

**VILLAGE OF WESLEY CHAPEL**  
**PARKS & RECREATION COMMITTEE**  
**REGULAR MEETING MINUTES**  
September 21, 2015 – 7:00 P.M.  
6490 Weddington Road, Wesley Chapel, N.C. 28104

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

**Committee Members Absent:** Julie Brown, and Kelly Pierson

**Staff:** Administrative Assistant; Lynell Hillhouse

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

**CALL TO ORDER/DETERMINATION OF QUORUM**

The meeting was called to order at 7:00 p.m. A quorum was present.

**PUBLIC COMMENTS**

No one was present to give public comment.

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

Mr. Lepke made a motion to approve the agenda with the following additions;

Youth Council Committee Member Danielle Acker to address committee

UNFINISHED BUSINESS

g. Sponsorship/ Naming Policy discussion

h. Citizen survey update

Mr. Davis seconded the motion.

The motion passed unanimously.

**APPROVE MINUTES FROM 8/17/2015 MEETING**

Ms. King made a motion to approve the August 17, 2015 minutes; Mr. Lepke seconded the motion.

The motion passed unanimously.

**YOUTH COUNCIL COMMITTEE REQUEST**

*Secretary's note: during this agenda item Council Member Rosoff excused herself from the meeting making sure there was no quorum of council members present. Council Member Rosoff was excused at 7:07 p.m. returning at 7:14 p.m.*

Youth Council Committee Member Danielle Acker was present to request the use of Dogwood Park for a youth social event to be held March 12<sup>th</sup>, 2016. Council Member Kenary who serves as the liaison on the committee was also present to assist Ms. Acker with her request.

The committee answered questions regarding electrical outlets, and when was the projected completion date of the band shell. Due to the ample time of the request the committee felt there would be no issue with the event interfering with the band shell project but would communicate the event date to the

responsible parties. Council Member Kenary stated she was aware of permitting requirements and would contact the Village Planner on this matter.

The committee agreed to Ms. Acker's request and wished her luck for the event.

### **SCOUT PROJECT REVIEW**

Lily Austin with Girl Scout Troop #177 was present to report the completion of her Silver Award project at Dogwood Park. Lily stated she was aware that four (4) of the eight (8) birdhouses she installed needed to be moved and would be doing that on 9/23/2015, Council Member Como offered his assistance if needed. The committee offered to post information regarding her project on the parking lot bulletin board if she so desired.

### **BUDGET REVIEW**

No discussion took place between the committee regarding this item.

### **UNFINISHED BUSINESS**

#### **FALL FESTIVAL**

Sondra Bradford was present to update the committee on the fall bash event to be held on October 3<sup>rd</sup> from 1 p.m. - 4 p.m. Highlights from the discussion were;

- tentative schematic layout reviewed
- proposed schedule of events
- vendor changes
- volunteer sign up available on line
- upcoming meeting on 9/24/15 if committee contacts were available to attend
- opportunity for Parks & Recreation to host a table at the event promoting awareness

Discussion took place between Ms. Bradford and the committee regarding the recruitment of volunteers made known by social media and word of mouth. Mr. Lepke suggested to Ms. Bradford to contact local high school organizations seeking volunteer assistance for the event.

Mr. Lepke made a motion to spend up to \$100.00 using funds from Parks & Rec Supplies & Materials – Other Supplies and Materials to purchase up to 40 fluorescent vests to be worn by volunteers at events; Ms. King seconded the motion.

The motion passed unanimously.

Council Member Como reminded the committee the Village currently had 20 vests that could be included in the need of 40 and suggested to purchase only approximately 20.

Mr. Lepke moved to amend his previous motion by changing the wording “40 vests” to read as 20 vests; Ms. King seconded the motion.

The motion passed unanimously.

### **PARTF WORKSHOP AND CONFERENCE CALL**

Ms. King along with Village Administrator/Clerk Bennett attended a recent PARTF work shop and an additional conference call with Matt Whitlow and LuAnn Bryan who are Regional Recreation Consultants for Recreation Resources Services. Ms. King updated the committee as to the suggestions both Mr. Whitlow and Ms. Bryan had made to assist any future grant applications to be as successful as possible. Key points they strongly suggested to consider were;

- conducting a separate survey of recreational needs and wants that would be mailed out to all resident households, not to be electronically conducted as currently proposed
- the need for an updated master plan
- decide on one subject to work on, hold a public meeting pertaining to the one subject

Mr. Whitlow and Ms. Bryan reviewed the current ten questions the Parks and Recreation Committee supplied to the council for inclusion in the upcoming resident survey and offered suggested changes to those questions. Discussion took place between the committee on how to implement the suggested changes made by the two Regional Recreation Consultants.

