

**VILLAGE OF WESLEY CHAPEL**  
**PARKS & RECREATION REGULAR MEETING MINUTES**  
March 16, 2015 – 7:00 P.M.  
6490 Weddington Road, Wesley Chapel, N.C. 28104

**Committee Members Present:** Chair; Pat Utley, Julie Brown, Jerry Davis, Pam King, and John Lepke

**Committee Members Absent:** Kelly Pierson

**Staff:** Administrative Assistant; Lynell Hillhouse

**Liaisons:** Council Member; Elaine Rosoff, Mayor Pro Tem; Mike Como

**Others Present:** Chandler Jenkinson, Natalie Hovik, Thomas McMillan, Brandon Turner, and Sondra Bradford.

**CALL TO ORDER/DETERMINATION OF QUORUM**

The meeting was called to order at 7:05 p.m. A quorum was present.

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

Ms. Brown made a motion to approve the agenda with the addition of Resident Community Survey questions to New Business; e. Additionally, Council Liaisons were asked to report on feedback from the advance regarding Parks and Recreation. Mr. Lepke seconded the motion.

The motion passed unanimously.

**APPROVE MINUTES FROM 2/2/2015 MEETING**

Ms. Brown made a motion to approve the February 2, 2015 minutes; Mr. Lepke seconded the motion.

The motion passed unanimously.

**PUBLIC COMMENTS**

Chandler Jenkins, Boy Scout with Troop (inaudible) proposed the installation of two water stations located at the dog park for his Eagle Scout project to the committee. Chandler discussed the dimensions, materials and operating features of the water stations. His projected timeline would be approximately one week with the construction phase performed off site. The colors of brown and green were suggested to Chandler to blend well esthetically with the park.

Mr. Lepke made a motion to recommend to the Council to allow Chandler Jenkins move forward with the construction and installation of two water stations at the dog park located within Dogwood Park. Mr. Davis seconded the motion.

The motion passed unanimously.

Natalie Hovick a representative with The Church of Jesus Christ of Latter-day Saints was present to discuss a potential service day at Dogwood Park for April 18th. The majority of the volunteers would be youth between 12-18 years of age with approximately 150 in attendance. Ideas of projects were discussed with the committee. Ms. Hovick was made aware of volunteer waivers that would require parental signatures for those under the age of 18. Administrative Assistant Hillhouse will email the waiver to Ms. Hovick for individual completion. Ms. Hovick informed the committee the goal was to car pool to the park from various locations and the ratio of adult leader to minor volunteers would be

1:15. A list of suggested projects will be furnished to Ms. Hovick by the committee with the immediate need for completion of the uphill drainage ditches along the unpaved walking trail and general limb clean up highlighted by Mr. Lepke.

A consensus was reached by the committee to allow the proposed service day to take place as discussed.

Thomas McMillan, Boy Scout with Troop 99 was present to propose his Eagle Scout project to the committee. Thomas would like to remove the current benches located around the park that had been initially used as indoor benches. Thomas would then sand benches, power wash them then recoat with a marine varnish for outdoor use. The work will be performed off site.

Mr. Lepke made a motion recommending the Council grant permission to Thomas McMillan to remove, sand, power wash and re coat benches in need of such attention currently located at Dogwood Park. Ms. Brown seconded the motion.

The motion passed unanimously.

Brandon Turner, Boy Scout with Troop 99 presented the proposal of additional benches for Dogwood Park as his Eagle Scout project to the committee. Brandon offered to build an additional two (2) – five (5) benches around the lake and at the dog park area. He would keep the design consistent with the current benches and would be constructing the benches off site.

Mr. Lepke made a motion to recommend approval to the Council allowing Brandon Turner to make and install additional benches at Dogwood Park. Ms. King seconded the motion.

The motion passed unanimously.

Council Liaison Como asked Mr. Jenkinson, McMillan and Turner to be present at the 4/13/15 Village Council meeting. Their proposed projects will be on the agenda for Council review and possible action.

## **UNFINISHED BUSINESS**

### **PARK USE RULES**

Discussion took place between the committee regarding the currently approved Park Use Rules. The suggested title for the new document was agreed to be Dogwood Park Rental Policy. A consensus was reached for Administrative Assistant Hillhouse to compile the new document with items as discussed then send to the committee for review. Council Liaisons Rosoff and Como will present the policy to the Council at the 4/19/2015 meeting for review, discussion and possible adoption.

Council Liaison Rosoff was directed by the committee to seek the Council's interest and possible Village Attorney advice in creating a separate Agreement or Memorandum of Understanding between the Village of Wesley Chapel and WCFOPR regarding Dogwood Park usage.

## **GEOCACHING**

Chair Utley updated the committee she was still seeking approval on the registration of the second cache located at Dogwood Park. The committee discussed whether or not they would like to have a responsible party maintain the current and any future caches placed at the park or whether the caches could be maintenance free. Chair Utley stated she had no response from the individual who placed the rogue cache at the park but would contact him again to see if he was interested. Mr. Lepke suggested to Chair Utley to obtain a copy of the Mecklenburg County parks cache rules to review and possibly use for future reference.

## **PARK FUND BALANCE**

Council Liaison Como asked the committee to discuss this item at a later point of the meeting as he had additional information he would like to discuss pertaining to the park fund balance and upcoming budget.

## **PARK WEBSITE**

The committee reached the consensus to title the tab at the Village of Wesley Chapel home page as Dogwood Park. Ms. King was contacting Town Administrator/Clerk Bennett to work with her regarding the content to be included. Administrative Assistant Hillhouse recommended any fliers, and special articles were to be emailed to Ms. Bennett in PDF format for inclusion on the page.

