

**VILLAGE OF WESLEY CHAPEL
PARKS & RECREATION COMMITTEE
REGULAR MEETING MINUTES
July 16, 2019 - 6:30 P.M.
6490 Weddington Road, Wesley Chapel, NC 28104**

Committee Members Present: Chair John Lepke, Julie Brown, Wayne Todd, Pamela King, Alternate Julie Gordon Thomas, Adam Brown, Alternate Brian Martin

Council Liaison: Mike Como

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

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.

Additions, Deletions and/or Adoption of Agenda

Chair Lepke requested to move Sponsorship Policy Review to end of agenda if time for discussion, due to event planning. Ms. Brown requested to add Discussion/Consideration of donation and/or future sponsorship of custom dance floor for park events. Mr. Brown motioned to adopt the agenda as amended. Ms. Brown seconded the motion.

The motion passed unanimously.

Approval of June 25, 2019 Special Meeting Minutes

Mr. Martin motioned to approve the minutes from June 25th. Mr. Brown seconded the motion.

The motion passed unanimously.

July 8th Council Meeting Update

Council approved the budget for the event. There was a discussion about W9s and insurance certificates as it relates to hiring bands. The contract includes an indemnity clause. The village attorney was okay with the standard language for the indemnity clause. W9 forms are still required for the bands.

Sponsorship Policy Review & Discussion

Moved to end of agenda, time permitting.

NC Recreation & Park Association

Liaison Como asked if the committee wanted to stay a member of the association. Currently Liaison Como is the member, not the village. It is a free membership. After discussion, the committee agreed it should be a member of the organization. Chair Lepke motioned to join the association and have communication related to the association come to the village and be distributed to Parks & Rec committee members. Mr. Martin seconded the motion.

The motion passed unanimously.

Volunteer Workday Projects/Schedule

The scout is looking at August 10-17 to work on his project. Add to August agenda.

FACILITIES

WCFOPR Fountain Donation Update

Chair Lepke spoke with Sondra of WCFOPR. They are having difficulty finding a contractor to install the fountain and asked if the village can handle the installation? WCFOPR has the funds. Chair Lepke will speak with a plumber to get a quote. Liaison Como questioned if it will be installed at the current waterpipe location or another location and does it have to be on a concrete pad?

EVENTS

2019 Dogwood Park Events

July 27th Rock N Roller Car Show and Music Festival

Chair Lepke praised the work done on the event flyers and posters by Ms. Thomas and others. The posters have been placed at local businesses. Ms. Thomas reported the banners may be ready by Friday and will arrange to pick them up. The Communications Committee prepared a press release. Chair Lepke has been speaking with local newspapers. WCFOPR is working on securing sponsors and volunteers for children's activities. Harris Teeter donated \$30 towards prizes. 201 Central also donated. Clerk Bennett can provide a letter requesting donations on village letterhead.

Volunteers must be ready for onsite car show registrations.

Band volunteers have been emailed parking lot passes and Chair Lepke has secured volunteers for most duties. There will be 2 bands, each paid \$750, rather than 3 bands. There will also be volunteer performers in between the bands and for the national anthem. There are also volunteers lined up for the car show.

Mr. Brown will assist with volunteer check in and volunteered to distribute most of the neighborhood flyers. Mr. Brown will also assist with volunteer tracking going forward. Chair Lepke will have ribbon and scissors for the ribbon cutting ceremony.

Ms. King is working on the survey and will follow up with volunteers that signed up through Sign-Up Genius. The car show ballot will incorporate the survey, sponsor information and schedule of events.

Chair Lepke will provide a photo op for kids with drum kit and guitar.

The committee should hold a post-show wrap up meeting to discuss what works and what doesn't.

Dance Floor Donation

Ms. Brown discussed the possibility of sponsorship opportunities for her wooden tile dance floor. The floor is 900 square feet total, 18"x18" interlocking tiles – 344 light oak tiles and 54 dark oak tiles. Her research shows it is over \$1,500 to rent a similar floor for an event. Ms. Brown feels this could be worked into the sponsorship policy. The committee decided it was too much to incorporate into the July 27th event due to short time frame and also questioned if something like this would be needed with the set up at the park where there is a flat concrete area in front of the stage already. It could be added to the questionnaire.

September 7th Fall Music Festival Update

Planning for this event will start after the car show.

October 26th Fall Bash

The committee will need to assist WCFOPR with this event.

Other Items

Ms. Thomas requested the committee to consider moving the scheduled day or time of the meetings as she has a conflict each month with another volunteer meeting at the same time. The committee discussed it and Chair Lepke motioned to change the regular meeting schedule for the remainder of the year from the 3rd Tuesday of each month to the 2nd Tuesday of the month at 6:30 p.m. Mr. Martin seconded the motion.

The motion passed unanimously.

Ms. King announced she is considering stepping back from her role as a regular member and would like to become an alternate member. She will provide a letter to Clerk Bennett.

Agenda For Next Month

The Sponsorship Policy needs addressed at the next meeting. Other agenda items include a post-event review session and volunteer workdays.

Adjournment

Mr. Brown motioned for adjournment, and Mr. Martin seconded the motion. The meeting ended at 8:46 p.m.

The motion passed unanimously.

John Lepke, Chairperson

Prepared by Beth Leonard
Administrative Assistant