

VILLAGE OF WESLEY CHAPEL
COUNCIL MEETING MINUTES
WESLEY CHAPEL UNITED METHODIST CHURCH
120 Potter Road, Wesley Chapel, NC 28110
September 10, 2012 – 7:00 P. M.

The Village Council of Wesley Chapel, North Carolina, met in the Fellowship Hall of Wesley Chapel United Methodist Church at 120 Potter Road South, Wesley Chapel, North Carolina.

Present: Mayor Pro Tem Ormiston, Council Members Brotton, Plyler and Rosoff

Absent: Mayor Horvath

Others Present:

Clerk/Finance Officer Cheryl Bennett; Planning/Zoning Admin. Joshua Langen; Attorney George Sistrunk (arrived late)

Citizens: Carol Mullis

The meeting was called to order at 7:00 PM and a quorum was present.

1. PLEDGE OF ALLEGIANCE / INVOCATION

Mayor Pro-tem Ormiston led the Pledge of Allegiance and Council Member Brotton said the invocation.

2. PUBLIC COMMENTS - none

3. ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Attorney Sistrunk arrived at this point. Council Member Plyler made a motion to approve the agenda; Council Member Brotton seconded the motion.

The motion passed unanimously.

4. APPROVE MINUTES FOR COUNCIL MEETINGS AUGUST 13, 2012 AND AUGUST 21, 2012

Council Member Rosoff made a motion to approve the August 13, 2012 and August 21, 2012 minutes; Council Member Plyler seconded the motion.

The motion passed unanimously.

5. STAFF REPORTS

a. Review and approve August 31, 2012 financial reports

Finance Officer Bennett presented the August financial reports; cumulative revenues, expenditures and budget items have been brought forward in the capital project funds. Council Member Plyler made a motion to approve the August financial reports; Council Member Brotton seconded the motion.

The motion passed unanimously.

August 31, 2012 Balance Sheet**ASSETS****Current Assets****Checking/Savings**

Fifth Third Bank Checking	17,831.94
Fifth Third Bank Money Market	840,283.12
Citizens South CD Bldg 01.03.13	249,310.26
BB&T Money Market	824,079.37
Petty Cash Fund	50.00
Total Checking/Savings	1,931,554.69
Misc. Fees Receivable	125.00
Total Accounts Receivable	125.00

Other Current Assets

Office Depot gift card	238.08
Prepaid Exp.	850.00
Property Tax Rec.	3,476.00
Allow. for Doubtful Accounts	-1,034.00
Excise, Franchise & Telec. Tax Rec	66,000.00
Total Sales Taxes to be Received	1,240.56
State Sales Tax A/R	2,563.54
Total Other Current Assets	73,334.18

Total Current Assets	2,005,013.87
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Fixed Assets

Dogwood Park CIP	17,309.40
Town Hall- CIP	4,144.27
Land	717,634.40
House at Dogwood Park	411,169.00
Office Equipment	7,620.98
Accumulated Deprec.	-5,333.98
Total Fixed Assets	1,152,544.07

TOTAL ASSETS	<u><u>3,157,557.94</u></u>
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LIABILITIES & FUND BALANCE**Liabilities****Other Current Liabilities**

Escrow from Developers	45,076.00
Deferred Revenue	2,442.20
Total Other Current Liabilities	47,518.20
Total Current Liabilities	47,518.20

Fund Balance

Fund Balance Assigned for NNO	174.20
Fund Bal. non-spendable	45,926.00

Fund Bal. inv. in Fixed Assets	1,152,544.07
Fund Bal. Committed for CIP	1,518,863.78
Fund Balance	-1,090,002.37
Excess of Rev. over Exp.	<u>1,482,534.06</u>
Total Fund Balance	<u>3,110,039.74</u>
TOTAL LIABILITIES & FUND BALANCE	<u><u>3,157,557.94</u></u>

