

**MINUTES
VILLAGE OF LAKE PARK
PARK AND RECREATION COMMISSION MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
MARCH 24, 2014**

Commission Members Present: David Cleveland, Fabian Szarko, Wayne Daniels, and Cathy MacArthur.

Clerk: Cheri Clark

Call to Order: David Cleveland called the March 24, 2014 Parks and Recreation meeting to order.

Public Comments: Ashley Dance requested formal permission to proceed with the Memorial Day celebration at Veterans Park Pond. Cathy MacArthur suggested reaching out to the Piedmont High School Air Force ROTC. Parks and Rec was in favor of the celebration and requested that Ashley Dance proceed with planning the event and to keep Parks and Rec informed.

Approval of Minutes: Wayne Daniels made the motion to approve the February 24, 2014 Regular Session minutes as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

Changes to the Agenda: The proposed Agenda sent to Parks and Rec, has been modified to include 6. Pool Lighting and to move Budget For 2014 – 2015 to the end of the of the meeting.

Council Actions: David Cleveland shared that Council approved the following:

1. \$4,500 for Pond Treatments for the next 3 months starting in April.
2. New motor for the Main Pool - \$3,450
3. Modest increase for Pool Memberships across the board.

David Cleveland shared that Wayne Daniels has received a letter from the Matthews Help Center thanking the Village of Lake Park for the donation of hotdogs and bun.

Pool Lights: John Barnes as a member of the Swim Team presented a lighting concept for the pool deck which would enable the Swim Team to host swim meets without having to bring in auxiliary lighting and a generator. Union County requires a certified lighting plan from either an architect or a lighting engineer. John Barnes has been working with a lighting engineer and the plan calls for two additional sport light poles to be installed. The proposed location for the fiberglass poles will be between the pool and the tennis courts. The lights are 1500 watt sports lights and the light poles are 30 foot tall. Swim Team will be pursuing bids for the project in the upcoming weeks. Cathy MacArthur asked if the poles are consistent

with the other pole lights at the pool. John Barnes stated that the other two poles at the pool are metal. Concerns were also expressed by Cathy MacArthur about the aesthetics of the area. The lights will only be used for swim meets and will not be on except for the meets. Fabian Szarko wanted to know what color the poles would be. John Barnes stated that he would need to get back to us in reference to the color. Wayne Daniels made a motion to allow Swim Team to proceed with finding out about permanent lighting needs for the pool. Cathy MacArthur seconded the motion. Vote – Unanimous.

Budget Report: David Cleveland discussed the Budget Report.

1. New pool motor - \$3,450
2. Kiker Tree Service and Lucas Landscaping - \$3,720
3. Chemical Treatments for the ponds - \$4500
4. Bench at Veterans Pond - \$500

Community Center: David Cleveland discussed the Bluetooth transmitter and the testing of the sound system for the Community Center building. Sean Lowther is going to bring his mixer and speakers to test with the Bluetooth. David Cleveland is also looking into different options for a video system for Chambers.

Banner Signs has provided a quote for flags for the Village - \$2,413.13 which includes the following flags:

- 6 – US Flags – 5’ x 8”
- 3 – US Flags – 4’ x 6’
- 6 – NC Flags – 4’ x 6’
- 12 – Lake Park Flags

Wayne Daniels made a motion to purchase the flags. Fabian Szarko seconded the motion. Vote – Unanimous.

Margaret Phillips asked about resurfacing our tennis courts. The courts were resurfaced in 2007.

Landscaping: David Cleveland shared that P&R has spent \$4500 on mulch this year and the current contract budgets \$9,200. In the new contract we have budgeted \$12,900 for hardwood mulch and pine straw annually. David Cleveland would like to recommend that P&R approve 130 cubic yards of mulch to be installed this spring - \$5,000. Fabian Szarko made the motion to approve 130 cubic yards of mulch. Cathy MacArthur seconded the motion. Vote – Unanimous.

Fabian Szarko made a motion to approve \$1,200 for spring flowers. Cathy MacArthur seconded the motion. Vote – Unanimous.

