

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION REGULAR MEETING MINUTES
April 20, 2015 – 7:00 P.M.
6490 Weddington Road, Wesley Chapel, N.C. 28104

Committee Members Present: Chair; Pat Utley, Julie Brown, Pam King, and John Lepke

Committee Members Absent: Jerry Davis, Kelly Pierson

Staff: Administrative Assistant; Lynell Hillhouse

Liaisons: Council Member; Elaine Rosoff (arrived at 8:46 p.m.), Mayor Pro Tem; Mike Como

Others Present: Mayor Brad Horvath, Mark Adams, Ben Godby, Bradley Evans, Lily Austin, Steven Buckner, and Sondra Bradford.

CALL TO ORDER/DETERMINATION OF QUORUM

The meeting was called to order at 7:16 p.m. A quorum was present.

PUBLIC COMMENTS

Mark Adams presented the proposal of a small picnic area for Dogwood Park with the assistance of other Boy Scout members to the committee. He had two locations in mind, both in the shade and estimated the cost of the project to be approximately \$387.00. Fundraising would be conducted to assist with the costs involved.

Mr. Lepke made a motion to recommend the construction and installation of a small picnic area to the council; Ms. King seconded the motion.

The motion passed unanimously.

Ben Godby was present to give the committee a project update on his already approved monument sign for Dogwood Park. Ben would be presenting his project to the Eagle Scout committee in May and hoping to begin work on the project in June or July if approval was granted. Ben reaffirmed to the committee the sign would be based on the Museum of the Waxhaws sign.

Bradley Evans expressed his desire to install a permanent fire pit at Dogwood Park. Discussion of location and size of the pit took place between Bradley and the committee. Bradley would like to use the bricks on site for the project if possible. Bradley estimated the project to be completed over the course of one weekend and if more hours were needed to fulfill his Boy Scout service hour's requirement, the construction of benches around the pit would be added.

Mr. Lepke made a motion to recommend the installation of a permanent fire pit to the council subject to the selection of fire pit location; Ms. Brown seconded the motion.

The motion passed unanimously.

Lily Austin, Girl Scout member was present to seek the committee's approval on a bird house project at Dogwood Park. Lily presented the committee with a park map highlighting locations for the proposed four (4) pairs of blue bird houses and reasoning as to why. Lily stated the houses would be wooden and on top of a five (5) foot pole. She concluded her presentation by telling the committee she would be responsible for the monitoring and maintenance of the proposed bird houses after completion.

Ms. King made a motion to accept and seek the council's approval for the addition of four (4) pair of blue bird houses to be located at Dogwood Park; Mr. Lepke seconded the motion.

The motion passed unanimously.

Steven Buckner, Boy Scout member, was present to seek approval from the committee to build and install a pergola bench along the walking trail at Dogwood Park. Steven estimated the project to cost approximately \$250.00 which would be met by fundraising activities by Steven. The pergola bench would be cut to size off site then put together and erected on site. The design is six (6) – seven (7) feet in length and would be cemented into the ground.

Ms. Brown made a motion to recommend approval of the pergola bench to the council; Ms. Utley seconded the motion.

The motion passed unanimously.

Mr. Lepke explained to the audience the process of seeking approval from the council for projects. Firstly, the Parks and Recreation Committee must hear and grant approval of the intended project. Secondly, the project is again presented to the Council for final approval with the responsible party present at both meetings. Council Liaison Como asked those who made requests please be in attendance at the May 11th, 2015 Council meeting.

Sondra Bradford reported a successful Easter egg hunt event to the committee with just under 1300 people in attendance. WCFOPR would like to continue their partnership with Southbrook Church for future events with the committee and council's approval.

Ms. Bradford confirmed details on the upcoming Pig in the Park event being held on May 16th, 2015. Highlights of the briefing were status updates on permitting with the health department and fire marshal along with location set up for vendors etc. Mr. Lepke offered to stay at the park the evening before the event to assist any participants as needed. There will be a total of ten (10) BBQ participants, applications are to be accepted by first come first served basis. The public could purchase tickets at \$1.00 per ticket which would provide them with a 2 oz. sampling of BBQ. Judging will be conducted at 11:30 a.m. with public access to the food sampling beginning at noon. The winner will receive a trophy and \$500.00, second place a trophy and \$250.00 with third place receiving a trophy and \$100.00. Ms. Bradford stated there was no rain date for this event.

