

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION SPECIAL MEETING MINUTES
August 26, 2013 Wesley Chapel United Methodist Church

Members Present: John Lepke, Julie Brown, Mike Como and alternate member Gayla Adams. Pat Utley arrived at 7:16 p.m.

Council Liaison: Kim Ormiston was present.

Members Absent: Jerry Davis and Marnie Holland were absent. Council Liaison Elaine Rosoff was absent.

Staff: Melody Graham was 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.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

No one signed up for public comments.

APPROVE MINUTES FROM 6/17/13 AND 7/15/13 REGULAR MEETINGS

Ms. Brown moved to approve the minutes from the June 17, 2013 regular meeting and the minutes from the July 15, 2013 regular meeting as submitted. Mr. Como seconded the motion. The motion carried with unanimous vote.

DISCUSSION OF ACTION PLAN TO OBTAIN NECESSARY INFORMATION TO ASSIST COUNCIL IN CONSIDERATION OF RENOVATION VS. DEMOLITION AND/OR REPLACEMENT OF COMMUNITY SPACE AT DOGWOOD PARK

Mr. Lepke explained: He would like to have an action plan in order to assist the Council in their deliberations on the Dogwood House. The question is whether to renovate the current house; demolish the current house and build a new building; or to demolish the house and only construct restrooms. He reviewed a handout with the three scenarios and discussed cost estimates for each scenario (*See Attached: This document is hereby incorporated by reference and made a part of these minutes*). He stressed that the financial numbers are strictly estimates and the costs would likely change. He would like the Committee to design a build spec as a way to get bids without spending funds.

The Committee discussed possible actions for the Dogwood House in depth.

Ms. Ormiston stated that the Waxhaw Building Inspector, who is state certified, felt it was in the Village's best interest to tear the existing house and start new. She added: The Morlando representative did not think the house would be worth saving due to the high costs to renovate. In addition, Morlando would like to know definite plans prior to October, as they would like to tear out the existing driveway first thing. If plans are to keep the house, then they would have to work around the driveway. Also, a purpose-built building (specifically designed for community space) will be significantly lower cost to construct than retro-fitting an existing building.

The Committee agreed that it makes more sense to recommend demolition and replacement of the existing Dogwood House instead of renovation.

The Committee agreed that the next step would be to look at what it would cost to build a replacement space for the park and agreed to recommend to the Council to look at a Request for Proposal for the design and rebuild of a new community space that fits the stated needs. Mr. Lepke stated that this would involve three phases for the execution of the project, including:

1. Design
2. Permitting, Planning and Financing
3. Construction

Mr. Como moved to recommend to the Council the demolition of the existing property so that the remaining piece of land is suitable for future construction and to recommend to Council that they consider issuing a Request for Proposals for the phased design and construction of replacement community space. Ms. Utley seconded the motion. The motion carried with a unanimous vote.

DISCUSSION OF PLANNING ACTIVITIES FOR RIBBON CUTTING EVENT WHEN PARK OPENS

Mr. Lepke explained: He would like the Committee to begin thinking about what type of event the Village should have for the park opening. Should we have food vendors, games, a scavenger hunt, etc? He suggested something like a “get to know your park” type of event. He doesn’t want to discuss this in depth at this meeting, instead he asks the committee to begin thinking about suggestions and be prepared to discuss at the next meeting. He asked for a volunteer from the Committee to be the point person for the event.

The Committee discussed the possible park opening in depth. Mr. Como suggested that the Committee consider a low-key opening in order to be sure that they have the opportunity to work out any issues that may exist, then to host a larger, more elaborate event at a later date.

Ms. Utley agreed to begin the process for the planning of the park opening event and to report back to the committee.

Ms. Ormiston stated that NC Wildlife should be involved in the planning process in some manner.

DISCUSSION OF ACTIONS REGARDING MAINTENANCE SPECIFICATIONS AND RECRUITING PART-TIME MAINTENANCE LABOR

Mr. Lepke stated: The Park will require both a professional maintenance company and a part-time labor person. We will need to have the specs for both positions prior to the opening of the park in order to hire for the positions. We will need to define what we are looking for in both positions. The Committee will need to come up with a plan for recruiting the part-time person. We will also need technical specifications for the maintenance activities and will need to divide up the responsibilities for the professional outfit (responsible for the application of any pesticides or chemicals) and a job/responsibility description for the part-time person. The professional position will need to be put out to bid.

Ms. Ormiston stated that she will request that the Clerk put a query out on the list-serve to get samples of job specifications from other towns and report back to the committee.

Mr. Como stated that he will begin the process of gathering the specs for the positions.

DISCUSSION OF NECESSARY EQUIPMENT PURCHASE AND STORAGE

Mr. Lepke stated: The Committee will need to determine an area to store equipment due to the demolition of the house. We will need to come up with a list with prices in order to go to the Council to request purchase of equipment for the park. Mr. Como has already begun this list. He asked that Mr. Como formalize the list in order to present it to the Finance Officer.

Mr. Como agreed to finalize the list with prices.

