



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
FEBRUARY 15, 2018 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Tracy Street, Chair
Phyllis Anders, Vice Chair
Barry Knight

Staff Present

Terry Lannon, Parks & Recreation Director
Ashley Royal, Deputy Clerk

Members Absent

Michelle Davidson
Brady Young
Mike Cronan, Alternate

1. CALL TO ORDER

Tracy Street called the meeting to order at 7:00 p.m.

2. APPROVE AGENDA

Barry Knight made a **motion** to approve the amended meeting agenda after adding a discussion regarding Music in the Park under Old Business. **Phyllis Anders** seconded the motion, and it was passed unanimously (3-0).

3. APPROVAL OF MEETING MINUTES

Phyllis Anders made a **motion** to approve the minutes of the November 16, 2017 meeting and the December 5, 2018 special meeting. **Barry Knight** seconded the motion, and it was passed unanimously (3-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance report.** Lannon shared with the Commission an update on the current budget. He highlighted, on the revenue side, that programs and user fees are currently slightly lower than budgeted but will still make projections. On the expense side, things are running slightly under budget.
- **2018 Special Events budget request.** Lannon presented the 2018 Special Events Budget Request to the Commission. The cost for the five events (Music in the Park, RidgeFest, Heritage Day, Halloween and Light up the Night) will be \$16,250. Lannon will present this budget request at the Finance Committee meeting on Monday, February 19, 2018.

- **2018-2019 capital requests.** Under park improvements, requests are being made for a Gametime Merry Go Round for \$7,325, playground 1 refurbishments for \$5,465, site furnishings for \$3,800 (includes trash receptacles) and \$3,000 for beautification that would include planting trees and shrubs around the park. Lannon is also looking into adding plantings around the amphitheater that would require minimal maintenance as well as planting annuals around the Redmon House. Lannon noted that New Garden Nursery is working on a design for these projects. Lannon asked the Commission to look at the requests for equipment. He asked if \$20,000 was still a current number for the concession trailer. Anders replied that the Commission would need to redo bid requests because the old bids were out of date. She requested that Lannon still submit \$20,000 as a capital request for a concession trailer. Knight asked if we had any wiggle room in the numbers because he had concerns about the trees along Linville Road. He stated that they were too close to one another and were too close to the power lines. Lannon replied that an arborist with Anderson Tree Service had looked at the trees and said that they were fine. Knight recommended that the Commission consider taking the trees down and replanting new ones before the fall. Knight also asked about putting the power lines underground and Anders commented that the cost of burying the power lines would be very expensive. Anders agreed that the trees had been an issue for a long time and that nothing had been done about them. Lannon stated that he would need to look at taking the trees down and replanting new trees for the upcoming fiscal year. Lannon also noted that \$45,000 was being requested for a security system at the park. He also stated that he was requesting \$1,200 for Communications that will be tied to the proposed security system for the park. A lengthy conversation ensued about the Commission's concerns and recommendations concerning the proposed security system.
- **Covered open air storage building.** Lannon stated that Allied Building, Inc. had submitted a proposal for a new storage area next to the current park shop. Lannon said that the current shop is at capacity and that additional storage space is needed. A Certificate of Appropriateness will be presented at the next Historic Preservation Committee meeting on Wednesday, February 21, 2018 because of the park being in the Historic District.
- **Mountains-to-Sea Trail.** Lannon reminded the Commission that the Town had formed a Mountains-to-Sea Trail Committee and that 13 people had been appointed to be on the committee. Lannon stated that he would be a staff representative on this committee that it would have its first meeting on Tuesday, February 27, 2018.
- **2018 events.** Lannon provided the Commission with a 2018 Town Park Calendar of Events. He highlighted the Canine Capers, which will be held on Saturday, April 28, 2018.
- **Fitness trail.** Lannon reminded the Commission that the 2017-2018 capital budget includes \$17,000 for the purchase of the equipment, as well as the installation of fitness equipment at the park. The Commission needs to decide where to put the equipment and if the equipment should be arranged in a linear fashion or in a cluster. There was a discussion about the fact that if the equipment was installed in the woods that this would present a safety issue because of it being isolated. Lannon also pointed out that if the equipment was in the woods, it increased the chance of it being vandalized. Many of the Commission members liked the idea of the equipment being arranged in a cluster and for it not to be installed in the woods. There was a discussion about possible locations for the equipment to be installed. Knight suggested that the fitness equipment be located between the Redmon House and the new playground area near Shelter 2. Street agreed that Shelter 1 had enough going on right now and she thought that the equipment being near Shelter 2 would be a better location for the new fitness

equipment. Lannon also recommended that the equipment be arranged in a cluster as opposed in a linear format. The Commission asked about how much space the equipment would take up. Lannon stated that he would look at the individual components to get a total square footage, but he guessed it would take up about the area of two-thirds of the conference room that they were currently meeting in. Lannon asked the Commission to go by the park to look at this proposed location for the fitness trail and to let him know any further comments or concerns.

