

**VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION COMMITTEE
REGULAR MEETING MINUTES
January 15, 2019 - 6:30 P.M.
6490 Weddington Road, Wesley Chapel, NC 28104**

Committee Members Present: Chair John Lepke, Julie Brown, Pam King, Adam Brown
Council Liaison: Mike Como
Committee Members Absent: Vice-Chair Pat Utley, Jerry Davis, Alternate Elaine Rosoff
Others Present: Guests: Jeff Barbour
Administrative Assistant Beth Leonard

Call to Order/Determination of Quorum

The meeting was called to order at 6:30 pm. A quorum was present.

Public Comments

None.

Additions, Deletions and/or Adoption of Agenda

Chair Lepke amended the agenda by adding budget activities under Other Items. Liaison Como suggested deleting the fountain update and concrete parking stops update for this month. Mr. Brown motioned to accept the agenda as amended. Ms. Brown seconded the motion.

The motion passed unanimously.

Approval of December 18, 2018 Regular Meeting Minutes

Ms. King motioned to approve the December 18, 2018 minutes. Ms. Brown seconded the motion.

The motion passed unanimously.

January 14th Council Meeting Update

Chair Lepke will include the Council update in the agenda items. He reported Council seems generally supportive of what the Parks and Rec Committee is doing.

Lighting and Sound System Update

Chair Lepke reviewed the bids and email clarifications. The Village attorney needed more clarification and recommended all information be provided in writing. Chair Lepke is following up with the vendor and will have all questions addressed for Council at the next meeting to consider.

Chair Lepke also noted for the next budget period a biannual service contract for maintenance (i.e. 10 hours of time which would cover about two events) for \$3,000 should be considered. If the systems aren't maintained it is possible the warranty may not cover claims. The contract would not be needed this year but in the future.

Band Shell Construction Update

Chair Lepke reported the permit came today which will be posted at the park. Rain has delayed the construction but it is scheduled to start the last week of January and last 10-14 days. There had been concern that electric would be an issue but it appears everything is in order.

Volunteer Workday Projects/Schedule

This item was moved to the end of the agenda, however was not addressed due to time constraints.

PARTF Grant Application Process/Timeline 2019 & 2020 Update

Chair Lepke reviewed activities and outcomes required for a 2019 application. Chair Lepke reminded the committee of the Advance meeting in which community members supported completing the park. Chair Lepke noted items that are in place already and items that need addressed – Civic group meetings need to be scheduled. The committee discussed amenities to be included – playground, shaded picnic tables or shelter, benches, disc golf (concerns with this activity), corn hole and exercise stations. Ms. Brown described adult exercise stations at a park in Mineral Springs. She will follow up on pricing. After discussion, the committee agreed on three amenities to include in the application - the playground, shaded picnic tables or shelter, and exercise stations to be installed along the trails.

Council has been informed of the committee's desire to apply for PARTF, which should be reflected in their minutes. In February, the committee will recommend to Council the scope of the PARTF application and ask for a budget for matching funds contingent upon receiving a PARTF grant, estimated to be around \$60,000. The committee will do this as part of their regular budget request.

Chair Lepke also reported playground quotes have been received. Ms. Brown will check into exercise equipment pricing, estimate is \$10,000.

Liaison Como mentioned the Advance meeting is in March and encouraged committee members to attend.

Chair Lepke volunteered to act as point of contact with PARTF throughout the application process.

Ms. King stated her concern with the amount of work involved in the Environmental Impact section of the application. Chair Lepke will take on this section. It was also mentioned a letter will be needed from the village attorney addressing site control.

Mr. Brown will research shade awning prices. It was determined six additional picnic tables will be included in the application.

Liaison Como has spoken with the DOT representative regarding easement money and timing.

The committee is in agreement to move forward with the application as discussed.

Chair Lepke requested a motion the committee consider a vote of support to complete Phase I of the park by moving forward with a 2019 application that includes a playground, exercise equipment and picnic amenities, and requesting Council to approve the application. Mr. Brown made the motion. Ms. Brown seconded the motion.

