



**OAK RIDGE PARKS & RECREATION COMMISSION MEETING  
JULY 20, 2017 - 7:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Phillip Hanks, Chair  
Tracy Street, Vice Chair  
Barry Knight  
Phyllis Anders  
Michelle Davidson (partial meeting)

**Staff Present**

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

**Members Absent**

Brady Young, Alternate  
Josh Schneider, Youth Representative

**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. Tracy Street seconded the motion, and it was passed unanimously (4-0).

**3. APPROVAL OF MEETING MINUTES**

Phyllis Anders made a **motion** to approve the minutes of the June 15, 2017 meeting. Barry Knight seconded the motion, and it was passed unanimously (4-0).

Michelle Davidson arrived at the meeting.

**4. STAFF REPORT**

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance report.** Lannon presented revenue graphs for past years. Discussion ensued regarding whether the Commission should be concerned about opportunities to increase revenue.
- **Field maintenance.** Resodding on the multipurpose fields was completed and the fields may be able to reopen earlier than anticipated. Laser grading on the athletic fields has also been completed.
- **Phase II update.** The project is on hold as the Town waits for Duke Energy.
- **Mountains to Sea Trail.** A flyer on the MST in a Day event was presented. Lannon said there was a website where people could sign up to hike a section of the trail, with the hopes that the entire trail could be hiked by various people in a single day.

**5. NEW BUSINESS**

**A. Discussion of parks and recreation survey.**

The Commission discussed the possibility of doing another needs analysis survey to determine what additions the community would like to see in the park in the future. Methods of distributing the survey, including by mail and electronically, were also discussed.

**Tracy Street** made a **motion** to recommend the Town Council begin the process to conduct a new parks and recreation survey. **Michelle Davidson** seconded the motion, and it was passed unanimously (5-0).

**B. Discussion of election of Parks & Recreation Commission chair.**

Phillip Hanks said he was unable to continue as a member or chair of the Commission.

**Phyllis Anders** nominated Tracy Street to serve as chair. With no other nominations, the vote in favor was unanimous (5-0).

**C. Yoga in the Park.**

Davidson asked to discuss the item to determine the best dates for the yoga instructor she has retained to conduct the free yoga sessions in the park.

Commission members who were not at the meeting where the program and funds were approved asked how this is different from a facility rental for those who purchase green space permits, whether not requiring a permit was consistent, how many instructor candidates were spoken to, whether a background check was needed since these are town-sponsored events, whether the instructor would be required to have her own insurance or have attendees sign waivers, etc. Davidson said the issue had already been decided, and she had found an instructor who agreed to charge \$125 for each of four, 45-minute classes. Lannon asked about budgeting, and Hanks said Town Manager Bruce Oakley had said he thought it could be covered in the budget. Lannon said the money had not been included in the parks and recreation department budget. Anders, who had attended the meeting where the issue was voted on, said she thought perhaps it had been mishandled, perhaps because of a misunderstanding on her part.

After additional discussion, Commission members agreed by consensus to hold the first event on August 1 at 7 a.m. Davidson said she would check with the instructor regarding the remaining dates.

**D. Other.**

Anders said there were not enough volunteers at the last Music in the Park event. She asked Commission members to please let her know in advance if they were unable to attend so she could attempt to line up additional volunteers.

Anders also brought up the desire for a concession trailer to use at Music in the Park and other events. The Commission agreed by consensus to begin obtaining quotes on a trailer to submit to the Town Council.

**6. OTHER DISCUSSION ITEMS/ANNOUNCEMENTS/REMINDERS**

- A. **Music in the Park:** August 12, 2017 featuring Robert Tilley & the Hard Times Band
- B. **Next meeting:** August 17, 2017
- C. **Heritage Day:** September 30 (10 a.m.-4 p.m.)
- D. **Halloween Haunted Trail:** October 27-28, 2017

**7. CITIZEN COMMENTS**

None

**8. ADJOURMENT**

**Barry Knight** made a **motion** to adjourn the meeting at 8:48 p.m. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).