

Minutes of the Recreation and Parks Advisory Board Meeting

February 14, 2013 Regular Meeting

The February 14, 2013 Regular Meeting of the Recreation and Parks Advisory Board was convened at 7:05pm in the Social Room of the Recreation Center with Gerry Palau, Board Chair presiding.

Attendance

Roll Call: Sherith Colverson, Bridgette Ellis, Gerry Palau, Dan Robbins and Cathy Toth. Late: Allen Eubanks, Laurel Patrick. Absent: Frank Chmielewicz and Alan Tatum

Approval of the January 10, 2013 Meeting Minutes

A motion to approve the minutes for January 10, 2012 was made by Cathy Toth and seconded by Dan Robbins. The minutes were approved by a 5-0 vote.

Appearance and Citizen Comments

Doug Colclasure asked about Board action taken at the January meeting regarding the 69kv line at Horizon Center. It was noted that Jack Suggs had briefed the Board on the proposed service line in January, but the Board took no action on the item.

Committee Reports

Work Plan Deliverables

Chairman Gerry Palau reviewed the work plan discussions from the February 2nd planning retreat including providing support to City staff for construction of a Dog Park, master plan strategy for the redevelopment/enhancement of the waterfront, development an action plan for the Rails to Trails project, development of a Community Funding Opportunities List and performing a Needs Assessment for current/future recreation facilities and programs. Gerry also discussed City Manager Areas of Emphasis for the Recreation and Parks Board. Meeting notes from the retreat session are attached.

Based on the retreat meeting, Gerry shared a proposed 2013 Parks Board Work Plan (attached). Dan Robbins made a motion to approve the proposed 2013 Recreation and Parks Board Work Plan. Allen Eubanks seconded the motion. The proposed Board Work Plan for 2013 was approved by a 7-0 vote.

Sherith Colverson asked about how the approved work plan would fit into the current committee structure. Gerry proposed a committee structure where the Bike/Ped and Dog Park committees would continue in their current form. Sherith and Bridgette accepted the Chairmanship of their respective committees for another year. Chairman Palau proposed establishing three new committees coinciding with the other three key Work Plan focus areas: Waterfront Redevelopment Master Planning, Community Funding Opportunities, and Long-term Strategy/Needs Assessment. Allen Eubanks offered to chair the Waterfront Master Planning Committee; Laurel Patrick offered to chair the Community Funding Opportunities Committee; and Gerry Palau offered to chair the Long-term Strategy/Needs Assessment Committee. The three new committee Chairs were asked to identify

proposed committee members and prepare draft committee charters for Board approval by the next Board meeting.

There was follow-on work plan-related discussion regarding the schedule for the Board's 2013 Open House-style public meetings to solicit input on various focus areas. It was agreed that an Open House in March should focus on the development of dog parks in Oak Ridge. As a tentative plan, a meeting on waterfront redevelopment master planning would be scheduled for May or June; a meeting on bike & pedestrian/rails-to-trails would be scheduled for September.

Bike/Ped Committee- Sherith Colverson

Chairman Palau discussed his appearance before the Planning Commission and the letter to the City Manager outlining the recommendations from the Bike/Ped Committee. The number one priority for future funding would be the Rails to Trails project.

Dog Park Committee- Bridgette Ellis

The Board discussed the proposed March Open House and its focus on the Pet Safe Dog Park. Laurel asked about the Dog Park Committee's role at the Open House and how would public input be solicited. Bridgette outlined the purpose of the Open House and distributed a list of proposed rules for Board review (attached). Public input on the rules, proposed amenities and management of the Dog Park would allow the committee to help guide the next steps in building and operating a dog park in the community.

Unfinished Business

Election of Vice Chair

Laurel Patrick was asked if she would consider serving as Vice Chair since she served in that role during 2012. Lauren indicated a willingness to continue in that position if elected. Dan Robbins made a motion to elect Lauren Patrick as the Vice Chair for the Park Board. The motion was seconded by Cathy Toth. No other nominations were made. Lauren was elected to the position of Vice Chair by a 7-0 vote.

New Business

Approval of the 2013 Work Plan

The Work Plan was approved as part of the discussion on Work Plan Deliverables.

Approval of the March Meeting Change

Due to the Oak Ridge School Spring Break schedule, the Board agreed to change the March meeting from the 14th to the 21st. The meeting will be held in the Craft Room of the Recreation Center at 7pm. An Open House will be held starting at 6pm to discuss the proposed Oak Ridge Dog Park at Big Turtle Park.

Dan Robbins requested an item regarding signs along the Greenway/Waterfront be added to the March 21st meeting agenda.

