

**VILLAGE OF WESLEY CHAPEL**  
**PARKS & RECREATION REGULAR MEETING MINUTES**  
March 18, 2013 Wesley Chapel United Methodist Church

**Members Present:** John Lepke, Julie Brown, Mike Como, Marnie Holland and Jerry Davis. Pat Utley arrived at 7:08 p.m.

**Council Liaison:** Kim Ormiston and Elaine Rosoff were present.

**Members Absent:** Alternate members Gayla Adams and John Balles were absent.

**Staff:** Melody Graham was present.

**Others Present:** Carol Mullis and Chuck Adams were present.

**CALL TO ORDER/DETERMINATION OF QUORUM**

Mr. Lepke called the meeting to order at 7:02 p.m. A quorum of committee members was present.

**ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA**

Mr. Lepke added a "Presentation by Girl Scout Troop 1880" to the agenda to follow Public Comments. He also added "Discussion of Possible Equipment Rentals and Purchases for Park" to follow the budget discussion.

Ms. Holland added "Discussion of WCFPR Trail Segment Fundraiser" to follow the Equipment Discussion.

Mr. Como moved to adopt the agenda as amended. Ms. Holland seconded the motion. The motion carried with a unanimous vote.

**PUBLIC COMMENTS**

No one signed up for Public Comments.

**PRESENTATION BY GIRL SCOUT TROOP 1880 FOR PARK PROPOSAL**

Ms. Holland introduced members of Girl Scout Troop 1880. Members of the Troop discussed their plans to build a reading nook at the park. They explained: This would be a circular area with benches and plantings. Crushed brick would be used for the groundcover. They would move the existing benches to the area for seating. They would add bushes, flowers and two trees. The troop will pay for the project completely and will do all of the work on their own. The timeline has not yet been determined, but they hope to complete the project prior to their bridging ceremony in May. They asked the Committee for approval on the proposed project.

The Committee discussed possible locations for the Reading Nook and agreed that an area near the proposed community garden would work well.

Ms. Ormiston stated that she would like to run the proposal by the architect to ensure the location will not be in the way of construction. She will present the proposal to Council at the March 19, 2013 meeting.

Ms. Holland moved to recommend the Girl Scout project to the Village Council for approval. Mr. Como seconded the motion. The motion carried with a unanimous vote.

### **APPROVE MINUTES FROM 02/08/2013 SPECIAL MEETING**

Ms. Holland moved to approve the minutes as submitted. Mr. Como seconded the motion. The motion carried with a unanimous vote.

### **UPDATE ON PARTF / PARK BIDDING PROCESS**

Mr. Lepke reported: At the last meeting the Committee discussed potential changes to get the budget figures down. Those changes included doing away with the rest rooms, all the utilities and the playfield, if PARTF would agree to that. He has spoken with the PARTF representative and they are ok with the proposed changes to the park. The next step in the process is for the Committee to formally request an amendment to the budget. He reviewed the revised project costs and noted that the numbers are from the previous bids (*See Attached: This document is hereby incorporated by reference and made a part of these minutes*). According to PARTF, the park must have three amenities. In order to so, we will need an additional \$250,000 from the Council in order to accomplish all items. This number is based upon the previous bids. The following items will be bid as sideline items so they will only be completed if there are available funds:

- Bandshell & Site furnishings
- Grass/sodding
- Monument sign
- Utilities
- Restrooms

The Committee discussed the budget in depth.

Ms. Ormiston stated: The Council held the annual Advance this past weekend. It was strongly suggested by attendees that the amphitheatre be moved from the park to the Town Hall. She asked if this was something the Committee would agree to.

The Committee discussed the possibility of having an amphitheatre at the Town Hall in depth. The Committee unanimously agreed that they like the idea of using the space at the Town Hall as a gathering area and would support a amphitheatre at this location, but not at the expense of having an amphitheatre at the park.

By a show of hands, the Committee voted to keep the amphitheatre at the park and not move it to the Town Hall area.

