

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION REGULAR MEETING MINUTES
October 21, 2013 Wesley Chapel United Methodist Church

Members Present: John Lepke, Mike Como, Marnie Holland and Pat Utley. Julie Brown arrived at 7:12 p.m. Jerry Davis arrived at 7:30 p.m.

Council Liaison: Kim Ormiston and Elaine Rosoff were present.

Members Absent: Alternate member Gayla Adams was absent.

Staff: Melody Graham was present.

Residents: Sondra Bradford was present.

CALL TO ORDER/DETERMINATION OF QUORUM

Mr. Lepke called the meeting to order at 7:07 p.m. A quorum of committee members was present.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Mr. Lepke moved to adopt the agenda as presented. Ms. Utley seconded the motion. The motion carried with a unanimous vote.

PUBLIC COMMENTS

No one signed up for public comments.

APPROVE MINUTES FROM 9/16/13 REGULAR MEETING

Ms. Holland moved to approve the minutes from the 9/16/13 regular meeting as submitted. Mr. Como seconded the motion. The motion carried with a unanimous vote.

UPDATE ON PARK CONSTRUCTION AND HOUSE DEMO

Mr. Lepke stated: The house demolition has been completed. It took one day for the demo and two days to haul away the debris and an additional two days to compact the earth. We will need to get soil reports on the area. It has been seeded and strawed.

Mr. Lepke continued: The contractor was supposed to begin work on the seat walls for the amphitheater. The surveying has been done. The area has been graded and so far they have not hit a lot of rock. There is still a lot of grading to be done up by the parking area. The contractor is going to try to coordinate the paving with the Town Hall project. There is a meeting tomorrow with Duke Power Co. to talk about the lighting. They will be putting up split rail fencing. The property line has been surveyed.

Mr. Como recommended putting a fence at the corner of Hwy. 84 and Lester Davis Rd. to halt ATV traffic from using the trails.

Ms. Ormiston added that the drains are in and that there will eventually be French drains around the amphitheater.

The Committee discussed the possible dog park project in depth. Mr. Lepke asked if it would be possible to move the dog park to a current project. Ms. Ormiston stated that it would require a Conditional Use permit amendment. She agreed to check with the Planner to see if this can be done.

Ms. Holland recommended that the Committee identify priorities before moving forward with the dog park project. She added that she isn't opposed to this, she just wants to be sure that other priorities are able to be finished before moving forward.

Mr. Lepke moved to move forward with the building of the Dog Park. Mr. Como seconded the motion. The motion carried with a unanimous vote.

UPDATE ON STORAGE CONTAINER

Mr. Como stated that the storage unit has been delivered, it is in place and is currently being used. He added that shelving units were donated and have been installed.

Ms. Ormiston stated that Ms. Bradford has agreed to paint the unit.

DISCUSSION OF PARK GRAND OPENING EVENT

Ms. Utley distributed an updated timeline for the park opening event and reviewed the plan in depth (*See Attached: This document is hereby incorporated by reference and made a part of these minutes*). She explained that Ms. Bradford has agreed to partner with the Parks & Recreation Committee for the benefit of the park Grand Opening and asked for volunteers to head up subcommittees. The Committee discussed the plans in depth.

Mr. Lepke and Mr. Como agreed to head up the site/venue committee.

The committee agreed to the following 'to do' list:

- Check with Clerk to see if a permit will be needed from the health department for the food vendors
- Need to set a definite hard date for event
- Need to identify volunteer subcommittee chairs
- Parking and shuttles need to be confirmed
- Check with UCPS to see if activity buses can be used for event
- Need to identify activities the Committee would like to have

The Committee discussed a possible fishing tournament as part of the Grand Opening event and agreed that Riley's Catch and Scholastic Anglers should be used for volunteers, but that a fishing tournament should be separate from the day's events.

Ms. Utley agreed to take the lead on programming and activities along with Ms. Bradford. They both agreed to come back to the next meeting with a tentative list of activities. They also agreed to come back to the next meeting with a short list of needs and what will be needed to accomplish those needs.

DISCUSSION OF WEB PAGE FOR PARK INFORMATION

Mr. Lepke stated: There are a lot of great ideas that could be posted on a webpage for the park. The committee will need a volunteer to head up this project.

