

VILLAGE OF WESLEY CHAPEL
COUNCIL MEETING MINUTES
WESLEY CHAPEL TOWN HALL
6490 Weddington Road, Wesley Chapel, NC 28104
July 22, 2014 – 7:00 P. M.

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

Present: Mayor Horvath, Mayor Pro Tem Como, Council Members Kenary, Plyler and Rosoff

Others Present:

Clerk/Finance Officer Cheryl Bennett

Citizens Present: Carol Mullis

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

1. PLEDGE OF ALLEGIANCE / INVOCATION

Mayor Horvath led the Pledge of Allegiance and Council Member Plyler gave the invocation.

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

Two items were added: discussion on planning for gathering space and budgeting; and dates for D.I.A.L.O.G. discussion. Council Member Kenary made a motion to approve the amended agenda; Council Member Rosoff seconded the motion.

The motion passed unanimously.

3. STAFF REPORTS – FINANCE REPORT

Finance Officer Bennett reported that the June reports reflect accruals of state shared revenues, and most of our expenditures; a few invoices are still outstanding. More adjustments will be made before final audited figures are ready. During June she transferred between expenditure line items: \$300 from General Fund Operating expenses Land Maintenance to Professional Fees – Engineering Fees; \$409 from Parks and Rec Event Supplies with \$405 going to Parks and Rec Other Improvements and \$1 to Parks and Rec Water/sewer, and \$3 to Parks and Rec Gas/oil. Discussion was held on who can make purchases, and that sales tax cannot be recouped when we reimburse individuals for purchases. We will have an item on purchasing next month, please send in any specific concerns.

Council Member Plyler motioned to approve the June finance reports; Council Member Rosoff seconded the motion.

The motion passed unanimously.

June 30, 2014 Balance Sheet**ASSETS****Current Assets****Checking/Savings**

Fifth Third Bank checking	14,192.64
Fifth Third Maxsaver	270,662.90
BB&T Money Market	355,487.11
Cash Change Fund	<u>50.00</u>
Total Checking/Savings	640,392.65

Accounts Receivable

Misc. Fees Receivable	<u>5,392.50</u>
Total Accounts Receivable	5,392.50

Other Current Assets

Property Tax Rec.	2,722.00
Allow. for Doubtful Accounts	-1,067.00
Prepaid Exp.	180.00
Excise, Franchise & Telec. Tax Rec	70,000.00
Sales Taxes to be Received	
Rowan - TH Constr.	375.59
Stanley - TH Constr.	56.03
Davidson - TH Constr.	1,169.83
Mecklenburg - Park Constr.	2,528.25
Union - Park Constr.	1,827.70
Gaston - TH Constr.	1,111.07
Mecklenburg - TH constr.	2,789.29
Union - TH construction	11,866.08
Mecklenburg	102.89
Union	<u>2,224.21</u>
Total Sales Taxes to be Received	24,050.94
State Sales Tax A/R	<u>10,200.00</u>
Total Other Current Assets	<u>106,085.94</u>

Total Current Assets 751,871.09

Fixed Assets

Land	813,423.00
Dogwood Park CIP	97,610.00
Town Hall- CIP	671,617.00

TH Driveway CIP	29,563.00
Office Equipment	8,749.00
Accumulated Deprec.	<u>-7,727.98</u>
Total Fixed Assets	<u>1,613,234.02</u>

TOTAL ASSETS 2,365,105.11

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	<u>11,466.99</u>
Total Accounts Payable	11,466.99

Other Current Liabilities

Due to Union County Schools	106.21
Payable for retirement	488.29
Retainage Payable - Town Hall	7,694.24
Retainage Pay. Dogwood Park	29,145.00
Pay. for Employee Insurance	50.50
Escrow from Developers	45,076.00
Payroll Liabilities	3,632.22
Deferred Revenue	1,655.20
Unearned Rev(Priv licenses)	20,927.32
Next yr Prop Tax prepaid	<u>2,926.56</u>
Total Other Current Liabilities	<u>111,701.54</u>

