

**VILLAGE OF WESLEY CHAPEL**  
**PARKS & RECREATION REGULAR MEETING MINUTES**  
February 2, 2015 – 7:00 P.M.  
6490 Weddington Road, Wesley Chapel, N.C. 28104

**Committee Members Present:** Chair; Pat Utley, Julie Brown, Jerry Davis, Pam King, John Lepke

**Committee Members Absent:** None

**Staff:** Administrative Assistant; Lynell Hillhouse

**Liaisons:** Council Member; Elaine Rosoff, Council Member; Mike Como

**Others Present:** Sondra Bradford (WCFOPR)

**CALL TO ORDER/DETERMINATION OF QUORUM**

The meeting was called to order at 7:00 p.m. A quorum was present.

**ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA**

Ms. Brown made a motion to approve the agenda with the following additions;

Unfinished Business add items;

C. Staircase

D. Fishing Pier Kiosk Signage

New Business add items;

D. Retreat information

E. Wesley Chapel Friends of Park & Rec future events

Ms. King seconded the motion which passed unanimously.

**APPROVE MINUTES FROM 1/19/2015 MEETING**

Mr. Davis made a motion to approve the January 19, 2015 minutes; Mr. Lepke seconded the motion.

The motion passed unanimously.

**PUBLIC COMMENTS**

No one was present to give public comment.

**UNFINISHED BUSINESS**

*Secretary's note: The first two items were switched in order as Chair Utley had to leave meeting early.*

**LANDSCAPE RFP UPDATE**

Discussion took place between the committee regarding the Invitation to Bid for Building & Grounds Landscape Services for the park and town hall. Additions and deletions were agreed upon and made by the committee. Administrative Assistant Lynell Hillhouse would furnish Town Administrator/Clerk Cheryl Bennett with all recommended changes as quickly as possible. Mr. Lepke will then review the

document on behalf of the committee for a verbal approval to proceed with presenting the recommended changes to the document to the Council at their 2/9/2015 scheduled meeting.

*A copy of the Invitation to Bid Building & Grounds Landscape Services being presented to the Council for approval is attached to these minutes and therefore incorporated herein.*

### **GEOCACHES AT PARK**

Ms. Utley informed the committee that the second registered geocache located by the bridge had been rejected due to being located within 500 feet from the first registered cache by the Magnolia tree. Ms. Utley informed the committee of a rogue cache that had been registered and placed at the park but had not adhered to rules by seeking property owners permission.

Ms. Utley stated she would contact the owner of the rogue cache via email to see if they would be interested in maintaining the Geocaching program at Dogwood Park on behalf of the Village.

Ms. Utley announced to the committee that the travel box was no longer located at the park and she will notify the committee when she is updated on its location.

Mr. Lepke suggested to add an item to the next meeting regarding Geocaching Rules and Regulations which the committee agreed with.

*Secretary's note: Chair Utley excused herself from the meeting at 8:00 p.m.*

### **FISHING PIER KIOSK SIGNAGE**

Council Liaison Como confirmed to the committee he had received confirmation from Planner Bill Duston the sign had been approved.

### **STAIRCASE**

This item was not discussed during the course of the meeting.

### **NEW BUSINESS**

#### **WAIVER OF PARK FEES**

Mr. Lepke made a motion to seek the Council's approval to waive all fees for the upcoming WCFOPR Easter egg hunt event; Ms. King seconded the motion.

The motion passed unanimously.

During the next item discussion Mr. Lepke then moved to amend the above motion by adding waive all fees for WCFOPR sponsored events in the park; Ms. King seconded the motion.

The motion passed unanimously.

### **FUTURE WESLEY CHAPEL FRIENDS OF PARK & REC (WCFOPR) EVENTS**

Sondra Bradford, member of WCFOPR was present to discuss 2015 future events envisioned for Dogwood Park.

Ms. Bradford updated the committee of the addition of bounce houses, face painting, refreshments and a live band at the Easter egg hunt event to be held on April 4<sup>th</sup>, 2015 in conjunction with Southbrook Church.

