



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
AUGUST 16, 2018 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Tracy Street, Chair
Phyllis Anders, Vice Chair
Barry Knight
Brady Young
John Garrett, Alternate (Sitting)

Staff Present

Terry Lannon, Parks & Recreation Director

Members Absent

Mike Cronan, Alternate
Michelle Davidson

1. CALL TO ORDER

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

2. APPROVE AGENDA

Brady Young made a motion to approve the meeting agenda. John Garrett seconded the motion, and it was passed unanimously (5-0).

3. APPROVAL OF MEETING MINUTES

John Garrett made a motion to approve the minutes of the May 17, 2018 meeting. Phyllis Anders seconded the motion, and it was passed unanimously (5-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance report.** Terry presented the end of year financial report for 2017-2018.
- **Redmon House landscaping.** Lannon reported that landscaping had been completed at the house and that it was included in the capital budget for park improvements.
- **Rain garden.** Lannon reported that work had been completed to fix the catch basin in the rain garden. They were able to put aprons around it.
- **Asphalt trail.** Lannon said that work had begun on cutting the asphalt trail in order to make repairs. This work will be an ongoing process through the last section when the crane brings in the big septic tank.

- **Septic Tank.** Lannon informed the Commission that Town Council had approved the contract for the new septic system. The septic tank should be delivered by mid-September.
- **Trailer electricity.** Lannon said that Oak Ridge Electric will run power out to the slab for the trailer. They are also addressing issues with other slabs in the park.
- **Retaining wall.** Lannon is in the process of receiving estimates for the retaining wall to be reinstalled. There needs to be a better drainage system with the new installation.
- **Chester and Linda Redmon house.** Town Council is having work done on the house to see if the house is structurally sound and if it can be used in the park. It is an historical structure that dates back to 1920s. Town Council will explore the house's potential uses will ask the Commission for its recommendations.
- **Shelter rentals.** Lannon reported that shelter rentals continue to be strong.
- **Fall Schedule.** Lannon said that fall sports will be starting soon.
- **Heritage Day.** Heritage Day is Saturday, September 29th. Phyllis and Sandra are working with the Special Events Committee on planning this event.
- **Trailer concession prices.** Lannon suggested that the Commission may want to consider raising the Music in the Park concession prices next year.

5. NEW BUSINESS

- A. **New trailer discussion.** Barry Knight commended Phyllis Anders for all of her hard work with purchasing the new concession trailer. Anders stated that she appreciated Knight and John Garrett going to Thomasville to see the trailer and with their assistance with the trailer purchase. Anders suggested that the Commission members go over to the park tonight to see the trailer and discuss any concerns.
- B. **New mission statement by Town Council.** Lannon informed the Commission that Town Council has been working on a new strategic plan for the town. Town Council will want the Commission to look at the park's current mission statement to make sure that it supports the new strategic plan. Lannon said that this is not an urgent request, but that he wanted to let the Commission know that it will be addressed at a later date. Street asked about information that she had seen in the strategic plan concerning the security system at the park. Lannon said that they will need to rebid the work in order to cover state regulations for information technology services for municipalities.

6. OLD BUSINESS

None

7. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS

- A. **Music in the Park, featuring Cruize Control: September 8, 2018 (6:30-8 p.m.)**
The Commission requested that advertisements to promote each band occur before every Music in the Park event.
- B. **Next Meeting: September 20, 2018**
- C. **Heritage Day: September 29, 2018 (10 a.m.-4 p.m.)**
Anders reported that set up would begin at 8:30 a.m. Anders also said that the Special Events Committee is assisting in the planning for Heritage Day this year. There will be two new features that include a pie baking contest and a beard contest.

Anders reported that a tractor and trailer are needed for Heritage Day for the hay ride. Anders asked Brady Young to ask Billy Kanoy about the use of his trailer for Heritage Day. Street said that she would be glad to give out flyers at Oak Ridge Elementary School to promote Heritage Day. Anders said that she would follow up with Sandra Smith about the flyers.

8. CITIZEN COMMENTS

None

9. ADJOURNMENT

The Commission went to the park before adjournment to discuss issues with the new trailer. Anders will call the trailer company and request that the issues with the trailer be fixed.

Brady Young made a motion to adjourn the meeting at 8:13 p.m. Phyllis Anders seconded the motion, and it was passed unanimously (5-0).

Respectfully submitted:

Ashley Royal
Deputy Clerk

Tracy Street
Chair