Total Current Liabilities	<u>123,168.53</u>
Total Liabilities	123,168.53

Fund Balance

Fund Bal. inv. in Fixed Assets	1,613,234.02
Fund Balance Assigned for NNO	313.40
Fund Bal. non-spendable	45,256.00
FB restricted by State Statute	21,514.00
Fund Bal. Committed for CIP	120,239.00
Fund Balance	178,000.00
Reserved for Parks & Recreation	15,771.44
Excess of Rev. over Exp.	<u>247,608.72</u>
Total Fund Balance	2,241,936.58

TOTAL LIABILITIES & FUND BALANCE 2,365,105.11

June 2014 Budget Report

	<u>Jun 14</u>	<u>Jul '13 - Jun 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Appropriated Fund Balance	0.00	176,400.00	176,400.00	100%
Contributions Income				
Restricted	<u>0.00</u>	<u>550.00</u>	<u>500.00</u>	<u>110%</u>
Total Contributions Income	0.00	550.00	500.00	110%
Property Tax Income				
Current Year Property Tax	137.71	146,083.66	145,015.00	101%
Utility Ad Valorem	0.00	1,897.01	1,600.00	119%
Vehicle Registration	1,208.73	13,257.57	9,465.00	140%
Delinquent Property Tax	35.51	506.84	800.00	63%
Prior Year Motor Vehicle Tax	1.90	559.15	200.00	280%
Interest/Ad Fee on Taxes	<u>213.94</u>	<u>838.54</u>	<u>213.00</u>	<u>394%</u>
Total Property Tax Income	1,597.79	163,142.77	157,293.00	104%
Fees and Licenses				
Privilege Licenses	21.08	22,824.97	27,000.00	85%
Cable Franchise (from Time Warn	0.00	14,975.00	16,000.00	94%
Zoning Permit	550.00	33,740.00	7,000.00	482%
Engineering Fees Reimbursement	5,392.50	32,597.82	25,000.00	130%
Annexation Exp Reimbursed	0.00	0.00	200.00	0%
Misc. Fees	1.00	1,627.34	200.00	814%
National Night Out	0.00	73.00	100.00	73%
Fall Festival	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
Total Fees and Licenses	5,964.58	105,838.13	75,500.00	140%
Interest Earned	72.89	1,440.80	1,500.00	96%
Revenue Sharing				
Sales & Use Taxes	13,852.78	40,992.50	37,000.00	111%
Telecommunications Tax	5,203.00	10,494.00	10,500.00	100%
Video Programming(State Cable)	47,279.72	93,759.86	91,000.00	103%
Franchise Tax (Electric Power)	84,412.00	182,919.00	171,000.00	107%
Excise Tax (Piped Natural Gas)	14,066.00	21,313.00	16,000.00	133%
Alcoholic Beverage Tax	<u>0.00</u>	<u>34,434.49</u>	<u>33,000.00</u>	<u>104%</u>
Total Revenue Sharing	164,813.50	383,912.85	358,500.00	107%

