



**OAK RIDGE PARKS & RECREATION ADVISORY BOARD MEETING
NOVEMBER 21, 2019 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Tracy Street, Chair
Phyllis Anders, Vice Chair
Kyle Anders
John Browning
Tom Collins, ORYA Representative
John Garrett
Mike Kimel, Alternate (Sitting)
Maureena Shepherd, Alternate

Staff Present

Bill Bruce, Town Manager
Terry Lannon, Parks & Recreation Director
Sandra Smith, Town Clerk

Members Absent

Brady Young
CJ Annunziato, Teen Advisor

1. CALL TO ORDER

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

2. APPROVE AGENDA

Kyle Anders made a motion to approve the meeting agenda after removing the approval of the October 28, 2018 regular meeting minutes. Phyllis Anders seconded the motion, and it was passed unanimously (7-0).

3. APPROVAL OF MEETING MINUTES

John Browning made a motion to approve the October 22, 2019 special called meeting minutes. Phyllis Anders seconded the motion, and it was passed unanimously (7-0).

4. STAFF REPORT

Parks & Recreation Director Terry Lannon presented the staff report:

- **Finance Report.** Lannon presented an update on the current budget and told the Board that revenues are up 3.5% and expenditures are down 5.9%.
- **ORYA Usage Agreement.** Lannon told the Board that he had met with Tom Collins and they discussed the operational items that were assigned to them. Lannon suggested that the Board formally approve the Usage Agreement and that it should be presented to town council at their December meeting. Lannon said that the only item that is not reflected in the agreement is operational in nature which includes picking up the

expenses for athletic lighting and field paint that totals \$10,000. This expenditure will be presented to the Finance Committee and then a recommendation will be made to town council.

John Garrett asked if this Board can recommend operational expenditures or is that Terry's purview, and Lannon replied that it was generally his purview. Lannon told the Board that they can make recommendations to him and that this Board is in charge of big picture items. Lannon explained that years ago the Parks & Recreation Commission agreed to subsidize ORYA, but that overall ORYA subsidization is up to this Board. Lannon said that the Parks & Recreation Department's operational budget last year was \$117,000.

Street said that the last time that this Board met that we talked about components that the Board was responsible for and understood that the other items would go before the Finance Committee. Street said that she thought this Board was responsible for policies and procedures, and Lannon said that making ORYA subsidy recommendations is a policy. Sandra Smith said that the budget issues were confusing because the town is on a fiscal calendar year and ORYA is not. Lannon said that if the Finance Committee agrees to increase the operating budget, those additional expenditures would not be effective until July 1, 2020.

Phyllis Anders asked if the ORYA tax records had been presented to the town in the past, and Lannon said no but that the town has the ability to request them. Phyllis Anders said that she felt like this should be a necessity and that the tax records would shed light that some changes may not be necessary.

Kyle Anders suggested that the Usage Agreement is always followed and that tax records be requested every year when the Usage Agreement is being evaluated.

Street asked if this Board had the ability to make a recommendation on a level of subsidization this year for ORYA, and Lannon replied that this Board can make a recommendation to the Finance Committee on a subsidization recommendation and then it would be up to the Finance Committee to make a recommendation to town council.

John Garrett asked if this Board should make a recommendation on the level of the ORYA subsidization, and Lannon replied yes.

Kyle Anders suggested that ORYA's budget operate on a fiscal year, and Bill Bruce said that this might be a question for our town attorney, Michael Thomas.

Street asked that the topic of considering additional ORYA operating expenses be added to the December agenda for the Board to make a recommendation.

- **Youth Association and Town Comparisons.** Lannon shared with the Board a document that compares ORYA, Summerfield Recreation Association and Stokesdale Parks & Recreation Department.
- **Capital Projects.** Lannon asked the Board for their suggestions on any capital projects for the next fiscal year. Lannon said that in the past, the Board had talked about adding shade structures at the playgrounds and that he had a sales person coming out soon to receive a quote for the project. Lannon said that adding shade structures will be his only capital project request for the next fiscal year.

5. ORYA REPORT

- Tom Collins told the Board that ORYA would write a check to the town for \$2,448 for fall sport out-of-town players.
- Collins said that the Terror Trail was a good event that collected 1,100 cans of food and raised over \$500. Collins announced that ORYA would donate \$250 of those profits to a charity.
- Collins told the Board that ORYA assisted Oak Ridge Elementary School with their Colts Dash at the park on Monday, November 18th.

6. NEW BUSINESS

Presentation and Discussion of the Parks & Recreation Master Plan (Jim Ford) Ford presented the Master Plan to the Board and a conversation ensued about the Needs Assessment (mailer survey and electronic survey), the Visual Preference Survey, costs associated for recommended park elements, facility/staffing recommendations and priority projects. The Board decided by consensus to schedule a special called meeting on Thursday, December 5, 2019 at 5 p.m. in order to approve the Master Plan and to prioritize elements for future development.

7. OLD BUSINESS

Commemorative Brick Sale Update (John Garrett) Garrett announced that 16 bricks have been sold and suggested cutting off orders on January 1, 2020. Garrett told the Board that he was going to ask the NWO to write another article another regarding the brick sale.

8. OTHER DISCUSSION/ANNOUNCEMENTS/REMINDERS

Thanksgiving Parade:	November 23, 2019 (3:30-4:30 p.m.) *Rain date: 12/7
Light Up the Night:	November 23, 2019 (3:30-4:30 p.m.) *Rain date: 12/7
Next Special Meeting:	December 5, 2019 at 5 p.m.
Next Regular Meeting:	December 19, 2019 at 7 p.m.
Approved Reappointments:	Brady Young (approved at November Town Council meeting)

9. CITIZEN COMMENTS

Lannon said that Summerfield Town Park generated \$45,000 in tournament revenue this year and that Oak Ridge Town Park will probably make \$17,000 this year.

10. ADJOURNMENT

Collins made a motion to adjourn the meeting at 8:45 p.m. Garrett seconded the motion, and it was passed unanimously (7-0).

Respectfully submitted:

Ashley Royal
Deputy Clerk

Tracy Street
Chair