

VILLAGE OF WESLEY CHAPEL
COUNCIL MEETING MINUTES
WESLEY CHAPEL UNITED METHODIST CHURCH
120 Potter Road, Wesley Chapel, NC 28110
May 21, 2013 – 7:00 P. M.

The Village Council of Wesley Chapel, North Carolina, met in the Fellowship Hall of Wesley Chapel United Methodist Church at 120 Potter Road South, Wesley Chapel, North Carolina.

Present: Mayor Horvath, Mayor Pro Tem Ormiston, Council Members Brotton, Plyler and Rosoff

Others Present:

Clerk/Finance Officer Cheryl Bennett; Zoning Administrator Joshua Langen

Citizens Present: Carol Mullis, John Bowen, Butch Plyler, Karen Schultz

The meeting was called to order at 7:00 PM and a quorum was present.

1. PLEDGE OF ALLEGIANCE / INVOCATION

Mayor Horvath led the Pledge of Allegiance and Mayor Pro Tem Ormiston gave the invocation.

2. ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

The item for Turning Point's presentation was deleted. "Interview Planning Board Candidates" was moved up. "Pit gravel" was added to Parks and Rec Committee Update on Quotes. An item on "Website Pricing" was added. Mayor Pro Tem Ormiston made a motion to approve the agenda with these changes; Council Member Plyler seconded the motion.

The motion passed unanimously.

3. INTERVIEW CANDIDATES FOR PLANNING BOARD ALTERNATE POSITION AND POSSIBLE APPOINTMENTS

Mayor Horvath noted two Planning Board alternate positions are open; applicants were Karen Schultz and John Bowen. Council interviewed the applicants. Ms. Schultz moved here this year from Illinois, she has always been active in the communities she lives in, works in business development and is pro-business. John Bowen has lived here 18 years, worked in the original village creation, has been busy in business, worked with the Board of Elections, and his job now allows him to participate in the town. Asked about their vision for future growth and what is needed Ms. Schultz said she is here to learn about the Village, she is certified in appreciative inquiry; Mr. Bowen said the initial objective was to not be annexed by Indian Trail and people wanted to stay rural, but as the corners developed it shows there is more opportunity to develop; he is a supporter of public schools, a safe environment is important. Applicants were asked if they were familiar with the Master Plan or Downtown Plan; Ms. Schultz said she briefly looked at it and the percentage of citizens surveyed was low, she hoped we could engage more citizens; Mr. Bowen said there is a density population issue, traffic is a consideration, there was some interest in senior citizen growth, and proposals for joint condos and business opportunities that citizens were not interested in. Both applicants said they had time and interest in ordinance

study and research. Ms. Schultz was asked how long she had lived here, she has been here three months, and felt the alternate position lends itself to learning. Another question posed to both was what Wesley Chapel would look like in your vision at completion. Ms. Schultz said she hadn't talked to people enough to know that yet. Mr. Bowen said we wouldn't want to be stagnant, we have to be open to influx of different people, the community and the name is the concept we want to establish, we want to come together to celebrate national and local holidays and welcome neighbors. Sidewalks have been talked about and he referenced a recent discussion on NPR that people get together by walking and meeting our neighbors. He saw a small town community and businesses at the four corners. Ms. Schultz was asked about the PTA Reflections program; she said they pick a theme and encourage works of art, photos, writing, etc. from students, and there was a voting board with a training manual, it grew from 500 to thousands of entries.

Mayor Horvath reviewed the terms of the openings. One term ends in June 2013 so we would go to the three year term ending June 2016; the other term ends in June 2014, and members can re-apply for another three years. Mayor Pro Tem Ormiston said the decisions at Planning Board are very meaningful, and alternates can vote at times, she felt it important that candidates know what the citizens want. She nominated John Bowen to Planning Board; Council Member Plyler seconded the motion.

The motion passed unanimously.

There were no further nominations. Mayor Pro Tem Ormiston said she would like to see Ms. Schultz get community knowledge first and welcomed her to come back and get involved in the Village. Council Member Rosoff agreed noting we have committee opportunities to get a better feel for the community. Ms. Schultz said she certainly understood. Mayor Horvath suggested looking at the minutes from the Advance for information on community input.

