



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
MAY 19, 2016 - 7 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Bill Edwards, Chair  
Phyllis Anders  
Phyllis Clodfelter  
Micah Spencer, Alternate (Sitting)  
Phillip Hanks, Alternate (Sitting)

**Staff Present**

Sandra Smith, Town Clerk  
Terry Lannon, Parks & Recreation Director

**Members Absent**

Tracy Street, Vice Chair  
Barry Knight  
Michelle Davidson, Alternate  
Tom Smith, Alternate

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

**Phillip Hanks** made a **motion** to approve the meeting agenda. **Micah Spencer** seconded the motion, and it was passed unanimously (5-0).

**3. APPROVAL OF MEETING MINUTES**

**Phyllis Clodfelter** made a **motion** to approve the minutes of the March 17, 2016 and the April 21, 2016 meetings. **Phillip Hanks** seconded the motion, and it was passed unanimously (5-0).

**4. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented:

- **Financial report.** The report is hereby incorporated by reference and made a part of the minutes.
- **Bark Park infrastructure.** The agility equipment was installed and Canine Capers was the biggest success ever, raising just under \$3,000.
- **Cascades Grand Opening.** The event was May 6, and everything went well.
- **Mountains to Sea Trail.** The Town is still deciding the best way to handle online reservations for the campsite, which will be located beyond the barn. The best surface for the campsite is also being determined.
- **ORYA duplicate key sets.** Lannon asked the Commission to act on whether another set of keys should be assigned to Oak Ridge Youth Association for the concession operator, because it contracts out running of the concession stand. Lannon recommended it be

allowed because they are providing a service. He said the concession operator would have to sign the key log, and ORYA would be responsible if the keys are lost.

**Bill Edwards** made a **motion** that another set of keys be assigned to ORYA for the concession operator. **Phillip Hanks** seconded the motion, and it was passed unanimously (5-0).

- **RidgeFest preparations.** Park preparations would begin in earnest in the next week. The train, fireworks and other features have been arranged.
- **Other.**
  - **Park brochure.** Edwards presented samples of brochures he collected. The Commission agreed by consensus to include a map with park amenities shown, keep the message simple, and include photos.
  - **ORYA update.** Kevin McCallister, ORYA president, had recently stepped down; Brady Young was serving as interim president, with an election scheduled for the next general meeting.
  - **Curbing.** Lannon said he was collecting bids for curbing to be installed in the park parking lot around each bay. The installation of curbing would allow the boulders to be removed and shrubs planted, and will hopefully keep people from driving through those areas.
  - **Craft show.** The craft show originally scheduled for April was postponed due to rain and has been rescheduled for July 16.

## 5. OLD BUSINESS

- **Amphitheater rental policy.** Edwards submitted a draft rental policy he had drafted, and changes were discussed.
- **Upcoming events.** Upcoming events in which volunteers and a coordinator are needed include the Haunted Trail, Heritage Day and Light the Ridge.

## 6. NEW BUSINESS

None

## 7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- **Music in the Park #3:** May 22, 2016, at 2:30 p.m. (No rain date)
- **RidgeFest:** June 2-4, 2016
- **Next scheduled P&RC meeting:** June 16, 2016, at 7 p.m.
- **Other.** Edwards announced that he had decided to resign after 11 years on the Commission. He said vice chair Tracy Street had declined to be chair, so someone will be needed to chair the Commission.

## 8. PUBLIC COMMENTS

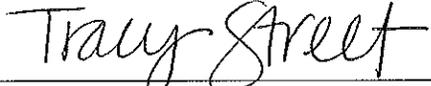
None

**9. ADJOURNMENT**

**Phyllis Anders** made a **motion** to adjourn the meeting at 9:35 p.m. **Phyllis Clodfelter** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

  
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Sandra B. Smith, CMC, Town Clerk

  
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Tracy Street, Vice Chairman