Mr. Lepke made a motion to modify the current ten questions on the citizen survey as per PARTF staff feedback, then to have PARTF review questions with changes; Ms. King seconded the motion.

The motion passed unanimously.

Mr. Lepke made a motion recommending to the council to delay the distribution of the citizen survey until PARTF staff have an opportunity to make a second review of the ten questions that the Parks and Recreation committee would like included, to better assist with future grant applications; Ms. Utley seconded the motion.

The motion passed unanimously.

In conclusion to this topic the committee felt strongly to maximize any future grant funding opportunities the need to distribute paper surveys to all Wesley Chapel residents as per Union County tax records was necessary. The committee requested both council liaison's to communicate this with the council at their next meeting.

### **LANDSCAPE PLANTING RFP**

Ms. Utley provided Clerk Bennett with verbiage to input into the Landscape RFP and would distribute to the committee when received. Once the committee reviewed the RFP Ms. Utley will communicate with Clerk Bennett when to submit the RFP to the Village attorney for review.

The committee referred to Mr. Davis and his knowledge regarding when to begin landscaping to which he confirmed the months of December, January and February to the committee.

### **BAND SHELL RFQ**

Council Liaison Como informed the committee that the council awarded the Band Shell RFQ to Troy Luttman with Luttman Architecture, Inc. The RFP process, implementation and monitoring would be Luttman Architecture, Inc. responsibility moving forward.

Mr. Lepke stated he felt more comfortable with Wirth and Associates to be responsible for the project.

Council Liaison Rosoff wanted clarification as to the motion the council passed as she thought Wirth and Associates were awarded the RFQ. Administrative Hillhouse will respond to Council Liaison Rosoff with the motion made when she returns to the office on 9/23/15.

Mr. Lepke questioned if previous contact with a party can be taken into consideration when awarding contracts to the lowest bidder. Administrative Assistant Hillhouse stated she was not 100 % sure and would seek clarification from Town Administrator/Clerk Bennett and relay her response to the committee when she returns to the office on the date stated above.

### **BOB CAT PROJECTS**

Council Liaison Como told the committee that the council had agreed to allow the rental of a bobcat and purchase of gravel for the park. Discussion took place between the committee regarding the installation and locations for trenches, pipes and gravel needed within the park.

Administrative Assistant Hillhouse confirmed the volunteer workday notice was submitted to the Union Weekly newspaper seeking volunteers for 9/26/15.

### **LANDSCAPING ITEMS**

The committee agreed to delay the spraying of weeds until after the aeration was complete which would be communicated to the landscaping company. Additionally the committee would like to request the delay of reseeding to be done after October 4<sup>th</sup> but prior to Oct 12<sup>th</sup>, 2015.

Administrative Assistant Hillhouse made mention to the committee the need for staff, specifically the Clerk to be the point of contact between the village and vendors who are in a contract with the village. It was explained that one role of the Clerk's position is to maintain all Village approved contracts and this includes the communication between the village and vendors. By doing so, all communication is officially documented by state statutes and provides recourse to the village if contracts are not being executed accordingly.

### **SPONSORSHIP/ NAMING POLICY**

Council Liaison Como confirmed to the committee that the council denied Al Bigley's request for sponsorship at Dogwood Park. A letter was sent to Mr. Bigley explaining the decision. Council Liaison Como added the plaques that were located with the dog park were removed as they did not adhere to the current policy.

Ms. King had distributed an edited version of the Sponsorship/Naming policy with her suggested changes to the committee which then reached the consensus to present the document to the council for their review.

**CITIZEN SURVEY**

See agenda item titled PARTF workshop and conference call.

Additional comments to this topic states both Regional Recreation Consultants relayed to Ms. King and Village Administrator/Clerk Bennett that points would not be received for any grant application that did not send out a survey to residents via hardcopy format versus electronically.

**NEW BUSINESS**

No items were discussed by the committee.

**COMMITTEE COMMENTS**

No comments were given.

**COUNCIL LIASION COMMENTS**

Council Member Como updated the committee on the status of the gate repairs from the recent vandalism. He then confirmed to the committee the lattice work around the Porta- Jon area was complete and showed samples of stains for the committee to review. The committee reached the consensus to match the stain on the lattice project to the newly refurbished benches within the park.

Council Member Rosoff read a flier to the committee she had received in the mail regarding early voting locations, dates and times for informational purposes.

**ADJOURNMENT**

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

The motion passed unanimously.

The meeting adjourned at 9:17 p.m.

Respectfully submitted:

*s/ Lynell Hillhouse*  
Lynell Hillhouse, Secretary

*s/ Julie Brown*  
Julie Brown, Vice-Chair

Approved: October 19<sup>th</sup>, 2015.