

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION COMMITTEE
REGULAR MEETING MINUTES
November 16, 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 and Kelly Pierson

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

Pastor Allan Patterson with Elevation Church was present to provide feedback to the committee on the event that was held at Dogwood Park on 10/17/2015. He stated he had visited the town hall to discuss what had occurred and his concerns with Village Administrator/Clerk Bennett. Pastor Patterson stated he wanted to set up a meeting with both Mayor Horvath and Mayor Pro Tem Como also but was unable to do so due to time constraints on his part, and as the rental policy was listed on the agenda decided to speak directly to the committee.

Pastor Patterson wanted to address the need, he thought, for better communication regarding parking expectations to event organizers when reserving the park and also who, if anyone, is authorized to ban groups from the park. Pastor Patterson recapped to the committee the event was running very smoothly and was unaware that park parking was solely for park patrons only and all event attendees needed to park at Southbrook Church. He said at all times throughout the event there were two (2) – three (3) parking spaces open for non-event park patrons in addition to the handicap parking and felt that was sufficient. Pastor Patterson said at the end of the event Mayor Pro Tem Como seemed agitated when speaking with him conveying that the group was not welcome back.

At this point of the meeting Mayor Pro Tem Como responded the parking requirements had been communicated with the event organizer by Village staff when reserving the facility and also with him prior to the event and during the event. He stated he had non-event park patrons complain to him there was no parking available for their use.

Council Member Rosoff apologized to Pastor Patterson and stated no one person has the authority to ban groups from the park and agreed along with the committee that Elevation Church is welcome to use the facility in the future. Pastor Patterson voiced the importance of how people project themselves by tone and word choices to the committee.

Pastor Patterson asked the committee to consider the fact a lot of the event attendees are single moms with young children or elderly people and walking from the parking area at Southbrook Church can be quite difficult. The committee agreed it was beneficial to have constructive user feedback and help with solutions and would take his suggestions into consideration when discussing the park rental policy.

Pastor Patterson thanked the committee for their time and consideration.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

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

NEW BUSINESS

- a. Butterfly Garden
- b. Volunteer Day
- c. 2015 Christmas event
- d. New walking trail

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

APPROVE MINUTES FROM 10/19/2015 REGUALR MEETING

Mr. Lepke made a motion to approve the October 19, 2015 minutes; Ms. Utley seconded the motion.

The motion passed unanimously.

SCOUT PROJECT REVIEW

Ms. King informed the committee the current spreadsheet for park projects was updated and distributed for committee review. If any member had additional information to be included they were advised to email Ms. King.

BUDGET REVIEW

Nothing was discussed by the committee.

UNFINISHED BUSINESS

BAND SHELL PROJECT

Troy Luttman was present to update the committee that the band shell drawings were complete and ready to be submitted for permit review. Mr. Luttman showed samples of roof shingles and paint colors for metal wrapping to the committee. He added a color selection for the underside of the band shell roof would also be necessary in the future. After discussion between the committee the consensus was reached to allow Mr. Luttman to provide two (2) – three (3) palette options for both the committee then ultimately council review and action.

Mr. Luttman told the committee he would leave the drawing of the project at the town hall for review and he would also send an electronic version to Administrator/Clerk Bennett to enable her to forward to the committee.

Mayor Pro Tem Como reminded the committee that Mr. Luttman was limited to his committee meeting attendance as per contract before incurring additional meeting charges.

Ms. King and Ms. Utley notified the committee that at the recent council meeting the council approved the Youth Council Committee request to postpone the start date of the project until after their March

12th, 2015 event. Mr. Luttmann stated that most bids are only good for 30-60 days and this may pose a problem when going out for bid. It was also made mention the delay would then push the completion date out further and the concern of construction being done at the park when warmer weather approaches and park usage will be high.

Mr. Lepke made a motion for Committee Chair Utley to attend the 12/14/2015 council meeting and to ask them to reconsider delaying the start of the band shell project as previously approved at the 11/9/2015 council meeting; Ms. Brown seconded the motion.

The motion passed unanimously.

DOGWOOD PARK RENTAL POLICY

Administrative Assistant Hillhouse reviewed four suggested staff changes and one addition to the current council approved rental policy.

Discussion took place between the committee regarding a variety of options regarding parking for large group events at the park. Suggestions included specifying a number of dedicated parking spaces for non-event park patrons, parking verbiage to clarify where able bodied event participants should park, increasing sheriff coverage from two (2) – three (3). The committee agreed that parking is going to be an ongoing issue due to the limited space available at the park and the fact there is currently no employee to assist with monitoring events on behalf of the Village. The committee felt the recent incident with Elevation Church was a miscommunication and to help prevent this from occurring again asked that staff specifically clarify parking expectations upon reserving the facility. Administrative Assistant Hillhouse noted on the reservation application there is an acknowledgement agreement for organizers to sign and could include that parking expectations were reviewed to the current acknowledgement.

