

VILLAGE OF WESLEY CHAPEL
JOINT COUNCIL AND PARKS AND REC COMMITTEE MEETING MINUTES
WESLEY CHAPEL TOWN HALL
6490 Weddington Road, Wesley Chapel, NC 28104
February 29, 2016 – 7:00 PM

The Village Council of Wesley Chapel, North Carolina, and the Parks and Rec Committee met in the Town Hall at 6490 Weddington Road, Wesley Chapel, North Carolina.

Council Present: Mayor Kapfhammer, Mayor Pro Tem Kenary, Council Members Como, Kaperonis and Rodriguez

Parks and Rec Committee Present: Chair Pat Utley, Julie Brown, John Lepke, Pam King, Jerry Davis and Kelly Pierson

Others Present:

Clerk/Finance Officer Cheryl Bennett; Planning/Zoning Administrator Bill Duston

Citizens Who Signed In: Carol Mullis, Elaine Rosoff, Frank and Peggy Jennings, Kim Bayha, Becky Plyler and Steven & Patrice Dolschenko

Meeting was called to order at 7:00 PM and a quorum of both groups was present.

Public Comments: *Time Stamp: 0:35*

1. Elaine Rosoff, former Council member, noted the park is dear to her, and volunteers have been a big part of it. Stages one and two at the park have overlapped due to citizen volunteers, and citizens have cut fallen trees and provided dog waste bags, the trails are to encircle the park and are well enjoyed by residents and wheelchair accessible. Maintenance as well as activities required two liaisons, and she encouraged a park superintendent.

Frank Jennings, who owns property adjacent to the park, spoke that he loves the park, and wants it to move forward. His dog enjoyed the dog park. He noted Mike Como works hard at the park and with volunteers. Mr. Jennings had concerns and stated one third of the planted trees are dead, and the fountain is not working, he felt things are going backwards in the last week.

Becky Plyler, former Council member, spoke against micro-managing the park without liaisons and recommended working together.

Richard Stevens spoke that he is at the park several days a week, and Mike Como is volunteering there all the time, and stated don't let the park go backwards.

Patrice Dolschenko, commented the park seems to be deteriorating, there are a lot of people coming and going there, even walking cats, and she sees Mike there as well and more people would be there if they knew the park was being discussed. She noted the fountain is not working and the back trail not yet open.

Frank Cappella agreed the park is a valuable asset to the town and we need to continue the beautification and upkeep, it is a big attraction.

Steve Dolschenko noted that if parks deteriorate, they attract bad elements.

The Mayor noted that the objective of this meeting is to figure out what the projects are that we need to accomplish at the park, what the funding will be, and how we will accomplish it.

1. Orientation/overview for Council and new P&R members
 - a. Survey results / citizen priorities
 - b. Master park plan (original)
 - 1) PARTF grant & other (i.e. CUP) requirements
 - 2) Budget diverted to town hall project
 - 3) Completion of phase I
 - c. Future
 - 1) Grants
 - 2) Enhancements
 - 3) 2016 plan of record / present 2016 project list
for Dogwood Park

Parks and Rec Committee Chairman Pat Utley introduced John Lepke of the Committee who presented a power point. He reviewed the history of the park including the 2006 citizen survey and the resulting Parks and Rec Committee Charter. Everything done was driven by the wishes of the citizens. The Charter and Master Plan became their marching orders. A Conditional Use Permit was then obtained for the park. When park construction was bid out, prices came in much higher than expected, so the Village had to segment items consistent with available funding. The survey demographics were compared to the town's for a perfect match. Eighty-two percent said they would go to a park in the town. Pedestrian connectivity to the commercial center is planned. Amenities were distilled down and prioritized. Top items were paved walking trails, then the amphitheater/band shell to provide several amenities. A few items were too big for the village to handle and more suited to the YMCA or a gym or WCWAA. Council and the Board of Adjustment approved the park plan and CUP. When bids came in above budget, the biggest difference was grading costs. Originally the idea was to renovate the home on the land to a community center, but the cost was too high, so it was demolished. The result after modifying the grading plan, was eliminating one drainage basin, and deferring the band shell, community center, restrooms and unpaved trails. Money is being saved for a future community center. Volunteer projects were done by Scouts and other groups such as picnic pads to substitute for picnic shelters. The desired amenity list includes nature center and gardens. The proposed landscaping and irrigation system was rejected by Council. When sidewalks are built along Highway 84, they will ask for paved pedestrian event access. The amphitheater is incomplete, there is no playground or community center, water and sewer are very expensive and a fire hydrant would be needed. Mr. Lepke asked for re-affirmation to deliver the plan, eliminate red tape and time wasting policies; if you don't want to fund something say no before the budget so

they don't waste time coming up with an RFP and talking to vendors. Understand the natural treasure the park is how the citizens enjoy it and preserve and improve it. Develop the long view with changing village demographics; focus on the strategic such as the thread trail and community center.

