



**OAK RIDGE TOWN COUNCIL SPECIAL MEETING  
MARCH 29, 2021 - 11:00 A.M.  
(Meeting held electronically via Zoom)**

*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 Town Council members participated by simultaneous communication. Town Council members were joined and participated in the entire meeting, unless otherwise noted.*

**MINUTES**

**Members Present**

Ann Schneider, Mayor  
Jim Kinneman, Mayor Pro Tem  
George McClellan  
Doug Nodine  
Martha Pittman

**Staff Present**

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

**1. CALL TO ORDER**

Mayor Ann Schneider called the meeting to order at 11:01 a.m. Schneider asked Town Clerk Sandra Smith to conduct a roll call for Council members and staff.

Mayor Schneider said that the public had been invited to join the meeting by phone or electronic device, and instructions to do so had been publicized widely. All meeting materials were posted on the Town's website. She stated that Council members would identify themselves when speaking, and all votes would be taken by roll call.

**2. APPROVE AGENDA**

*Mayor Pro Tem Jim Kinneman moved to approve the meeting agenda, and Councilman George McClellan seconded. Via roll-call vote, the motion was passed unanimously (5-0).*

**3. NEW BUSINESS**

**Whitaker property site plan and NC Parks and Recreation Trust Fund (PARTF) grant application.**

Town Manager Bill Bruce explained that he had distributed a memo and two documents, which are hereby incorporated by reference and made a part of the minutes, for consideration. They were the master site plan for the Whitaker property and the project cost table, which included the grant request of \$450,000. He said the documents were nearly identical to what was approved by Council for the PARTF grant application the previous year. The only thing different was that the Town had hired McGill Associates to prepare design and engineering services at a

cost of about \$90,000. Bruce said the Town had been advised to keep the cost table the same as what had been submitted to PARTF the previous year, since costs associated with the project were eligible to be included in the grant application including those that were incurred up to 24 months before the grant was awarded.

Bruce said the Town had also held some additional community outreach events, which included meetings with the Kiwanians and the Garden Club, so it had met all requirements. He said the Town had also gone above and beyond in holding an open house the previous week as another way of obtaining community input, and information about all those meetings/events would be included in the application. Other than that, Bruce said nothing else had changed. He said the approval by Council of what was to be submitted was just an additional approval, which was recommended by McGill.

*Councilwoman Martha Pittman motioned to approve the Whitaker property site plan and the PARTF application as presented, and Councilman McClellan seconded the motion. Via roll-call vote, the motion was passed unanimously (5-0).*

#### 4. **ADJOURNMENT**

*Councilman McClellan made a motion to adjourn the meeting at 11:07 a.m., and Mayor Pro Tem Kinneman seconded. Via roll-call vote, the motion was passed unanimously (5-0).*

Respectfully Submitted: