

**VILLAGE OF WESLEY CHAPEL**  
**PARKS & RECREATION COMMITTEE**  
**REGULAR MEETING MINUTES**  
January 13, 2016 – 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 Member Absent:** Kelly Pierson

**Staff:** Administrative Assistant; Lynell Hillhouse

**CALL TO ORDER/DETERMINATION OF QUORUM**

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

**PUBLIC COMMENTS**

Council Member Mike Como addressed the committee and announced the council decided to remove committee liaison's roles. The committee was reminded of a meeting the next day scheduled for 2 p.m. at Southbrook Church to discuss the upcoming Easter egg hunt event to be held at Dogwood Park. Council Member Como asked the committee to consider adding future WCFOPR event dates, and the removal of a tree that had fallen across the trail, to the evening's agenda. Council Member Como stated the following;

- Pond drain needs addressing due to recent rain
- Boy Scout suggestion of constructing a raised boardwalk over washed out section of trail instead of laying pipe
- One of the bridge pilings on tall bridge is in need of repair
- The council is reviewing the equipment rental policy

Mayor Pro Tem Kenary suggested to the committee when compiling the upcoming 2016-17 FY budget to include maintenance concerns and future plans. Mayor Pro Tem Kenary asked Council Member Como to email the committee any current park issues that can be delegated and reminded the committee that the current purchasing policy does allow for emergency situations to be addressed as they arise.

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

Ms. Brown motioned to adopt the agenda with the addition to New Business as follows;

- b) WCFOPR 2016 park events
- c) Non rental of equipment for park projects
- d) Park maintenance
- e) Tree removal

Julie Brown seconded the motion.

The motion passed unanimously.

**APPROVE MINUTES FROM 12/21/2015 REGULAR MEETING**

Ms. Brown made a motion to approve the December 21, 2015 minutes; Chair Utley seconded the motion.

The motion passed unanimously.

### **SCOUT PROJECT REVIEW**

Ms. King reviewed the updated project list to the committee. Mr. Lepke advised the committee that the Waxhaw Weddington Rotary Club will be attending the next meeting to present their Monarch Garden project.

Discussion then took place between the committee, Mayor Pro Tem Kenary and Council Member Como regarding the official Eagle Scout guidelines and requirements for projects vs what the Parks and Recreation Committee require. Mayor Pro Tem Kenary stated the scouts are aware of their Eagle Scout project responsibilities and is detailed within the project agreement documentation between themselves and their Scoutmaster. It is up to each scout to do the entire project without the assistance of anyone from the village or any equipment supplied by the village.

Some committee members responded they did not think projects would be done if assistance and/or equipment was not provided and would hate to see projects not be completed.

Discussion took place between the committee regarding the need for an efficient process on handling future park projects.

Committee Members Brown and King volunteered to work together on a project application document that lists the procedural steps starting from initial point of contact through to project completion that can be given to people and also posted on the Village website. It was agreed that having such a document and steps to follow would be beneficial to all parties involved and may help alleviate the need for one committee member to be solely responsible overseeing all projects. A possible alternative would be to contact Village staff initially who would then forward the completed project application to the Parks and Recreation Chair who can then delegate each project within the committee.

Council Member Como stated a new Eagle Scout Project will be discussed at the next council meeting.

### **BUDGET REVIEW**

Administrative Assistant Hillhouse briefed the committee she had received a bid of \$1250.00 and another bid of \$1600.00 for the installation of the 10'x10' concrete pad for the dumpster to be located on. In order to move forward one more bid needed to be obtained and Ms. Hillhouse was currently working on obtaining.

Council Member Lepke questioned the location of the pad and if the park master plan was reviewed during the location meeting between Council Member Como, Town Administrator Bennett and the Waste Connections, Inc. representative. Council Member Como confirmed it was referred to.

### **UNFINISHED BUSINESS**

#### **PARK PROJECT PROCESS**

In addition to what was discussed within the Scout project review agenda item the need to document volunteer hours was made mention.

### **BAND SHELL RFP UPDATE**

Chair Utley updated the committee the council approved the RFP and an email status update was sent out from Town Administrator/Clerk Bennett that day.

### **STUMP REMOVAL RFP UPDATE**

Mayor Pro Tem Kenary updated the committee that an RFP asking for bids was sent out and the need for an engineer report to be completed. Discussion took place between the committee and council members regarding previous professional reviews of the stump and costs involved.

### **PLANTS, TREES, AND SHRUBS RFP UPDATE**

Chair Utley informed the committee that the council agreed this agenda item could be completed as a volunteer project.

Ms. Brown stated she would like those involved in this project to be informed of long term landscaping goals.

### **NEW BUSINESS**

#### **TRAIL EROSION**

Mr. Lepke informed the committee that erosion is occurring on the first section of trail that was implemented at the park and will continue to have a negative effect until fixed correctly.

Chair Utley asked the committee if all the current trails were included in the park master plan to which Mr. Lepke stated they were although none of the trails were engineer detailed.

Mayor Pro Tem Kenary communicated to the committee that the council approved the purchase of gravel to fix existing trails not to create a new trail. She explained that within government when money is approved for a specific project/reason and that project is not completed the money is not to be used for any other projects/reasons. The importance of open communication between the committee and council for transparency reasons was highlighted by Mayor Pro Tem Kenary.

Mr. Lepke stated his opinion that the new trail had been approved by the council and was included in the Parks and Recreation budget request.

Ms. Brown expressed her concern about who was questioning the spending of the funds allocated for the project and the negative effect this would have on the park.

Council Member Como disagreed with Mayor Pro Tem Kenary's statement and that the project had been approved. While Council Member Como stated he does not want recognition, he in turn does not want to receive grief for the work he does at the park.

Chair Utley summarized in the future the committee will do a better job in communicating to the council exactly what and when things will be done at the park.

### **WCFOPR FUTURE PARK EVENTS**

Chair Utley made a motion to support the 2016 Easter, Pig in the Park and Fall Bash events sponsored by WCFOPR at Dogwood Park with tentative dates to be confirmed in the near future; Mr. Lepke seconded the motion.

The motion passed unanimously.

Ms. King stated the following tentative dates as:

- 3/26/16 - Easter egg hunt
- 5/21/16 - Pig in the park
- 10/29/16 - Fall bash

*Secretary's note: At this point of the meeting Ms. King excused herself from the meeting and left at 8:34 p.m.*

### **NON-RENTAL OF EQUIPMENT FOR PARK PROJECTS**

Mr. Lepke stated his concern about Eagle Scout projects not being completed at the park due to the recent council decision on halting equipment rental while reviewing the rental policy.

Chair Utley presented the idea of seeking the council's approval on a per project basis to the committee.

Mayor Pro Tem Kenary reiterated the fact it was not and should not be the Village responsibility to provide materials, equipment or assistance for such projects. The expectation when entering into their Eagle Scout project remains entirely with the scout and they are aware of that fact.

The committee reached the consensus they felt the non-rental of equipment would be detrimental for the park.

### **PARK MAINTENANCE**

As Ms. Pierson was absent from the meeting and is responsible for collecting and compiling a list of duties for a potential village maintenance employee Mr. Lepke asked that this item be placed on the February 22<sup>nd</sup>, 2016 agenda.

### **TREE REMOVAL**

Council Member Como showed a picture of the downed tree to the committee and the fact it was a safety hazard to park patrons. He questioned how the tree will be removed if there was a freeze on renting equipment.

Mayor Pro Tem Kenary stated Town Administrator/Clerk Bennett needed to be informed when issues arose at the park to allow her to follow procedures to get such issues addressed.

**COMMITTEE COMMENTS**

Ms. Brown expressed her desire to see a joint meeting between the Parks and Recreation Committee and Village Council to help facilitate a better working relationship.

Mr. Lepke suggested that the new council familiarize themselves with the park master plan, and any other documentation that may assist them prior to a proposed joint meeting.

Mr. Davis stated he felt that the committee was being micromanaged too much.

**ADJOURNMENT**

Chair Utley motioned to adjourn the meeting; Mr. Lepke seconded the motion.

The motion passed unanimously.

The meeting adjourned at 9:11 p.m.

Respectfully submitted:

*s/ Lynell Hillhouse*  
Lynell Hillhouse, Administrative Assistant

*s/ Pat Utley*  
Pat Utley, Chair

Approved: February 22<sup>nd</sup>, 2016.