Mr. Lepke explained to the Committee that port-a-johns will be a temporary solution and that once the restroom construction at the house is removed from the PARTF grant, the Village cannot go back to PARTF for any financial assistance pertaining to the house if restrooms are reconsidered in the future.

Mr. Lepke stated that the next steps are to confirm the budget numbers with the Architect; present the revised budget numbers to Council, and send the formal agreement with the revised information back to PARTF.

### **UPDATE ON JOSHUA KRUEGER EAGLE SCOUT PROJECT / BIKE TRAIL**

Mr. Lepke reported: The bike trail has been marked and sprayed with weed killer from the back of the house down to the creek. It has been laid out and cleared out. There will be approximately 470 yards of trail. The Scouts need to come back to finish the trail, which will include adding jumps.

### **DISCUSSION OF ESTABLISHING PROCESS FOR VOLUNTEER COORDINATION**

Mr. Lepke stated: He has developed a spreadsheet for projects where volunteers can be utilized at the park. He would like to have a single point of contact for volunteer projects. This is something he cannot do, as he travels much of the week. The Volunteer Coordinator would identify the project and assign a volunteer; follow-up with the volunteers, arrange the dates for the project and arrange entry into the park, then follow-up after the work has been completed.

Mr. Como agreed to be the Volunteer Coordinator for park projects. The Committee unanimously agreed to have Mr. Como be the Volunteer Coordinator for park projects.

### **DISCUSSION OF CREATING A REQUEST FOR PROPOSALS FOR HOUSE DEMO**

The Committee discussed in depth the possibility of demolishing the Dogwood House. The Committee agreed that they did not want to demolish the house at this point in time. They agreed to leave the house secured (both windows and doors) until a later time when it can be re-evaluated.

Mr. Lepke stated that some improvements will have to be made to the house before the park opens; including roof repairs, adding a railing around the front porch, demolishing the back deck and adding a handrail around the back patio.

Ms. Brown moved that we do not make the scope of what we're discussing now demolishing the house. Mr. Davis seconded the motion. The motion carried with a unanimous vote.

The Committee agreed that the demolition of the back deck should be a volunteer project and that the Friends of WC Parks & Recreation should be solicited for assistance to construct a handrail around the front porch and back patio.

Ms. Brown agreed to get a materials list from a carpenter and to draft a letter from the committee to go to the Friends organization asking for support.

The Committee agreed that the recommendation to Council is to fix the roof on the house and to retain the house.

### **DISCUSSION OF 2013-14 BUDGET REQUESTS**

Mr. Lepke explained: The Committee needs to pull together the budget figures for the next fiscal year and present them to the Finance Officer. We should assume that the park will be open for approximately six months. Budget items should include: all utilities on the house, lawn service, spraying trails for maintenance, and porta-johns (2 for females, 2 for males).

Ms. Ormiston recommended using the figures from the past years budget to plan for the upcoming budget year. Mr. Lepke agreed to gather the numbers, modify the budget and circulate it to the Committee. The Committee agreed to review the proposed budget at the next meeting then forward it to the Council.

### **DISCUSSION OF EQUIPMENT RENTALS AND PURCHASES FOR PARK**

Mr. Lepke stated that there is a need for backpack sprayers and weed control product in order to maintain the trails. He added that the weed control product cannot be a restricted pesticide; it must be approved for home use.

The Committee agreed to purchase 2 backpack sprayers and 2 jugs of pesticide concentrate. Ms. Ormiston agreed to forward the recommendation to the Council for approval.

Mr. Lepke stated that all of the mulch at the park has been used. He added: There are still a lot of branches and brush remaining. Options are to rent another chipper for the next volunteer day; purchase a chipper for continued use; or burn the existing branches and brush and purchase mulch.

The Committee discussed mulch possibilities and agreed to explore the opportunity to have free mulch delivered and to burn the existing branches and brush. Mr. Como agreed to obtain a burn permit for the next volunteer day.

#### **DISCUSSION OF WCFPR TRAIL SEGMENT FUNDRAISER**

Ms. Holland updated the committee on a proposed fundraiser that the WC Friends of Parks & Recreation is planning. She stated: WCFOPR plans to sell trail segments as a fundraiser. They are looking at \$25-\$30 per linear foot. Donors would receive recognition based on the amount they give; from window decals to their name on a plaque. The name plaque could either be placed at the new Town Hall or at the park. There could also be a list of donors on the WCFOPR website or possibly the Village website.

