

DRAFT

## Minutes of the Recreation and Parks Advisory Board Meeting

August 14, 2014 Regular Meeting

The August 14, 2014 Regular Meeting of the Recreation and Parks Advisory Board was convened at 7:00pm in the Social Room of the Recreation Center with Alan Tatum, Chair presiding.

### Roll Call

Members present: Steve Dittner, Ray Garrett, Fay Martin, Dan Robbins, Bradley Spears, Alan Tatum and Cathy Toth. Members absent: Naomi Asher and John Clayton.

New member Bradley Spears introduced himself and discussed his interest in joining the Board. Each Board member was introduced and gave a short overview of his/her time on the Board.

### Approval of the July 10, 2014 Meeting Minutes

A motion to approve the minutes for the July 10, 2014 meeting was made by Ray Garret and seconded by Fay Martin. The minutes were approved by a 7-0 vote.

### Appearance and Citizen Comments

Doug Colclasure addressed the Board and discussed his fondness for Haw Ridge Park. He recalled the tornado damage to Haw Ridge Park in 1993 and the effort to reopen the trails. The City was able to move quickly to remove downed trees by bringing in a logging contractor. Doug expressed his thanks.

### Committee Reports

Staff Presentation- Pat Sloan, Recreation Manager, Centers, Camps and Programs

Pat discussed the Recreation Center operations, including staffing, programming, facilities and challenges faced by the staff. She discussed training for summer and full time staff and detailed the role of her front desk in the overall Department operation.

Bike/Ped Committee- Ray Garrett

Ray discussed the lack of progress on the Rails to Trails project due to environmental sampling requirements and funding issues. The Board discussed the funding issue and discussed ways to resolve the sampling requirement. Bradley Spears requested a copy of the CSX sampling requirements and offered to join Ray on the Bike and Ped Committee.

Ray reported on his efforts to contact several of the property owners along Jefferson Avenue regarding the proposed single track trail running along the north side of East Fork Poplar Creek. He has received a favorable response from these early contacts. Due to the lot lines along the north side of the creek, he may be forced to cross the creek and place a portion of the trail on the south side.

The proposed parking areas along Illinois Avenue and Outer Drive were discussed by the Board. Ray reported having conversations with TDOT regarding the proposed parking area.

Discussion of the right-of-way on West Outer at Mississippi.

Community Funding Opportunities Committee- Naomi Asher

No Report.

Long-term Strategy/Needs Assessment Committee – Alan Tatum

Alan reported that he had made contact with Austin Lance to discuss possible involvement with the UT MBA program to assistance in conducting a recreation needs in Oak Ridge. A follow up meeting is being planned.

Waterfront Redevelopment Master Planning Committee

No Report.

Dog Park

The Department is gathering prices for security lighting at the Park and a shade structure. Irrigation and additional trees are also on the wish list.

#### Unfinished Business

No unfinished Business

#### New Business

No new business.

#### Updates and Observations (Non Action Items)

Friendship Bell

Jon Hetrick gave an overview of the completion of the short term plan for the Bell. The Bell House has been removed and the Bell is sitting on the concrete slab at the original location. The area around the Bell has been cleaned up and the fence removed.

Josh Collins presented a draft timeline and process for moving forward with the rebuild of the Bell House. The timeline will be on the September agenda for Board review.

Clark Center Park

Josh Collins presented a series of photos of Clark Center Park and discussed key features on the 80 acre site. He briefly discussed the upcoming August 25<sup>th</sup> City Council work session to solicit public input regarding the future

of the park. Alan Tatum asked about a possible role for the Board in determining the future of the Park. Since the transfer of Park would result in a new recreation facility, Josh briefly outline a role for the Board resulting in a recommendation to the City Manager and City Council.

#### Marina Docks

Josh walked the Board through a series of photos showing the removal of the two marina docks at Melton Lake Park. Removal of the two old docks has had a major impact on the waterfront and has resulted in numerous positive comments from the waterfront users.

Josh also presented several before and after photos of the renovation of the old restaurant and its transition into a public restroom and a recreational equipment rental opportunity.

#### CVB Board Meetings

Steve Dittner reported on a recent CVB meeting that he attended. The Board is comprised of representatives from the Hotel/Motel industry and local citizens. Steve reported the Board's focus was putting "Heads in Beds". He expressed concern over the upcoming contract discussions between the CVB Board and the City.