Ms. Ormiston stated: She will check with the Communication Interns to see if they can do this project. If they can put the information together, then it will just require a link to the Village page.

Ms. Bradford recommended that the website be updated with Park information.

UPDATE ON VOLUNTEER PROJECTS

Mr. Lepke stated: There will be a lot of volunteers needed for the opening day event. In addition there are other needs for volunteers, including cleaning up the pond banks, cleaning up dam area and cutting down brush. He recommends additional volunteer days.

Ms. Brown stated that she would talk to the Riley's Catch group to see about possible volunteers.

The Committee agreed to two additional volunteer days on Nov. 16 from 10 a.m.-2 p.m. and Dec. 15 from noon-4 p.m.

Mr. Davis stated that he would try to line up a tractor for one of those volunteer days.

Ms. Ormiston stated that she would check with the Council on the Volunteer days.

COMMITTEE COMMENTS

There were no additional committee comments.

ADJOURNMENT

Mr. Lepke moved to adjourn the meeting at 9:15 p.m. Mr. Como seconded the motion. The motion carried with a unanimous vote.

Respectfully submitted:

Cheyl Bennett for Melody Graham *John Lepke*
Melody A. Graham, Secretary John Lepke, Chair

Approved: 11/18/13

Dogwood Acres – Spring 2014

October Update - 10/21/13

1. High level review of draft plan
2. Partnership with WCFOPR
 - a. Objectives
 - i. Save money/raise money
 - ii. Donor convenience
 - iii. Leverage existing WCFOPR relationships/Lessons learned
 1. Example: Post net – printing donation
3. Confirm available budget
 - a. Park Palooza example expenses
4. Committee membership
 - a. Site
 - b. Program
 - c. Communications
5. Priority items / longer timeline
 - a. Site readiness
 - b. Permits/insurance
 - c. Parking strategy / designs
 - i. Satellite
 - ii. Managing parking in the neighborhood
 - iii. VIP parking
 - iv. Handicap parking /golf cart transport
 - v. signage
 1. directional
 2. violators will be towed
 - vi. use of "baby" explorer volunteers
 - d. Volunteers / volunteer coordination
 - e. Activities
 - i. Park themed ?
 - ii. Food vendors ?
 - f. Contingency planning
 - i. Site readiness vs. desired activities
 - g. Communications
 - i. Design materials
 - ii. Web site

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Dog wood Acres – Spring 2014

Grand opening of Wesley chapel's first community park

Theme: "Welcome to Dog Wood Acres"

Target: Saturday 3/15/14 10:00 a – 2:00 pm

Rain or Shine

Suggest an open house style format: Visitors will be provided a printed sheet/pamphlet with information about the park (history, hours, rules, fishing, and other facts etc.) and encouraged to walk around following the initial opening ceremony at the amphitheater. Volunteers can be available and/or located at points of interest to answer questions and provide guidance as needed.

Estimated Attendance: 500 – 1000 ?

Available Budget:

- 400.00 – Event supplies (programs/agenda)
- 600.00 – Janitorial Supplies (trash/port-a john etc.)
- 400.00 – Food and Provisions
- 300.00 – traffic control (3 officers, 4 hrs. @ 25.00/hr.)
- 4000.00 – PA system (Ceremony/entertainment)
- 880.00 – support equipment (chairs/tables/tents)

October 2013

- Determine committees and assign responsibilities
 - Site/Venue - Set up, clean up, traffic management, support equipment
 - Program - Entertainment, Activities, ceremony agenda & Emcee
 - Communications – Event Photographer, news, mailing lists, Park information pamphlet, signs (pre event & on site), etc.
 - Other (?)

