

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION COMMITTEE
REGULAR MEETING MINUTES
October 19, 2015 – 7:00 P.M.
6490 Weddington Road, Wesley Chapel, N.C. 28104

Committee Members Present: Vice-Chair; Julie Brown, Pam King, John Lepke and Kelly Pierson

Committee Members Absent: Chair; Pat Utley, Jerry Davis

Staff: Administrative Assistant; Lynell Hillhouse

Liaisons: Mayor Pro Tem; Mike Como, and Council Member; Elaine Rosoff

CALL TO ORDER/DETERMINATION OF QUORUM

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

PUBLIC COMMENTS

No one was present to give public comment.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Mr. Lepke made a motion to approve the agenda with the following addition;

NEW BUSINESS

- a. Elevation Church Park event

Ms. King seconded the motion.

The motion passed unanimously.

APPROVE MINUTES FROM 9/21/2015 MEETING

Ms. King made a motion to approve the September 21, 2015 minutes with the following amendment noted on Page 205 Book 11-E;

Additional comments to this topic states both Regional Recreation Consultants relayed to Ms. King and Village Administrator/Clerk Bennett that points would ~~automatically be deducted from~~ *not be received for* any grant application that did not send out a survey to residents via hardcopy format versus electronically.

Mr. Lepke seconded the amended motion and the motion passed unanimously.

SCOUT PROJECT REVIEW

Council Liaison Como showed an electronic image to the committee of the completed Dogwood Park monument sign that was completed by Boy Scout Ben Godby. The committee were thrilled with the results of Ben's project along with cost savings for the village and asked both the council liaison's if they would approach the council for their consideration in presenting Ben with a plaque on behalf of the village to recognize his project.

Council Liaison Como confirmed all the picnic table projects were complete and added there was approximately a 30 foot section of gravel that needed to be redone including drainage as a future project idea.

BUDGET REVIEW

Council Liaison Como made mention to the committee that the most recent bob cat rental and gas expenses were not reflected in the figures provided at the meeting.

UNFINISHED BUSINESS

BAND SHELL PROJECT

Mr. Troy Luttmann with Luttmann Architecture Inc. introduced himself to the committee and expressed his excitement and appreciation to work on the band shell project for the Village of Wesley Chapel.

Mr. Luttmann shared a rendering of the structure to the committee while highlighting the importance of maintaining consistency throughout the park. Mr. Luttmann then explained the bidding process to the committee, explaining his past work experience with sub-contractors would be an added benefit during this process. The goal was to promote the bid opportunity in a variety of ways to attract as many bids as possible for the project. Discussion of the structure footings, process of the formal meetings, lighting, electrical outlets, was also discussed with the committee.

Mr. Luttmann stated the project would take approximately three months to complete taking all facets into consideration. Administrative Assistant Hillhouse reminded the committee of the Youth Council Committee approved event to be held on March 12th, 2016. Mr. Luttmann responded he should know around January 15th, 2016 if the band shell would be completed by the event date. It was noted that either Council Liaison Como or Rosoff would contact Youth Council Committee Liaison Kenary to advise her and the committee of this matter.

In conclusion Mr. Luttmann thanked the committee and stated he would attend the next Parks and Recreation Committee meeting bringing some samples of products so that the committee and council could start the review and decision making process.

REVISED CITIZEN SURVEY QUESTIONS

Council Liaison Como explained the directive of Leverage Resources on preparing and reviewing the questions submitted by committees and boards intended for use within the citizen survey. The committee was reminded that Leverage Resources made suggested changes to questions but it is ultimately up to each committee and board on re-submitting questions back to the council for final review and possible action.

Ms. King reminded the committee even if a paper survey is distributed as per PARTF recommendations it does not guarantee grant approval. Discussion took place between the committee on the costs and process involved in mailing out the survey to Village residents. The need for a newsletter for communication between the Village and residents was also highlighted by the committee.

Mr. Lepke questioned the tabulation process of the reviewed questions submitted from Leverage Resources. Mr. Lepke stated he would review the re-submitted questions and address any concerns he may have through the council liaisons as per their request. The committee expressed the need to finalize the Park and Recreation questions after Mr. Lepke received a response from Leverage Resources about his concerns.

PLANTS, TREES, AND SHRUB RFP

Questions pertaining to species, sizes, warranty and fertilizer or soil conditioner can all be answered by referencing planting notes on the park master plan L5.2.

STUMP REMOVAL RFP

Council Liaison Como informed the committee he was awaiting a response from the Village Engineer as to whether or not she was in agreeance to the proposed RFP.

Mr. Lepke questioned who initiated contact with the Village Engineer. Administrative Assistant Hillhouse stated she would respond to this once she received clarification from the Village Administrator.

Ms. King noted to the committee that #6 related to the term of the contract and questioned if that was relevant to this particular RFP and should be removed. Administrative Assistant Hillhouse stated she would check with Administrator/Clerk Bennett and respond back to Ms. King.

NEW BUSINESS

ELEVATION CHURCH PARK EVENT

Council Liaison Como advised the committee that Elevation Church hosted an event at the park on 10/17/2015 with approximately 150 people in attendance. He further added although the event went well, at the end of the event he relayed to the event representatives they were not welcome to use the facility again in the future. Council Liaison stated he had numerous park patrons complain to him that there was no parking available for their use while the event was being conducted. Council Liaison Como stated he tried on more than one occasion to rectify the parking situation but received no co-operation from the event representatives.

The committee expressed their desire to have a more professional procedure implemented to avoid negative communication between the village and the public when issues arise from events being held at the park and how that could be accomplished.

In November the park rental policy is scheduled for a review, the consensus was reached by the committee to think about new verbiage to assist with park patron parking during events and how event parking can be enforced better.

Ms. Brown stated she would be reaching out to Elevation Church to see where the miscommunication occurred regarding participants not parking at Southbrook Church as required and agreed to.

COMMITTEE COMMENTS

Ms. King advised the committee on the recent passing of Chair Utley’s mother and father within days of each other. The committee was also informed of the passing of Sondra Bradford’s father. Condolence cards were being sent to both Ms. Utley and Ms. Bradford on behalf of the Village.

Ms. King reminded the committee of the fall bash event that was rescheduled due to weather, now occurring on 10/31/2015 from 1:00 p.m. – 4:00 p.m. Reed Goldmine is no longer attending event due to being closed for the season.

Administrative Assistant Hillhouse showed the committee the 20 volunteer vests that she was directed to order at the last meeting. Total purchase price for the vests and shipping was a little over \$50.00

Ms. Pierson informed the committee she was putting together a job description for a potential park employee position and asked for input from the committee regarding duties/responsibilities. It was suggested she contact other local municipalities who have park employees and ask for a copy of their job descriptions to help with this item.

COUNCIL LIASION COMMENTS

Council Liaison Como stated there has been no suspects named in the recent park vandalism. He did however discover a small amount of damage that was overlooked initially to the outlet by the junction box and would be getting that repaired in the near future.

ADJOURNMENT

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

The motion passed unanimously.

The meeting adjourned at 9:13 p.m.

Respectfully submitted:

s/ Lynell Hillhouse
Lynell Hillhouse, Secretary

s/ Julie Brown
Julie Brown, Vice- Chair

Approved: November 17th, 2015.