## **NEW BUSINESS**

### **ARBORBROOK CHRISTIAN ACADEMY**

In Rhonda Reynolds absence, Sondra Bradford spoke on her behalf. Arborbrook Christian Academy would like to install a low maintenance school run community garden accessible to the public at Dogwood Park. A variety of plantings, fencing and location placement was discussed between the committee.

A consensus was reached by the committee this would be a welcomed addition to the park but they would like to see a more detailed plan before recommending the item to the Council for approval. Council Liaison Como was designated as the point of contact for this item.

### **WCFOPR EVENTS UPDATE**

Sondra Bradford was present to update the committee on the Easter Egg Hunt to be held at Dogwood Park on April 4<sup>th</sup> from 10:00 a.m. – 12:00 p.m. Ms. Bradford presented the committee a map of activity locations to which some changes were suggested. Council Liaison Como arranged to meet Ms. Bradford and Southbrook church representatives at the park to review and revise activity locations if needed. Once the activity locations have been agreed upon by all parties an updated map will be emailed to the Chair Utley by Ms. Bradford.

Ms. Bradford had an example of the donation envelopes that had been designed to place around the park for any interested persons wanting to make a voluntary donation to WCFOPR. The envelopes were not pre stamped but were pre addressed to WCFOPR for easy mailing. Locations for the envelopes suggested by Council Liaison Como were at the park entrance and dog park.

In conclusion Ms. Bradford updated the committee on the May 2<sup>nd</sup> BBQ event stating the goal would be to have ten (10) participants cooking and will provide more detailed information at the next Park and Recreation meeting.

### **LARGE CHURCH GROUP SERVICE DAY**

See Public Comments – Natalie Hovick

### **VOLUNTEER LIABILITY WAIVERS**

Administrative Assistant Hillhouse distributed Waiver, Release and Hold Harmless Agreements for the 2015 volunteer work days for each committee member to complete, sign and return. The committee was reminded to have all volunteers to complete waivers and if the volunteer was under the age of 18 parental signature was required.

### **COMMUNITY SURVEY QUESTIONS**

The committee reviewed a list of survey questions presented by Mr. Lepke and Ms. King for possible inclusion in a community survey. A list of 10 questions in order of importance was decided upon by the committee. Administrative Assistant Hillhouse will email both Council Liaisons the list to take to the Council for consideration.

### **COMMITTEE COMMENTS**

None were given

### **COUNCIL LIASION COMMENTS**

Council Liaison Como announced the Landscaping contract was awarded to Lucas Lawn and Landscaping and would begin work within the week.

Council Liaison Como presented three options regarding seeding of the park to the committee. The options were to acquire three bids and hire a professional to conduct the work, do nothing, or purchase the materials and do the work as a committee. Discussion then took place between the committee regarding what areas to seed, if it was appropriate time of the year to seed and who should do the work. Council Liaison Como informed the committee there was currently no money budgeted for reseeding and if it was the direction of the committee to move forward with the work this would need to be rectified by the Council approving a line item adjustment.

It was also explained to the committee under the additional work scope of the landscaping contract, any work estimated over \$1000 requires three separate bids but under \$1000 does not.

A consensus was reached by the committee to direct Council Liaison Como to contact Lucas Lawn and Landscaping and receive an estimate to seed and straw sparse areas of the park under the umbrella of additional work in the landscaping contract.

Council Liaison Como then moved onto the subject of approaching the Council about the possibility of hiring a part time facilities employee for both the park and town hall. If the Council was open to the idea then the committee could move forward with a job description and determine amount of hours needed.

Council Liaison Como addressed the electrical upgrades for the park. Hargett Electric was the lowest bidder with a bid of \$4,770 and also were the original electrical company working at the park. Discussion then took place regarding the location of outlets. Concerns of not following the blue print specifications for outlet placement arose during the discussion. Council Liaison Como explained to the committee the three different electrical companies stated a change in location was necessary due to a large rock location on the property. Due to the concerns of the committee, Council Liaison Rosoff agreed to contact the original park architect and seek his opinion on this matter before making any further decisions.

Council Liaison Como updated the committee of the one standpipe bid of \$8,290 he had received. He was in the process of seeking two additional bids for this project and reminded the committee the current amount budgeted was for \$4000.

The committee was informed the Manager and Assistant Manager at the Waxhaw Lowe's Hardware store were no longer at the location and it would be up to the new manager once appointed if they would continue offering materials at cost to the Boy Scouts working on projects at the park.

Council Liaison Como reminded the committee of available funds in the budget and projects pending completion. Mr. Lepke agreed to facilitate getting quotes on the pond fountain and installation. The committee was reminded it was time to prepare the 2015-16 fiscal year budget and requested Council Liaison Como to email a copy of the current budget figures to all committee members. It was agreed upon by the committee to ask the Council to implement a new line item titled "*bushes, shrubs & trees*" in the 2015-16 budget. All committee members were asked to bring projected figures for the new fiscal budget to the next committee meeting on April 20<sup>th</sup>, 2015.

Mr. Lepke made a motion to seek Council's approval to move \$5,000 from Maintenance & Grounds to an appropriate line item allowing the committee to purchase bushes, shrubs & trees for Dogwood Park. Ms. Brown seconded the motion.

The motion was approved unanimously.

### **ADJOURNMENT**

Mr. Lepke motioned to adjourn the meeting; Ms. King seconded the motion.

The motion passed unanimously.

The meeting adjourned at 10:50 p.m.

Respectfully submitted:

*Lynell Hillhouse*  
Lynell Hillhouse, Secretary

*Pat Utley*  
Pat Utley, Chair

Approved: April 20<sup>th</sup>, 2015.