



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD MEETING  
OCTOBER 19, 2023 – 6:30 P.M.  
(Held in person & electronically via the Zoom platform)**

**MINUTES**

**Members Present**

John Browning, Co-Chair  
Phyllis Anders  
Kyle Anders  
Adrian Eckenrod  
Kelly Riddle  
John Garrett, Co-Chair (via zoom)  
Chelsea Young, alternate (sitting)  
Randy Collins, alternate (arrived late, not sitting)

**Staff Present**

Terry Lannon, Parks & Recreation Director  
(via Zoom)  
Ashley Royal, Deputy Town Clerk

**Members Absent**

Mike Kimel  
Phyllis Clodfelter, alternate

Reese Bell, Teen Advisor

*Note: This meeting was conducted remotely under N. C. Gen. Stat. § 166A-19.24 by use of simultaneous communication using the Zoom online platform and in which Parks & Recreation Advisory Board members participated by simultaneous communication. Board members joined and participated in the entire meeting, unless otherwise noted.*

**1. CALL TO ORDER**

Co-Chair John Browning called the meeting to order at 6:33 p.m.

**2. APPROVE AGENDA**

*Kyle Anders made a motion to approve the agenda, and Kelly Riddle seconded. The motion was passed unanimously (7-0).*

**3. APPROVAL OF MEETING MINUTES**

*Adrian Eckenrod made a motion to approve the minutes from the September 21, 2023, regular meeting, and Chelsey Young seconded. The motion was passed unanimously (7-0).*

**4. STAFF REPORT**

- Lannon updated the financial report and noted that revenue was 2% below budget and expenses were 3% below budget.
- Lannon reported that the Tree Committee would be presenting the Board with their recommendations on long range planning of the pine plots at Heritage Farm Park after they meet with a forester.
- Lannon stated that a part-time groundskeeper position remained open.

- Lannon noted that overseeding of Field One was being planned, fall fungicide application was underway and that the tractor was experiencing transmission issues, but that use of another tractor had been temporarily secured.

**5. ORYA REPORT**

- Riddle reported that all fall athletic programs were fully engaged.
- Riddle announced that she would be stepping down as the ORYA liaison on the Board but would stay seated until a replacement was approved. She noted that Board alternate Randy Collins had been approached to fill the position because of his familiarity with ORYA. She stated that she would be interested in staying on the Board and would apply as an alternate should Collins be approved to the role as ORYA liaison leaving his position as alternate open. Deputy Clerk Ashley Royal noted that there was one active application currently on file.

**6. OLD BUSINESS**

**A. Consideration/Approval of Proposed Cricket Field at Oak Ridge Town Park**

Discussion focused on possible site locations for the proposed cricket field. Locations discussed were Redmon Field, the practice fields facing the Farmhouse Community Center and the back field accessible through the wooded area beyond Field Three. Main issues of concern expressed by Lannon were disruption of the view shed from the Farmhouse to the Park and increased demand for parking. The Board decided that further review of the discussed sites would be continued into the next meeting after representatives of the proposal considered the sites suggested.

**B. Consideration/Approval of 2024 Oak Ridge Youth Association's Usage Agreement**

Lannon confirmed that use of the fields at Heritage Farm Park was added to the 2024 ORYA Usage Agreement with the understanding that availability of the park would rely on the completion of its construction. Discussion focused on the non-resident surcharge outlined on page nine, number 13, and on promotional and marketing parameters outlined on page four, roman numeral II. Lannon added that verbiage had been adjusted on page six, number 6(d), to reflect the addition of an evening shift park employee who would manage the restroom responsibilities.

Regarding marketing and promotions, Riddle proposed supplementing the quarterly email blast promoting ORYA's partnership with the Town with an annual email that focused specifically on the relationship between ORYA and the Town, and Royal concurred with the suggestion. Riddle noted the ORYA tagline which would appear in advertisements with the Town would be "proudly sponsored in part by The Town of Oak Ridge," and Royal advocated removing the words, "in part" from the tagline. Riddle pointed out that ads in the Northwest Observer promoting the Town's sponsorship would run quarterly and be sized at 1/6<sup>th</sup> of the page. She noted that the cost for these ads in 2023 was \$285 per ad and suggested that the Town assume half of this cost. The question remained as to where the Town's sponsorship would appear on ORYA's website.

Regarding the proposed non-resident surcharge of \$15 on each player per season, Riddle calculated an approximate expense to ORYA that amounted to over \$17,000. She pointed out that this expense would be a cash out from ORYA to the Town and that only a small percentage of ORYA sports use the park's fields and facilities. She advocated decreasing or eliminating the stipend provided to ORYA by the Town for use of the Town's facilities and that ORYA instead pay directly for fields according to the published fee schedule. She added that ORYA should maintain priority usage of all park facilities. Riddle expressed that ORYA's volunteer staff did not have the capacity to manage the logistics of its resident and non-resident enrollment, fees, and reservation schedules as they related to the stipend. Lannon corrected Riddle's statement that the proposed surcharge would be a cash out from ORYA noting that it would be a pass-through cost instead. He pointed out that the non-resident fee had never been changed to reflect the increases in costs for maintaining the park's facilities and the Town's sizable capital investments in new facilities and manpower to benefit ORYA usage. He further pointed out that Oak Ridge resident taxes supported the facilities being used by non-resident members of ORYA. The notion of replacing the individual player seasonal charge with an annual family charge was discussed.

The Board decided to table further discussion of the 2024 ORYA Usage Agreement to its next meeting in November to give members the opportunity to gather more information.

**C. Update on Farmhouse Community Center**

Royal noted that a demolition permit had been obtained but that the building permit was pending. She mentioned that demolition would not proceed until the permit was secured.

**D. Update on 2023 and 2024 Music in the Park Series**

Phyllis Anders reported that the 2023 Music in the Park Series was successful and well attended. Royal agreed and added that no issues relating to intoxication from the sale of alcohol had been experienced. She reported that a new security service had been hired for the fourth event for greater outside beverage/food control. Collins stated that Maureena Shepherd & Associates would not be renewing their sponsorship of the series in 2024, and that the remaining sponsors from 2023 had yet to commit to sponsoring in 2024. Royal noted that three bands had been contracted to perform in the 2024 series, leaving the need for three more bands to complete the series.

**7. OTHER DISCUSSIONS/ANNOUNCEMENTS/REMINDERS**

Lannon interjected with an update on the status of Heritage Farm Park noting that permits for the shelters and athletic fields had been obtained, but that all other permits were pending receipt. He reported that the playground equipment was due to be delivered in December and that most of the hard surfaces – concrete and asphalt – had been completed. Lannon stated that the issues with the well at the park had been addressed and that the front half of the park could be reopened in the next two weeks. Royal mentioned that aerial drone footage would continue to be taken and posted on social media to document the park's progress.

Next regular meeting:	Nov. 16, 2023
Halloween Terror Trail	October 20-21 & 27-28
Fall Arts & Craft Show	November 4, 2023
Filipino Food Expo	November 11, 2023
Veterans Day Ceremony	November 11, 2023
Light Up the Night	December 2, 2023

Lannon noted that park staffing had been adjusted to assist with the ORYA Terror Trail events.

**9. PUBLIC COMMENTS**

None.

**10. ADJOURNMENT**

*Adrian Eckenrod made a motion to adjourn the meeting at 8:28 p.m., and Phyllis Anders seconded. The motion was passed unanimously (7-0).*

Respectfully submitted:

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Ashley Royal, CMC  
Deputy Clerk

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John Browning  
Co-Chair