August 2012 Budget Report

	<u>Aug 12</u>	<u>Jul - Aug 12</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund				
Revenues				
Appropriated Fund Balance	197,199.00	197,199.00	197,199.00	100.0%
Fees and Licenses				
Newsletter/Deputy Sponsor	0.00	0.00	10,000.00	0.0%
National Night Out	60.00	60.00	100.00	60.0%
Cable Franchise (from Time Warn	4,112.00	4,112.00	12,000.00	34.27%
Engineering Fees Reimbursement	0.00	0.00	5,000.00	0.0%
Zoning Permit	1,125.00	1,725.00	6,000.00	28.75%
Privilege Licenses	1,090.26	24,466.26	26,000.00	94.1%
Privilege licenses late fees	30.00	35.21		
Annexation Exp Reimbursed	0.00	0.00	200.00	0.0%
Misc. Fees	<u>79.00</u>	<u>79.00</u>	<u>200.00</u>	<u>39.5%</u>
Total Fees and Licenses	6,496.26	30,477.47	59,500.00	51.22%
Interest Earned	213.66	636.52	2,500.00	25.46%
Property Tax Income				
Current Year Property Tax	65.96	65.96	139,244.00	0.05%
Delinquent Taxes	78.05	78.05	600.00	13.01%
Interest/Ad Fee on Taxes	11.50	11.50	350.00	3.29%
Utility Ad Valorem	0.00	0.00	1,404.00	0.0%
Vehicle Registration	<u>893.51</u>	<u>893.51</u>	<u>8,971.00</u>	<u>9.96%</u>
Total Property Tax Income	1,049.02	1,049.02	150,569.00	0.7%
Revenue Sharing				
Alcoholic Beverage Tax	0.00	0.00	28,000.00	0.0%
Video Programming(State Cable)	0.00	0.00	95,000.00	0.0%
Excise Tax (Piped Natural Gas)	0.00	0.00	16,000.00	0.0%
Franchise Tax (Electric Power)	0.00	0.00	170,000.00	0.0%
Sales & Use Taxes	0.00	0.00	34,000.00	0.0%

Telecommunications Tax	0.00	0.00	12,000.00	0.0%
Total Revenue Sharing	0.00	0.00	355,000.00	0.0%
Total Revenues	204,957.94	229,362.01	764,768.00	29.99%
Gross Profit	204,957.94	229,362.01	764,768.00	29.99%
Expense				
Transfer to CIP	186,200.00	186,200.00	186,200.00	100.0%
Operating Expenditures				
Contingency	0.00	0.00	32,850.00	0.0%
Advertising - Clerk	141.78	141.78	500.00	28.36%
Annexation Expense	0.00	0.00	300.00	0.0%
Annual Retreat	0.00	0.00	1,800.00	0.0%
Bank Charges	33.42	96.39	500.00	19.28%
Books & Literature	0.00	0.00	300.00	0.0%
Dues and Subscriptions	0.00	8,528.00	12,500.00	68.22%
Election Expense	0.00	1,360.50	2,000.00	68.03%
Electronic Com. (Tele/RR)	740.30	986.00	3,600.00	27.39%
Insurance - Liability	0.00	9,993.19	10,000.00	99.93%
Insurance - Workmen's Comp	0.00	535.68	600.00	89.28%
Land Maintenance	0.00	0.00	1,000.00	0.0%
Town office Maint.	75.00	194.85	900.00	21.65%
Misc. town office	48.35	48.35	600.00	8.06%
Newsletter	0.00	0.00	3,000.00	0.0%
Office Equipment	0.00	0.00	1,200.00	0.0%
Office Expense	4.99	4.99	2,400.00	0.21%
Postage and Delivery	48.00	48.00	2,200.00	2.18%
Rent	1,400.00	2,800.00	16,800.00	16.67%
Seminars	0.00	0.00	2,525.00	0.0%
Tax Collection Fee	15.81	15.81	2,500.00	0.63%
Travel & Entertainment	135.98	220.90	5,240.00	4.22%
Utilities- Temp. Town Hall	188.41	379.25	2,400.00	15.8%
Youth Council Committee	70.54	70.54	1,100.00	6.41%
Total Operating Expenditures	2,902.58	25,424.23	106,815.00	23.8%
Gen. Govt. Salaries				
Admin. Assistant	555.00	1,023.75	10,920.00	9.38%
Allowance for Salary Adjustment	0.00	0.00	3,927.00	0.0%
Mayor	0.00	0.00	4,800.00	0.0%
Mayor Pro-tem	0.00	0.00	3,000.00	0.0%
Council Salary	0.00	0.00	7,200.00	0.0%
Clerk Salary	3,461.12	7,050.68	49,288.00	14.31%
Finance Officer Salary	848.08	1,696.16	11,025.00	15.39%
Payroll Taxes	679.56	1,370.09	11,000.00	12.46%