Dan Robbins expressed concern over the resignation of Mark DeRose, ORRA Director of Rowing, and the number of Knoxville people on the ORRA Board. Since rowing has such a big impact on the City, he would like to see more Oak Ridge residents on the ORRA Board.

#### Director's Report

No Director's report.

Steve Dittner made a motion to adjourn and Dan Robbins seconded the motion. The motion to adjourn was approved by a 7-0 vote. The meeting was adjourned at 9:25pm.

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## Bike and Ped Committee Report

Aug 14, 2014

**1. Rails to Trails – Elza to Y12: Nothing new**

**2. Parking lots on West North Ridge**

a. At Illinois Ave: Delivered TDOT application form to Community . Dev.

b. At West Outer Dr. – Miss. Ave. intersection: Obtained map data from Community Dev. Department - found right of way to be much wider than shown on street maps - actually 115 ft wide.

c. Next step – meet with city engineer, Steve Byrd

**3. Proposed East Fork Polar Creek Trail**

a. Contacted 3 new property owners on Jefferson Avenue. Got approval from David Tate, provision approval from David McNeely, and approval from Noonan Properties (carpet store)

b. From Community Development Department, established that an existing right-of-way at Tuskegee Drive extension could connect Mel Sturm section to the Turnpike.

So far no rejection from 5 property owner inquiries (Tate, McNeely, Noonan, Clark, Sturm)

# The Oak Ridge Friendship Bell

September 25, 2014

## The Bell structure in the early years



## Another view



By 2013, the Bell structure had begun to show signs of serious deterioration.



Water damage to the framework had caused considerable damage. A structural engineer was brought in to evaluate the condition of the structural timbers in the building.



Based on preliminary findings by the engineer the decision was made to place a support structure under the 8,250 pound bell. The Bell structure was closed to the public until the results of an in-depth study were available. The final report, issued in April 2014, determined that 70% of the structural members failed the inspection.



After reviewing the information and options outlined in the report, the Oak Ridge Recreation and Parks Advisory Board recommended demolition of the existing structure as the first phase of a plan to create a long-term solution to the problem. This option allows the public to have access to the Bell while the long-term plan is developed.



On July 27, 2014 City work crews began demolition of the Bell structure. Prominent architectural details, such as the hanging rain gutter, were salvaged and placed into storage.



A steel ring removed from the structure.



Prior to taking down the building, the Bell was removed and temporarily stored in the parking lot.



Building demolition begins.



The equipment operator carefully removed the copper roofing to expose the structure underneath.



After the roof was removed the rot in the roof peaks was clearly evident.



The smaller roofs on the creek side of the structure were removed first.



The rest of the structure followed soon after. The remains of the building were then sorted for removal.



This is the beam that supported the Bell on the Badger Rd. side of the building. The two beams that held the Bell were attached to the brackets, with a vertical post in between. Note the rot in the beam at this critical juncture.



This is a close-up view of that same beam, right at the point the weight of the 8,250 pound bell rested.



Another example of the rot found in the timbers of the Bell structure.



This is the Bell as it sits now, essentially directly below where it previously hung. It is again open to the public for viewing while a long-term plan is developed and implemented.



