

VILLAGE OF WESLEY CHAPEL
COUNCIL MEETING MINUTES
WESLEY CHAPEL TOWN HALL
6490 Weddington Road, Wesley Chapel, NC 28104
January 13, 2020 – 7:00 PM

The Village Council of Wesley Chapel, North Carolina met in the Town Hall at 6490 Weddington Road, Wesley Chapel, North Carolina.

Council Present: Mayor Smith, Mayor Pro Tem Fuller, Council Members Como, Bailey, and Boyce

Others Present: Clerk/Finance Officer Cheryl Bennett, Planning and Zoning Administrator Robyn Byers Ph.D., Attorney George Sistrunk

Standing Items

1. Call to Order, Pledge of Allegiance, Invocation *Time Stamp 0:00*

Mayor Smith led the Pledge of Allegiance. Council Member Boyce gave the invocation.

2. Public Comments - none *Time Stamp: 1:43*

3. Additions, Deletions and Adoption of Agenda *Time Stamp 2:06*

An item was added for “Discussion of Microphones”, the closed session was moved up, “Review and Discuss Job Descriptions” was made a closed session and moved ahead of “Posting the Administrative Assistant position”. Council Member Como motioned to adopt the agenda as amended; Council Member Boyce seconded the motion.

The motion passed unanimously.

4. Consider Approval of Consent Agenda *Time Stamp 5:20*
 - a. Approve minutes for December 2, 2019 and December 9, 2019 Council meetings and closed minutes for item 20 from December 9, 2019 Council meeting
 - b. Approve previous month planner and code enforcement reports
 - c. Approve previous month finance report
 - d. Approve HVAC maintenance agreement of \$587 for the four town hall systems
 - e. Recognize Mayoral Proclamation for Scouting Week

Council Member Como motioned to approve the consent agenda; Council Member Bailey seconded the motion.

The motion passed unanimously.

Mayor Smith read the Proclamation for Scouting Week to a scout who was present at the meeting.

December 31, 2019 Balance Sheet

ASSETS

Current Assets

Checking/Savings

Fifth Third Bank checking	302,507.59
Fifth Third Maxsaver	185,436.90
NCCMT Government Portfolio	312,995.26
BB&T Money Market	108,937.42
BB&T CD 9.26.2020	300,000.00
Cash Change Fund	<u>50.00</u>

Total Checking/Savings 1,209,927.17

Accounts Receivable

Misc. Fees Receivable	<u>1,665.00</u>
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Total Accounts Receivable 1,665.00

Other Current Assets

Property Tax Rec.	1,024.00
Allow. for Doubtful Accounts	-491.00

Total Sales Taxes to be Received 513.60

Total Other Current Assets 1,046.60

Total Current Assets 1,212,638.77

Fixed Assets

Land 813,423.00

Dogwood Park

Dogwood Park Amphith.,S/L Equip	116,297.00
Dogwood Park Improvements	775,861.00
Dogwood Park fountain	12,960.00
Dogwood Park Water Improvement	8,440.00
Dogwood Park Gate	8,283.00
Dogwood Park Signs	<u>3,803.00</u>