Ms. Ormiston explained that the Council will be discussing a policy for sponsorships at an upcoming meeting. Whatever policy is put in place for sponsorships must be Village wide. She has pulled together several examples of sponsorship policies from other towns. She doesn't have a draft yet, but her goal is to have one for the April meeting. The Council doesn't have a say in what the Friends organization does for sponsorships, but the policies should be in sync with each other.

The Committee agreed that the donor plaque should be placed at the Town Hall and not at the park.

Mr. Como added discussion of the Location of the Dog Park to the agenda.

#### **LOCATION OF DOG PARK**

Mr. Como stated that in reviewing the location of the dog park, he realized that it is a significant distance from the parking lot. He wanted to be sure the committee was ok with the location and that it wouldn't be a problem as they hope to begin work on the dog park.

The committee discussed the location of the dog park and agreed that the planned location is not a concern.

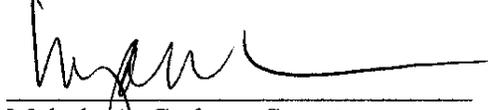
Mr. Como stated: He wanted to get it on record that this past volunteer day was the most successful to date. There were approximately 50 volunteers from all areas and a lot of work was accomplished.

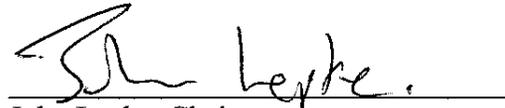
Ms. Holland added: There was a lot of passion, excitement, and hard work. There was a lot accomplished and it was a great day.

**ADJOURNMENT**

Mr. Lepke moved to adjourn the meeting at 9:07 p.m. Ms. Holland seconded the motion. The motion carried with a unanimous vote.

Respectfully submitted:

  
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Melody A. Graham, Secretary

  
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John Lepke, Chair

Approved: April 15, 2013

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**Revised Project Cost**  
**Village of Wesley Chapel, Dogwood Park #2011-674**  
**\* Fixed Cost from Original Project Cost - cannot be revised**

Project Element	Original PARTF Cost	Revised Project Cost	Comments
Fishing Pier	\$ 25,000.00	\$ -	PARTF Element Funded by NC Wildlife
Amphitheater	\$ 35,000.00	\$ 51,800.00	
Multi-Purpose/Open Play Field	Delete	-	Delete from Project Scope
Walking Trail - Paved	\$ 54,000.00	\$ 55,000.00	
Walking Trail - Natural Surface	\$ 9,210.00	\$ 10,788.00	
Accessible Routes	\$ 21,000.00	\$ 20,000.00	
Boardwalk	\$ 31,000.00	\$ 23,000.00	
Site Furnishings	\$ 7,000.00	\$ 10,050.00	
Rest Room Renovation	Delete	-	Delete from Project Scope
Parking Lot & Drive	\$ 87,170.00	\$ 180,000.00	
Site Preparation	\$ 35,000.00	\$ 300,000.00	
Grassing	\$ 5,850.00	\$ 38,200.00	
Utilities	Delete	-	Restrooms deleted from project scope
<b>Cost to Develop Project</b>	<b>\$ 385,230.00</b>	<b>\$ 688,838.00</b>	
Contingency*	\$ 19,262.00	\$ 19,262.00	
Land Acquisition (6 acres + 16.5 acres)*	\$ 638,831.00	\$ 638,831.00	
Planning / Incidental Land Acq Costs*	\$ 60,674.00	\$ 60,674.00	
<b>Total Project Costs</b>	<b>\$ 1,103,997.00</b>	<b>\$ 1,407,605.00</b>	
<b>Total PARTF Grant Request</b>	<b>\$ 500,000.00</b>	<b>\$ 500,000.00</b>	
<b>Total Local Match</b>	<b>\$ 603,997.00</b>	<b>\$ 907,605.00</b>	

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