Total Income	<u>172,448.76</u>	<u>831,284.55</u>	<u>769,693.00</u>	<u>108%</u>
Expense				
Total Operating Expenditures	3,487.14	65,913.32	96,819.00	68%
Total Gen. Govt. Salaries Planning & Zoning	12,854.70	100,115.25	132,208.00	76%
Total Planning & Zoning	4,033.54	59,319.59	79,468.00	75%
Total Professional Fees	11,000.22	60,409.04	63,200.00	96%
Total Capital Outlay	0.00	0.00	50,000.00	0%
Total Public Services / Safety Parks & Recreation	51.24	80,351.07	81,496.00	99%
Total Parks & Recreation Personal Ser	0.00	0.00	300.00	0%
Total Parks & Rec Supplies & Material	1,605.29	3,089.22	4,309.00	72%
Total Parks & Recreation Services P&R Capital Outlay	1,669.70	3,046.41	6,843.00	45%
Total P&R Capital Outlay	<u>9,732.21</u>	<u>244,832.11</u>	<u>255,050.00</u>	<u>96%</u>
Total Parks & Recreation	<u>13,007.20</u>	<u>250,967.74</u>	<u>266,502.00</u>	<u>94%</u>
Total Expense	<u>44,434.04</u>	<u>617,076.01</u>	<u>769,693.00</u>	<u>80%</u>
Net General Fund	128,014.72	214,208.54	0.00	100%
Capital Projects Fund				
CIP Income				
PARTF Grant	0.00	450,000.00	500,000.00	90%
Adopt A Trail Grant	0.00	5,000.00	5,000.00	100%
Water Based Resource Grant-Park	0.00	100,000.00	100,000.00	100%
Transfer from General Fund				
Appropriated for Dogwood Park	2,000.00	1,209,600.00	1,209,600.00	100%
Appropriated for Town Hall	<u>0.00</u>	<u>1,442,700.00</u>	<u>1,442,700.00</u>	<u>100%</u>
Total Transfer from General Fund	<u>2,000.00</u>	<u>2,652,300.00</u>	<u>2,652,300.00</u>	<u>100%</u>
Total CIP Income	2,000.00	3,207,300.00	3,257,300.00	98%
CIP Expense				
Capital Projects				
Dogwood Park Capital Outlay				
Land Acquisition	0.00	673,271.00	673,271.00	100%
House	0.00	411,419.00	411,419.00	100%
Preliminary Planning	0.00	15,526.67	15,527.00	100%
Design/Constr Mgt,etc.	506.44	73,477.00	77,850.00	94%
Site preparation	9,562.50	237,691.83	238,500.00	100%
Grassing	40,719.29	50,939.29	51,100.00	100%
Parking lot & drive	53,400.00	106,095.91	114,574.00	93%
Boardwalk	0.00	34,297.54	36,953.00	93%

Accessible routes	0.00	20,519.48	20,600.00	100%
Paved Walking Trail	28,450.00	56,900.00	56,900.00	100%
Unpaved trail	0.00	9,888.04	9,888.00	100%
Amphitheater/Stage/Outdoor Clas	0.00	72,100.00	76,100.00	95%
Contingency	0.00	0.00	7,435.00	0%
Testing Fees	269.50	11,733.40	12,000.00	98%
Legal Fees - DP	992.50	5,262.50	6,396.00	82%
Utilities	0.00	4,380.00	4,380.00	100%
Fishing Pier	0.00	0.00	0.00	0%
Multipurpose Field	0.00	0.00	0.00	0%
Rest room renovation	0.00	0.00	0.00	0%
Site Furnishings-gate,signs,etc	0.00	277.77	278.00	100%
Other Expense	0.00	1,428.24	1,429.00	100%
Total Dogwood Park Capital Outlay	133,900.23	1,785,207.67	1,814,600.00	98%
Town Hall Capital Outlay				
TH Construction Contract	9,221.85	1,233,460.67	1,262,981.00	98%
TH Architect/Engineer	0.00	104,328.87	108,168.00	96%
TH In House Engineering	0.00	1,200.00	1,200.00	100%
TH Testing/Permit Fees	0.00	12,894.66	15,000.00	86%
TH Telecom Sys/AV/Computers	0.00	179.90	11,652.00	2%
TH Insurance	0.00	1,374.00	1,374.00	100%
TH Legal Fees	0.00	4,842.50	5,000.00	97%
TH Furnishings/Seasonal Dec.	813.60	26,497.09	28,945.00	92%
TH Miscellaneous	325.39	3,914.46	8,380.00	47%
Total Town Hall Capital Outlay	10,360.84	1,388,692.15	1,442,700.00	96%
Total Capital Projects	144,261.07	3,173,899.82	3,257,300.00	97%
Net CIP	-142,261.07	33,400.18	0.00	100%
	-14,246.35	247,608.72	0.00	100%

4. REVIEW AND CALL FOR PUBLIC HEARING ON BULLETIN BOARD TEXT AMENDMENT

Council Member Kenary had provided suggestions to the planner on dimensions and height of the signs including the sign being no more than five feet in height. Bill Duston had suggested that if you add dimensions, you might make it a permitted use, instead of no-permits required. Council Member Plyler did not think there should be a permit. Mayor Horvath suggested there be no fee. Mayor Pro Tem Como asked if those in place would be grandfathered in; they would. Council agreed the overall height should be less than ten (10) feet; the square footage could be up to thirty (30) square feet; and the dimensions would not exceed six (6) feet in width, or eight (8) inches in depth, and it would not require a permit.