Director's Report

Department Activities

Josh Collins distributed a list of Department activities, events and deadlines that are scheduled for the upcoming months. (see attached)

Update on the Equipment Rental RFP

Josh Collins reviewed the Recreational Equipment Request For Proposals that was distributed in early February. A site visit was held on February 8th at Melton Lake Park. One potential vendor attended. Deadline for submittals is February 22nd.

The meeting was adjourned at 8:05 pm.

Recreation & Parks Advisory Board 2013 Work Planning Meeting Notes (for information)

1. Group norms, culture, expectations

- There was a general sense that over the past 6-9 months we did not put enough emphasis on strategic items in the work plan:
 - Spent too much Board time on reactionary fire drills and tactical response to citizen concerns; not enough time focusing on strategic deliverables.
 - There was some sentiment that the reactionary/tactical items were important to 'keep bad things from happening' (e.g., the Board time spent on the Horizon Park power line concern).
- There was discussion regarding how much 'outside the Board Meetings' work Board members need to contribute to keep the Board fully functional and productive. It was noted:
 - If Board members' only engagement on Board matters is during the monthly business meeting, the board will function primarily in a reactionary, not strategically visionary, advisory capacity;
 - The Board can't reach strategic conclusions or advice if there aren't Board members working outside the business meeting to develop concepts and products for Board review;
 - Some Board members felt that their contributions to 'getting your hands dirty' on behalf of the Board happened as part of other [non-Board] community activities;
 - There was no clear consensus having a Board member 'standard' for level of engagement and time commitment.
- The Committee reports provided during Board meetings should be less of a 'status update' nature, and should place more emphasis on engaging the board in providing timely 'technical' feedback and opinions that the committee is addressing.
 - The goal is to more fully engage the Board early, and build Board buy-in to committee recommendations through early engagement (due diligence) and support.
 - A useful agenda for the committee reports may be along the lines of:
 - "Here's what the committee needs for you (the Board) to know;"
 - "Here's what information, feedback or decisions the committee needs from you (the Board);"
 - "Here are the critical timing/schedule constraints to deliver a product (either per the work plan, or other driver).
- Proposed Actions:
 - 1) Place more focus on our strategic work plan deliverables;
 - 2) Place more committee report emphasis on technical (versus status-only) information;

- 3) Recognize the importance of being a strong advocate for Recreation & Parks within the context of the need to balance recommendations with other city needs/resources.
- 4) Demonstrate greater courtesy of feedback and input by sharing reaction to, or at least acknowledgement of, information, emails, etc.
- 5) Add a "Key Issues List" item to the Board's business meetings that can be used to emphasize near-term areas of community attention, critical schedule items, etc.

2. Work Plan Priorities

- There was a review of the key elements of, and progress on the 2012 Work Plan.
 - The two areas recognized as being most critical, but in which the Board made the least progress were:
 - Waterfront master planning and future amenity priorities;
 - Rec & Parks Needs Assessment process.
- A list of the City Manager's proposed areas of emphasis was discussed (see attached: these were derived from a meeting between the Manager, R&P Director, and Parks Board Chair in late January; the sequence of the list had no bearing on priority).
- While the group recognized the value of making progress in all areas discussed, the following five were considered to be the areas of highest importance:
 - 1) Development of dog park(s)
 - 2) Waterfront redevelopment master planning/priorities for CIP consideration
 - 3) CSX rails to trails conversion - plan of action
 - 4) Develop community funding opportunities lists
 - 5) Rec & Parks needs assessment and 20-year strategic vision/plan

3. Brainstorm/prioritize possible areas for Open House-style public engagement opportunities

- Options discussed:
 - Dog Park Rules and user self-management
 - Athletic fields
 - Bike & pedestrian
 - Rails to Trails
 - Clinton connection
 - Community bicycling event(s) & management
- Proposed Plan:
 - An April Open House – tentatively focused on waterfront redevelopment;
 - A June Open House tentatively focused on Bike & Ped areas

Attachment

City Manager Areas of Emphasis for Parks Board Work Plan Consideration

January 2012

- 1) Develop dog park(s)
- 2) Waterfront:
 - a. Repurpose the restaurant building
 - i. Bathrooms
 - ii. Coffee shop
 - b. Boat house façade
 - c. Community playground build
- 3) Expand rowing lane capacity
- 4) CSX rail line plan of action
 - a. Scope, schedule, funding needs, grant opportunities, responsibilities (who's on point)
 - i. CIP proposes \$150K in 2015
 - b. Lessons learned from Johnson City & other communities
- 5) Bicycle/pedestrian connection to Clinton
- 6) Athletic field opportunities
- 7) Partner with Elder Citizens Advisory Board to consider senior recreational needs
- 8) Develop a community funding opportunity list
 - a. Top 10 (Xmas wish) lists of \$1K, \$5K, \$10K \$20K, \$50K, & \$100K projects
 - i. Park benches, water fountains, dog parks, tree plantings etc.