Total Dogwood Park 925,644.00

Town Hall 1,361,869.00

Furniture & Equipment 40,485.00

Town Hall Driveway/Irrigation 64,192.00

Accumulated Depreciation -633,875.98

Total Fixed Assets 2,571,737.02

Other Assets

Def Outflow Contr to PenPlan CY 18,207.00

Total Other Assets 18,207.00

TOTAL ASSETS 3,802,582.79

LIABILITIES & Fund Balance

Other Current Liabilities	
Due to Union County Schools	13.70
Deposits To Refund	1,370.00
Escrow from Developers	45,076.00
Deferred Revenue	<u>533.20</u>
Total Other Current Liabilities	<u>46,992.90</u>
Long Term Liabilities	
Net pension liability	8,306.00
Deferred inflows Pension	<u>43.00</u>
Total Long-Term Liabilities	<u>8,349.00</u>
Total Liabilities	55,341.90
Fund Balance	
Fund Bal. inv. in Fixed Assets	2,571,737.02
Fund Bal. Assigned for Sidewalk	36,000.00
Fund Balance Assigned for NNO	313.40
Fund Bal Assign future park imp	90,550.00
FB Restrict for P&R fee in lieu	122,530.85
Fund Bal. non-spendable	104,045.00
Fund Balance	805,107.73
Excess of Rev. over Exp.	<u>16,956.89</u>
Total Fund Balance	<u>3,747,240.89</u>
TOTAL LIABILITIES & Fund Balance	<u>3,802,582.79</u>

December 2019 Budget Report

	<u>Dec 19</u>	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Appropriated Fund Balance	0.00	0.00	97,195.00	0%
Property Tax Income				
Current Year Property Tax	72,578.91	112,063.80	153,767.00	73%
Utility Ad Valorem	0.00	0.00	2,214.00	0%
Vehicle Registration	1,525.16	7,918.38	17,100.00	46%
Delinquent Property Tax	240.33	500.71	200.00	250%
Interest/Ad Fee on Taxes	<u>9.63</u>	<u>102.07</u>	<u>240.00</u>	<u>43%</u>
Total Property Tax Income	74,354.03	120,584.96	173,521.00	69%
Fees and Licenses				
Privilege Licenses - ABC	0.00	285.00	285.00	100%
Zoning Permit	2,875.00	22,000.00	25,000.00	88%

Engineering Fees Reimbursement	0.00	12,335.05	40,000.00	31%
Misc. Fees	0.00	1,921.73	1,500.00	128%
Fee in lieu -Open Space Land	0.00	51,573.04	0.00	100%
Total Fees and Licenses	2,875.00	88,114.82	66,785.00	132%
Interest Earned	62.86	2,916.71	6,000.00	49%
Shared Revenues				
Sales & Use Taxes	4,983.24	15,115.68	54,500.00	28%
Sales Tax on Telecom. Services	1,713.99	1,629.65	7,500.00	22%
Sales Tax on Video Programming	24,465.74	21,180.00	92,500.00	23%
Sales Tax on Electricity	61,490.74	61,623.53	195,000.00	32%
Sales Tax on Piped Natural Gas	1,945.40	3,351.81	12,000.00	28%
Alcoholic Beverage Tax	0.00	0.00	38,500.00	0%
Total Shared Revenues	94,599.11	102,900.67	400,000.00	26%
Total Income	171,891.00	314,517.16	743,501.00	42%
Expense				
Total Town Hall Operating Expense	2,323.48	13,128.11	34,800.00	38%
Total Operating Expenditures	10,358.22	37,309.45	79,317.00	47%
Total Planning & Zoning	6,788.46	37,791.20	82,500.00	46%
Total Gen. Govt. Salaries	14,601.23	83,606.95	169,419.00	49%
Total Professional Fees	9,287.36	31,189.68	73,855.00	42%
Total Capital Outlay	0.00	639.99	18,320.00	3%
Total Public Services / Safety	100.00	49,644.82	101,590.00	49%
Parks & Recreation				
Total Recreation Events	2,200.38	9,483.49	28,000.00	34%
Total Park Maint. Supplies& Mat.	0.00	1,078.90	4,000.00	27%
Total Park Maint. Services	5,498.35	32,366.06	107,700.00	30%
Total P&R Capital Outlay	0.00	1,321.62	44,000.00	3%
Total Parks & Recreation	7,698.73	44,250.07	183,700.00	24%
Total Expense	51,157.48	297,560.27	743,501.00	40%
Net Excess of Rev. over Exp.	120,733.52	16,956.89	0.00	100%

Proclamation for Scouting Anniversary Week
Village of Wesley Chapel, NC



WHEREAS, the Village of Wesley Chapel would like to recognize and give tribute to the Boy Scouts of America, incorporated on February 8, 1910 by W.D. Boyce and who celebrate on February 8, 2020 their 110th Anniversary; and

WHEREAS, Boy Scouts promote character development, citizenship training, and mental and physical fitness for every member; and

WHEREAS, Boy Scouting, the local Scout Masters and Assistant Scout Masters of our area troops, and the young men in the Boy Scout program, continuously and tirelessly give of themselves for the betterment of our local communities; and

WHEREAS, our Village has greatly benefitted by the young men enrolled in the Boy Scouting program with their community service and Eagle Scout projects, living the Scout Oath and Law.

