

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION REGULAR MEETING MINUTES
April 15, 2013 Wesley Chapel United Methodist Church

Members Present: John Lepke, Julie Brown, Mike Como, Jerry Davis and Pat Utley. Marnie Holland arrived at 7:10 p.m.

Council Liaison: Kim Ormiston and Elaine Rosoff were present.

Members Absent: Alternate members Gayla Adams and John Balles were absent.

Staff: Melody Graham was present.

Others Present: Carol Mullis was present.

CALL TO ORDER/DETERMINATION OF QUORUM

Mr. Lepke called the meeting to order at 7:05 p.m. A quorum of committee members was present.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Mr. Lepke added "*Discussion of Securing Free Mulch*", "*Update from Union County Commercial Building Code Department About Securing Dogwood House*" and "*Discussion on Possible Actions for Dealing with Pond Algae*" to the agenda under New Business.

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

PUBLIC COMMENTS

No one signed up for Public Comments.

APPROVE MINUTES FROM 03/18/2013 REGULAR MEETING

Ms. Brown corrected the minutes under Members Present where Ms. Utley's name was listed incorrectly.

Mr. Como moved to approve the minutes as amended. Mr. Davis seconded the motion. The motion carried with a unanimous vote.

UPDATE ON PARTF / PARK BIDDING PROCESS

Mr. Lepke stated: We have received the contract drawings for the park. He asked any committee members to review them and to get their comments to Ms. Ormiston as soon as possible. He reviewed the main changes to the drawings and reviewed the bidding process in depth. He explained the levels of the base bid and the additional levels. A formal letter has been sent to WCWAA about a soil donation. The next step is to send any comments to Wirth.

Ms. Ormiston added that she has spoken with the PARTF representative and all is acceptable to them.

Mr. Lepke added: There are two things that will need to be addressed and will require money. The first is the trail that leads up to the corner of Highway 84 that is required by the CUP. The Mayor and Mr. Como spent the volunteer day clearing the trees for this trail. The trail will now need to have the stumps cleared out. Jimmy Davis can use his Bobcat to do this. The charge is \$150/hour and he estimates it will take 8 hours. He would like to request that Council approve \$1200 to grade the trail up to the corner and to remove the stumps. The other item that needs to be addressed is the septic system. The County says that the septic system should be decommissioned, which includes pumping it out and caving in the roof. He will find out the location of the septic tank, and then ask that staff get quotes on the cost to do this. Both of these items need to be completed prior to construction.

DISCUSSION OF 2013-14 BUDGET REQUESTS

Mr. Lepke reviewed the proposed budget worksheet that he put together (*See Attached: The revised budget document is hereby incorporated by reference and made a part of these minutes*). The committee reviewed the budget in depth and made minor changes.

Mr. Como moved to approve the proposed budget as amended and to recommend it to Council for approval. Ms. Utley seconded the motion. The motion carried with unanimous vote.

DISCUSSION OF PARK VOLUNTEER DAYS

The Committee discussed possible future volunteer days that could be scheduled before construction begins. They agreed on three additional volunteer dates: May 11, May 18 and June 8, from 9 a.m. to 2 p.m. They asked that staff publicize the volunteer days as in the past and agreed that the priorities for these volunteer days would be to demolish the shed and the fence around the tennis courts.

DISCUSSION OF ESTABLISHING A PLAN TO EVALUATE OPTIONS FOR DEVELOPMENT OF 4 ACRES AT TOWN HALL SITE

Mr. Lepke stated: The Village cannot evaluate options for the land at the town hall until costs are determined. He believes that we will need a survey, geotech information, preliminary design work and engineering. This will require money in order to move forward. He believes there are numerous options for the site and that the Committee should develop a plan if this comes to the committee.

Ms. Ormiston stated: The Council has not directed the committee to work on this. The Committee can propose this to the Council and ask for direction. She will check to see if a CUP will be needed for the site.

Mr. Lepke added: The committee needs to be thinking about the process and about a budget for evaluating all of the options for the site. He would like to begin assembling a list of all the options, costs and ideas. He would like for the committee to come up with a list of options for the site at the next meeting, in order to being planning for the budget, etc.

