No December meeting)

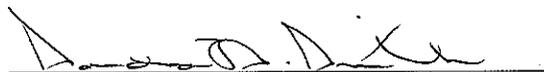
**8. CITIZEN COMMENTS**

Barry Knight asked if there was a way to put markers along the trail at the Cascades to aid the Fire Department in locating someone who is injured and needs to be rescued. Lannon said he would talk to Guilford County about it. Knight also presented an additional way to advertise events at the park.

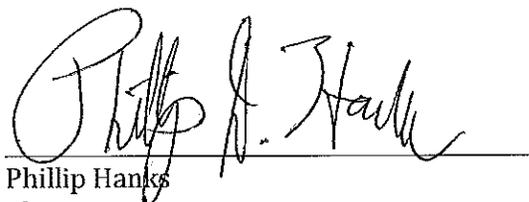
**9. ADJOURNMENT**

**Phyllis Anders** made a **motion** to adjourn the meeting at 8:02 p.m. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

Respectfully submitted:



Sandra B. Smith, NCCMC, CMC  
Town Clerk



Phillip Hanks  
Chair