



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD MEETING  
MAY 16, 2019 – 7:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Tracy Street, Chair  
Phyllis Anders, Vice Chair  
Kyle Anders  
Tom Collins, ORYA Representative  
John Garrett  
Brady Young

**Staff Present**

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

**Members Absent**

Mike Cronan, Alternate  
Minako Partyka, Alternate

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

*Tracy Street made a motion to approve the agenda as amended after moving the discussion of selecting a new P&R Advisory Board member before the Staff Report. Phyllis Anders seconded the motion, and the agenda was agenda was passed unanimously (6-0).*

**3. APPROVAL OF MEETING MINUTES**

*Brady Young made a motion to approve the regular April 18, 2019 meeting minutes and the special called April 29, 2019 meeting minutes. Tracy Street seconded the motion, and both sets of minutes were approved unanimously (6-0).*

**4. NEW BUSINESS**

**Discussion of selecting a new P&R Advisory Board member.** Maureena Sheppard introduced herself to the Board. Sheppard said that she had lived in Oak Ridge for 5 years and worked as a realtor at Alan Tate. Sheppard shared that she enjoys volunteering at schools and had served on the town's Streetscape Committee. Sheppard said that she is originally from Kansas but considers North Carolina home. Collins said that Sheppard was a sponsor of the ORYA soccer program and was a member of the Merchant's of Oak Ridge. Street said that she had sponsored a Fun Run at Oak Ridge Elementary School. Royal asked Sheppard if she was interested in a permanent or alternate position on the Board, and Sheppard said that she would

like to be considered for a permanent position. Street told Sheppard that the Board would consider her application and would let her know the results of their decision within one week. The Board decided by consensus to allow for additional volunteer applications to be submitted through June 13, 2019 and then the Board will make final decisions on their recommendations to Town Council at their June 20, 2019 meeting.

## 5. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance Report.**
- **Commemorative Brick Sale.** Lannon shared a handout from Pine Hall Brick and had a discussion with the Board regarding pricing information for a commemorative brick sale. Lannon indicated that there were 200 available spots near the flag pole. Lannon encouraged the Board to think about where the money raised from the brick sale should be donated.

*Collins made a motion to charge \$75.00 per brick for individuals and \$150.00 per brick for businesses for the commemorative brick sale. Young seconded the motion, and it was passed unanimously (6-0).*

- **Survey.** The Board discussed what items should be included in the community survey that McGill is developing for the Parks & Recreation Master Plan. The Board agreed by consensus that the survey should be available online, as well as sent as a mailer without a QR code to all Oak Ridge residents and that McGill should attend RidgeFest on Saturday, June 1, 2019 as one of their pop-up events. Lannon said that he would clarify with McGill about the cost of a mailing a paper survey and if the online survey and the paper survey can be combined? The Board requested to see a copy of the paper survey before they are published and that the pop-up event details be shared on the town's Facebook page and the town's website.

## 6. NEW BUSINESS

### **Veteran's Memorial Project Discussion (Patti Dmuchowski, Special Events Committee).**

Patti Dmuchowski had a discussion with the Board regarding the desire for a Veteran's Memorial at the park. Dmuchowski said that the Special Events Committee had looked at six different potential sites at the park for a memorial and the group really wants to partner with the Board to work on this project. Dmuchowski told the Board that the Special Events Committee was planning on hiring a local landscape designer to obtain a cost estimate on the project. The Board suggested that the newly acquired Whitaker property be considered as a possible site for a Veteran's Memorial and that it be included in the master plan that McGill will be developing. Dmuchowski asked the Board if one of their members would like to have a seat on the Special Events Committee and the Board agreed by consensus that John Garrett should represent the Parks & Recreation Advisory Board.

*Collins made a motion that the proceeds from the sale of the commemorative bricks be donated to the proposed Veteran's Memorial in Oak Ridge. Anders seconded the motion, and it was passed unanimously (6-0).*

**7. OLD BUSINESS**

- A. Commemorative Brick Sale Update (Terry Lannon).** Lannon reported on this topic in his staff report.
- B. Park Signage Update (Tom Collins).** Collins told the Board that ORYA was in the process of updating their sponsorship signage banners at the park and he would like to involve this Board in the approval process for the banners. Young suggested that Collins email members copies of the banner logos prior to the monthly meetings and then the Board could approve the signs in bulk.

**8. OTHER DISCUSSION/ANNOUNCEMENTS/REMINDERS**

<b>RidgeFest:</b>	<b>May 30-June 1</b>
<b>Music in the Park:</b>	<b>June 8, 2019</b>
<b>Next Meeting:</b>	<b>June 20, 2019</b>

**9. CITIZEN COMMENTS**

Kyle Anders reported that several weeks ago, calls came into the Oak Ridge Fire Department from MST campers at the park complaining that people walking their dogs were keeping them awake. The fire department would like to know who the campers should contact regarding this issue, and Lannon suggested that those campers contact Town Hall the next business day or the Sheriff's Department.

**10. ADJOURNMENT**

*Collins made a motion to adjourn the meeting at 9:00 p.m. Anders seconded the motion, and it was passed unanimously (6-0).*

Respectfully submitted:

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Ashley Royal  
Deputy Clerk

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Tracy Street  
Chair