Council Member Plyler motioned that John Bowen's term run through June 30, 2016. Mayor Pro Tem Ormiston seconded the motion.

The motion passed unanimously.

4. TOWN HALL BUILDING COMMITTEE UPDATE

A. Review of color board

Council Member Brotton reviewed the color board for the new town hall showing carpet, tile, restroom partitions, cabinet tops and sides, wood stain, the three wall paint colors, and blinds in the chambers. The cupola will have white glass, medium bronze for the roof and the building roof is Williamsburg slate. Progress is on schedule, and targeted for completion October 21, 2013. There was a one inch discrepancy, so we will need one inch of brick at the base, costing about \$1600. They met with the electrician today; there is no cost estimate yet for two lights in the back. Also a tube will be needed under the driveway for a Christmas tree outside.

B. Security update

Butch Plyler, Vice Chair of the Town Hall Building Committee reported there will be a lockbox where you punch in a code outside which will be recorded to a monitor, and when you leave you will lock the door with a key and put it in a lockbox, the cost for fire system and alarm system is within budget at \$13,813. To go to electronic locks with a fob or reader card would be \$4,000 to \$6,000 more. He would rather see money go for value added in the building, not for convenience. Administrator Bennett said the vendor had told her it was a tag system, and he didn't mention a key; she had only one set of prices. Plyler said there was another set of prices

for an electronic system and it was \$6800 more. Butch Plyler said for Sonitrol the price was \$20,000, and \$18,733 for ATS if you go electronically. Council Member Brotton said Tyco's price was much higher, about \$40,000. Mayor Horvath noted we are trying to have a system that is safe and effective and wouldn't require someone to be at the building when it was rented out. Administrator Bennett asked if someone could copy the key and come back in the building; Butch Plyler said it would set off the alarm. It was suggested we get keys that are not copyable, and assign temporary codes for the alarm system. Mr. Plyler said the key would not allow them to get in the offices. He will ask if the key can be non-copyable. Council consensus was to go with the basic system that the Committee recommended. Butch Plyler noted that monitoring is less on a monthly basis than with Sonitrol.

C. Water access update

Butch Plyler reported Aston is finished with their work; Morlando is doing the rip rap. We have a way to get water for masonry.

D. Other Town Hall matters, as necessary

After the Parks and Rec update Council Member Brotton noted it will only cost about \$1200 to the Aston contractor for fixing the water drainage pipe going under the sewer pipe. Finance Officer Bennett noted it was getting confusing on items going in the Morlando construction contract or going into the General Fund capital outlay and reconciling with the Morlando change orders and total amount on their pay requests. She will work with Council Member Brotton on this.

5. REVIEW SAMPLES WITH VILLAGE SEAL FROM POST NET AND CONSIDER APPROVAL OF CONTRACT WITH POST NET FOR USE OF SEAL ON VARIOUS ITEMS

Todd Hess, owner of PostNet brought samples of magnetic bumper stickers, window clings, indoor clings for the Town Hall, a button, and wore a t-shirt with the Village seal. He noted our attorney gave him permission to negotiate directly with Council. The contract has a one year initial term, and then there is a 30 day notice provision. Council Member Plyler did not like the auto renewal; she asked for a letter sent 45 days in advance of renewal each year. Mayor Pro Tem Ormiston also preferred an annual notice. She confirmed we can still print shirts such as for the Youth Council Committee elsewhere. Mr. Hess said his product is creative product in the layout of the magnetic bumper sticker for example. Council Member Plyler confirmed another store could approach us for permission to make items. Mayor Pro Tem Ormiston motioned to approve the contract with a one year notice made 45 days prior. Council Member Rosoff seconded the motion. Council Member Brotton said an ongoing contract is common.

The motion passed unanimously.

Mayor Pro Tem Ormiston motioned to approve the bumper stickers, window clings, button and shirts, contingent on the signed contract. Council Member Brotton seconded the motion.

The motion passed unanimously.