DISCUSSION OF POSSIBLE EAGLE SCOUT PROJECT AT DOGWOOD PARK (BENCHES & PICNIC TABLES)

Mr. Como updated the Committee on projects at the park. He stated: There is an Eagle Scout project that a Scout did at the park, but he lost the photos of the work. The Scout needs to access the park just to take new photos for his final project. He will follow the necessary procedures in order for the Scout to access the park, but he wanted to notify the committee as well. Secondly, a Scout would like to build six picnic tables for the park for his Eagle Scout project and donate them to the park. He will build them off-site, then deliver the finished project.

Mr. Lepke moved to approve the Eagle Scout project for building and donating the picnic tables. Ms. Brown seconded the motion. The motion carried with a unanimous vote.

Mr. Como added: Finally, a Scout would like to do a sign for the park for his Eagle Scout project. This would be a permanent piece. He wanted to be sure this would be allowed.

The Committee discussed the possible sign and its location in depth. Ms. Ormiston explained that the sign will have to be built in accordance with the Village's Sign Ordinance.

The Committee agreed that the Scout could build a park entrance sign, but the proposed sign must be approved by the Committee. They agreed that the Scout should attend a Council meeting to present his plans.

Ms. Ormiston added to the discussion about benches: There is an HOA who would like to donate a bench in honor of a former resident. She would like to investigate other companies who make benches from recycled materials. She thinks there is probably a company located closer to Wesley Chapel with more competitive pricing. She asked the Committee for approval to check on this. The Committee agreed.

Ms. Ormiston asked if the Committee wanted the benches to be secured to the ground. The Committee agreed.

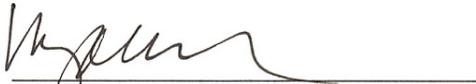
COMMITTEE COMMENTS

There were no additional committee comments.

ADJOURNMENT

Mr. Lepke moved to adjourn the meeting at 8:58 p.m. Mr. Como seconded the motion. The motion carried with a unanimous vote.

Respectfully submitted:



Melody A. Graham, Secretary



John Lepke, Chair

Approved: September 16, 2013

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Time frame	Cost Element in Chronological order	3 SCENARIOS			
		Preserve & Renovate	Demolish and Replace	Demolish & Restroom	
Q3/Q4 2013	Make safe	\$ 7,000	\$ 800	\$ 800	
Q3/Q4 2013	Repair Roof	\$ 10,000	\$ 20,000	\$ 20,000	
Q3/Q4 2013	Heat/AC Pre-Reno	\$ 4,800	\$ 1,000	\$ 1,000	
Q3/Q4 2013	Demolition	\$ -	\$ (10,000)	\$ -	
Q3/Q4 2013	Septic system de-commissioning	\$ 1,000	\$ 5,000	\$ 5,000	
Q3/Q4 2013	Park Construction cost benefit*		\$ 7,000	\$ 7,000	
Q3/Q4 2013	Re-design/Re-Permit				
Q3/Q4 2013	Storage shed				
Q3/Q4 2013	Address Mold	\$ 20,000			
Q3/Q4 2014	Design work (2nd Floor)	\$ 10,000			
Q1/Q2 2014	Utilities Installation	\$ 100,000	\$ 100,000	\$ 100,000	
With Construction	Restroom/Storage Phase	\$ 100,000			
Q3/Q4 2014	First Floor Phase	\$ 200,000			
Q3/Q4 2015	Heat/AC Post- Reno	\$ 6,000			
Q3/Q4 2016	Second Floor Phase	\$ 200,000			
Q3/Q4 2016	Heat/AC Post- Reno	\$ 6,000			
Q3/Q4 2016	New Construction (3K ft2 @\$75)	\$ -	\$ 225,000	\$ 100,000	
2016-2021	5 year Heat/AC	\$ 30,000	\$ 18,000	\$ 6,000	
2016-2021	5 Year Maint	\$ 75,000	\$ 25,000	\$ 12,000	
2016-2021	Furnishings/AV equip etc.	\$ 30,000	\$ 30,000	\$ 30,000	
2016-2021	Porta Jon through renovation				
Total Build & 5 year O&M		\$ 799,800	\$ 421,800	\$ 281,800	
	PARTF Grant (50% of new)	\$ -	\$ (165,000)	\$ (102,500)	
	Net Cost (after Grants)	\$ 799,800	\$ 256,800	\$ 179,300	

DIFFERENCE TO RENO WITHOUT GRANT \$ (378,000)
 DIFFERENCE TO RENO WITH GRANT \$ (543,000)
 DIFFERENCE TO RESTROOM ONLY WITHOUT GRANT \$ 140,000
 DIFFERENCE TO RESTROOM ONLY WITH GRANT \$ 77,500

Park Construction cost benefit
 Could include: recovered/recycled materials for new construction (bricks, pavers, door, columns, hardwood flooring). Less cut, use of dirt from lower grade etc.

	\$/Month
Heat/AC Pre-Reno	\$ 200
Heat/AC Post- Reno	\$ 500
Heat/AC New	\$ 300
	\$/year
Reno Maint	\$ 15,000
New Maint	\$ 5,000