NOW, THEREFORE, BE IT PROCLAIMED, the Village Council of Wesley Chapel, recognizes the 110th Anniversary of Boy Scouts of America and designates February 2nd – 8th, of the year 2020, SCOUTING ANNIVERSARY WEEK in Wesley Chapel.

In Witness Whereof, I set my hand and affix this seal of the Village of Wesley Chapel, this 13th day of January of the year 2020.

Jan Smith, Mayor

Attest:

Cheryl Bennett, Clerk

5. Planning Board Report; interview applicants and motion to appoint two new alternates for terms ending June 30, 2020 *Time Stamp 8:25*

Chair Souza reported their next meeting may have to be rescheduled due to the training session the same night in Waxhaw. Council Member Como motioned to approve the training session for \$625 provided at least five Planning Board members can attend, and reschedule or meet earlier to handle any urgent business. Council Member Boyce seconded the motion.

The motion passed unanimously.

Six people applied for the open Planning Board alternate seats, four responded to the questions sent to them, and were present.

1. Sherry Killion stated she has a passion for Wesley Chapel, now and future, and there is substantial work ahead. She was happy to help with legwork on the Comprehensive Plan. It was noted she has attended Planning Board meetings for a couple of years.

2. April Campagna stated she does not live in a subdivision with HOA, so offers a different perspective, especially as an urban farmer and beekeeper. She was comfortable with the time commitment and willing to work on the Comprehensive Plan. It was noted she attended the last Advance, and brings diversity with her agricultural and farmer's market experience.
3. Janet Hein has lived here a couple of years, she saw how Atlanta grew and bad decisions were made, and wanted to keep Wesley Chapel like it is, and prevent similar issues here. She taught middle school for 10-12 years and was willing to help with the Comprehensive Plan.
4. Karl Schneeberger stated he has been here 19 years, was president of the Stonegate HOA, and a member of the Village Safety Committee for many years. He noted it is important not to lose focus on what residents want as growth comes, the shopping center is finished, and Hwy. 84 is widened. He was willing to help with the Comprehensive Plan.

Council Member Como nominated Sherry Killion, Council Member Boyce nominated April Campagna, and Mayor Pro Tem Fuller nominated Karl Schneeberger. Each Council member voted for two Planning Board seats. Sherry Killion received four votes; April Campagna received one vote from Council Member Boyce, and Karl Schneeberger received three votes from Council Members Como, Bailey, and Mayor Pro Tem Fuller. Sherry Killion and Karl Schneeberger were appointed to the open Planning Board alternate seats. All the candidates were thanked, and April Campagna and Jan Hein were put on a waiting list for a future opening.

6. Park and Rec Committee; consider approval of 5 event dates for 2020 and \$5,000 budget per event; consider allowing Park and Rec Committee to enter into value engineering discussions with Carolina Recreation & Design to provide full playground equipment list; PIP surfacing and fencing for no more than \$100,000; Mayor to accept resignation of Adam Brown from Park and Rec Committee *Time Stamp 56:08*

Chair Lepke stated they wanted to get the events approved so they can start advertising earlier to maximize attendance. He tabulated the worst-case scenario of what we would have to pay for ourselves as you don't know what sponsorships you have until right before events. The April 11th event was paid for by Friends of Park and Rec (FOPR) and Southbrook Church last year; and the Church is willing to contribute again. He hopes to raise money for veterans at the Spring music and car event through sale of beverages. The Fall Festival has a lot of vendors who pay fees. For the Carols and Cocoa event, they hope to get a lot of kids to perform. Council Member Bailey motioned to approve spending up to \$3,000 for the Easter egg event, and \$5,000 for the Spring event, using budgeted funds. The budgets for the other events cannot be approved yet, since they will come out of the next fiscal year's budget. Council Member Como seconded the motion.