DISCUSSION OF RESIDENT SURVEY REGARDING RECREATION ACTIVITY INTERESTS AND PARK PROGRAMMING

Mr. Lepke stated: He thinks it might be time to plan for a new resident survey in order to ask residents about the 4 acre site at the town hall and find out what resident priorities are now. He would like to get resident input on if they would like to see any of the amenities originally requested for the park moved to the town hall site. He would like to see if the priorities have changed for amenities and find out what programming residents want to see.

The Committee discussed a possible survey in depth. The Committee agreed to hold off on any survey until further along on the park. The Committee agreed that they should informally gather information for the time being.

DISCUSSION OF VILLAGE ETHICS FORMS

Ms. Ormiston explained that every Committee and Board member within the Village is required to fill out the Ethics Form each year. Ethics forms were distributed and collected from each member.

DISCUSSION OF REMOVAL OF ALTERNATE MEMBER

Mr. Lepke explained that alternate member John Balles has been unable to attend night meetings due to a new job. The committee agreed that they should recommend to Council that Mr. Balles be removed from the Committee membership and that staff should post the position opening for an alternate member.

UPDATE FROM UNION COUNTY COMMERCIAL BUILDING CODE DEPARTMENT ABOUT SECURING DOGWOOD HOUSE

Mr. Lepke explained: Ms. Bennett has spoken with the UC Commercial Building Code Department to ensure that the Village takes all necessary steps in securing the Dogwood House if it is left standing. She reviewed the planned steps that will be taken (including railing around porch, back patio, and securing windows and doors) and was told that the plan was sound for the securing of the house. It can be secured in accordance with Union County code.

DISCUSSION OF SECURING FREE MULCH

Mr. Lepke explained: The park received a free donation of mulch thanks to Ms. Holland. She stopped where some tree clearing was being done and asked if the company would donate the mulch. They were happy to do so and that mulch has already been spread by volunteers. He requested that committee members do the same if they see tree companies mulching trees. He also requested that staff call Union Power Cooperative to see if we can find out where right-of-way clearing is being done and ask if it's possible for the mulch to be donated.

DISCUSSION ON POSSIBLE ACTIONS FOR DEALING WITH POND ALGAE

Mr. Lepke explained: The water level at the pond is very low and this has encouraged algae growth. The pond is approximately 50% covered with algae. He believes the Village needs to take action on the algae growth before it gets worse. There are a few different strategies that can be taken, including chemical options, barley straw and grass carp (they feed on the algae). Mr. Como is investigating additional options as well.

Ms. Ormiston agreed to ask the NC Wildlife representative for input.

Ms. Holland moved to recommend to Council the approval of purchasing barley straw and grass carp to assist with the algae problem at the pond. Ms. Brown seconded the motion. The motion carried with a unanimous vote.

COMMITTEE COMMENTS

Ms. Brown explained that the Wesley Chapel Friends of Parks & Recreation Festival is scheduled for April 27. She encouraged everyone to attend. She added: There is a meeting tomorrow night of a new club forming in Wesley Chapel – The Wesley Chapel Optimist Club. The meeting is at 7 p.m. at 201 Central and is open to the public.

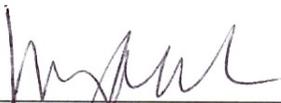
Ms. Holland added: The Festival will actually last over a few days. Restaurants will be participating by donating some of their proceeds to the park. She agreed to email the details of the Festival to the committee members.

Ms. Ormiston explained: She has been working on a Sponsorship Policy for the Village. She will send the policy to the Committee and asked for any suggestions via email. The Council will be discussing the policy at Tuesday night's meeting, but will not likely adopt the policy until May.

ADJOURNMENT

Mr. Como moved to adjourn the meeting at 9:16 p.m. Mr. Davis seconded the motion. The motion carried with a unanimous vote.

Respectfully submitted:



Melody A. Graham, Secretary



John Lepke, Chair

Approved: June 17, 2013

BUDGET COMPONENT	
OPERATION	\$ 17,008
MAINTENANCE	\$ 14,800
CAPITAL ITEMS	\$ 228,580
TOTAL	\$ 260,388

KEY BUDGET ASSUMPTIONS

Park operation from Jan through Jun 2014 (6 months).
Professional landscape maintenance (and chemical application) once per month, part time labor mowing 3 times/month.
One park event in Budget cycle.
No restrooms (water/sewer)
House remains unused.