Council Member Kenary called for a public hearing on the bulletin board text amendment for August 11, 2014 at 7 pm, here at Town Hall. Council Member Plyler seconded the motion.

The motion passed unanimously.

5. UPDATE ON TOWN HALL

Mayor Horvath reported we got an additional one year warranty on the curb repairs. One of the repairs looks really good, but one does not, and he will ask them to make that one look better. The Mayor checked with the attorney, and the notary date changes on the other extended warranty for the transformer pad is okay. Council Member Kenary noted there is water collecting at the corners, and can we have them valley the curbs there. Mayor Horvath will look into it.

Irrigation proposals were discussed. Council Member Plyler felt if the vendor is that busy, we should go elsewhere. Council Member Kenary will try to get all the info this week. Council Member Kenary said she was told the new meter should be put next to the other one; the rates are significantly higher for a meter larger than 5/8". Mayor Horvath noted the sub-contractor will re-seed in the fall, the specs didn't call for new topsoil, and there was none on-site. We might want to aerate. Mayor Horvath added that the visit with John Fuller was spur of the moment, and not the six month walk through.

6. DISCUSSION ON PLANNING FOR GATHERING SPACE AND BUDGETING

Discussion was held on the funds set aside as a reserve for gathering space at the town hall land, and whether it would fall under a separate committee or Parks and Rec. Council consensus was it will fall under Parks and Rec to come up with a layout similar to the one presented with Aston Properties by Land Design. Points brought out included that we can't directly access the land yet, we need a project attractive to Aston, we don't want ball fields, might want a small playground, walking trails, an area for live music and we need to work with our CIP plan and get cost estimates. Council Member Plyler had a plan for a small park similar to Matthews that she had put together on a poster board with pictures. She showed this to the previous council and committee but there was no interest. Council Member Kenary asked Council Member Plyler if she could send her a copy of the plan; Council Member Plyler said she would have to get new pictures, but just go to Matthews and you can see the park.

Mayor Pro Tem Como said when we did the 2014-15 budget, we had a budget surplus and divided it with \$25,000 going to the future gathering area at the town hall land, and the rest to Parks future improvements; he wanted to re-visit that. Mayor Pro Tem Como motioned to divide it \$20,000 to Parks and Rec future improvements, and \$20,000 to the future town hall gathering area. Council Member Rosoff seconded the motion. Council Member Kenary pointed out there was already \$210,000 added to the Park project budget, plus they get fees in lieu, plus 20% of the annual surplus. Clarification was that fees in lieu can go to any recreation area, not just the park (Dogwood Park). Council Member Kenary and Plyler noted you can split everything 50/50. Mayor Horvath noted committees don't spend funds, Council does, and this is for the community's usage; some things on both the town hall and the park projects did not get done, it is a matter of priorities. Mayor Pro Tem Como noted things at the park like bathrooms and a playground are wanted; we need to finish the project. If we can get grant money we can double the amount for recreation projects at either location. Council Member Plyler didn't think we should wait until all phases of the park are complete to do the town hall gathering area that people requested when she was running for office. Mayor Pro Tem Como said he is not suggesting we not do the area behind the town hall, we are still allocating \$20,000 towards that. Finance Officer Bennett checked the minutes on-line; the amounts allocated were \$25,000 to the town hall gathering area and \$10,343 to future park improvements; however subsequently \$893

was moved out of future park improvements to cover the amounts spent on the grills of \$893, so the amount is closer to \$9,500. Mayor Pro Tem Como amended his motion to split the funds to \$20,000 for the gathering area at the Town Hall, and move \$5,000 to the future parks improvements line item.

The vote was 2 yea (Como and Rosoff), and 2 nay (Kenary and Plyler). Mayor Horvath voted nay, so the final vote was the motion failed, 2-3; his comments were he wanted to see the ideas and costs first. He added that on the next agenda we want to see a list of priorities and costs, we don't know what Phase 2 of the Park will cost.

