



OAK RIDGE PARKS & RECREATION COMMISSION MEETING
APRIL 16, 2015 - 7 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Bill Edwards, Chair
Barry Knight
Phyllis Anders
Jasmine O'Connell, Alt. (Sitting)

Staff Present

Terry Lannon, Parks & Recreation Director

Teen Advisor Present

Madeline Bagby

Members Absent

Tracy Street, Vice Chair
Phyllis Clodfelter
Pam Morrison, Alt.

1. CALL TO ORDER

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

2. APPROVE AGENDA

Jasmine O'Connell made a **motion** to approve the meeting agenda. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

3. APPROVAL OF MARCH 19, 2015, MEETING MINUTES

Phyllis Anders made a **motion** to approve the meeting minutes. **Jasmine O'Connell** seconded the motion, and it was passed unanimously (4-0).

4. PARKS & RECREATION COMMISSION ADMINISTRATION

A. Consideration of application for Parks & Recreation Commission alternate

Bill Edwards made a **motion** to recommend that the Town Council appoint Micah Spencer as an alternate to the Parks & Recreation Commission. **Jasmine O'Connell** seconded the motion, and it was passed unanimously (4-0).

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.

- **Scout projects.** Mountain bike trail bridge is complete, except for some minor work needed on the approaches. Work on the fire pit was scheduled for the following weekend. Several possible locations for the benches and shrubs have been identified. Work on My Little Library has been scheduled for the first two weekends in May.
- **Phase II master plan.** R.P. Murray submitted estimates, and it looks like the larger performance stage will be cost-prohibitive. The construction contract should be returned from R.P. Murray in the next couple of days, and at that point, the 120-day construction time begins. The permanent plans have been received and given to Planning Director Bill Bruce to submit to Guilford County.
- **Tractor purchase.** Lannon and Barry Knight planned to look at Kubota tractors the following day, and also planned to look at John Deere tractors. In answer to a question from Edwards, Lannon reported the purchase would be applied the FY 2014-15 budget.
- **Bark Park/Canine Capers.** The date for Canine Capers will be held June 6, 9 a.m.-1 p.m., with the rain date set for the following day. Sponsors and volunteers are being sought.
- **RidgeFest.** Meetings are ongoing in order to iron out logistics. Not many changes to the event are planned. Edwards asked Commission members to help publicize the event. A Rugged Ridge obstacle race event is scheduled to be added this year; there should be no adverse effect to the park and virtually no additional staff involvement or time required.
- **Other.**
 - Spring planting will be done within the next couple of weeks.
 - A piece of playground equipment (mushroom stepstool) was bent/damaged and park personnel are looking into the reason.
 - ORYA representatives have picked up their keys and paid for their portion to have the locks replaced.
 - All ORYA sports are up and running. Picnic shelters and tournaments are picking up.

6. NEW BUSINESS

A. Commemorative tree presentation. Tom Pratt, representing the Oak Ridge Lions Club, said Fay Proulx, a founding member of the organization, had died. The club had voted to have a memorial tree planted in the park in her honor. Pratt said he had purchased a type of Colorado blue spruce, which needs some afternoon shade, and had flagged a potential location in which to plant it. He said he was willing to consider other locations. Pratt said he would oversee installation, with the help of park personnel, and would mulch around the tree. The Lions Club would also like to install a small commemorative plaque, which would be similar to others in the park. Lannon suggested all park plaques be uniform in size, color, materials, etc.

Bill Edwards made a **motion** to accept the proposal for planting of a commemorative tree. **Barry Knight** seconded the motion, and it was passed unanimously (4-0).

B. Oak Ridge Music Festival presentation. Edwards said the presentation would be tabled until the following month.

7. OLD BUSINESS

A. Pond area beautification project update. Barry Knight reported four sets of specifications had been sent out, and he received one bid back from New Garden. He said this is a turnkey project bid and would include the plants, installation, mulch, irrigation system drip and

emitters, etc. The only thing not be included was hooking up the irrigation from the source to the bed. The bid is \$10,591. Knight said he was looking for someone to complete the irrigation hookup portion of the project.

Bill Edwards made a **motion** to conditionally accept the bid from New Garden for the beautification project providing bid requirements for the Town have been met. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

B. Music in the Park Update. Phyllis Anders reported the first event is scheduled and said the youth at Central Baptist Church had volunteered to help at all the events. Additional advertising, flyer distribution, and a chest freezer in which to store food were also discussed.

8. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- Next scheduled P&RC meeting: May 21, 2015
- RidgeFest 2015 – May 28-30, 2015
- Canine Capers – June 6, 2015

9. PUBLIC COMMENTS

- Micah Spencer suggested the Commission consider a Halloween event in the park.
- Madeline Bagby suggested a Picnic in the Park or Chili Cook-off.

10. ADJOURNMENT

Bill Edwards made a **motion** to adjourn the meeting at 8:12 p.m. **Phyllis Anders** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, CMC, Town Clerk



William H. Edwards, Chairman