6. REVIEW TEXT AMENDMENT TO ZONING ORDINANCE ARTICLE 8 FOR SANDWICH SIGN REGULATIONS AND POSSIBLE CALL FOR PUBLIC HEARING

Zoning Administrator Langen said Planning Board did see this, but they chose to re-draft. Mayor Horvath said he thought there was a size limitation on these signs, but cannot find it. Mayor Horvath said he talked to Planning Board they didn't feel sandwich signs help business and felt it might impede car parking. Council Member Brotton suggested there not be a size restriction until size became a problem. Council Member Plyler called for a public hearing on the amendment to the Zoning Ordinance Article 8 for sandwich signs for 7 pm on June 18, 2013 at Wesley Chapel United Methodist Church, 120 Potter Road South, Monroe, NC 28110. Council Member Rosoff seconded the motion.

The motion passed unanimously.

Mayor Horvath said he told Planning Board he would show them what they came up with, so we need to move the public hearing to July 8.

Council Member Plyler amended her call for a public hearing on the amendment to the Zoning Ordinance Article 8 for sandwich signs for 7 pm on July 8, 2013 at Wesley Chapel United Methodist Church, 120 Potter Road South, Monroe, NC 28110. Council Member Rosoff seconded the motion.

The motion passed unanimously.

7. PARKS AND REC COMMITTEE UPDATE

A. Update on quotes for stump removal services and pit gravel

Mayor Pro Tem Ormiston reported quotes for grading and moving the gravel came in at \$745, \$800, and \$1300. We will use Winchester Grading at \$745. We also need two loads of pit gravel at about \$750 from BlueMax. Mayor Pro Tem Ormiston made a motion to spend \$1,495 for these two items for stump removal and grading from the Maintenance and Grounds Parks and Rec operating budget. Council Member Rosoff seconded the motion.

The motion passed unanimously.

B. Reminder on park bidding timeline: bid opening Friday May 24 at 2 pm at Wesley Chapel United Methodist Church

C. Update on Saturday, May 18th volunteer day at Dogwood Park

A lot of work was done, and the grass has been mowed.

D. Other Parks & Rec matters, as necessary

Mayor Pro Tem Ormiston reported Duke Energy is cutting the trees under the power lines and leaving mulch in return. Parks and Rec has a meeting on May 28, 2013.

8. REVIEW ORDINANCE PRIORITIZATION LIST / TIMELINE OF REVIEW WITH PLANNING BOARD

Mayor Horvath will work with the Planning Board Chairman and Joshua Langen on adding the Advance items into the list.

9. REVIEW OF REVISED PERFORMANCE APPRAISAL FORMAT

Mayor Horvath simplified the number of ratings. We need a form for the finance officer appraisal. Council Member Plyler asked why we have line items for clerk, administrator, finance officer, and budget officer. The Mayor said they came from the job descriptions. Mayor Pro Tem Ormiston agreed they are redundant. Mayor Horvath will combine and get them back

out. Council Member Plyler asked about signs; that falls under Joshua Langen's duties. At the present time everyone helps to keep the offices cleaned, in the new building we will hire a cleaning service.

10. BEGIN DISCUSSION OF POTENTIAL NEWSLETTER TOPICS

Mayor Horvath presented a list of proposed topics, and said Bill Lee will be looking to us for information. Items were added to the list for the Fifteen Year Village Anniversary, PostNet contract, and Mission Statement. The seal was discussed, we need three objects to register it as a service mark, and it has to be in use.

11. REVIEW DRAFT JOB DESCRIPTION FOR COMMUNICATIONS INTERNSHIPS

Mayor Pro Tem Ormiston presented the job description which she and Bennett drafted. One of the tasks included was to work on the newsletter. Mayor Horvath said Bill Lee wants input from everyone so the interns can provide copy to him. Council Member Plyler asked for clarification on tasks, Mayor Pro Tem Ormiston said they might post on the Facebook page, or send announcements to Channel 16. Council Member Brotton noted forms of communication for kids today are completely different, they are not necessarily conversationalists. The interns will work in the summer. Council Member Rosoff made a motion to approve the Job Description for the Communications Interns, incorporated herein. Council Member Brotton seconded the motion.

The motion passed unanimously.

JOB DESCRIPTION COMMUNICATIONS INTERN

DESCRIPTION:

This internship is an unpaid opportunity to assist in various aspects of communications efforts in a local municipal setting.