The motion passed unanimously.

Chair Lepke motioned to make a request of Council to authorize the 2019 application and to budget 50% matching funds. Ms. King seconded the motion.

The motion passed unanimously.

Park Signs Update

The Rules sign is complete and ready to put up at the park. The other signs will be ordered with laminate protective coating.

Gate Replacement Update

Chair Lepke reported the gate is partially installed and should be completed soon.

Fishing Pier Repairs Update

Chair Lepke has spoken with NC Wildlife representatives. According to them, one section of the pier has to be taken out of the of the water to fix it, which would involve a crane. An alternative is to drag it across the pond and halfway out of the water onto the bank for repairs. The Village will pay for materials and NC Wildlife will provide expertise and labor. Council approved up to \$600.

On a related note, the grass carp permit was received. Additional blue gill are needed and a permit is required. Chair Lepke will apply for a permit for 150 blue gill. The plan is to stock the blue gill and grass carp at the same time. Chair Lepke will get prices at that time. The committee was in agreement.

2019 Dogwood Park Events

WCFOPR needs more assistance with park events (at the events and leading up to the events). Chair Lepke has requested a list of action items from WCFOPR. Chair Lepke and Mr. Todd will manage movement of the equipment. Mr. Brown will assist.

WCFOPR has asked what the committee thinks of a part time event planner. The committee discussed the possibility of the Administrative Assistant working more hours on park events or possibly the hiring of a part time park maintenance employee, which would free up time for Liaison Como to assist with event related tasks. The committee questioned if the Village is at a point where a part time person is needed for the park (maintenance or administration). The committee needs to come back with recommendations next month. The facility will be in place and it needs to be utilized more than two times a year.

Council approved the dates for the park events. The Easter and Pig in the Park events are already in the budget. Fall music festival, Fall Bash and Christmas events need to be budgeted in the next fiscal

year, as well as the 2020 Easter and Pig in the Park events. It was noted the timing of Weddington Road improvements and effect on parking/crossing Route 84 should be considered.

Ms. King will check with neighboring communities on staffing levels for park and event related duties. Mr. Brown will look into community service needs of college students.

Liaison Como mentioned justserve.org, where anyone can post a need for volunteers. It could be linked to the village web page. Ms. Brown also mentioned the potential use of interns, as well as church groups. Once WCFOPR puts together a task list, the committee can review it. Chair Lepke will talk with the Communications Committee to post volunteer need on Facebook.

Chair Lepke asked the committee how to host more events, how they can assist WCFOPR with volunteers and duties. The committee agreed to assist with the Christmas event so as not to burden WCFOPR. Chair Lepke will follow up on the budget with Clerk Bennett – event expenses, staff person, barriers (rent vs. purchase \$12,000 – can also get sponsorships). Budget \$6,000 for barriers, consider subscriptions.

Include on the February agenda to review/revise sponsorship policy for Council. The committee asked Administrative Assistant Leonard to follow up with Clerk Bennett on cost for part time employee (salary and other costs). Chair Lepke will follow up with Clerk Bennett's contact on event insurance.

Ethics Forms

Committee members present completed the forms for 2019. Administrative Assistant Leonard will follow up with other members.

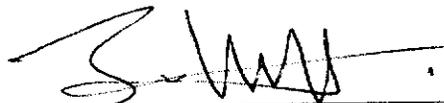
Other Items

Liaison Como urged committee members to attend the Advance meeting in March. He also reported WCFOPR was having a volunteer recognition luncheon. It was noted the Senate bill to kill the clean water bill and PARTF funding did not go through.

Adjournment

Ms. King motioned for adjournment, and Mr. Brown seconded the motion. The meeting ended at 8:29 p.m.

The motion passed unanimously.



John Lepke, Chairperson

Prepared by Beth Leonard,
Administrative Assistant