# CENTERS CAMPS AND PROGRAMS

Pat Sloan, CPRP  
Recreation Manager



Civic Center

Scarboro  
Community  
Center

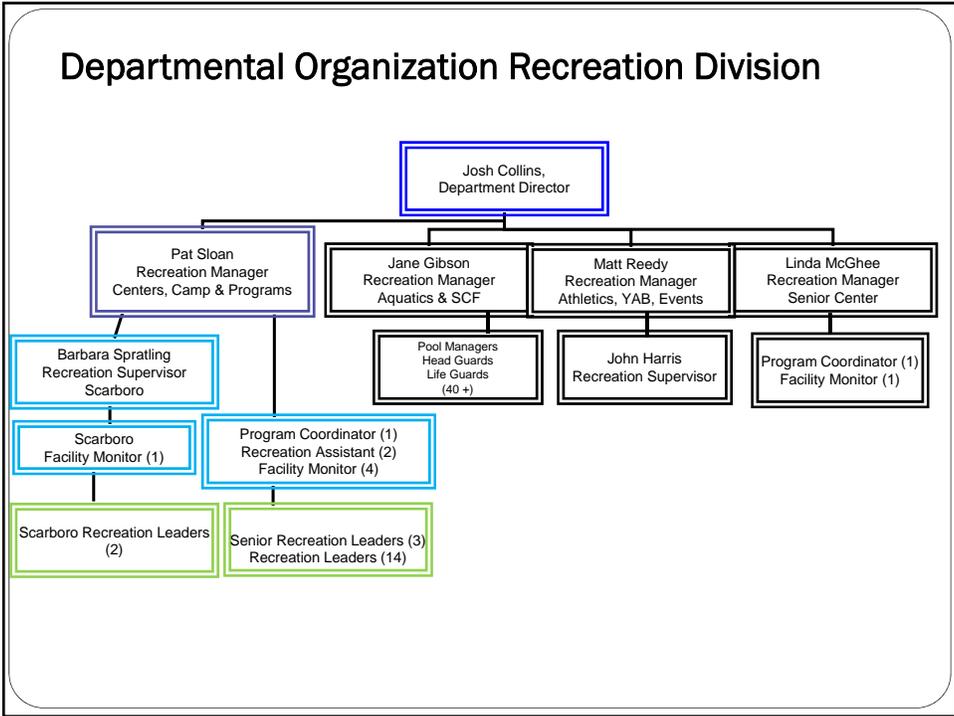


## Responsibilities of Recreation Manager Centers, Camps & Programs

- Oversees the operation of the Civic Center and Scarborough Center.
- Responsible for accounting for money and managing the operations budget for Centers, Camps and Programs. Civic Center operating budget for FY15 is **751,933**. Scarborough FY15 is **189,822**.
- Responsible for supervision, staff development and training of 9 regular employees and 19 seasonal employees.
- Plans and implements public events and programs.
- Plans and implements camp programs for both centers.
- Oversees maintenance of Centers.
- Develops specifications and bidding process for projects.
- Writes, updates and edits training materials, operations manuals, policies and procedures.

## CIVIC CENTER FEATURES

- Located in Bissell Park
- Performing Arts Pavilion located close by
- Administrative offices
- Front desk operation
- Indoor Pool
- Locker Rooms
- Gymnasium
- Game Room
- Four meeting rooms (2 large, 2 small)
- Full size kitchen
- Kitchenette
- Snack Bar



## CIVIC CENTER FRONT DESK STAFF

Staff includes 1 Recreation Coordinator, 2 Recreation Assistants, 3.5 Facility Monitors.

- Customer Service
- Open, close and monitor facility
- Deposit all money that comes in and through the department.
- Disperse petty cash
- Register patrons for camps and programs
- Make reservations for meeting rooms
- Prepare rooms for meetings
- Conduct safety and cleaning inspections
- Plan and implement events
- Assist other managers when needed

## CITY SUMMER CAMPS

- Both centers have a summer camp program for children 6 – 12 years old.
- Space is limited to 140 at the Civic Center and 20 at the Scarborough Center. There is always a waiting list!
- Camp activities include sports, games, crafts, swimming, field trips and special events.
- Free lunches from ETHRA are offered at both programs.
- The Tennessee Dental Health Program offers free sealants for campers.
- Although the basic schedule for camp is planned well in advance, the summer staff is encouraged to be involved. They create new games and activities and plan new events. Anything goes as long as it meets the SAFA guidelines. (**S**afe, **A**ge appropriate, **F**un and **A**ffordable. )

**The Secret of the success of city camps is a well trained staff of outstanding individuals.**





## Field Trips



## Events on Site



## PROGRAMS AND EVENTS

Programs and events includes those that the department offers as well as coordinating facilities and offering assistance to outside groups.

- Front desk staff employees are included in the planning and preparation of events.
- Contract Instructors are hired to offer classes such as Zumba and Exercise for Fitness.
- Special Events include the Memory Magic Scrapbook Event; The Children's Halloween Party; The Christmas Tree Lighting and Reception; Family Day; The Annual Egg Hunt
- Support other events such as SCF, Graduation Celebration, leagues and swim meets.





### Secret City Festival Decorations



## CHALLENGES

- **An aging building**
  - Upgrades to heating and air
  - Gym floor replacement
  - Bleacher upgrade
  - Replacement of furnishings – tables, chairs, snack bar booths
- **Staff development**
  - Updating Operations/training manuals to digital format
  - Consistent training for a multi-generational staff
- **Security**
  - Training to cope with a changing clientele
  - Interior cameras
  - Access to the building
  - Identification card system

Old finish has built up over the years and is beginning to chip away in places. The lighter color is what the gym floor should look like.



If these “divots” get larger in the main part of the floor they will become a tripping hazard.

Some warping of boards due to natural expansion and contraction of wood over the years. New floors are “floating” floors that are not attached to the walls, allowing for the expansion.