The motion passed unanimously.

Mayor Pro Tem Fuller motioned to approve the dates of September 19, 2020 for the Bonfire event with Music, October 31, 2020 for the Fall Bash, and December 12, 2020 for the Christmas/Holiday event. Council Member Boyce seconded the motion.

The motion passed unanimously.

Chair Lepke noted four bids were received on the playground RFP, and the Committee recommended Carolina Recreation and Design due to the wide variety of their play equipment. The vendor gave two proposals, with PIP surfacing you sacrifice some equipment, so the Committee would like to negotiate to see if they can keep all the equipment with PIP surfacing and fencing for the \$100,000 budget. Council Member Boyce motioned to approve Park and Rec entering into value engineering discussions with Carolina Recreation and Design to get all the items for \$100,000. Council Member Como seconded the motion.

The motion passed unanimously.

Mayor Smith accepted the resignation of Adam Brown from the Park and Rec Committee with regret.

7. Finance Officer's Report *Time Stamp 1:32:12*

Mayor Pro Tem Fuller motioned to approve a budget transfer to fund the bonuses approved last month by moving \$800 from Contingency and \$250 going to Planning Zoning Administrator Salary, \$250 going to Clerk Salary, \$100 going to Administrative Assistant Salary, \$100 going to Law Enforcement services, \$50 going to Payroll taxes, and \$50 going to Fringe Benefits: Retirement. Council Member Como seconded the motion.

The motion passed unanimously.

Finance Officer Bennett reported that closing the account at BB&T and moving the funds to the Money Market account at Fifth Third would generate additional interest income. Council Member Bailey motioned to close the BB&T account and move the funds to Fifth Third Bank. Council Member Boyce seconded the motion.

The motion passed unanimously.

A question came up about direct deposit, and it will be discussed at the next staff meeting.

8. Public hearing on CZ19-01 request for B-1 zoning on 2.631 acres on Waxhaw-Indian Trail Road, just north of the shopping center *Time Stamp 1:37:40*

Mayor Smith opened the public hearing. Mayor Pro Tem Fuller motioned to continue the public hearing at the next Council meeting on February 10, 2020 at 7 pm, at town hall, 6490 Weddington Road, Wesley Chapel, NC. Council Member Boyce seconded the motion.

The motion passed unanimously.

9. Decision on CZ19-01

Tabled to February.

10. Closed session per NC GS 143-318.11(a)(3) to consult with attorney re: JDH Capital, LLC, et. Al., vs. Village of Wesley Chapel *Time Stamp 1:39:20*

Council Member Boyce motioned to go into closed session to get legal advice; Council Member Como seconded the motion.

The motion passed unanimously.

Council, Attorney Sistrunk, Clerk Bennett and Planning Zoning Administrator Byers went into closed session. Council received legal advice from the attorney.

Council Member Como motioned to leave closed session; Council Member Bailey seconded the motion.

The motion passed unanimously.

Old Business

11. Discussion of Comprehensive Plan Process and establish budget in Planning and Zoning including \$6,000 for engineering services, \$500 for Survey Monkey, \$800 for printing, and costs for employee time; total is about \$22,000; budget amendment needed with funds coming from Appropriated Fund Balance; Resolution 2020-01 to Exempt from issuing RFQ for engineering services *Time Stamp 1:40:42*

Mayor Pro Tem Fuller motioned to adopt Resolution 2020-01 for Exemption from the Provisions of G.S. 143-64.31 Regarding Contracting Professional Services, incorporated herein. Council Member Bailey seconded the motion.