Potential events Ms. Bradford asked the committee for consideration were a spring event consisting of a 5 km run, BBQ cook off and talent show to be held tentatively on May 2<sup>nd</sup>, 2015. Additional events were a fishing rodeo, fall event and Christmas in the Park with no set dates as of yet. Funds raised will benefit Dogwood Park. Ms. Bradford informed the committee she will be attending the upcoming Town Council meeting to discuss the potential events.

Mr. Lepke made a motion to support the upcoming spring event and to move forward seeking Council's approval; Ms. Brown seconded the motion.

The motion passed unanimously.

Mr. Lepke made a motion to amend an earlier motion in previous Agenda Item- *See Waiver of Park Fees*.

To alleviate a potential issue regarding booking prior to one month in advance Mr. Lepke made a motion to seek Council's approval to make an exception and allow WCFOPR to schedule both the Easter egg hunt and spring event prior to the one month advance notice. Ms. King seconded the motion.

The motion passed unanimously.

After review and discussion by the committee of Park Use rules it was agreed by the committee to review the current Park Use Rules and bring any suggested amendments to the March 16<sup>th</sup>, 2015 meeting to resubmit to the Council for approval.

In conclusion Ms. Bradford informed the committee she had been contacted by people within the community with suggestions on park amenities. An outdoor gym around the walking trails was suggested as a fundraising project.

### **PARK WEBSITE**

Council Liaison Como suggested the idea of obtaining a Dogwood Park website to the committee. Due to expenses and security concerns the consensus was reached to seek the Council's approval to create a tab for Parks and Recreation on the current Village of Wesley Chapel page. The page will be maintained by an employee who will keep track of time spent on the page for future reference.

Ms. King offered to research time involved maintaining a similar site through connections she had with a non for profit agency.

### **PARK AERIAL PHOTOGRAPHS**

Council Liaison Como informed the committee that the Council had approved the purchase of obtaining the rights to two aerial photographs of Dogwood Park which would allow the Village to use at their discretion.

A consensus was reached to choose photograph numbers 85 and 88 by the committee.

### **RETREAT**

Council Liaison Como invited the committee to attend the upcoming Advance dinner which was being held on 2/27/15 at the Wesley Chapel Fire Department at 6:30 p.m. This would serve as a good opportunity to voice upcoming needs and wants the committee would like known to the Council for future direction of the Village.

Council Liaison Rosoff made further mention of additional meetings of importance. February 9<sup>th</sup> was the next Town Council Meeting and February 20<sup>th</sup> at 7 p.m. was a meeting with State and Union County Representatives regarding the de-annexation issue that involved the Village of Wesley Chapel.

### **COMMITTEE COMMENTS**

None were given

### **ADJOURNMENT**

Mr. Lepke motioned to adjourn the meeting; Mr. Davis seconded the motion.

The motion passed unanimously.

The meeting adjourned at 9:43 p.m.

Respectfully submitted:

*s/ Lynell Hillhouse*  
Lynell Hillhouse, Secretary

*s/ Pat Utley*  
Pat Utley, Chair

Approved: March 16<sup>th</sup>, 2015.

# **Village of Wesley Chapel**

## Invitation to Bid

### **Building & Grounds Landscape Services**

#### **Bidders:**

The Village of Wesley Chapel is requesting bids for a specific scope of work for **Building and Grounds Landscape Service** for the Village Hall and Dogwood Park, both located in the Village of Wesley Chapel. The undersigned bidder affirms and declares that he/she has carefully examined the specifications contained herein and will provide all labor, equipment, supervision, insurance, **materials** and will abide by all local, state and federal codes, laws, rules, regulations, and ordinances applicable to perform the Landscape Services for the Village of Wesley Chapel at the locations listed herein.

Address all questions about this bid to: Cheryl Bennett, Village Administrator at [clerk@wesleychapelnc.com](mailto:clerk@wesleychapelnc.com) or 704-839-0182.