Recreation and Parks Advisory Board 2013 Work Plan

High Priority Strategic Directions and Plans

- 1) Support City Staff in development of dog park infrastructure for the City.
 - a) Develop funding mechanism.
 - b) Host at least one open house opportunity to engage citizens and solicit public input on dog parks.
 - c) Finalize park rules and regulations and associated ordinances.
 - d) Identify future dog park sites.
 - e) Create an ongoing "Oak Ridge Dog Park User Group" to assist City in promotions and issue resolution.

- 2) Develop a master plan strategy for future redevelopment and enhancement of the City waterfront.
 - a) Evolve existing master planning concepts to reflect current thinking, priorities, and public input (written report by December 2013).
 - b) Define a proposed plan of future, executable projects, including scope, cost estimates, coordination/integration, and ROM schedule (December 2013).
 - c) Assist staff in addressing existing buildings repurposing/refurbishing with recommendation based on options and ROM cost estimates (December 2013).
 - d) Host at least one open house opportunity to engage citizens and solicit public input (June 2013).

- 3) Develop an action plan for development of a CSX rails-to-trails initiative.
 - a) Articulate a set of functional requirements (e.g., surface, access points, support infrastructure such as parking, potable water, benches, bike racks, etc.) and design criteria for the detailed designs that will convert the rail line to a highest, maximum use transportation and recreation corridor through the City (December 2013).
 - b) Define a proposed plan of Articulate a high-level plan of future, executable projects, including scope, cost estimates, coordination/integration, and ROM schedule (December 2013)
 - c) Host at least one open house opportunity to engage citizens and solicit public input (October 2013).

- 4) Develop a 2013 community funding opportunities list.
 - a) Top 5 to 10 community funding opportunities in a series of price ranges (e.g., <\$500, \$1K, \$5K, \$10K, \$29K, \$50K, \$100K, \$500K) - August 2013

5) NEEDS ASSESSMENT:

- Identify the long-term community needs/investments beyond Council's four tactical initiatives. This is an ongoing, evolutionary process that helps define mission and vision.
 - Deliverables:
 - Quarterly open house-style availability sessions (e.g., topics such athletic facilities/programs; parks; human-powered; individual activities (hiking, etc.), city programming.)
 - Working draft of needs assessment (~10 page report for CY-2012) including a spreadsheet containing key data such as:
 - Inventory of citizen-suggested unmet needs;
 - Demographic that need would serve;
 - Extent of deficit/unmet need versus existing capacity;
 - Extent to which average versus peak demand is met;
 - What condition/situation it fixes/improves;
 - Opportunities to increase/optimize utilization of existing facilities, including potential to use existing facilities for new purposes.
- Evaluate the current recreation & parks mission & vision
 - Deliverables:
 - Consider R&P mission statement; is it to provide a diversity of quality community recreation opportunities for citizens and guests to the city?
 - Consider the 5, 10, and 20 year vision for R&P (25 years ago the city's R&P vision was to develop a park system, and resources were focused on that);



Use of the Park constitutes acknowledgement of these

General Rules

for the

PROPOSED

Big Turtle Dog Park

- Dogs must be leashed when entering and exiting the Park and dog owners must have a leash in possession at all times inside the Park.
- The City of Oak Ridge is not responsible for injuries to dogs, their owners/handlers, or others that use the Park. This area is for dogs and their handlers only.
- Limit of 3 dogs per adult.
- No smoking, food or beverages within the Park.
- Dog waste must be cleaned up immediately by the dog owners and placed in trash receptacles.
- Dogs must be current with all vaccinations, healthy and wearing a collar with identification at all times.
- Dogs in heat and puppies under 4 months of age are prohibited.
- Pets other than dogs are prohibited from entering the Park.
- Dog owners are responsible for ensuring that their dogs do not escape from the fenced area.
- Children age 12 and under must be supervised.
- Dogs showing aggression toward people or other animals must be removed from the Park.
- Dog owners must be in the Park with their dogs at all times.
- Dog owners are responsible for filling holes and repairing damage caused by their dogs.

Oak Ridge Dog Park (thanks to Knox County for this page)

Hours: Facility is open from sunrise to sunset; seven days a week

CLOSINGS: Facility may need to be closed for periodic maintenance

Reporting: Any incident, problem, violation, emergency, etc, must be reported immediately to the City Police Department – xxx-xxx-xxxx or 911 for emergencies.

Call the City Recreation and Parks Department at xxx-xxx-xxxx for any maintenance or operational concerns.