The liner from the Clock Tower fountains is separating from the fountains. David Cleveland has contacted Overstream, the installer to come and evaluate the situation.

Three new pet waste stations have been installed in the parks.

P&R approved ordering one bench for Veterans Pond Park and SAGES is installing the second bench at the flagpole. We could use three more decorative benches – one at Balsam Pond and one at Garden Pond. Wayne Daniels made the motion to purchase two more of the decorative benches. Cathy MacArthur seconded the motion. Vote – Unanimous.

Lucas Landscaping has provided a quote for 7 pallets of Bermuda Sod for the Normandy Pond to help reduce the erosion in the area - \$2,565. Funds to pay for the project will come from the Pond line item. Wayne Daniels made the motion to approve installation of Bermuda Sod at the Normandy Pond. Cathy MacArthur seconded the motion. Vote – Unanimous.

The planters at Queens and Hoover (Area 34) need attention. Lucas Landscaping has provided a quote of \$870 to remove the Juniper and select Yaupon, bring in two yards of fill dirt and install 1 pallet of Fescue/Bermuda sod. Funds will come out of the Park Maintenance line item. Wayne Daniels made a motion to approve the Queens and Hoover project. Cathy MacArthur seconded the motion. Vote – Unanimous.

Ponds: David Cleveland stated that Pond Treatments will begin in early April. The Russell Park Pond dredging has removed a lot of silt; however there is a lot of rock under the silt in the channel. Both ends of the pond are deeper than anticipated. Lucas will be focusing more on the channel than each end of the pond.

Banner Signs has provided a quote to place a sign at each pond identifying the pond - \$300 for each sign. Concerns about vandalism to the signs were expressed as well as the aesthetics of the signage. P&R decided to defer the discussion on Pond Signage until April.

Pool: The pump motor has been ordered and should be here by the end of the week. The water fountain needs a solenoid (\$48) before we can determine if the compressor is good or bad. If the compressor is good then we need to purchase a new cover for the water fountain (\$250). If the compressor is bad it will cost around \$700 for a new water fountain. When Carolina Pool Management (CPM) washes the furniture, they will set up the umbrellas and let us know what we will need for the season.

Events: The Girls on the Run (GOTR) is April 26th. The Fourth of July DJ will be sending the Village a contract for the July 4th event. National Night Out (NNO) needs to be advertised more than last year's event. Ideas that are being discussed for NNO include bike helmet safety, fire truck, paramedics and basic first aid tips for all ages. The Spring Litter Sweep will be held on May 3rd from 9 to 11a.m.

Budget for 2014 – 2015: Parks and Rec discussed a proposed budget which included additional trash cans, park benches, picnic tables, pond signage, fountains, additional Christmas Tree lighting, trees/shrubs replacements, Founders Park Gazebo restoration, Front entrance restoration and the completion of the Meeting Street sidewalk. Wayne Daniels made a motion to present the proposed budget to Council. Fabian Szarko seconded the motion. Vote – Unanimous.

Proposed 2014/2015 Budget:

	FY2012/2013	FY2013/2014	Proposed FY2014/2015
	Budget	Budget	Budget
Parks & Recreation Revenue			
Program Fees	1,800.00	1,700.00	1,300.00
Facility Rentals	3,000.00	3,000.00	4,500.00
Daily swim fees	7,000.00	8,000.00	9,000.00
Season pass pool fees	48,000.00	48,000.00	47,000.00
Total Parks & Recreation Revenue	59,800.00	60,700.00	61,800.00
Parks & Recreation Expenses			
Landscaping Contract	137,700.00	140,700.00	145,510.00
Park Maintenance	40,000.00	34,800.00	47,800.00
Repairs of Common Areas	2,000.00	2,000.00	2,000.00
Pond maintenance	43,300.00	40,500.00	31,500.00
Electric Maintenance	5,000.00	5,000.00	6,000.00
Utilities			
Water/Sewer	4,250.00	4,400.00	4,500.00
Natural Gas	1,000.00	1,000.00	1,000.00
Total Utilities	5,250.00	5,400.00	5,500.00
Community Center Maintenance	8,500.00	12,900.00	7,300.00
Pool			
Pool management fee	48,570.00	48,570.00	49,540.00