Costs of items at either location were discussed, including bathrooms and swings will cost the same at either location, there was a difference of opinion on whether bathrooms would be the same cost because there is sewer and water at the Town Hall site, but not at the park, but bathrooms were not considered for the town hall site. There are bathrooms for the public inside the town hall building.

7. SOLICITING/PANHANDLING ORDINANCE CONCERNS

Council Member Kenary had sent her concerns to the attorney; she will forward them to the rest of Council. Council Member Plyler did not have a problem with the salesmen. Mayor Pro Tem Como noted they target subdivisions, his subdivision has a no soliciting sign, but the police cannot enforce it.

8. PURCHASING POLICY CHANGES

Mayor Horvath noted you cannot get approval for a purchase after the fact, if an item is not budgeted, you can't buy it. He added that capital outlay items are items over \$500. If an expenditure is not budgeted in the proper line item, see the Budget Officer. Council Member Plyler said if an item is budgeted and less than \$500, we should be able to purchase it. Council Member Kenary motioned to add "Pre-audit – all purchases shall be presented to the Finance Officer to verify funds are budgeted before the item is purchased". The motion died for lack of a second.

Mayor Pro Tem Como gave an example of needing two bolts to put the information sign up, and it would not be feasible to check with the Budget Officer. Mayor Horvath noted we had a couple of problems, crossing the fiscal year, not budgeting for the grand opening event and what category items should go in. Finance Officer Bennett will write up a description of what comes out of each line item for Council. Discussion was held on volunteer days and not knowing ahead of time how many pizzas and drinks will be needed. Travel expenses were discussed. Council Member Plyler felt they should be equal for everyone, and noted Mayor Pro Tem Como is not billing the Village for his mileage to Lowes or Target. Discussion was held on meetings Council might want to attend. Mayor Horvath asked Council Member Plyler to come up with some suggested wording. Additions were made to the Purchasing Policies: Council Member Kenary motioned to add "Council or Staff Travel – attendance at a seminar involving a fee or travel expense shall be approved by Council. Staff attendance at local meetings only involving travel shall be approved by the Mayor and notification made to Council." Council Member Plyler seconded the motion.

The motion passed unanimously.

9. UNION COUNTY P&R MASTER PLAN

Mayor Horvath noted Union County is doing a survey to come up with a parks and rec master plan; Marnie Holland is on the steering committee with Union County. Our Parks and Rec Chairman, John Lepke had concern there would be competition for grants. A request was made by Marnie Holland (also on the Parks and Rec Committee) to have the Town put the link to the survey on our website; have flyers/index cards about the survey in the boxes on our sign at the park, have a flyer on our bulletin board sign at the park, and send the link out to the Sunshine List. Council Member Kenary asked if they would provide the flyers and index cards, and was told they would. Mayor Pro Tem Como motioned to do the four things requested by Marnie Holland. Council Member Rosoff seconded the motion.

The motion passed unanimously.

10. OPTIONS FOR RUNNING ELECTRIC TO GATE AT PARK

Mayor Pro Tem Como got bids from Harkey at \$2,313, Gateway at \$2,990, Hargett at \$1,950 and Coed Electric at \$2,000. Mayor Pro Tem Como motioned to use Hargett Electric for \$1,950 using option 2. Council Member Rosoff seconded the motion.

Council Member Kenary asked what the toggle switch is; Mayor Pro Tem Como did not think we needed it. The area disturbed goes through woods, and no plants will be disturbed.

Administrator Bennett asked if a permit will be needed; Mayor Pro Tem Como will check; also he is still working with Gateway to correct the bill for the gate itself to show the reduction since the solar battery was not needed. Finance Officer Bennett asked if we need funds moved for the utility bill for the new account; Mayor Pro Tem Como thought we had sufficient funds in the utilities line item.

The motion passed unanimously.