Committee members discussed the opportunity of purchasing chips, soda and water to sell at the event to assist with park fundraising.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

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

- Unfinished Business
- b. Add water standpipe update

New Business

- a. Dead trees at park discussion
- b. First aid kit for park needed
- c. Committee request memo
- d. Town Hall scope work

Ms. Utley seconded the motion and the motion passed unanimously.

APPROVE MINUTES FROM 3/16/2015 MEETING

Ms. Brown made a motion to approve the March 16, 2015 minutes; Mr. Lepke seconded the motion.

The motion passed unanimously.

2015-16 FY PARK & RECREATION BUDGET

Mayor Horvath discussed the desire of having better communication between the council and committee to enable easier decision making. When requests are made to the council it was agreed that all supporting documentation would be included within the council's agenda packets to allow them time in advance to educate themselves on specific requests. Mayor Horvath felt strongly this will be beneficial to both parties in getting decisions made in a timelier manner.

Ms. Utley referenced item C in New Business on the agenda and stated that was to help assist in this matter. After further discussion Ms. Utley announced she would personally make sure for now that any items that are to be bought to the council would have all supporting documentation along with an internal memo listing as much information as possible relevant to the request. As Chair, Ms. Utley will appear at the council meetings when the committee has a request to answer any questions or concerns directly. Ms. Utley did state although it is more work for her now it will benefit all involved and alleviate time in the long run. Her one request was to speak as early as possible at the council meeting when she is in attendance.

Mayor Horvath then suggested to the committee while discussing the upcoming budget to include a list of intended projects and prioritize each of the projects. Having a project list in advance will assist the council making decisions when a request is made by the committee. A list of current and intended scout projects was also requested to be supplied to the Council.

Secretary's note: Council Liaison Como excused himself from the meeting at 8:45 p.m. Council Liaison Rosoff arrived the meeting at 8:46 p.m. Mayor Horvath excused himself from the meeting at 9:04 p.m.

Ms. Utley reminded the committee the budget needed to be completed and given to Administrator Bennett by April 30th. Ms. King offered to assist in compiling the budget with input from the committee. The committee reached the consensus to allow Ms. King to compile as much information as possible based on last fiscal year and to meet with Town Administrator Bennett to review and discuss budget preparation. Committee members were to take time to offer input to Ms. King on specific projects they would like included in the 2015-16 FY budget.

Council Liaison Como returned to the meeting at 9:10 p.m. and Council Liaison Rosoff excused herself from the meeting at 9:11 p.m.

Council Liaison Como reminded the committee to include any Parks and Recreation sponsored events in the budget to which the committee agreed upon three (3) annual events. He stated that Town Planner Duston was working on verbiage to streamline special event permitting with WCFOPR.

UNFINISHED BUSINESS

DOGWOOD PARK ELECTRICAL BID UPDATE

Mr. Lepke clarified to the committee he had received three (3) bids for the electrical work needed at the park but the final bid was received after the council meeting so they could not consider the item with only two (2) bids. Mr. Lepke highlighted the scope of work and budget line items along with the need to request the council approve the moving of funds with a budget amendment. This item will be presented to the council at their next meeting.

AERATOR/WATER STAND PIPE UPDATE

The aerator was included in the previously discussed agenda item scope of work. Currently only one bid has been received for the water standpipe project. Ms. Brown offered to acquire two additional bids for the project in order for it to be presented to the council for their review. Ms. Brown will make sure she has a copy of the parks blueprints when meeting with bidders.

PLANT, SHRUBS AND BUSHES BID

Mr. Lepke would like to move forward with putting forth the current proposal as is of adding plants, shrubs and bushes around the park to the council. The primary purpose of the additions is for pedestrian traffic control with a second purpose adding shade to specific areas.

DOGWOOD PARK RENTAL POLICY REVISION

Discussion took place regarding items 11 &12 of the previously approved Dogwood Park Rental Policy before presenting it to the council for their review and possible adoption.

Ms. Utley made a motion to approve no changes to item 11 and changing the wording to item 12 to be per event; Mr. Lepke seconded the motion.

The motion passed unanimously.

A copy of the committee approved rental policy is attached to these minutes and therefore incorporated herein.

NEW BUSINESS

DEAD TREE/PLANTS

Mr. Lepke reminded the committee the expiration date of the plant warranty for the park was drawing near. There are approximately five (5) bushes and three (3) trees that are dead and claims need to be made for replacement. Council Liaison Como offered to contact Morlando Construction to assist with this matter.