Payroll exp. - Unemployment	0.00	0.00	1,000.00	0.0%
Fringe Benefits - Insurance	1,298.24	2,596.48	15,600.00	16.64%
Fringe Benefits - Retirement	573.18	1,155.10	7,700.00	15.0%
Total Gen. Govt. Salaries	7,415.18	14,892.26	125,460.00	11.87%
Planning & Zoning				
P/Z Admin. Salary	4,120.00	9,240.00	53,635.00	17.23%
Planning & Zoning Board Salary	0.00	0.00	4,032.00	0.0%
Advertising	0.00	0.00	500.00	0.0%
P/Z Office Expense	16.12	16.12	500.00	3.22%
P/Z Seminars	249.00	299.00	1,150.00	26.0%
P/Z Travel	148.64	148.64	2,950.00	5.04%
P/Z Dues,Subscriptions	0.00	360.00	360.00	100.0%
Total Planning & Zoning	4,533.76	10,063.76	63,127.00	15.94%
Professional Fees				
Audit Fees	0.00	0.00	5,750.00	0.0%
Engr. Consulting	2,690.00	2,690.00	10,000.00	26.9%
Legal Fees	2,840.00	2,840.00	20,000.00	14.2%
Total Professional Fees	5,530.00	5,530.00	35,750.00	15.47%
Capital Outlay	0.00	0.00	110,000.00	0.0%
Public Services / Safety				
Mat. & Supplies Public Safety	66.64	176.74	800.00	22.09%
Law Enforcement Services	0.00	19,346.75	77,387.00	25.0%
Total Public Services / Safety	66.64	19,523.49	78,187.00	24.97%
Parks & Recreation				
Parks & Recreation Personal Ser				
Park Maintenance Worker	0.00	0.00	2,520.00	0.0%
P & R Payroll Tax	0.00	0.00	181.00	0.0%
P&R Insur. Workers Comp	0.00	0.00	100.00	0.0%
P&R Prof Fee - Deputies	0.00	0.00	450.00	0.0%
P&R Prof Fees – Engr. Fees	0.00	0.00	9,500.00	0.0%
Total Parks & Recreation Personal Services	0.00	0.00	12,751.00	0.0%
Parks & Rec Supplies & Material				
Janitorial Supplies	0.00	0.00	600.00	0.0%
Events Supplies	0.00	0.00	1,500.00	0.0%
Office Expense	0.00	0.00	0.00	0.0%
Stocking of Fish	0.00	0.00	3,000.00	0.0%
Pesticide Supplies	0.00	0.00	300.00	0.0%
Other Supplies and Materials	2.88	2.88	360.00	0.8%
Total Parks & Rec Supplies & Material	2.88	2.88	5,760.00	0.05%