5. NEW BUSINESS

A. Election of chair and vice chair.

Barry Knight nominated Tracy Street to be chair and Phyllis Anders to be vice chair. With no other nominations, the Commission's vote in favor was unanimous (3-0).

B. Discussion of appointment of John Garrett as P&RC alternate.

Barry Knight made a **motion** to appoint John Garrett to be a P&RC alternate. **Phyllis Anders** seconded the motion, and it was passed unanimously (3-0).

C. Discussion of fitness trail. Discussed during staff report.

D. Charity 5K in April hosted by Northwest High School student led clubs. Students Rami Bikdash, Ryan Stokely and Anna Yang were accompanied by their Latin teacher, Parker Jackson, to present to the Commission their idea of hosting a 5K to benefit St. Jude's Children's Research Hospital. The students are looking at having the event at the park either April 13, 2018 or April 14, 2018 and will raise money by selling T-shirts, registration fees and having food trucks available at the end of the run. Lannon confirmed that Saturday, April 14, 2018 was available, but informed the students that the park would be busy that day due to multiple scheduled tournaments. Students would like registration to begin at 8:00AM, the race to begin at 10:00AM and the race to end by 12:00PM. The students showed the Commission a proposed running route and Lannon suggested that the group stay clear of crossing any parking lot entrances and exits due to increased traffic on April 14th. Lannon proposed a safer route and the students thought this route would work for their event. The Commission asked about how many people they expected, and the students estimated around 200 runners plus volunteers. The Commission encouraged the students to suggest participants to carpool to the event due to parking limitations. Lannon also suggested that the group use Shelter 2 to use for registration. Students asked about the use of food trucks and the Commission agreed that having food trucks available at the end of the event would be fine. Lannon suggested that the food trucks park in the parking lot near Shelter 2. The Commission reminded the students that no alcohol could be served at the park. The students inquired about having EMS and/or police present at the event. The Commission suggested letting the Oak Ridge Fire Department know about their event, but since no roads were being blocked for the race that no law enforcement would be required. Lannon said that he would be the point person for them to contact and suggested that they come by his office at Town Hall to borrow his measuring wheel, so they could measure off the suggested route for the race.

Barry Knight made a **motion** to waive the park rental fee for the 5K being hosted by NWHS. **Tracy Street** seconded the motion, and it was passed unanimously (3-0).

6. OLD BUSINESS

Continuation of concession trailer discussion. Anders reminded the Commission that new bids for the purchase of a new concession trailer would need to be redone. This purchase will be included in the capital budget requests for 2018-19.

7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

A. Music in the Park. Anders asked the Commission to look at the proposed band dates. She proposed that the Alderman Duo perform as a warm-up group to Grace Abounds on Mother's Day weekend. The Commission agreed with this suggestion. There was a discussion about the Music in the Park budget. Currently, the Commission is paying each band \$200, but will need more due to the duet being added as a warm-up group on Mother's Day weekend. The Commission asked Lannon to increase their 2018-2019 budget request from \$2,350 to \$3,000. There was also a discussion about the concession stand and the need to inventory items after each event so that items could be purchased for the next event. Anders asked when the new concession trailer could be purchased if the budget request was approved. Lannon replied that if the budget request was approved, that the concession trailer could be delivered on July 1, 2018. Street said that she would ask Mrs. Royal, Oak Ridge Elementary choral teacher, if the group could serve as a warm-up group at one of the Music in the Park dates.

B. Next regular meeting: March 15, 2018

8. CITIZEN COMMENTS

Knight said that the light on the flag pole in front of Town Hall was out. Lannon replied that he was unaware that the light was out, but that he would make sure that it was fixed as soon as possible.

9. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at 8:30 p.m. **Phyllis Anders** seconded the motion, and it was passed unanimously (3-0).

Respectfully submitted:

Ashley Royal
Deputy Clerk

Tracy Street
Chair