Pat Utley handed out a list of 2016 funded Parks and Rec projects and a record of volunteer projects for the past few years. The budget becomes their project list. For example, they ran a water stand pipe and ran it where we will want water in the future. There is frustration that the budget gets approved and then a project in it may get turned down such as the landscaping. John Lepke noted they also read published documents to come up with their requests. Ms. Utley noted they have been asked what the project list is, and the capital outlay budget is their project list.

Mayor Kapfhammer asked about the format Council might want to see in a project plan. With a project like fencing, you would want to see the total components of cost. John Lepke stated they had donated fencing (rails), the money in the budget is for posts, and the work depends upon volunteer labor. Council Member Kaperonis noted the only item he disapproved was the plants and \$1,400 for 80 feet of fence for a Scout project; he felt he did not get the whole story. Pat Utley noted they multi-task with the bobcat; perhaps not enough information was given. Committee member Pam King said at the budget meeting more detail is given, yet we have to come back for approval again. Kelly Pierson from the Committee stated Parks and Rec has a proven record of being good stewards and getting things free when available, trust the Committee. Council Member Como stated for every dollar we spend, we save ten dollars and gave an example of the fence, where there was free labor and free fencing, we just rented the bobcat to dig the holes.

What council is asking for was discussed. Council Member Kaperonis asked for more information and communication. Council Member Rodriguez stated he would rather see a project and what was needed for it, and how much it would cost, i.e. fencing. He would rather see it in the general fund and then allocate it out for specific projects. He agreed the park is our best asset. He felt the trees and bushes are the finishing touch and would best be done at the completion of the park. Mayor Kapfhammer said if we budget a couple of projects, and have money left over, it would be an incentive to do another project. Committee member Julie Brown said the reason for the landscaping request was that it was the proper time of year to plant rather than wait a year. Mr. Lepke added it was also for pedestrian control and in answer to complaints for shade around picnic tables. They got a list of drought resistant plants. Mayor Pro Tem Member Kenary noted she has been asking for a project list; if you put picnic shelters in, you don't need trees at each table. Council Member Como said at budget time, the irrigation system was taken out to balance the budget. Finance Officer Bennett noted the whole town budget was reviewed in two two-hour sessions, and there was not a total evaluation or Council buy-in on every item. Council wants to see a project list. We also have a state mandated chart of accounts we must follow.

Planning and Zoning Administrator Bill Duston noted at a recent meeting that Brian Matthews who oversees County building inspections stated the County must review plans for all publicly accessible items at parks, not just structures.

Aligning committee requests and council requirements was discussed. Council Member Rodriguez said he would like to see a project plan, for example X feet, Y cement bags. Ms. Utley stated the RFQ's give you a statement of work. Mayor Kapfhammer stated he will provide a project plan template for Parks and Rec. It will be used when you submit a plan, and after the project is done. Council Member Kenary asked it be used at budget time. The purchasing procedure was reviewed; committees are not empowered to spend money but do make recommendations. The Committee asked Council not to re-evaluate after they research and make a recommendation.

Bill Duston left the meeting at this time.

2. RFP Process

- a. Review and capture revised process discussed in January Council meeting
- b. Volunteer vs. bid projects
- c. Issues or concerns
- d. Project list for projects other than Dogwood Park (if there are any)

Pat Utley said on the stump removal job we did an RFP, we expect the provider to guarantee the work. The Terracon quote was suggested by our engineer. Council Member Kenary noted she asked for a dam report, it turns out there was none; now we have a road over the dam. While the dam is low hazard, her concern was if you pull the stump, the roots may extend further. If the Committee comes to Council before the RFP, then any concerns can be expressed. Mayor Kapfhammer stated funds are approved at budget, then the RFP is approved and it is fair to request a project update each month on the projects.