Parks & Recreation Services				
Dues & Subscriptions	0.00	0.00	0.00	0.0%
Insurance- liability	0.00	2,000.00	2,000.00	100.0%
Event Services	0.00	0.00	1,000.00	0.0%
Maintenance/Grounds	0.00	0.00	6,000.00	0.0%
Tree Removal Services	2,000.00	2,000.00	2,000.00	100.0%
Pest Control	0.00	0.00	1,000.00	0.0%
Postage	0.00	0.00	500.00	0.0%
Printing	0.00	0.00	500.00	0.0%
Repairs to Structures	0.00	0.00	2,000.00	0.0%
Security	0.00	0.00	0.00	0.0%
Trash Collection	0.00	0.00	138.00	0.0%
Sanitation Contract (restrooms)	0.00	0.00	2,340.00	0.0%
Elec. Communication	0.00	0.00	840.00	0.0%
Water/Sewer	6.00	12.00	1,200.00	1.0%
Utilities-Elec., Gas	20.59	43.11	6,300.00	0.68%
Total Parks & Recreation Services	2,026.59	4,055.11	25,818.00	15.71%
P&R Capital Outlay				
Structure Improvements	0.00	0.00	7,200.00	0.0%
Other Improvements	0.00	0.00	150.00	0.0%
Tools/Equipment	0.00	0.00	2,200.00	0.0%
Furnishings	0.00	0.00	650.00	0.0%
Redbox Program	0.00	0.00	1,000.00	0.0%
Miscellaneous Capital Outlay	0.00	0.00	3,700.00	0.0%
Total P&R Capital Outlay	0.00	0.00	14,900.00	0.0%
Total Parks & Recreation	2,029.47	4,057.99	59,229.00	6.85%
Total Expense	208,677.63	265,691.73	764,768.00	34.74%
Excess of Revenues over Expense	-3,719.69	-36,329.72	0.00	100.0%
CIP				
CIP Income				
PARTF Grant	383,852.34	383,852.34	500,000.00	76.77%
Adopt A Trail Grant	5,000.00	5,000.00	5,000.00	100.0%
Water Based Resource Grant-Park	95,079.21	95,079.21	100,000.00	95.08%
Transfer from General Fund				
Appropriated for Dogwood Park	1,000,000.00	1,000,000.00	1,000,000.00	100.0%
Appropriated for Town Hall	1,286,200.00	1,286,200.00	1,286,200.00	100.0%
Total Transfer from General Fund	2,286,200.00	2,286,200.00	2,286,200.00	100.0%
Total CIP Income	2,770,131.55	2,770,131.55	2,891,200.00	95.81%

CIP Expense**Capital Projects****Dogwood Park Capital Outlay**

Land Acquisition	673,271.00	673,271.00	680,000.00	99.01%
House	411,419.00	411,419.00	412,000.00	99.86%
Site preparation	0.00	0.00	35,000.00	0.0%
Utilities	0.00	0.00	15,000.00	0.0%
Preliminary Planning	15,526.67	15,526.67	15,527.00	100.0%
Design/Constr Mgt,etc.	40,942.64	46,265.94	69,050.00	67.0%
Grassing	0.00	0.00	5,850.00	0.0%
Parking lot & drive	0.00	0.00	87,170.00	0.0%
Rest room renovation	0.00	0.00	30,000.00	0.0%
Site Furnishings-gate,signs,etc	277.77	277.77	7,000.00	3.97%
Boardwalk	0.00	0.00	31,000.00	0.0%
Accessible routes	0.00	0.00	21,000.00	0.0%
Paved Walking Trail	0.00	0.00	54,000.00	0.0%
Unpaved trail	9,888.04	9,888.04	14,210.00	69.59%
Multipurpose Field	0.00	0.00	30,000.00	0.0%
Amphitheater/Stage/Outdoor Clas	0.00	0.00	35,000.00	0.0%
Fishing Pier	0.00	0.00	25,000.00	0.0%
Other Expense	325.00	325.00	18,931.00	1.72%
Contingency	0.00	0.00	19,262.00	0.0%
Total Dogwood Park Capital Outlay	1,151,650.12	1,156,973.42	1,605,000.00	72.09%
Town Hall Capital Outlay	80,758.33	94,294.35	1,286,200.00	7.33%
Total Capital Projects	1,232,408.45	1,251,267.77	2,891,200.00	43.28%
Total Other Expense	1,232,408.45	1,251,267.77	2,891,200.00	43.28%
Net CIP	1,537,723.10	1,518,863.78	0.00	100.0%
Net Excess of Rev. over Exp	1,534,003.41	1,482,534.06	0.00	100.0%

b. Review monthly planning and zoning report

Langen reported twenty permits were issued in the last month, including three residential zoning and five accessory structures. Langen is getting bonds reissued for road maintenance and infrastructure in Wesley Chase and Kings Grant; and he is preparing NC DOT Road Acceptance forms for Wesley Chase and Kings Grant roads. Mayor Pro-tem Ormiston asked about a bonds spreadsheet; Langen is preparing one. Langen said the County won't apply a parcel number to a road so their ownership can't be transferred; it leaves the roads in legal limbo when the developer goes bankrupt or sells the lots. He spoke with the original developer from Wesley Chase in his work to get new road bonds. He reported on the status of various ordinance amendments.