The motion passed unanimously.

Resolution 2020-01 Resolution for Exemption from the Provisions of G.S. 143-64.31 Regarding Contracting Professional Services Wesley Chapel, North Carolina

WHEREAS G.S. 143-64.31 requires the initial selection of firms to perform architectural, engineering, and surveying services without regard to fee; and

WHEREAS G.S. 143-64.32 allows municipalities to exempt themselves from the provisions of 143-64.31 if such professional fees are less than \$50,000; and

WHEREAS the Village of Wesley Chapel proposes to enter into a contract for engineering services related to development and development planning within the Village, including subdivision plan review and the creation of a comprehensive plan; and

WHEREAS professional fees for these services will be less than \$50,000;

NOW, THEREFORE, THE WESLEY CHAPEL VILLAGE COUNCIL RESOLVES:

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31 for the reasons stated in this resolution.

Section 2. This resolution shall be effective upon passage.

Adopted this 13th day of January, 2020.

ATTEST

Cheryl Bennett, Clerk

Mayor Jan Smith

In order to fund engineering services, Survey Monkey, and printing for the Comprehensive Plan, Council Member Bailey motioned to move \$7,300 from contingency to a new line item in Planning and Zoning called Planning/Zoning Services. Council Member Como seconded the motion.

The motion passed unanimously.

New Business

12. Closed session for personnel: review and discuss job descriptions for Planner, Clerk/Finance Officer and Administrative Assistant *Time Stamp 1:54:50*

Council Member Bailey motioned to go into closed session for personnel; Council Member Como seconded the motion.

The motion passed unanimously.

Council and Attorney Sistrunk went into closed session.

Council Member Como motioned to leave closed session. Council Member Bailey seconded the motion.

The motion passed unanimously.

13. Discuss posting part time Administrative Assistant position, and number of hours needed; budget amendment for advertising cost if needed *Time Stamp 1:59:57*

Our previous Administrative Assistant was scheduled for about 14 hours per week, and we need 15 hours more weekly for the Comprehensive Plan. Discussion was held on hiring a temporary planner, or combining into one position, and needed skills. If the employee is thirty hours per week for a year, they would be included in the retirement system, until their hours decrease. Council Member Como motioned to move forward and post for one person up to 30 hours per week for one year; hours may change after one year. Council Member Boyce seconded the motion.

The motion passed unanimously.

We will post the position on available free sites, including website, Sunshine List, Clerks Listserv, Planners Listserv, Chamber of Commerce, etc.

Council Member Como motioned that all applications should go to the Mayor and Mayor Pro Tem for review. Council Member Boyce seconded the motion.

The motion passed unanimously.

The Mayor and Mayor Pro Tem will bring a recommendation on hiring to Council.

14. Update on microphones *Time Stamp 2:15:50*

Council Member Como noted he has someone coming tomorrow for a quote on installation of new microphones. He would prefer they be plugged in directly instead of being wired in like the old ones.

Ending Items

15. Council Comments *Time Stamp 2:17:44*

Mayor Pro Tem Fuller requested we move Council Comments up earlier in the meeting and that we create a sign-up genius for council members to attend Committee meetings.

Council Member Como noted the Chamber is having an elected officials meeting and as long as we don't talk about Wesley Chapel business, we do not have to post a meeting. In January 2019 Senator Todd Johnson had a meeting with local municipal representatives and is planning to have another one soon.

Council Member Bailey noted the Essentials of Municipal Government class on Friday was very good.

Council Member Boyce added he took a lot of notes at the class; it was valuable information.

Mayor Smith thanked Council for being cohesive; she has registered for the New Mayor's class.

16. Adjournment *Time Stamp 2:26:33*

Council Member Como motioned to adjourn; Council Member Boyce seconded the motion.

The motion passed unanimously.

The meeting ended at approximately 10:43 pm.

Respectfully submitted,

Cheryl Bennett, Clerk

Mayor Jan Smith