FIRST AID KIT

Council Liaison Como informed the committee at the recent service day there was a minor incident that required the use of a first aid kit. Discussion took place between the committee regarding the type of kit and location where it will be kept. There currently is an amount budgeted for the purchase of the kit. The importance of installing the water stand pipe was also made mention to assist in the cleaning of injuries. After making sure there are no specific requirements for the supplies within the kit, it was agreed upon to purchase a kit within the budget, to be kept within the storage building at the park.

COMMITTEE REQUEST MEMO

A copy of an internal memo to be implemented by the Parks and Recreation Committee regarding agenda items for the council to consider was reviewed by the committee. This item was discussed earlier in the evening with Mayor Horvath to help assist with communication between the committee and council. As Chair, Ms. Utley will complete this memo to accompany committee requests giving detail and supplying supporting documentation to the council in advance of the council meeting.

TOWN HALL SCOPE WORK

Mr. Lepke led the discussion on the topic of the council's interest in developing the approx. four (4) acres of land behind the Town Hall building. Mr. Lepke reminded the committee a CUP would be required and to begin the CUP process the scope of work would need to be defined. He suggested that if the council want to include the committee on this project the council needs to agree upon the scope of work prior to doing so. Mr. Lepke suggested that the council consult the charter of the Parks and Recreation Committee regarding the responsibility of the potential project. The committee felt strongly to await the results of the proposed citizen survey before taking any action on this item. The committee then made a recommendation that Council Liaison Como ask the council to table this item until a resident survey is conducted and results compiled. They would also like to recommend to the council to review the approved Parks and Recreation Committee Charter.

COMMITTEE COMMENTS

None were given

COUNCIL LIASION COMMENTS

None were given

ADJOURNMENT

Ms. Utley motioned to adjourn the meeting; Mr. Lepke seconded the motion.

The motion passed unanimously.

The meeting adjourned at 10:26 p.m.

Respectfully submitted:

Lynell Hillhouse
Lynell Hillhouse, Secretary

Pat Utley
Pat Utley, Chair

Approved: May 18th, 2015.

DOGWOOD PARK RENTAL POLICY

Any event or program sponsored or co-sponsored by the Village of Wesley Chapel will have scheduling priority in the use of ALL park facilities.

1. Responsible party must be over 21 years of age and if the event consists of primarily persons under 21 years of age, the responsible party must ensure that appropriate adult supervision will be at the event.
2. No color runs permitted.
3. No organized sports permitted.
4. No refunds will be given for rain, thunderstorms or inclement weather/natural disasters.
5. The Village reserves the right to refuse to allow any event to any person and/or group.
6. Motorized vehicles are only allowed in designated parking areas- with the exception of Village approved vehicles.
7. Reservations will be opened three (3) months in advance. For example August reservations will open up May 1.
8. The park is to be attainable to the public during all events. Under no circumstances will the public be excluded from accessing the park during normal operating hours.
9. A Temporary Use Permit application must be completed and approved by the Village Zoning Administrator. The fee is an additional \$75.00, non-profit groups must provide the Village with non- profit documentation to be exempt from the temporary use permit fee.
10. All appropriate paperwork including fees, a signed Waiver, Release and Hold Harmless Agreement and/or Certificate of Insurance must be submitted to the Village within two weeks after Village Council approval of the event or permission granted for the event may be revoked.

11. For **small group** events (less than 30 participants) the applicant must provide an insurance certificate, the event will be a maximum of two (2) hours.
All groups must provide a **refundable** \$150 deposit, in addition revenue producing groups must pay \$150 fee per event. Non-profit groups must provide the Village with non-profit documentation to be exempt from event fee but still required to provide refundable deposit. Refunds will be issued within 30 days after event if no damage has occurred after Village inspection.

12. For **large groups** (30 or more participants) the applicant must be a Wesley Chapel resident and must show how they will provide the following; parking, officers (for security & crossing guards), additional bathrooms, first aid, garbage containers, certificate of insurance, health department plan and approval if food vendors are included. Event will be a maximum of four (4) hours.
All groups must provide a **refundable** \$300 deposit, and an additional non-refundable \$300 fee per event. Non-profit groups must provide the Village with non-profit documentation to be exempt from event fee but still required to provide refundable deposit. Refunds will be issued within 30 days after the event if no damage has occurred after Village inspection.