3. Park volunteers vs. staff / accomplishing our projects

- a. Current – volunteer
 - 1) Routine tasks (i.e. trash, monitor usability)
 - 2) Volunteer coordinator
 - a. Task/project definition & support
 - b. Project oversight – standards (i.e.: does it adhere to original design/was it delivered as agreed, etc.)
 - c. Project approval (eagle scout sign off etc.)
 - d. Augmentation with equipment / tools
- b. Future – paid employee
 - 1) Define hours / tasks
 - a. Park health/daily or regular monitoring

- b. Security
 - c. Maintain usability for guests
 - d. Safety
- 2) Town hall?
- c. Clarification on donation to a local charity

Pat Utley noted Mike Como has acted as volunteer coordinator, the presence of a supervisor is valued, and often they can do projects with volunteer labor. She did not feel confidence at the Council level that they are saving money. Sometimes they have to meet volunteers halfway, if they do fencing, we will dig the holes. Pat Utley noted a part time maintenance person is needed, Kelly Pierson has come up with a job description. A maintenance list is needed of what needs to be done at the park. We have basic grounds maintenance, but items the landscaper does not do include a dog waste sweep, trails maintenance, and receiving donated items. On a daily basis, only Mike Como was doing these things. What broke down – the role of the liaison is not to coordinate volunteers. Council Member Kaperonis noted he got feedback from a neighbor that the town is quitting doing maintenance at the park, and it related to the pet waste bag, including videotapes of pet waste bags. We are not trying to shut down the park or neglect its maintenance. We heard the fountain is not working, but it hasn't been working for a while. Pam King said she had heard that Mike was no longer to go out to the park to do maintenance. Council Member Kenary asked if anyone on the committee was willing to coordinate volunteers. The Mayor noted Mike has three roles, as council member, parks and rec member and as a citizen. The liaison is not responsible for coordinating volunteers. Council Member Rodriguez spoke to Pat Utley and Pam King, who told him they can handle things without the liaison, so he made a motion to eliminate liaisons. He felt things can come back to Council misconstrued, they don't need a babysitter, and sometimes Pat Utley was not aware of everything going on at the park. He felt the Committee could run the park without Mike. He could not find any events Parks and Rec did in the past two years, so he felt they were more focused on maintenance and park development; he felt it would empower Parks and Rec more. Council Member Como said there is a difference between getting rid of liaisons, and not working at the park at all. Going forward, Council Member Rodriguez will make a motion to not allow council members at Committee meetings. If there is an emergency, send it to the Mayor and Village Administrator, and copy Council. Council Member Como said before you make a motion, you should get a recommendation of the committee. Pam King noted communication has fallen through. Mike's other role is volunteer coordinator and he is available most of the time.

Committee member Kelly Pierson created a list of tasks for a maintenance person, and reviewed other local and out of state job descriptions and responsibilities.

An Action item for Parks and Rec is to define what it takes to run the park, including activities and approximate cost. Mayor Kapfhammer said there are concerns with Council Member Como using power tools at the park, also while doing maintenance, things are noticed that turn into projects. Mike's role at the park was discussed. Parks and Rec wants a paid maintenance person rather than have Mike do things at the park, but did not feel they had the budget for it previously. Committee member Pam King noted if there is a second park here eventually we need a part time person / department, perhaps eventually full time; right now we need Mike at

the park until we hire. Council Member Como said he spends 3-4 hours per day, 3-4 days a week at the park. The Mayor asked Parks and Rec how much to budget for a staff position, we will need a lot of information before hiring. In the past Parks and Rec had proposed purchasing equipment such as a tractor but we went to bid and have a landscape company that we pay \$13,000 per year to maintain both properties. We might want to expand the role of our landscape company. Meanwhile we need a stopgap solution from Parks and Rec for maintenance. An Action item for Parks and Rec is to create an options list for park maintenance – possibilities are a part time maintenance person, change service level with the current landscape company, and other ideas. We need standard operating procedures. John Lepke noted they work with Friends of Parks and Rec on all events.

