



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes**  
**February 9, 2021 – 7pm**  
**Zoom Meeting**

Attendees: Ann Schneider, Barb Engel, Caroline Ruch, Ben Walraven, Courtenay Benbow-Harton, Diana Macklin, Holly Tangen, John Garrett, John Browning, Sue Madison and Patti Dmuchowski.

- 1) The meeting was called to order at 7:00 pm.
- 2) The agenda was approved.
- 3) The minutes from the prior meeting were approved.
- 4) Welcome to John Garrett and John Browning, the new Co-Chairs from the Parks & Recreational Advisory Board. Also welcome to new Committee member Diana Macklin.
- 5) Veteran's Site Name
  - a) This topic is put on hold due to conflicts with the naming of the new park. John Garrett indicated that their top 3 names will be submitted to the Town Council at their April meeting for a final decision.
  - b) We will have an in-person meeting with our committee to finalize the Veterans site final name in April.
  - c) The final names were OR Veterans Circle of Honor, OR Tribute to Veterans, OR Veterans Place of Peace and OR Veterans Honor Green.
  - d) In addition, several new names were suggested.
- 6) Veteran's Site Final Design:
  - a) The final invoice from RR has been submitted to the Town Clerk for approval. It was for \$2,950.
  - b) The total cost for the design phase was on time and on budget for \$4,975.
  - c) The "6<sup>th</sup>" Column for the Space Force has been added to the final design.
- 7) Veteran's Site Construction Document:
  - a) RR has submitted a bid of \$7,000 for the Construction Document.
  - b) The Committee approved RR for the Construction Document based on their past performance and interface from the Design Document.
  - c) The contract has been reviewed by Bill Bruce, Town Manager. Additional questions from the Committee have been forwarded to Bill for review.
  - d) Budget consideration – We currently have \$5,025 left in the Town Consulting Budget. In addition, we have \$8500 in the current Veteran's fund. Bottom line is that we would need to take \$1,975 from the Veteran's Funds for the Construction Document project.
  - e) Review of the Opinion Document from RR. Note that a 10% contingency has been added for \$13,113.30.
  - f) Review of RR Scope of Services

- g) I checked my notes from a January 11, 2021 meeting that was held with Mark Reaves, Ann Schneider, Bill Bruce, Caroline Ruch, and Anna Reaves. The following were the highlights discussed:
  - i) The Master Plan needs to be adjusted to move the walking trails to their correct placement.
  - ii) Bill Bruce will be working over the next several months to select an engineer for the new Park.
  - iii) Phase I for the town will consist of grading, drainage, utilities, and parking.
  - iv) Estimate that the site will be “shovel ready” by October.
  - v) A site survey and topography map is needed by RR. Bill Bruce to send when available.
  - vi) The town will handle obtaining the permits required.
- h) Ensure that RR is aware of the Oak Ridge “streetscape” document to keep the items placed at the Veteran’s site in line with the Town’s designs.
- i) There needs to be a major effort to keep the lines of communications open between the Special Events Committee and the Parks & Recreation Advisory Board. Patti will attend the monthly P&R Advisory Board meeting and John G and/or John B will attend the Special Events Meetings. Additional meetings may be needed with all parties involved as we move forward.
- 8) Additional questions on the process for the development of the Construction Document.
  - a) Exclusions Defined – Utilities, Water, grading, park lighting and impervious surface calculations from the Veteran’s Site into the Town Consultant’s drawings. (A. Scope of Services)
  - b) Specific site lighting that may be required at the Veteran’s Site. For example, the downward lights on the columns.
- 9) Fundraising
  - a) Based on the Opinion document from RR, we will need \$150,000 total for the Veteran’s Site.
  - b) The Committee needs to place a high priority on developing a timely plan going forward to raise this amount.
  - c) Update from the February 10, 2021 Town Council Capital Project Meeting is that they will match up to \$68,000 for the Veteran’s fund. \$34,000 for year 2021-2022 and \$34,000 for year 2022 – 2023.
  - d) Ann had previously developed a “skeleton” framework for fundraising. She will review it and have it ready to discuss at an interim meeting in February.
  - e) Set-up a meeting in February to discuss the plan going forward and how we will raise the needed funds.
  - f) We need to develop a plan that will attract major and minor sponsors. Note that we have included donor recognition pavers and have also consider donor plaques for benches at the Veteran’s site.
- 10) Additional items discussed:
  - a) The walking trail around the new park will be put in place by the end of March.
  - b) The Special Events Committee would like to put up a “Future Veteran’s Site” sign
- 11) Publicity – Ben & Barb & Sue
  - i) Focus on the Fundraising aspect.
  - ii) Keep the momentum going on the Veteran’s site for February. Maybe just a picture and a hint of what’s to come.
- 12) Budget discussion:
  - i) Reconciliation of 2020 Budget

- (1) Over by \$1200 with the allowance of the Town Manager for electric Luminaries
- ii) Development of 2021 Budget
- (1) Elimination of Parade this year. Concern with sponsorship competing with the Veteran's fundraising activity.
  - (2) We need to be careful not to stretch our volunteers too thin for the variety of activities.
  - (3) Will put effort into expanding "Light Up the Night "
    - (a) Additional luminaries down the center by the Christmas Tree
    - (b) Still have the Santa Claus station
    - (c) Have food trucks, vendors and school chorus and carolers.
    - (d) Provide snacks for volunteers that help with placement of luminaries.
    - (e) Additional ideas welcomed
  - (4) Expand "911" display to recognize 20 years.
  - (5) Participate in Heritage Day
  - (6) Provide additional expense for advertising Veteran's fund raising and associated expenses.
  - (7) Bump up the decorations at the town entrance signs and Redmon house. Look into need for replacement parts.

Next regular meeting will be Tuesday, March 9, 2021 @7pm TBD