



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
NOVEMBER 19, 2015 - 7 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Bill Edwards, Chair
Barry Knight
Phyllis Clodfelter
Phyllis Anders
Micah Spencer, Alternate (Sitting)
Tom Smith, Alternate (Not sitting)

Staff Present

Terry Lannon, Parks & Recreation Director
Sandra Smith, Town Clerk (Arrived late due
to Planning & Zoning Board meeting)

Members Absent

Tracy Street, Vice Chair
Jasmine O'Connell, Alternate

1. CALL TO ORDER

Bill Edwards called the meeting to order at 7:00 p.m.

2. APPROVE AGENDA

Phyllis Anders made a **motion** to approve the meeting agenda. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (5-0).

3. APPROVAL OF MEETING MINUTES

Barry Knight made a **motion** to approve the October 15, 2015, meeting minutes as revised. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

4. P&RC ADMINISTRATION

Consideration of Michelle Davidson as alternate to P&RC. Davidson introduced herself and told why she was interested in serving on the Commission.

Commission members' vote to recommend that Michelle Davidson be appointed as a P&RC alternate was unanimous (5-0).

5. STAFF REPORT

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** The report is hereby incorporated by reference and made a part of the minutes.
- **Phase II construction.** Landscaping around the amphitheater was completed as had seeding and sodding, and a walk-through was planned for the last week of November.

Commission members discussed how the wet weather had impacted construction, and Lannon said it had rained 15 inches since September 1. There is a \$500 per day penalty in the contract if construction is not completed on time, but the weather would have an impact on that date. The Town Manager is responsible for monitoring that.

- **Update on 2015 ORYA Usage Agreement.** The agreement has been signed by the Oak Ridge Youth Association; the request for approval of the agreement is scheduled for the Town Council meeting on December 3.

Commission members agreed by consensus to ask a member of ORYA to attend Commission meetings in order to facilitate better discussion and communication between the groups.

- **Other.**
 - **Reseeding.** Seeding and reseeded had been done and the germination rate was excellent due to the timing of the work and rainy weather.
 - **Tree and shrub management plan.** Lannon said he would meet with the gentleman again and would likely finish the plan in the next week.
 - **Redmon Field drainage.** The cause of the problem has finally been located and work will be done in the next couple of weeks.
 - **Signs.** The campground and pond signs have been completed and will be installed this winter.
 - **Damage repairs and maintenance items.** The irrigation pump house shed has been repaired and reshingled; the irrigation system will soon be winterized and shut down. Security lighting on the concession stand has been repaired, but there is still a problem with the lighting on the north and south sides. Playground equipment has been repaired. Winter annuals have been planted at the park and town hall. Park staff had a workday at the Cascades, and work is ongoing there. The steps at Union Cemetery will be rebuilt this winter. Routine turf management is slowing down, allowing staff time to work on several small maintenance items on the punch list.
 - **Budget.** No real capital items planned at this time for next budget year other than creating the tree and shrub maintenance program. A focus will likely be placed on special events. Lannon said he would like to include repair and maintenance of the parking lot at the park and at town hall; an initial estimate for the projects was \$95,000.

6. NEW BUSINESS

2016 calendar of events. Creating a year-long calendar of events was discussed. Events discussed included a possible heritage event, haunted woods, a grand opening for Phase II, music in the park, etc.

7. OLD BUSINESS

A. Music in the Park #5 featuring the Tyler Millard Band. The Commission reviewed the types of music featured this year as well as other things to make future events more popular.

B. Holiday Craft Fair. The event was successful, with many people attending. The event sponsors have begun discussing holding another event in the park in the spring.

- C. **Recycling/E-Cycling event.** Final plans were made for the event, which is scheduled for December 5.
- D. **Luminary event.** Additional plans were discussed for the event, which is scheduled for December 12.
- E. **Memorial tree requests.** Edwards said he had staked the area where the three memorial trees requested would be placed.

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- **Recycle/E-cycle event:** December 5, 2015, 8 a.m.-2 p.m.
- **Luminary event:** December 12, 2015, 6-8 p.m.
- **Next scheduled P&RC meeting:** January 21, 2016, 7 p.m.
- **Finance Committee meeting:** December (TBD)

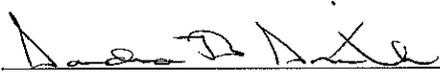
9. PUBLIC COMMENTS

- None

10. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at 9:03 p.m. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:


Sandra B. Smith, CMC, Town Clerk


William H. Edwards, Chairman