



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING
FEBRUARY 16, 2017 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Phillip Hanks, Chair
Barry Knight
Phyllis Anders
Michelle Davidson, Alternate (Sitting)
Brady Young, Alternate (Sitting)
Josh Schneider, Youth Representative

Staff Present

Terry Lannon, Parks & Recreation Director

Members Absent

Tracy Street, Vice Chair
Phyllis Clodfelter

1. CALL TO ORDER

Phillip Hanks called the meeting to order at 7:00 p.m.

2. APPROVE AGENDA

Barry Knight 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

Phillip Hanks made a **motion** to approve the minutes of the January 19, 2017 meeting. Barry Knight seconded the motion, and it was passed unanimously (5-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance report.**
- **Profile of ORYA resident versus non-resident use of the park.** The information submitted by Oak Ridge Youth Association was presented. Brady Young will check on the numbers for residents playing soccer and lacrosse, since their registrations are done through other organizations and their numbers appeared skewed on the report.
- **RidgeFest.** First planning meeting was held, and deposits have been made on portable toilets, hay wagon, face painting, rock-climbing wall and fireworks. Contacts have been made with the Bandits air demonstration about getting on their schedule. The spring arts and crafts show will be held along with regular RidgeFest events on Saturday. Expenses are estimated at \$10,221.
- **Signage.** More No Smoking signs will be posted around the ball fields and signs indicating dogs are not allowed on the ball fields have also been ordered.

- **Calendar of events.** A list of events was presented, and the Golden Retriever Easter egg hunt has been added.
- **Phase II update.** The drawings for the parking lot will be presented to the Planning & Zoning Board and Historic Preservation Commission for approval. A lighting plan will also need to be approved. The NCDOT driveway permit application is in process. Playground equipment is in and is being stored at the installer's facility. Mulch will be used for the surfacing. Advertisements for construction bids will be made as required by law.
- **Facility rentals.** Shelter rentals are picking up, and weekend tournaments are being booked. Lacrosse and soccer practices have begun, and baseball and practice will begin soon.

5. NEW BUSINESS

Discussion of appointment of Kathy McClelland as Parks & Recreation Commission alternate.

McClelland was unable to attend the meeting.

6. OLD BUSINESS

Discussion of park brochure.

Lannon said the person designing the brochure is awaiting photos to be included and a rough layout of information to be included. The map is finished. A schedule of annual events might be included, as well as contact info for groups such as ORYA who use the park. Hanks and Davidson questioned the need for such a brochure and whether people would just look on their phones for such information. Anders said the schedule of events should be included. Hanks said events should also be put on Facebook. Other methods of distribution were also discussed including distributing information through elementary school students and Dominos pizza boxes. Knight suggested publishing the schedule of events and maps on separate forms. The Commission agreed by consensus to email ideas to Lannon.

Phillip Hanks made a motion to print a tri-fold brochure with the map in the interior and the town seal and other park information on the other side as well as a rack card with town information and 2017 events on the other side, with numbers of each to be determined. **Michelle Davidson** seconded the motion, and it was passed unanimously.

7. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS

Next meeting: March 16, 2017

Music in the Park: April 8, 2017

Canine Capers: April 29, 2017

8. CITIZEN COMMENTS

None

9. ADJOURNMENT

Barry Knight made a **motion** to adjourn the meeting at 7:55 p.m. **Phillip Hanks** seconded the motion, and it was passed unanimously (5-0).