c. Review monthly zoning violations report

Langen reported he is still working on the road in Twin Cedars which has no final cap on the road, and the violation at 124 Mollie Irene Road which has a 90 day extension Planning Board granted July 23, 2012. He responded to a complaint regarding 5501 Berrywood Lane in Wesley Woods about scrap materials and an inoperable vehicle; he said the owner cleaned up the property.

d. Call for public hearing on Zoning Ordinance amendments for setbacks and minimum square footage to require CUP

Council Member Brotton made a motion to call for a public hearing on the Zoning Ordinance text amendments for setbacks and minimum square footage to require a CUP at 7 pm on October 8, 2012 at Wesley Chapel United Methodist Church, 120 Potter Road, Monroe, NC 28110. Council Member Plyler seconded the motion.

The motion passed unanimously.

e. Update from attorney on JDH land donation

Sistrunk reported that he received an email today; JDH is still working on the release from the restrictions on what can be put on our property.

f. Wesley Chapel population estimate

Village Administrator Bennett reported we received updated population estimates from the State Office of Budget and Management. Our July 1, 2011 standard population estimate with July 1, 2011 boundaries is 7,745, and the July 1, 2011 certified population estimate with July 1, 2012 boundaries is 7,759.

6. TOWN HALL BUILDING COMMITTEE UPDATE

a. Contract bidding process update

Council Member Brotton reported the bids will be received and opened here on September 18, 2012 at 3 pm. The committee met to set priorities on the alternates, and consensus was reached with one being the highest priority, and nine being the lowest priority.

1. Alternate 4 – closed cell spray foam insulation in the attic area in lieu of blown in insulation; no shingle ridge ventilation or attic exhaust fans are required with this option.
2. Keep the metal roof.
3. Alternate 6 – use painted wood trim for all interior wood trim in lieu of that specified to be qtr. sawn oak. The council chamber desk will be made with stained qtr. sawn oak as drawn in both scenarios.
4. Alternate 5 – Install brick arches in the front entry porch.
5. The cheaper choice in alternate 7 – use cast stone in section 04720 in lieu of section 04300 calcium silicate manufactured stone masonry.
6. Alternate 3 – all copper water piping system.
7. Alternate 8 – solid surface counter tops in toilet rooms 103 & 104, in lieu of plastic laminate.
8. Alternate 8 – Certainteed roofing shingles.
9. Alternate 1 – asphalt shingles.

The Committee did want to keep stained wood trim in the Council chambers and main entryway.

The architect put out an addendum today with an alternate for a concrete parking lot.

b. Review and possibly approve the shared access road plans and agreement
Council Member Brotton said the plans show an increased size of Aston's detention, and the location of the pipe is the same. He confirmed with our engineer that there was no material change. Mayor Pro-tem Ormiston noted it is contingent on getting a driveway permit from NC DOT. Council Member Brotton made a motion to approve the shared access road plans as proposed and as the engineer reviewed. Council Member Plyler seconded the motion.

The motion passed unanimously.

7. PARKS AND REC COMMITTEE UPDATE

a. Update on contract bidding process

Mayor Pro-tem Ormiston reported the Zoning Administrator had sent the letter exempting the park from the dam requirements, and she expects the bid documents to be ready next month. There is an issue about closing the two wells costing about \$3,000 to \$6,000 each or re-routing the sewer pipes away from the well, or changing the piping materials; no decisions have been reached yet.

b. Discussion and possible approval of monument sign

Mayor Pro-tem Ormiston said they are working on the sign; it will be similar to the town hall sign and have brick on the sides, with raised lettering. The architect spoke with Langen; Langen said they will score a line in the concrete so it looks like it has a cap.

c. Update on tree clearing and removal

Wolfe Tree Service took down the trees and took them away for \$2,000. Council Member Plyler reported another tree was down last week. Langen left at this point.

d. Update on house/bathrooms renovation design review and next steps

Mayor Pro-tem Ormiston reported Chris Hope doesn't have the professional liability insurance we require so they referred us to someone else; we will get it put out and see what quotes we can get.

