

VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION COMMITTEE
REGULAR MEETING MINUTES
August 17, 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 Kelly Pierson

Committee Members Absent: John Lepke

Staff: Administrative Assistant; Lynell Hillhouse

Liaisons: Mayor Pro Tem; Mike Como

Liaison Absent: Council Member; Elaine Rosoff

CALL TO ORDER/DETERMINATION OF QUORUM

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

PUBLIC COMMENTS

Al Bigley was present to officially turn in his Sponsorship packet regarding his desire to sponsor a dog waste station at Dogwood Park. It was noted that Lynell Hillhouse would be giving the Clerk the application and the 31 day time period as per current policy procedure was effective as of 8/17/2015.

ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Ms. Brown made a motion to approve the agenda as written with no changes; Mr. Davis seconded the motion.

The motion passed unanimously.

APPROVE MINUTES FROM 7/20/2015 MEETING

Ms. Brown made a motion to approve the July 20, 2015 minutes; Ms. King seconded the motion.

The motion passed unanimously.

SCOUT PROJECT REVIEW

Ben Godby was present to share images of the monument sign to the committee with the design agreed upon at the last meeting. Ben reviewed pricing from numerous vendors and stated the approximate cost of the sign would be a little over \$3,500. Ben informed the committee he would be meeting with Sondra Bradford in the next few weeks to discuss the possibility of WCFOPR assisting him with funding and then would like to seek the Council's assistance by asking them to match funds raised at their next regularly scheduled meeting.

Color options were then discussed by the committee and the consensus that was reached was a green background with white lettering and keeping the seal colors consistent with the already Village approved seal. Pricing did not include painting and sealing of the sign which Ben would communicate back to the committee upon receipt of quote. The committee would like to present the final colored design to the council on 9/14/2015 before giving Ben permission to order the sign. Until then, Ben stated he would be working on the stone surround portion of the project.

Dustin Cheney addressed the committee with a presentation of constructing two (2) picnic tables and two (2) 12X10 gravel pads in shaded areas along the new trail. Dustin estimated the approximate cost of the project to be \$550.00 and asked permission from the committee to host a car wash event at the park to assist in fundraising. After further discussion Council Liaison Como confirmed that was permissible as Dustin was using the funds solely for the park and any excess funds will in turn be donated for future Eagle Scout park projects. Individuals participating in the car wash would need to sign waiver releases/hold harmless agreements which Administrative Assistant Hillhouse would email to Dustin before the date of the event which will be September 5th, 2015.

Ms. Brown made a motion to approve Dustin Cheney's request of conducting a car wash on September 5th at Dogwood Park to assist in fundraising efforts for the completion of two (2) picnic tables and two (2) 12X10 gravel pads he will be completing for his Eagle Scout project; Ms. King seconded the motion.

The motion passed unanimously.

BUDGET REVIEW

The committee took time to review the budget documents and agreed monthly monitoring would be beneficial to the committee.

UNFINISHED BUSINESS

FALL FESTIVAL

Sondra Bradford was present to discuss details and ask the committee to co-sponsor a fall event at the park to be held on October 3rd from 1 p.m. - 4 p.m. Highlights from the discussion were;

- Kids area sponsorship by Southbrook Church
- Mobile classroom booked for the event
- Activities for older children such as a treasure/scavenger hunt
- Team focused event for older children

Ms. King and Council Liaison Como volunteered to represent the Parks and Recreation Committee by working WCFOPR on the event.

Ms. King made a motion to allow the committee to co-sponsor a fall festival event with WCFOPR on Saturday October 3rd, 2015 and allocate up to \$2,500 to assist in covering expenses from already budgeted approved items. Allocation of funds are as follows; Deputies - \$400, Event supplies - \$100, and Event services - \$2,000. Ms. Brown seconded the motion.

The motion passed unanimously.