All questions regarding this bid must be asked in writing prior to 12 noon on **February 23-18, 2015**. Any question that is asked will be answered to all eligible bidders at Pre Bid Meeting.

#### **General Requirements**

1. Bids for furnishing landscape services as specified below will be received at the **Village of Wesley Chapel Village Hall, 6490 Weddington Road, Wesley Chapel, NC 28104** until **February 25<sup>th</sup>, 2015, at 3pm** which time they will be publicly opened.
2. A **mandatory pre-bid conference** will be held on **February 19<sup>th</sup>, 2015, at 10 am**. **All bidders must attend this meeting to be eligible to submit a bid.** The meeting will be held at the **Village Hall, at 6490 Weddington Road, Wesley Chapel, NC 28104** and will move to **Dogwood Park, 121 Lester Davis Road, Waxhaw, NC 28173**.
3. Bids shall be submitted on the attached form plainly marked "**Bid for Building and Grounds Landscape Services**" and shall be addressed to the above address.
4. The successful bidder must provide one contract coordinator along with a phone number, e-mail address and cell phone number. This individual will work with the Village of Wesley Chapel Administrator, or her designee, to administer the contract.

5. Contractor will have 48 hours to correct issues presented by administrator of the contract.
6. The term of the contract resulting from this bid shall be 1 year, beginning March 10, 2015. By mutual consent of the Village and the contractor, the term may be extended for additional years up to a total of five years, with prices and conditions subject to mutual agreement by both parties.
7. Either party can void contract by providing a written thirty (30) day notice to either contract coordinator.
8. Bidders shall submit references with names and telephone numbers of accounts which would demonstrate the bidder's ability to handle a contract of this type.
9. Successful bidder to invoice at month's end for services provided during the month. Village will make payment by the 15<sup>th</sup> of the month for the previous month's service. Example: Service for May, payment will be made by June 15<sup>th</sup>.
10. This contract cannot be reassigned without prior written approval from the Village.
11. Successful bidder to provide the Village of Wesley Chapel the following Certificate of Insurance, with the Village named as an additional insured, in the below minimum limits:
  - a. Commercial General Liability - \$1,000,000 per occurrence
  - b. Automobile Liability - \$1,000,000 per occurrence
  - c. Excess Liability - \$1,000,000 per occurrence
  - d. Workmen's Compensation – as mandated by the State of NCCertificate must have a thirty-day (30) written notice of cancellation clause.
12. Bids will be received until 3 **pm on February 25th** at which time they will be opened and read at **6490 Weddington Road, Wesley Chapel, NC 28104**. Bidders are invited to be present if they so choose. The bid is intended to be awarded to the lowest, responsive, responsible bidder, taking into consideration price, quality, history of satisfied customers, and contract compliance, however the Village reserves the right to reject all bids. Any bid received after the scheduled bid opening time will not be accepted or considered.
13. Bids must be submitted on Village of Wesley Chapel bid documents. Bids will not be accepted on other forms.
14. ~~The Village will accept faxed, mailed or emailed bid proposals provided they are received prior to the scheduled opening time. The fax number is 704-839-0170. Email address is [clerk@wesleychapelnc.com](mailto:clerk@wesleychapelnc.com)~~ **remove of 14 thus altering subsequent numbering upon final draft**
15. The Village reserves the right to add or delete areas to this contract. If adjustments are made, the price will be negotiated between the Village and the contractor.
16. No bid deposit is required with this bid proposal. The Village has waived this requirement as allowed by NC General Statutes.
17. Please bid each line item separately. The Village will not separate the contract between vendors; however, the Village may choose to add or delete certain services based on what is in the best interest of the Village.
18. ~~The Village reserves the right to schedule maintenance either more or less frequently as provided herein depending on growing conditions.~~ **remove 18 thus altering subsequent numbering upon final draft**
19. All maintenance will be done in accordance with State and Local regulations – (i.e. hours of operation, noise, etc.)