8. ACCEPT PLANNING BOARD RESIGNATION AND CONSIDER POSSIBLE APPOINTMENT

Mayor Pro-tem Ormiston reported Tonya VanWynsberg resigned from Planning Board because she moved out of the Village.

9. CONSIDER ANY COMMITTEE APPOINTMENTS

Mayor Pro-tem Ormiston appointed four new members to the Youth Council Committee; Bryan Fennell, Shane Brown, Olivia Haring, and Carter Smith Lee.

10. REVIEW AND DISCUSSION OF VILLAGE WEBSITE AND POSSIBLE IMPROVEMENTS, INCLUDING ADDING OF NEWLY APPROVED SEAL

Village Administrator Bennett reported she contacted the website people about adding the village seal to the website, they referred us to a graphic web custom package, the one-time cost starts at \$600 and it goes up from there. She suggested we wait until the park and town hall are done and get pictures of all three put on the website at that time. We also just paid for the website for the next year. Mayor Pro-tem Ormiston said there are a lot of other alternative sites which might be

more user friendly and economical, and we might be able to add a Facebook link also. Ormiston and Bennett will look into alternatives.

11. DISCUSSION ON WHETHER TO CONSIDER ADDING A GOLF CART ORDINANCE TO THE ORDINANCE PRIORITIZATION LIST

Village Administrator Bennett said this is not a land use ordinance, and probably should not be referred to Planning Board, it would be a Council issue; Attorney Sistrunk agreed. Council Member Rosoff expressed concerns on safety if we were to allow golf carts on the roads. Council Member Brotton said he felt there should be less government regulation and thus allow golf carts. Council Member Plyler felt this is not a big issue and we should not change this right now. Mayor Pro-tem Ormiston agreed with not taking freedoms away, but in this particular case she did not agree with a change; Wesley Chapel doesn't lend itself to golf carts on roads like a beach town or a golf course community. There was concern on golf carts going through the intersections in the Village. The Council consensus was to lay it to rest.

12. DISCUSSION AND POSSIBLE APPROVAL OF POLICY ON SCHEDULING, CANCELLING AND RESCHEDULING OF COMMITTEE MEETINGS

This has been a topic of discussion in the past. Attorney Sistrunk said there are two schools of thought; whether a committee is subject to the same rules as Council or whether you can create a local policy. After some discussion, it was decided to have a policy to allow the council liaison or committee chair or vice chair to call for a regular meeting with three business days' notice, call for a special meeting with forty eight hour notice, and to cancel a meeting with two days' notice. The committees will adopt a schedule of meetings. Also the Committee policy specifies terms up to three years while Parks and Rec's Charter allows a four year term. Bennett will write a proposed amendment to the Committee policy and bring it back to Council at the next meeting.

13. OTHER BUSINESS

Council Member Plyler asked the other members to let her know if they can attend the COG meeting on CONNECT.

14. COUNCIL COMMENTS

Council Member Plyler said she heard some compliments on our deputy. Council Member Rosoff met at the park with Mrs. Laymon, and Riley's Catch is looking forward to working with the park. Mayor Pro-tem Ormiston reported we have moved up on the NC Wildlife Commission list for having the pier installed to possibly summer of 2013. Finance Officer Bennett distributed a budget sheet for the town hall project, to show what is available when the bids come in. Council Member Brotton reported the Town Hall Building Committee recommended the building be named "Village of Wesley Chapel Town Hall". A question came up on the front end docs for construction contracts, on whether we need to have someone on site to record the quantity of materials received; we will forward it to the attorney for his review.

15. ADJOURNMENT

Council Member Brotton made a motion to adjourn; Council Member Plyler seconded the motion.

The motion passed unanimously.

2012.09.10 minutes

Respectfully submitted,

Cheryl Bennett, Clerk

Mayor Brad Horvath