

**VILLAGE OF WESLEY CHAPEL**  
**PARKS & RECREATION COMMITTEE**  
**REGULAR MEETING MINUTES**  
March 19, 2019 - 6:30 P.M.  
6490 Weddington Road, Wesley Chapel, NC 28104

**Committee Members Present:** Chair John Lepke, Julie Brown, Pam King, Adam Brown, Alternate Elaine Rosoff

**Council Liaison:** Mike Como

**Committee Members Absent:** Vice-Chair Pat Utley, Wayne Todd, Jerry Davis

**Others Present:** Guests: Jeff Barbour, Trent Reshetar, Mr. Reshetar

Administrative Assistant Absent: Beth Leonard

**Call to Order/Determination of Quorum**

The meeting was called to order at 6:41 pm. A quorum was present.

**Additions, Deletions and/or Adoption of Agenda**

The committee agreed to add an Eagle Scout project presentation by Boy Scout Trent Reshetar after the approval of the minutes and a discussion on how projects are approved, either by the committee or Council.

**Approval of February 19, 2019 Regular Meeting Minutes**

The committee did not have the opportunity to review the minutes prior to the meeting, therefore approval of the minutes was deferred until the April meeting.

**Eagle Scout Presentation**

Boy Scout Trent Reshetar, of Charlotte and Troop 415, presented his proposal to extend the split rail fence toward Lester Davis Road. Currently no fence separates the park from neighboring residences. Without a distinguishable boundary, parkgoers trespass. Liaison Como added some supplies to finish the fence are on hand, while more posts will need to be purchased. A Bobcat machine will need to be rented, but can be used for some other projects at the park. Liaison Como also reminded the members that the fencing along Weddington Road will need to be removed and should be done before DOT does it. The committee also discussed a tree onsite. The committee is supportive of the project. Placement of the fence on the property line was discussed.

Mr. Brown motioned for the committee to recommend to Council to approve the project at its next meeting. Ms. Rosoff seconded the motion. It was noted Trent will need to make a presentation to Council.

The motion passed unanimously.

**March 11<sup>th</sup> Council Meeting Update**

Chair Lepke reported he was unable to attend the council meeting but noted the May 4<sup>th</sup> event was not approved and it was suggested it could be postponed.

### **Lighting and Sound System Update**

Chair Lepke is working on getting the final quote which includes the warranty.

### **Band Shell Construction Update**

Chair Lepke reported the roof is going up, posts are in, back trusses are on. The contractor is working on installing the front trusses, which will need to be worked out with the architect. The contractor was informed at the beginning of the project finding bricks that match the existing bricks would be time consuming. Bricks had not been ordered as of the date of the meeting and lead time is 16 weeks. Liaison Como and committee members are dissatisfied with this development.

### **WCFOPR Fountain Donation Update**

There was no update from WCFOPR, defer until April.

### **Volunteer Workday Projects/Schedule**

Chair Lepke reported there are lots of projects to be completed. The Youth Council has contacted him to get a date to finish the wall. Stone still needs to be brought to the park. On a related note, Liaison Como reported there were two new applications for Youth Council.

### **PARTF Grant Application Process/Timeline 2019 & 2020 Update**

Chair Lepke did the environmental review, just needs easement measurements. He also needs to determine if any floodplains exist on the property, he will follow up.

Ms. King will send the task list file to the committee. She highlighted some questions from the clerk. She noted there is no CIP. She also asked about the site plan, it was determined it should be the existing, not after the DOT work, which has not started.

Chair Lepke stated the 2018 capital improvements should be discussed in the application and that Council has approved matching funds. A copy of Council minutes will be needed. Chair Lepke will draft a plan.

Ms. King is working on the project budget. She questioned if the Park Master Plan was out of date. Chair Lepke stated the CUP was the plan for the park. Recent public information sessions preferred older kids' playground. The existing survey was taken almost 10 years ago.

Chair Lepke asked if Liaison Como or Administrative Assistant Leonard could get the Attorney's Certification on site control. The completed form needs to be sent to the attorney.

Chair Lepke has started filling in the PARTF application. He will need the Council minutes with the approval of matching funds.