RESPONSIBILITIES AND TASKS:

1. Work with staff to plan and create copy for Village newsletter/ website
2. Create media contact list
3. Collect photos and create historical photo collection
4. Expand email address list for communications to citizens
5. Develop email protocol policy – best practices
6. Draft and distribute news releases, media alerts and other stories as requested
7. Collaborate with staff on new ideas, directions, and venues for marketing and communications
8. Assist with any Village events during the internship

QUALIFICATIONS:

1. Current or past member of Village Youth Council Committee

2. Ability to communicate in a professional manner with community contacts
3. Be able to devote 8 hours per week during the summer, schedule is flexible
4. Must be able to multi-task and work independently
5. Must be at least sixteen years of age to apply
6. Must have a working knowledge of Microsoft Office applications

TO APPLY:

Please send an email letter to Village Clerk at wesleychapel@windstream.net no later than May 31.

Mayor Pro Tem Ormiston, Administrator Bennett and Administrative Assistant Graham will meet with the applicants and select them if we get a lot of applicants.

12. PRESENTATION OF FISCAL YEAR 2013/14 PROPOSED BUDGET; CALL FOR PUBLIC HEARING ON JUNE 10 OR 18, 2013

Finance Officer Bennett presented the proposed 2013-14 budget of \$741,793. It reflects the opening of the new town hall for approximately 8-9 months, and Dogwood Park for about 6 months of the year.

Assessed valuations and current tax rates were used for property tax estimates. State shared revenues were based on historical trends as well as League of Municipalities estimates. Council Member Plyler said COG is cutting their budget by 10%. Mayor Horvath said there are a lot of bills in the legislature, and we don't know what we will end up with. Council Member Rosoff said we can only go with what we know on revenues, we shouldn't make any major changes until we know what the changes are. Finance Officer Bennett said if the Legislature enacts bills that really affect our revenues, we will have to do an overall budget amendment.

Council Member Plyler asked about the \$3,100 increase for health insurance and if we needed to look into another plan or have employees pay more. Finance Officer Bennett said the benefits for Village employees are much lower than other entities, health insurance rose almost 20% this year. Mayor Horvath noted we keep a very lean staff, and felt it was fair to keep paying the expense at this point. Council Member Brotton pointed out the percentage increase is large, but the dollar amount small. After some discussion, the expense was left as proposed.

Elections expense is based on what the Board of Elections estimated, and is higher since this is an election year. Rent was based on four months; Council requested we add another \$1400 for one more month in case we don't get into the Town Hall earlier. Since we are moving into a new building, some of the operating and maintenance costs were estimated, and may need to be adjusted after a few months there. Council Member Plyler suggested we add "Demolition of House" to the Structure Imp. Capital Outlay line item. Expenditures were reviewed in detail. Mayor Pro Tem Ormiston called for a public hearing on the 2013-14 budget, with the addition of \$1400 for rent, for 7 pm on June 10, 2013 at Wesley Chapel United Methodist Church, 120 Potter Road, Monroe, NC 28110. Council Member Brotton seconded the motion.

The motion passed unanimously.

13. WEBSITE PRICING

Mayor Pro Tem Ormiston checked on pricing for GoDaddy.com and we can get a website at \$6.99 per month, and an email module for about \$11 per month which would allow us to send unlimited emails (currently we are limited to 250 daily), and unlimited pages on the website. We can keep the wesleychapelnc.com. The current website is paid through August, and emails expire June 17. Mayor Pro Tem Ormiston made a motion to switch to GoDaddy after June 1, 2013 Council Member Rosoff seconded the motion.

The motion passed unanimously.

Council decided we should keep five years of minutes on line.

14. COUNCIL COMMENTS

Mayor Horvath said there was a proposal to change MUMPO dues, they are now over \$6,000, and may either be based on number of votes or population, which might bring them down to \$2400.

15. ADJOURNMENT

Mayor Pro Tem Ormiston made a motion to adjourn; Council Member Brotton seconded the motion. The meeting ended at 10:15 pm.

The motion passed unanimously.

Respectfully submitted,

Cheryl Bennett, Clerk

Mayor Brad Horvath