Responsibility: Any person bringing a dog into this facility assumes the legal responsibility, jointly and severally, with the owner of the dog, for any damage, disease, or injury to persons, other dogs, or property, caused by the dog. All persons using this facility, by entering it, agree to indemnify the City of Oak Ridge and hold the City harmless for any harm resulting from the use of this facility.

For the benefit of everyone in our community, please remember to leave our dog park nicer than you found it! THANK YOU (city logo or parks and rec logo)

Activity Notes

YAB Events:

- Jobs Fair at ORHS Feb. 13th
- Legislative Trip to Nashville with Chamber group Feb. 17th
- Dodge Ball Tourney Rec Center Gym Mar 2nd
- Battle of the Bands April 19th
- Soles 4 Souls Shoe Drive with ORHS Student Council through April 27th
- Teen Dance@ Paradox Teen Center May 3rd
- Graduation Celebration May 30th

For more info: Matt Reedy/425-3442

Senior Center:

- AARP Income Tax Assistance for Seniors April 15th.
- Valentine's Day Ice Cream Party February 14th
- The AARP is sponsoring an Educational Session February 21st at 1 p.m.
- Club Tech program with the Boys and Girls Club of Oak Ridge 1st and 3rd Wednesdays
- Shopping Trip to West Town Mall March 11th.

For more info: Linda Jackson/425-3999

Scarboro Center:

- Senior Breakfast / 38 seniors attended February 8th
 - Beginner Computer class on Tuesdays/ 10– noon February 12 – March 19th
 - 3rd Annual Free Chili Luncheon/Noon – 2:00 February 16th
Co- sponsored by Community Network Committee and TIGOR
 - Senior Potluck and Bingo March 14 or 21st
 - Community Egg Hunt sponsored by the Lady of the Elks March 30th
 - Community Share Day April 20th
Co-sponsored by TIGOR, Delta Sigma Theta, Oak Valley Church
Mt. Zion Church, Spurgeon Chapel Church and True Light Church.
 - Senior Bingo April 25th
 - Senior Breakfast May 24th
- *Seniors meet every other Tuesday@ 10am for activities

For more info: Barbara Spratling/ 425-3950

Civic Center

- Family Day at the Civic Center/ Noon - 4:00 February 23rd
Play games, Meet the Staff, Tour the Facilities
and Learn about New Programs
- City Egg Hunt/ 11am March 23rd
- Summer Camp/9am-4pm June 10-August 2nd

\$85 fee per session/140 children/session
Campers should be 6-12 years of age and/
or have completed kindergarten
Registration begins April 3rd

For more info: Pat Sloan/425-3450

Parks

- Pavilion – completion continues to be delayed by wet weather. 10 picnic tables have been installed (3 accessible).
- Dog Park funding approved/ Begin Prep work for bid documents
- Landscaping Contract for Emma Lee Spray & Commemorative Walk out to bid.
- Mowing and litter contracts are being prepared to re-bid.
- Split rail at the baseball complex has been replaced
- Benches are being installed along MLG IV.
- Installation of a water fountain along Phase IV at Haw Ridge Park.
- A contractor is removing the slate floor at the Bell with stamped concrete.
- Fence repairs at the outdoor pool.
- Planning underway for the Secret City Festival.
- The Electric Department bidding lighting system for Cedar Hill Park
- Playful City signs have been installed at all city entrances.
- New Swings have been delivered and will be installed at Briarcliff Park and the Marina Park
- Working with Contractor to haul dirt from Kroger site to Parcel 405 for future athletic fields
- Planning is underway for a New Public Garden in Grove Center.

For more info: Jon Hetrick/425-1867

Aquatics

- Secret City Festival: June 21-22nd
- Outdoor Pool Open May 25th
Morgan County Prisoners in March-April Close Aug.11th
Lifeguard class March 11-15
- Civic Center pool
Winter swim lessons – started
Adding parent-tot in the morning to Spring swim lessons

For more info: Jane Gibson/425-3441

Athletics

- Youth Basketball (Tournament Finals) February 16th
- Men's Basketball (Tournament Finals) Feb. 14/21/25th
- Adult Co-ed Volleyball(Tournament Finals) Feb. 19/20/26th

- Summer Softball
 - Organizational Meeting February 21st
 - Early Registration Deadline March 18th
 - Fields Open for Scheduling April 1st
 - Men's Softball League Play Begins April 8th
 - Co-ed Softball League Play begins April 9th
 - Women's Softball League Play Begins April 11th

- Fall Leagues
 - Men's Softball, Fall Co-ed Softball and Fall Kickball Week of August 5th
 - Co-ed Volleyball Week of Sept. 23rd

- Facilities
 - Schools - Swap-Off Agreement Feb.-May
 - Baseball
 - Softball
 - Tennis
 - Katie Hunter Soccer Tournament

For more info: Paula Zarestky/425-3440