Council Member Kenary noted some of the scout projects require on-going maintenance, so she will bring a motion to Council that Council approves the scout projects instead of Parks and Rec. Scouts have a project booklet, but they are not on file at the town for any projects. Also any funds they raise that are left over, should go to the Village or if we cannot accept them, be donated. The Mayor agreed the scout should come to the Council for their contribution, we have an awesome park, but with the volume of scout projects, perhaps another part of the town, such as the Safety Committee has a great project for a scout. Council Member Kaperonis added that as part of the town branding, we might want to showcase an Eagle Scout project. Committee member John Lepke stated Parks and Rec did outreach and solicited scouts, the Safety Committee could do the same. Council Member Como spoke to Mr. McNally the scoutmaster, and he said why change it, it is working well. He would like Mr. McNally to come and give his input. Kelly Pierson noted any scout project will require maintenance and we can't ask them to maintain items. Julie Brown suggested Council and the committees come up with a master project list; how many picnic tables do we need at the park. The question of who will supervise the scouts came up and whether it is our responsibility or not. Mayor Pro Tem Kenary noted a scoutmaster came and said that they do not need supervision or anything else when they do a project, as Council Member Kaperonis confirmed is done at Spirit of Joy Church. Council Member Como reviewed the process he does with the scouts and the help he provides, and he stated it works. Council Member Rodriguez commented we should get a list of projects from the committees, and for the scout to come to council provides the dignity of achievement. John Lepke stated their charter includes working with volunteers. Julie Brown counted 33 projects since 2013 and complained this is taking away their pleasure at seeing the kids come with their projects. Committee Chair Pat Utley asked how Council will know where things should go to prevent future conflicts such as with future sewer lines. Council Member Kaperonis noted we need insight from Parks and Rec on sites, and a list of potential projects. Jerry Davis commented they may have a project that is not even on the list.

Council Member Como said from last month's council meeting he heard comments that an upcoming item was a donation from the 5K run should come out of Park and Rec's budget. Council Member Kenary stated that is false and had nothing to do with Parks and Rec.

4. Communications plan

- a. Information exchange between committee and council

b. Schedule/format

Committee Chair Utley noted there is a learning curve for the agenda item forms, and purchases. The \$500 limit applies to a project, not to one purchase as with the pet waste bags. They would like an update from the Youth Council Committee regarding their March 12th event, they haven't heard since the last Council meeting. Cheryl Bennett noted when a group rented the park, they just had to fill out the forms and get approval through the office. Mayor Pro Tem Kenary noted the Youth Council came to Parks and Rec at her suggestion. Pat Utley asked about their parking, and food trucks. As a courtesy, and to encourage inter-committee communication the Youth Council was asked to give an update, even if by e-mail.

The landscape contract comes up for renewal March 15, 2016. Parks and Rec had recommended it be extended for just one quarter to put it on a fiscal year basis. The finance officer explained why it worked better to keep it on a March 15th renewal, and that she had gotten a one year commitment to extend the contract with no price increase. Expansion of their services can always be done in the future. Committee member Pam King recommended we extend the landscape contract for one year. Committee member John Lepke seconded the motion.

The motion passed unanimously.

Council Member Como motioned to extend the landscape contract one year, contingent on them mowing quarterly between the fire hydrant and stop sign on Highway 84, and emptying the trash weekly. The motion was withdrawn.

Council Member Rodriguez motioned to accept the contract renewal for one year with no change in rate of pay. Council Member Kenary seconded the motion.

The motion passed 3-1, with Como voting nay.

We can still ask them about the other services.

5. Conclusion / additional comments

Mayor Kapfhammer noted the three action items are:

1. Mayor to provide a project plan template to Parks and Rec,
2. Parks and Rec to define what it takes to run the park – activities and approximate cost,
3. Parks and Rec to create an options list for park maintenance including a part time maintenance person/changing the service level with the current landscape company/ other options

A summary of the meeting was provided by the Mayor: less micro managing by Council, a project plan to Council and addressing the stop gap in maintenance by Parks and Rec.

Council Member Como asked if he could bring Dan McNally to a future Council meeting.

John Lepke and Mike Como will discuss what needs to be done to fix the fountain.

Reference checking was discussed; the committee doesn't want to do this task, but it could affect the recommendation. Staff can do the reference checks, but give the references to the Committee before they make a recommendation. Council Member Como asked about the band shell, Pat

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Utley will fill out the agenda form for the March council meeting. References have not yet been checked. Architect Luttman will be asked to do the value engineering.

Council Member Como motioned to adjourn; Council Member Rodriguez seconded the motion.
The motion passed unanimously.

Parks and Rec member Julie Brown motioned to adjourn, Jerry Davis seconded the motion.
The motion passed unanimously.

The meeting ended at approximately 10:02 p.m.

Respectfully submitted,

Cheryl Bennett, Clerk

Mayor Dr. David Kapfhammer