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OPERATING EXPENSES	Item Description	\$/Mo	JAN-JUN Mo/Year	Total	NOTES
	Electricity	\$ 100	6	\$ 600	Min consumption- Lights off at night/security lights
	Park Lighting	\$ 800	6	\$ 4,800	GARY W/RTH
	Water & Sewer	\$ -	6	\$ -	No Irrigation. No restrooms.
	Gas	\$ 25	6	\$ 150	Freeze protection only
	Telephone	\$ 20	6	\$ 120	Emergency out going 911 only.
	DSL	\$ 50	6	\$ 300	WiFi connectivity in park
	Trash Service	\$ 69	2	\$ 138	\$69/Qt
	Security	\$ 300	6	\$ 1,800	Part time labor - 1 Hr/day (open and close park) @ \$10/hr.
	Porta John leases&Maint	\$ 800	6	\$ 4,800	Temporary restroom facilities as required by CUP. 2 His, 2 Hers & 1 ADA with 1 xtra cleanw/k.
	Insurance	\$ 200	12	\$ 2,400	
	Sheiff's dept			\$ 300	Traffic control at events. Park opening event 3 deputies 4hrs @ \$25/hr
	Stationary supplies	\$ 100	12	\$ 1,200	
	Event Supplies			\$ 400	
	TOTAL OPERATION EXPENSES			\$ 17,008	
MAINTENANCE EXPENSES	Item Description	\$	Times/year	Total	NOTES
	Termite Treatment	\$ 1,000	1	\$ 1,000	All structures in Park
	Landscaping Maint	\$ 1,000	6	\$ 6,000	Professional service once per month (grass cutting, fertilizer, weed & insect control).
	Landscaping Maint	\$ 60	As needed	\$ 540	Volunteer/Part time employee 3 weeks/month (grass cutting/blowing) Gas/oiil only.
	Landscaping Maint	\$ 120	6	\$ 720	Part time labor 4 hrs/week. 3 weeks/month (mow and blow) @ \$10/hr.
	Misc Park Maint		As needed	1240	Part time labor event prep/clean up, general Maint. Activities
	Visitor safety	\$ 300	As needed	\$ 300	Fire ant spot treatment purchase.
	Pond Maintenance			\$ 400	Grass Carp (weed/Algae control)
	Misc repair materials	\$ 2,000	1	\$ 2,000	Electrical/Mechanical repairs (Structures)
	Misc cleaning products	\$ 100	6	\$ 600	Garbage bags, towels, toilet rolls etc.
	Misc Maint supplies		1	\$ 2,000	Pit gravel, Rip-Rap, tool replacement etc.
	TOTAL MAINTENANCE EXPENSES			\$ 14,800	

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ITEM DESCRIPTION	PURPOSE	ESTIMATED EXPENSE	NOTES
Security lights & installation*	Security	\$ 1,500	Electrical contractor
Hand rail on front Porch*	Safety	\$ 1,500	Materials Only, Volunteer labor
Gates/fence around rear Patio*	Safety&Security	\$ 3,000	Materials Only, Volunteer labor
WiFi Router/signal amplifier	Visitor attraction	\$ 500	Purchase
PA System (Amp/Speakers/Mics)	Visitor attraction	\$ 4,000	Purchase
Porta-John Screening	Visitor attraction	\$ 500	Materials Only, Volunteer labor
Redbox Construction	Visitor attraction	\$ 300	Materials Only, Volunteer labor
Redbox supplies	Visitor attraction	\$ 500	Purchase
Lawn Tractor & Accessories	Maintenance	\$ 7,500	Purchase
Back Pack Blower	Maintenance	\$ 400	Purchase
Basic tool kit	Maintenance	\$ 500	Purchase
Folding Tables	Events	\$ 240	4 @\$60
Folding Chairs	Events	\$ 240	4 sets of 4 @ \$60
Awning/Tent	Events	\$ 400	2 @ \$200
Public Notice Board	Events	\$ 500	In lieu of signs (rules etc)
Roof repair*	Safety	\$ 7,000	Insurance money
Additional funds to Park CIP		\$ 200,000	Subject to change based on bids
TOTAL CAPITAL ITEMS		\$ 228,580	

* Items in Red if house remains

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