

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION COMMITTEE MINUTES
November 19, 2012 7 p.m.

Members Present: Marnie Holland, Mike Como, Jerry Davis and alternate member Gayla Adams. Julie Brown arrived at 7:12 p.m.

Council Liaison: Kim Ormiston and Elaine Rosoff were present.

Members Absent: John Lepke and Pat Utley were absent. Alternate member John Balles was absent.

Staff: Melody Graham

Others Present: Sondra Bradford

WELCOME / DETERMINATION OF QUORUM

Ms. Holland called the meeting to order at 7:02 p.m. A quorum was present.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Ms. Holland added the following to the agenda: Update on Wesley Chapel Friends of Parks & Recreation Group under Unfinished Business; Discussion of Future Volunteer Dates, Discussion of Eagle Scout Community Project, Update on Park Bid Meeting, Call for Special Meeting Following Bid Meeting and Discuss Funding for PARTF Grant all under New Business.

Mr. Davis moved to adopt the agenda as amended. Ms. Holland seconded the motion. The motion carried with a unanimous vote.

PUBLIC COMMENTS

There were no public comments.

APPROVE MINUTES FROM OCTOBER 15, 2012

Mr. Como moved to adopt the minutes from the 10/15/12 regular meeting as presented. Mr. Davis seconded the motion. The motion carried with a unanimous vote.

GIRL SCOUT SILVER AWARD PRESENTATION

Emma Tucker, a middle school student and member of Girl Scout Troop #2684 gave a presentation on her proposed Silver Award project. She explained: The Silver Award is a leadership and volunteer project. It must be a sustainable project. She would like to identify trees in the park with permanent markers for her project. This could be used for educational purposes and for general information. She asked for direction from the committee on the type of sign that would be preferred, if she would need to build the trail and if there was any budget.

The Committee agreed that the next step for Ms. Tucker is to have her present a timeline, signage ideas and a proposed budget. The Committee thanked her for her presentation.

Propane Tank/Installation of Natural Gas Line

Ms. Rosoff reported: The natural gas company is not willing to revise the contract in any way. Staff will need to contact the propane company to empty and remove the large propane tank currently on the property because it is in the construction zone and then install a smaller tank closer to the house and out of the way of construction. It needs to be determined exactly where the tank will be placed.

Ms. Holland stated that once the tank the new tank is installed, we may need to put screening around it at a cost of approximately \$500. Ms. Rosoff reminded the committee that the propane will still be a temporary measure until the gas line can be run after construction and after it has been determined if the house will remain. She requested that Staff call the propane company to find out when the tank can

be removed, a new tank installed, and how close to the house the new tank can be placed and to place this information on the Council's agenda for discussion.

Historical Photography Documentation of Park Progress

Ms. Brown reported that she has not yet contacted the high school on the historical photography project yet. She plans to do so by January, but in the mean time, committee members have been photographing any work at the park.

Sponsorship and Naming Rights Policy

Ms. Ormiston reported: The Clerk has emailed the Council and asked for feedback on sponsorship ideas. It has already been agreed by Council that specific values will be assigned for any sponsorship items and will apply to the entire Village (ie; park benches, trees, etc). This is underway but is not yet finalized. She will keep on top of this project.

Ms. Brown stated that she will provide the sponsorship policy from WCWAA to the Committee for ideas.

Update on Wesley Chapel Friends of Parks & Recreation Group

Ms. Bradford updated the Committee on the WCFPR Group. She explained: The group plans to assist the committee with identifying park needs and to find funding for projects for the park. The group is forming a board and will also do a membership drive. There will be a small membership fee with all fees going toward park amenities. The Committee and Group need to decide how they want to work together and how to collaborate. The Council would like the two groups to work together and present items to Council for approval.

Ms. Ormiston recommended that the Parks & Rec committee put together a list of amenities that they would like to work toward for the park and to prioritize the list in order to provide direction to the Friends Group.

Ms. Bradford mentioned the Friskars Grant for a Community Garden. The Committee discussed the grant in depth and agreed that they would like to wait until next years grant cycle to apply.

Tool purchase and Table/Tent/Chair Purchase

Ms. Ormiston reported that the Council was adamant about not purchasing tool supplies or tables, tents or chairs at this time.

The Committee agreed that the table, tent and chairs are not necessary at this time. They agreed to place this topic on hold until the status of the house is determined. Members agreed that they would borrow tables and chairs for the groundbreaking if needed.

House Renovation Quotes

Ms. Ormiston reported: The Council received three quotes for the house renovation. Each quote was in a different format, and Council requested one bid format for a reasonable comparison. The Council sent out a RFQ to be more specific in their requirements. Upon receipt of the RFQs, Troy Luttmann was the low bidder. She and Mr. Lepke will be meeting with him at the property to do a review. The plan is for him to provide drawings and bid documents to bring the house up to use.

Changes will need to be made to doors, restrooms and signage structural supports and plumbing and it will need to be handicapped accessible. She said we may need to delay the awarding of the park bids to be contingent on his drawings in order to know which option is more feasible.

The committee discussed the house renovation in depth.

Fishing Pier

Ms. Holland reported that the pier construction is complete and the final thing to do is to stain the wood. She suggested adding this to a volunteer day.

Discussion of Use of Park House – Restrictions

The Committee agreed that this discussion was covered in the previous house discussion. The Committee suggested the following possible uses for the house:

- Lending Library
- Cooking Class
- General Classes
- Lecture Hall
- Park Office
- Reception Hall

Discussion of Future Volunteer Dates

The Committee agreed that December 1 will be the next volunteer day, with December 8 as the rain date. Ms. Holland will check with select volunteers to see when they are available to finalize the ditches along the trail so a ditch witch can be rented. Ms. Ormiston will check with Council for approval on renting the equipment.

The Committee selected January 12 as a tentative volunteer date.

Discussion of Eagle Scout Community Project

Ms. Holland reported that the Eagle Scout project will install fishing spots around the pond. She added that Mr. Lepke would like to approve \$100 in order to purchase pressure treated material. Ms. Ormiston agreed to ask Council for approval.

Update on Park Bid Meeting

Ms. Holland reported that the pre-bid meeting is scheduled for Thursday, November 29 at 2 p.m. at Dogwood Park. Ms. Brown agreed to attend the meeting to represent the Committee.

Call for Special Meeting Following Bid Meeting

Ms. Holland reported that the Bid Opening Meeting is scheduled for Thursday, December 13 at 2 p.m. at the Church.

Ms. Holland moved to call for a special meeting to reschedule the regular December meeting to Thursday, December 13 at 6 p.m. at the Town Hall. Ms. Brown seconded the motion. The motion carried with a unanimous vote.

Discuss Funding for PARTF Grant

This topic was tabled.

Other Business

Ms. Como reported that the wells have been capped. He has received the bill for the work which he will forward to Village staff.

Ms. Ormiston requested that staff have the company that performed the work provide the Village with documentation that the wells have been closed in accordance with all necessary state and county regulations. She requested that we receive this documentation prior to paying the bill.

ADJOURNMENT

Ms. Holland moved to adjourn at 8:58 p.m. Ms. Brown seconded the motion. The motion carried with a unanimous vote.

Respectfully submitted,

Melody A. Graham, Secretary

John Lepke, Chair

Adopted: December 13, 2012