20. All work to be furnished to the Village shall be performed with equipment, methods, and use of personnel in conformance with the pertinent Occupational Safety and Health Act requirements of the State of North Carolina.
21. The Contractor shall indemnify, defend and hold harmless the Village and the Village's officers, employees and agents from and against any and all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations and other liabilities (including settlement amount) that arise directly or indirectly from:
  - a. Any act(s) of negligence or willful misconduct by the Company or any of its agents, employees or subcontractors (or any allegations of any of the foregoing), including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal;
  - b. Any acts or omissions of the Company with respect to any of the services provided by the Company under the agreement (or any allegations of any of the foregoing); or
  - c. Any claims by any persons or entities supplying labor or material to the company in connection with the performance of the Company's obligation under the agreement.
22. Repeated violation of any of these requirements will constitute grounds for termination of the contract.

## Specifications

### **Award of Bid**

This bid is intended to be awarded to the lowest, responsive, responsible bidder per unit price in total; however the Village reserves the right to reject all bids. ~~The Village will not award to two separate vendors.~~ **Remove sentence**

### **A. Mowing, Edging**

#### **Mowing** (March – October)

Locations must be mowed weekly, beginning in March and running through October. Mowing will need to be done Monday – Friday in daylight hours, when grass is dry. No mowing will be allowed on Saturday, Sunday or any Holiday that is observed by the Village of Wesley Chapel. Grass shall be mowed at a height of no less than 3" and no more than 4". Use of herbicides to facilitate trimming will be allowed. The herbicide used must be a glyphosphate based chemical. Use of sterilents is strictly prohibited. Spraying will be allowed around signs, on sidewalks where grass has emerged in cracks and mulched areas around trees. Care shall be taken to avoid marring trees, shrubbery and other vegetation with equipment. Removal of litter and all debris is required prior to each mowing. Bagging of such debris during mowing operations is acceptable. All clippings may be allowed to fall into turf. Clippings must be cleared off all sidewalks, driveways, paved and unpaved paths, streets, etc.

#### **Edging** (March – October)

All edges where paving meets grassed areas shall be "edged" every two weeks.

## **B. Pruning, Mulching, Weed Control**

### **Pruning** (February)

This includes one round of pruning work for various items. All debris is to be cleaned up and removed from locations and disposed of properly.

- **Roses at Town Hall**  
Remove dead or damaged branches; prune to 18" to 24" from the ground and any branches that touch the ground should be removed.
- **Trees at Town Hall and Plantings at Park**  
Remove dead or damaged, crossing limbs and maintain central leaders. Crepe Myrtles are to be pruned to expose architectural structure without removing main stems (trunks). For single stem varieties, only remove an average of 1-4 lower limbs to train away from vehicular traffic.

### **Mulching** (February)

This includes one round of ~~mulching~~ **Grade A Hardwood Bark mulch** of planted beds at the Town Hall, and shall be applied to meet NC Nursery & Landscape Association standards.

### **Weed Control** (March – October)

This relates to weed control for planted areas with shrubs/trees, etc. including the Town Hall plantings, the entrance area at the park, park parking lot, behind the amphitheater and at the pier. Each site should be visited every 2 weeks beginning in March and running through October. Work includes hand weeding and removing and/or spraying with appropriate herbicide. All debris is to be cleaned up and removed from locations and disposed of properly.

## **C. Aerate/Seed**

### **Aerate/Seed** (September/October)

This includes one round of plug aeration and over seeding (2 pounds tall **fescue seed** / 1,000 sq. ft).