11. UPDATE ON PARKS AND REC

Projects outstanding at the park include one ADA picnic table pad to be finished, a ramp for stocking fish, two footbridges (we will buy materials and Morlando will help with them), purchase of at least one of the three budgeted pet waste stations, and signs for trails and hours of operation. Mayor Pro Tem Como motioned to approve the purchase of one pet waste station for \$350. Finance Officer Bennett noted a motion is not needed for a purchase less than \$500, and if it comes in at \$355 it would be a problem. The motion was withdrawn. A pet waste station will be purchased for about \$350 and installed. Mayor Pro Tem explained the fishing ramp is needed in 60-90 days for NC Wildlife to stock the fish. They recommended people can take six catfish per day, and large bass and sunfish. The pond is catch and keep. To do this ramp we need gravel and maybe to rent a bobcat. Mayor Pro Tem Como asked if he needs to continue to get three prices on bobcat rentals when Sunbelt Rental is always the best price. Council Member Kenary asked how many times we need to rent one, last time you said one week would get all the work done. Council consensus was if the rate holds at the same amount, we don't need three bids; if the price changes, then we need three quotes.

The next park volunteer days are August 2, 9 and 16. Mayor Pro Tem Como said Parks and Rec recommended we move forward with the playground, bathrooms and roof for the band shell. Council Member Kenary asked if we can use the logo from the grand opening of the park brochure to get a large copy printed for the Town Hall lobby. Mayor Horvath will check with Sondra Bradford who designed the logo.

12. POSSIBLE REVISION TO MEETING SCHEDULE

Mayor Horvath will be out of town for the second September meeting. Council Member Plyler thought maybe cancelling the meeting would give the planner time to get the text on senior housing and conditional zoning to Council. Mayor Pro Tem noted we have had three meetings a month for a couple of months, and was concerned that one meeting would be enough. After some discussion Council Member Kenary motioned that we revise the 2014 meeting schedule to delete the second September meeting. Council Member Plyler seconded the motion. Mayor Horvath noted the planner has done what he said he would do on the schedule he had reviewed with Council.

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

13. D.I.A.L.O.G. DATES

Mayor Horvath only had one date, this Friday, which did not work for Council. He will get more potential dates in mid-August.

A short break was taken.

14. APPOINTMENTS TO PLANNING BOARD

Mayor Pro Tem Como motioned to re-appoint John Grexa as a regular member, and David Boyce and Sandra Ells as alternate members to new terms on Planning Board; all terms end June 30, 2017. Council Member Kenary seconded the motion.

The motion passed unanimously.

Council Member Kenary motioned to move John Bowen from alternate to regular member on Planning Board for the term ending June 30, 2015. Mayor Pro Tem Como seconded the motion. Council Member Plyler said he is a wonderful and intelligent man, but if someone comes to the Planning Board and finds this out this could possibly look like impropriety. Council Member Kenary did not want to disparage due to geography, and make a decision due to supposition. Mayor Horvath noted they are a recommending body, we would like diversity but he is bright and has participated well.

The motion passed unanimously.

15. CLOSED SESSION; TO CONSIDER PERFORMANCE OF PRESENT EMPLOYEE
PER NC GS 143-318.11(A) (6)

Council Member Kenary motioned to go into closed session, to consider performance of present employee per NC GS 143-318.11(A)(6). Council Member Rosoff seconded the motion.

The motion passed unanimously.

Cheryl Bennett left the meeting. Discussion was held on the performance of our employee and around a possible salary increase. Council Member Kenary motioned to come out of closed session; Mayor Pro Tem Como seconded the motion.

The motion passed unanimously.

16. CONSIDER ANY MOTIONS ARISING OUT OF CLOSED SESSION INCLUDING
APPROVAL OF SALARY ADJUSTMENT, IF ANY

No action was taken.

17. OTHER BUSINESS

Discussion was held on the Administrative Assistant position. Mayor Horvath will get the previous advertisement and job description for our next meeting.

Discussion was brought up by Council Member Kenary on the need for the landscaping ~~an~~ RFP. Council Member Kenary said she wanted to be clear that she is waiting for a map to identify the areas to be maintained from Park and Rec to incorporate into the RFP and until she had that cannot complete the RFP. Council Member Plyler brought up the issue of reserving land for a possible EMS station, other Council Members asked when they were going to get an opportunity to hear from one of the experts as had been previously discussed and requested.

18. COUNCIL COMMENTS

19. ADJOURNMENT

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

The motion passed unanimously.

The meeting ended at approximately 11:45 pm.

Respectfully submitted,

Cheryl Bennett, Clerk

Mayor Brad Horvath