Ms. King suggested setting up a working group meeting to assemble the application. Administrative Assistant Leonard will send dates to Ms. King and Chair Lepke.

### **Gate Replacement Update**

Chair Lepke reported this project is complete. The light sensor is working great. Also most of the signs that were ordered have been installed.

### **Fishing Pier Repairs Update**

No report.

### **Concrete Parking Stops Replacement Update**

Chair Lepke reported the broken stops were replaced but in the meantime a construction worker broke another one with the bobcat. The contractor will replace it.

### **2019 Dogwood Park Events**

Chair Lepke reported WCFOPR will have the Easter egg event, a Good Friday service and an Easter sunrise service. Parks & Rec is only involved in the egg event. WCFOPR will need to coordinate temporary lighting for the path to the street.

### **May 4 Event Preparation Update**

Chair Lepke reported this event has been postponed. The bands that have been contacted about the event will need to be informed. An alternative date for the car show and band event needs to be determined. The committee discussed July 13-14. A determination will be made in April.

Liaison Como presented the idea that if there will be evening events, should the village purchase lights for a walkway to Southbrook Church for a permanent lighting solution. The committee discussed different options and required amount of lighting and cabling. Mr. Brown will research lighting options. Liaison Como has ideas for the power source.

### **September 7 Fall Music Event Update**

Chair Lepke did not have an update. There is a need to budget for it. It will be more costly than other events with the need for deputies, port-a-johns, etc.

The committee is in support of a Cocoa & Carriage rides event in December. It will be a simple, low cost event, which will also need budgeted.

The budget should include \$2,000 each for BBQ, Fall Bash, July event, Christmas event.

The Volunteer Day should include a budget for food/drinks (can use money from events not held or have donations of food from local businesses).

### **Sponsorship Policy Review & Discussion**

Members will review the draft policy and discuss next month.

Sponsorships of barricades – offer businesses opportunity to purchase with name on it, possibly for a limited term – two years or longer, maybe different sponsorship levels. Businesses are already showing interest.

### **2019-2020 Budget Request**

Liaison Como would also like to see the income side, which includes fees in lieu.

Chair Lepke will review the spreadsheet provided by Clerk Bennett. Capital outlay will be \$100,000 if PARTF grant is approved.

Park project:

Shade awnings 2-7, \$3,000 each.

Tables 6, \$800 each.

Light for path & cable, \$1,000.

Barriers, \$12,000.

Reseal parking lot & trails, cost ?

The committee discussed the need for a P&R department with a part time employee. Chair Lepke can do an assessment of contracted work or public employees. Administrative Assistant Leonard will follow up with Clerk Bennett on the costs of a public employee, working 24 hours per week, at payrate around \$20/hour. It was discussed if a parks maintenance person and an event planner would be needed. Could the same person do both? Maintenance person also needs pesticides license. Could an intern be used for the event planning?

If maintenance person is hired, equipment will be needed:

Equipment, \$35,000 (will use shipping container for storage)

Maintenance person - \$20/hour

Maintain equipment – 10% of equipment cost, per year.

Miscellaneous tools - \$5,000

Tents – should be okay for another year

Security cameras (3) - \$15,000

Ms. Rosoff stated again it needs to be a staffed department, rather than a contracted service.

Chair Lepke requested Administrative Assistant Leonard to follow up with WCFOPR to get an idea of how many hours are required per event for planning. This will assist with budgeting for additional hours for the administrative assistant.

### **Ethics Forms**

Chair Lepke will follow up with the members that have not completed their forms yet.

### **Other Items**

Liaison Como reported there is a hole in the top of the storage container which he will try to repair.

The landscaper needs to put mulch down, the deadline per the contract is March 22.

Agenda items for April meeting -

PARTF grant application process update

Car Show/Music event date

September 7 Fall music event update

Volunteer Work Day

2019 Dogwood Park events

Sponsorship Policy review and discussion

2019 - 2020 budget request

### **Adjournment**

Ms. Brown motioned for adjournment, and Mr. Brown seconded the motion. The meeting ended at 8:35 p.m.

The motion passed unanimously.

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John Lepke, Chairperson

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Prepared by Beth Leonard  
Administrative Assistant