November 2013

- Get cost estimates for budget items (parking shuttle, traffic control, trash etc.)
- Decide about entertainment
- Decide about decorations (American flag, banner, ceremonial ribbon and big scissors etc.)
- Discuss design and content of programs, invitations, website, and Facebook page. (Explain shuttle parking, VIP parking on site etc.)
- Finalize budget requirements
- Determine if sponsorship amounts are available and what is required
- Create mailing list VIPs, past volunteers, community newsletters, etc.
- Construction status /still on track for target opening date

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Dog wood Acres – Spring 2014

- Get written contracts if needed for sound system/additional trash/parking shuttle etc.
- Determine number of volunteers needed for each requirement (trail guides, parking, etc.)
- Create logo for event? Determine how Event volunteers will be recognized
- Determine Communications schedule
- Develop media release content -- preliminary notice i.e.: "coming spring 2014)
- Get quote on for traffic control - how many officers, shuttle parking, remote sites
- Contact remote parking sites for permission
- Investigate need for special permits

December 2013 – January 2014

- Send requests for sponsors – if applicable
- Review format for invitations, programs, posters, etc.
- Prepare final copy for invitations, programs, posters, and digital
- Determine final event volunteer identification (badge/tee shirt)
- Complete mailing lists for invitations
- Send initial request for volunteers
- Make list of locations for posters / event information
- Finalize mailing lists
- Determine what refreshments will be available and contact vendor if necessary
- Secure permits and insurance (if necessary)
- Finalize audio contracts/arrangements
- Finalize parking logistics (optimist baseball in march)

February 2014

- Confirm completion of construction – establish firm date and/or alternate for opening event
- E-Mail invitations
- Distribute posters/notices/information about the event
- Obtain contracts for rental items if necessary
- Follow up to confirm sponsorships if applicable
- Obtain logos from Wesley Chapel for program printing /park logo/sponsors?
- Review needs for signs – i.e. event directional, advanced notification etc.
- Review/finalize budget and timeline. Submit in time for necessary approvals
- phone follow-up with sponsors, partnering businesses (i.e. south brook church)
- Place newspaper ads, follow up with news media if applicable

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Dog wood Acres – Spring 2014

- Confirm volunteer availability for hosting, trail guides, parking etc.
- Write to VIPs & other program participants, confirm participation
- Determine ceremony site up (amphitheater?) – chairs, microphone, ribbon/banner, US & NC flags (proper display protocol), etc.
- Estimate attendance for food service, law enforcement etc.
- Review program events/timeline & prepare for Speakers to see in advance
- Continue phone follow-ups for outstanding items
- Schedule deliveries of any support equipment, (rentals/loaned)
- Confirm setup time and clean up (trash collection, decoration removal etc.)
- Finalize requirement for decorations.
- Meet with committees & key support staff to finalize any of the above

1-2 Weeks prior to Firm date

- Review with committees regarding last minute details
- Finish phone follow-ups
- Provide volunteers with updates & finalize assignments
- Identify / coordinate two or three volunteers to assist with emergencies
- Schedule pickup or delivery of any rented or loaned equipment
- Double-check arrival time and delivery times with equipment providers
- Reconfirm Park readiness (port-a-johns), trash bins
- Deliver final agenda /timelines to all program participants
- Finalize food service – if offering
- Confirm number of volunteers if possible
- Make follow-up calls to news media for advance and event coverage
- Distribute additional fliers/notification
- Finalized schedule of day sent to all participants
- Schedule volunteer assignments for day of event
- Establish amount of petty cash or reimbursement process needed for emergencies
- Write checks for payments to be made payable for the day of the event

Opening Day / Day before

- Recheck all equipment and supplies to be brought to the event
- Have petty cash and vendor checks prepared
- Early Arrival for set up & volunteer orientation
- Unpack equipment, supplies and make sure nothing is missing
- Be sure all VIPs have programs and/or ceremony agendas
- Check with volunteers to make sure all tasks are covered
- Venue Setup completed (including decorations)
- Re-confirm traffic flow and parking management plan
- Check sound/light equipment and staging before program

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Site Committee

Design, Coordinate resource and manage all activities required to ready the park sites for the opening day events:

- Grounds – monitor construction & site preparations for target date
- Event preparations/Set up
 - Amphitheater prep for opening ceremony
 - ribbon placement
 - Speaker seating/arrangement
 - Other decoration placement- (i.e.: US,UC, NC flags - proper display protocol)
 - Coordinate delivery/arrangement of support equipment (tables, chairs audio etc.)
 - Coordinate with entertainment (if necessary)
 - Arrangement of food vendors (if necessary)
 - Temporary directional / informational sign placement
 - Port-a John supplies
- Clean-up/Tear down
 - Excess trash
 - Gather & return support equipment return
 - General clean up (removal of decorations, inspect grounds)
- Research and obtain any necessary Permits
- Parking design –reserved spaces, shuttle parking, location, access, and permission for satellite lots
- Directional and informational signage
- Traffic control – how many officers, how long, price, positioning
- Recruit and coordinate site /venue volunteers
- Consider & coordinate emergency procedures /remind first responders of event and times
- Consider emergency evacuation procedures/review with off duty officer.
- Identify budget items and prepare necessary documentation to complete a request
- Coordinate preparation of checks/payment for traffic management etc.

Budget guideline:

- 300.00 Traffic control
- 600.00 Janitorial Supplies
- 4000.00 PA System
- 880.00 Support equipment (chairs/tables/tents)

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Program Committee

Design, Coordinate resource and manage program activities for the day such as opening ceremony, contests, games, and entertainment:

- Plan Ceremony
 - Create agenda / content/ timing
 - Determine guest speakers
 - recruit a master of ceremony
 - Speaker placement on stage
 - Determine speaker order of appearance
 - Symbolic ribbon cutting / with scissors
 - Design ribbon / get quote
 - Notify speakers / review objectives
- Create invitations
 - Prepare invitation list (VIP's, volunteers, morlando etc.)
 - Establish timelines based on firm opening date
 - method for invitation distribution
 - Content – i.e.: VIP parking in lot on site
- Recruit and coordinate necessary volunteers
- Plan and coordinate Entertainment
- Arrange food/beverage vendors.
- Arrange fishing contest rules/adjudication/volunteers (NC wildlife & Frank?)
- Prepare games/game rules and recruit volunteers to operate games.
 - Trophies/prizes for game/contest winners?
 - Scavenger hunt questions
 - Latin/scientific name of 3 trees in park (from signs Girl Scout group will make)?
 - Name 3 species of fish in the pond (from NC wildlife person or volunteer on pier)?
 - How many bricks?
 - How many boards on boardwalk?
 - Name 3 'not so friendly residents' of park (from sign on notice board)?
 - Park opening hours?
 - 3 park rules?
 - How many street lamps?
 - Number of parking spaces in parking lot?
 - How many benches in reading nook?
 - Name from donated bench?
- Budget guideline:
 - 400.00 Food and provisions

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Communications Committee

Design, Coordinate, and manage all communications for the event including recruitment and orientation of volunteer resources

- Print
 - Create and coordinate development of advertisement
 - Signs – pre date hype / firm event date
 - Event program
 - Ceremony agenda
 - Gratitude to Village & volunteers etc.
 - Park history
 - Fishing information – catch and release etc.
 - Park rules
 - Hours
 - Reference Web site – for more information

- Digital Communication
 - Wesley chapel site
 - opening Event ceremony agenda & day program
 - Facebook page (?)

- Dog wood acres link
 - Park history, development photos, volunteer day photos
 - Fishing rules, license requirements, catch and release, etc.
 - Suggested activities – picnics, family theater, nature projects
 - Reminder to guests if they “Carry in” then they “Carry out”
 - Hours of use
 - Parking
 - Health & fun facts– i.e. how many times around trails = 1 mile
 - Contact information
 - Interest in volunteering
 - Using amphitheater
 - Fundraising / Donations/ Sponsorships
 - Respect environment (i.e. animals – do not disturb nests, feed them, or kill snakes etc.)
 - In case of emergency information
 - Snake bite
 - Poison ivy
 - Animals behaving out of character (i.e.: raccoon out with people during the day)
 - Future volunteer managed programs (i.e.- red box – summer of 2014)
 - Upcoming events - quartets, festivals

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Dog wood Acres – Spring 2014

- Other ??? such as information that doesn't fit on signage at the park or needs to be public knowledge (permits etc.)

- Timelines
 - Pre event hype – “Opening Spring of 2014”
 - Formats / contents/ logos
 - Web site launch
 - Advertise “firm” opening event date

- Budget Guideline
 - 400.00 Event supplies

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