



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
SEPTEMBER 15, 2016 - 7 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Phillip Hanks, Chair
Tracy Street, Vice Chair
Phyllis Anders
Barry Knight
Michelle Davidson, Alternate (Sitting)
Josh Schneider, Youth Representative

Staff Present

Terry Lannon, Parks & Recreation Director

Members Absent

Phyllis Clodfelter

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. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

3. APPROVAL OF MEETING MINUTES

Barry Knight made a **motion** to approve the minutes of the August 18, 2016, meeting. **Phyllis Anders** seconded the motion, and it was passed unanimously (5-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented:

- **Finance report.** Expenses and revenues are trending where they should for this time of the year.
- **Mountains-to-Sea Trail.** The campsite has been completed. Kate Dixon from the Mountains-to-Sea Trail visited and is pleased. Councilman McClellan suggested having a grand opening for the campsite and inviting Dixon.
- **Phase II.** Davis Martin Powell's bid was \$19,800, but some items can likely be done in-house. Town Manager Bruce Oakley has decided to hire the firm to do jobs on an hourly basis, not to exceed \$19,800. There will likely be some savings in planning and permitting as well.
- **Sports.** Youth sports programs are starting up, co-ed adult softball is ready to begin, and tournaments are ongoing.
- **ORYA.** The organization has new softball and soccer directors. Lannon has met with them, and communication with the organization is good.

5. OLD BUSINESS

Discussion of playground element designs.

Phillip Hanks made a **motion** to select Cunningham & Associates as the playground equipment vendor. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

6. NEW BUSINESS

A. Discussion of historic marker at park.

Ann Schneider, chair of the Historic Preservation Commission, said the Commission would like to place a historic marker at the park. The property was originally part of the Charles Benbow farm, is in the Historic District, and preserves the rural vistas and woodlands.

Michelle Davidson made a **motion** to approve the location and wording of the historic marker to be placed at the park. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

B. Discussion of temporary fence rental.

Michelle Davidson made a **motion** to approve Lannon's suggestion for the addition of temporary fence rental to the rental fee schedule. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

C. Discussion of concert series/amphitheater rental for October 2017.

Tyler Millard is interested in putting on a weekend concert series. Lannon said security would be required, and he might also need to hire sheriff's deputies. He said they were interested in perhaps selling beer at the event, and asked the Commission's opinion. Some Commission members expressed concern about allowing alcohol sales in the park, particularly unless they were allowed at all park events. Such an event would produce revenue, and would also have an economic impact on businesses in the Town.

Discussion of food vendors at park events and how the park might receive revenue also ensued.

D. Discussion of social marketing.

Hanks asked Commission members to think about how the Merchants of Oak Ridge could become more the marketing arm for park events in order to produce more revenue for the park and add to event volunteers. He suggested possibly making Town Clerk Sandra Smith an administrator on the Merchants of Oak Ridge Facebook page. He said the Merchants might co-produce park events and promote/market them to get better attendance.

7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

- A. **Music in the Park/RidgeFest Reload recap:** September 10, 2016
- B. **Heritage Day update:** October 15, 2016
- C. **Light up the Night luminary event:** December 3, 2016
- D. **Next meeting:** October 20, 2016

8. **CITIZEN COMMENTS**

9. **ADJOURNMENT**

Michelle Davidson made a **motion** to adjourn the meeting at 9:59 p.m. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, NCCMC, CMC, Town Clerk



Phillip Hanks, Chair