## **D. Broadleaf weed control, fertilizer, fungicide, fire ant control, insecticide**

### **Broadleaf Weed Control** (January and May)

This includes two applications of broadleaf treatment using Hi-Yield Turflon Ester at application rate recommended on label. Spot treatment of broadleaf weeds will also be done ~~in February and March~~ **throughout the growing season.**

**Fertilizer** (January, February, April, ~~July~~, September, November)

This includes application of lime at a rate of 20 lbs. / 1,000 square feet in January; application of 19-3-7 fertilizer containing pre-emergent crabgrass/weed control at a rate to yield 1 lb. of nitrogen / 1,000 square feet in February, and at a rate to yield .5 lb. of nitrogen / 1,000 square feet in April; , application of low Nitrogen fertilizer (e.g. 5-10-31) with 10% Iron at a rate to yield .5 lb of nitrogen / 1,000 sq. ft. in July; application of starter fertilizer (e.g. 18-24-12) at rate to yield 1 lb. of nitrogen / 1,000 sq. ft. in September; and application of 28-15-12 with 50% slow release fertilizer to yield .5 lb. of nitrogen/1,000 sq. ft. in November.

Subsequent year's fertilization rates shall be subject to soil testing conducted by Contractor. Soil testing reports will be available upon request in addition to being included in weekly reports to the Village.

**Fungicide** (June, August)

This includes treatment of all grassed areas with fungicide (such as Daconil) following manufacturer's recommended application rate in June, and inspection of grassed areas, and if fungus is present treat again in August.

**Fire Ant Control (park only)** (May – August)

Inspect for and spot treat all fire ant mounds in grassed areas and on or adjacent to paved and unpaved trails monthly.

**Insecticide** (August)

In second or third week apply granular insecticide for grubs and army worms following manufacturer's recommended application rate.

**E. Leaf blowing, trail maintenance, trash removal**

**Leaf Blowing / Trail Maintenance**

Unpaved trail surfaces shall be treated with broad-spectrum herbicide for control of grass and weeds in March following manufacturer's recommended application rate. Unpaved trail surfaces shall be inspected monthly, and if weeds/grass growth is apparent, surfaces will be retreated with broad-spectrum herbicide following manufacturer's recommended application rate. Starting in September and running through February, the parking lot, all paved and unpaved trails shall be blown **once a week** for removal of fallen leaves, including removal of leaf litter from any drainage ditches, pipes and/or permanent swales. **Blowing will need to be done Monday- Friday in daylight hours. No blowing will be allowed on Saturday, Sunday or any Holiday that is observed by the Village of Wesley Chapel.** Any unusual conditions along the trails (including fallen trees or branches across the trail, bee nests, excessive erosion etc. ) shall be reported to the Village. Any trees or branches that fall across park trails or common areas will be removed if the diameter is six (6) inches or less.

**Trash removal – park**

~~Contractor shall be responsible for emptying all trash receptacles along the walking trails and at the dog park, each time the park is mowed.~~

Contractor shall be responsible for collecting all trash receptacles throughout the park and relocating them to the parking lot close to Porta- Jon area for trash collection prior to 7 a.m. every Monday. Upon emptying, all trash receptacles must be repositioned throughout the park by sunset that same Monday.

**F. Dry Pond Maintenance – town hall and park**

In addition to regular mowing, the dry ponds require quarterly maintenance to ensure outlet pipes are not obstructed, and any invasive plants, including but not limited to reeds are promptly removed. Inform Village of any areas of concern during routine maintenance.

**G. Irrigation System – town hall**

Monitor irrigation system at town hall to insure watering times are properly set using the least amount of water necessary throughout the year. Check sprinkler system after each mowing for any damage. Damages which occur as a result of the Contractor will be repaired by Contractor at Contractor's expense within 48 hours.

Bidder will present repair and maintenance concerns to the Village for pre-approval of any work to repair or maintain the irrigation system. Contractor will perform a system start-up and winterization.

**Special Qualifications**

Contractor must carry all required chemical licenses/certificates and pesticides must be applied with strict compliance to EPA , State and Federal laws.

**Reporting**

Schedule: Within a week of award the contractor shall submit a schedule to the Village Administrator or her designee.

Weekly Reports: Each Friday a brief summary report shall be emailed to the Village Administrator or her designee. The report shall include specifics of work completed by location during that week as well as what work is planned by location for the following week. Submittal of these weekly reports is a requirement for invoices to be processed.