The committee reached a consensus to include the changes to the Dogwood Park Rental Policy as presented by Administrative Assistant Hillhouse to the council for consideration and possible action.

A copy of the revised Dogwood Park Rental Policy to be presented to the council for review and possible action is attached to these minutes and therefore incorporated herein.

FALL BASH EVENT

Ms. King reviewed the recent Fall Bash event held on 10/31/2015 and asked for any additional feedback from those in attendance. Everyone agreed the event was a great success and would like to see the event held on Halloween weekend next year. Points of interest to keep in mind for future events were volunteer coordination, sufficient event maps, preventing grease splattering from vendors on bricks and the treatment of fire ants prior to the event.

Ms. Brown asked if there was anything in place regarding event image store keeping to which Administrative Assistant Hillhouse suggested she contact Administrator/Clerk Bennett on this issue. The committee was reminded of the Village Attorney's guidance on making sure photo releases were signed for any images the Village posts of individuals and/or groups.

RFP STATUS REPORT

I. Band shell

Please reference Unfinished Business- Band Shell Project for discussion and motion

II. Plants, trees, and shrubs

The committee was informed that the RFP was not approved by the council at the last meeting due to irrigation not being in place to water the plants, trees, and shrubs. The committee was confused by the response of the council due to the fact the irrigation system was removed from the 2015/16 FY Parks and Recreation budget and subsequently approved by the council, now they do not want to move forward with plants, trees, and shrub installation until a system is installed yet not budgeted for. As all the plants, trees, and shrubs are drought tolerant the committee would like to represent this item back to the council at the 12/14/15 meeting.

Secretary's note: At 8:50 p.m. Committee Member Brown was excused from the meeting

III. Stump removal

Mr. Lepke informed the committee he had been responding to questions regarding the stump removal at the park to council. The committee reached the consensus to represent this item back to the council at the 12/14/2015 meeting.

Secretary's note: At 8:57 p.m. Committee Member Pierson was excused from the meeting

PARK FOUNTAIN

It was explained to the committee that the fountain needed a third anchor to prevent it from spinning and sinking below the water surface. Mr. Lepke and Mayor Pro Tem Como informed the committee this would be rectified at the upcoming volunteer work day on 11/21/2015.

VILLAGE SURVEY

This item was tabled due to the fact the council approved to take no further action on the village survey until the two (2) new Council Member-Elect and Mayor-Elect positions were in place.

NEW BUSINESS

BUTTERFLY GARDEN

Mr. Lepke explained that he was contacted by the new Waxhaw/Weddington Rotary Club and their desire to install an educational butterfly garden at Dogwood Park. The proposed location would be along the stacked split rail fence between the large bridge and picnic table area, using native Carolina plants. A representative from the Rotary Club is planning on attending the January 2016 Parks and Recreation meeting to formally present the project to the committee.

VOLUNTEER DAY

Mr. Lepke stated the priority of the upcoming work day would be to anchor the fountain and reminded members that many hands make light work.

2015 CHRISITMAS EVENT

Mayor Pro Tem Como informed the committee that W.C.F.O.P.R would not be scheduling a Christmas event this year.

NEW WALKING TRAIL

Mayor Pro Tem Como updated the committee that there was approximately 30 feet of trail that is currently a tripping hazard that needs attention before the trail can officially open. Both ends of the trail are currently blocked asking people to please keep out.

COMMITTEE COMMENTS

Mr. Lepke was presented with a plaque in recognition of his service to the Parks and Recreation Committee in his previous role as Chair of the committee. Current Chair Utley commended Mr. Lepke for his dedication and time served.

Administrative Assistant Hillhouse reminded the committee the next regularly scheduled meeting is on 12/21/2015. She asked if a quorum would be present due to people being absent over the holidays. It was not yet known if there would be a quorum so the idea of scheduling a special meeting was discussed. Ms. Utley would notify the committee if and when a special meeting would take place as early as possible. Administrative Assistant Hillhouse did state if the meeting did occur as scheduled she would be absent and the need for a committee member to take and prepare the minutes would be necessary.

COUNCIL LIASION COMMENTS

Mayor Pro Tem Como reminded the committee that new committee liaisons would be appointed at the 12/14/2015 council meeting and his willingness to continue with this role.

ADJOURNMENT

Ms. Utley motioned to adjourn the meeting; Ms. King seconded the motion.

The motion passed unanimously.

The meeting adjourned at 9:15 p.m.

Respectfully submitted:

Lynell Hillhouse, Secretary

Pat Utley, Chair

Approved: _____



(PROPOSED) 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 any reason, including but not limited to 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. Patrons must share all facilities respectfully.
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. Renter will be held responsible for any and all damage or misuse of the facilities including repairs that exceed the deposit fee.

12. 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 and the event remained compliant with the rental policy agreement.

13. 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 and the event remained compliant with the rental policy agreement.