SPONSORSHIP AND NAMING POLICY

The committee discussed the recent request by Mr. Bigley and stated it highlighted a Village wide policy that was not well known and had some concerns with the policy. Sponsorship and donation opportunities have not been very prevalent in the past which is why the committee would like to see the council revisit the policy to assist in future requests. The committee agreed they do not want to see the

park post advertising throughout and would like to seek council's guidance in the two already erected plaques that do not currently adhere to the Sponsorship and Naming policy in their opinion.

RFP- BAND SHELL COMPLETION

The committee was directed by the council to move forward in the design of an RFP for the band shell completion at Dogwood Park. Upon completion of the document it will be reviewed by the council and the Village Attorney before public viewing.

The committee would like to see if the Village Clerk or Attorney has a blank template so specific project details could be easily inserted. Administrative Assistant Hillhouse will ask Clerk if this information can be provided to responsible parties.

Ms. King took responsibility of compiling information for the draft RFP for the Band shell completion.

RFP- DAM STUMP REMOVAL AND PLANTS/TREES, AND SHRUBS

Using the same template if provided by the Clerk or Attorney the responsibility of the Dam stump removal draft RFP will be with Mr. Lepke and the plants/tress, and shrubs draft RFP with Chair Utley.

PARK FOUNTAIN

Council Liaison Como updated the committee on the fountain status. Due to numerous delays on their end the company is now willing to allow the return of the incorrect 100 foot cord and credit the difference in the purchase of the correct 200 foot cord. The fountain and all relevant electrical cords are waiting to be installed once the fountain currently in pond can be retrieved. Three people are necessary to switch out the equipment which will take place in September when schedules are compatible.

NEW BUSINESS

PARK VANDALISM

Council Liaison Como reviewed the recent vandalism that occurred at the park with the committee. No responsible parties have been found through police investigation of the incident. The vandalism included locking the handicap Porta-Jon, miscellaneous objects strewn around park, boulders moved, with most of the damage occurring to the automatic gate and sub panel.

It was stated the council approved the repairs to the gate and all relevant electrical work as quickly as possible out of appropriate funds and be reimbursed by the insurance company thereafter.

The Council will also be looking into the security at the park in the near future.

PARK PROJECTS/DONATIONS FROM INDIVIDUALS

Ms. King distributed a spreadsheet she has been working on documenting all park projects/donations and the status of the work. The committee reviewed the document and were asked to contact Ms. King with any suggestions of additional data they may feel is necessary. After updating the spreadsheet Ms. King will supply the updated list to Council Liaison Como who will then have it included in council agenda packets for the 9/14/2015 Village Council Meeting. The council will be advised this will be kept updated and available upon request.

The committee agreed to continue keeping Council Liaison Como as a point of contact for individuals wanting to work on park projects but would like a document made available with the process involved to be given to interested individuals/groups upon their first contact with Council Liaison Como.

Ms. Brown will be responsible for compiling such a document and forward to Chair Utley upon completion to be included in the next Parks and Recreation agenda packet.

COMMITTEE COMMENTS

Ms. King condensed the Canine Influenza document to one page to show the committee which they agreed to use versus a two page document. The document will be laminated and posted at the park within the next few days. Ms. King informed the committee she will be attending a free PARTF Grants workshop on September 2nd, 2015 at UNCC and invited any interested committee members to also attend.

Ms. Brown notified the committee she will be unable to attend the regularly scheduled meetings in September and October.

COUNCIL LIASION COMMENTS

Council Liaison Como updated the committee on the following items;

- Dead trees and shrubs will be replaced at no charge to the Village due to warranty coverage
- Relocation of some of the bird houses erected by Lily Austin due to proximity between each house
- Fencing project discussed at last meeting was completed
- Cannonball cross image spray painted on grass and asked committee members to be aware

ADJOURNMENT

Ms. Brown motioned to adjourn the meeting; Mr. Davis seconded the motion.

The motion passed unanimously.

The meeting adjourned at 9:37 p.m.

Respectfully submitted:

s/ Lynell Hillhouse
Lynell Hillhouse, Secretary

s/ Pat Utley
Pat Utley, Chair

Approved: September 21st, 2015.