Pool Operations	12,500.00	14,850.00	14,850.00
Total Pool	61,070.00	63,420.00	64,390.00
Events	2,500.00	2,400.00	2,400.00
Seasonal Decorations	10,250.00	12,200.00	14,400.00
Capital Outlay			
Benches & Picnic Tables	6,000.00	4,000.00	4,000.00
Camera Security System	3,800.00	4,000.00	
Council Chambers Video System		4,000.00	1,500.00
Reserve for Pool Re-plastering		20,000.00	20,000.00
Total Capital Outlay	33,200.00	32,000.00	25,500.00
Total P & R Expenses	348,770.00	351,320.00	352,300.00

Detail Budget:

	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>Proposed FY2014-2015</u>
Parks & Recreation Revenue			
Program Fees	1,800.00	1,700.00	1,300.00
Facility Rentals	3,000.00	3,000.00	4,500.00
Daily swim fees	7,000.00	8,000.00	9,000.00
Season pass pool fees	48,000.00	48,000.00	47,000.00
Total Parks & Recreation Revenue	59,800.00	60,700.00	61,800.00
Parks & Recreation Landscaping Contract			
Lucas's Contract	126,300.00	129,000.00	130,210.00

Mulch	9,000.00	9,200.00	12,900.00
Spring & Fall Flowers	2,400.00	2,500.00	2,400.00
Total Landscaping Contract	137,700.00	140,700.00	145,510.00
Park maintenance			
Shrubbery Replacements	9,000.00	3,000.00	2,000.00
Tree & Shrubbery Additions	5,000.00	3,000.00	4,000.00
Tree removal & Stump Grinding	3,000.00	2,000.00	4,000.00
Bermuda Sod		3,500.00	3,500.00
Sidewalk additions & repairs	8,000.00	3,000.00	5,000.00
Fountain Maintenance		4,000.00	4,000.00
Pressure Washing	1,000.00	2,500.00	2,000.00
Tennis & Basketball Court Maintenance	2,500.00	2,500.00	2,000.00
Urban Forester		1,300.00	1,300.00
Front Entrance Renovation			10,000.00
Miscellaneous	8,000.00	10,000.00	10,000.00
Total Park Maintenance	40,000.00	34,800.00	47,800.00
Repairs of Common Areas	2,000.00	2,000.00	2,000.00
Pond maintenance			
Chemical Treatments	10,500.00	9,500.00	9,500.00
Cleaning (Vegetation & Debris)		4,000.00	2,000.00
Aquatic Life (Plants & Fish)	2,000.00	2,000.00	1,500.00
Dredging of Russell Park Pond		25,000.00	
Aerators/Fountains			15,000.00
Pond Identification Signs			3,500.00
Total Pond Maintenance	43,300.00	40,500.00	31,500.00

Electric Maintenance	5,000.00	5,000.00	6,000.00
Utilities			
Water/Sewer	4,250.00	4,400.00	4,500.00
Natural Gas	1,000.00	1,000.00	1,000.00
Total Utilities	5,250.00	5,400.00	5,500.00

Community Center

Janitorial/Cleaning Supplies	2,000.00	500.00	400.00
Cleaning Service	2,400.00	2,500.00	2,500.00
Security System		300.00	300.00
Pest Control	600.00	600.00	600.00
Mechanical Systems	2,000.00	2,000.00	2,000.00
Carpet & Floor Cleaning		2,000.00	1,500.00
Painting	4,000.00	5,000.00	
Total Community Center	8,500.00	12,900.00	7,300.00

Pool

Pool management fee	48,570.00	48,570.00	49,540.00
Pool Operations			
Pool Attendant Salary		750.00	750.00
Health Permit		1,100.00	1,100.00
Swim Tags		500.00	500.00
Pool Furniture		2,500.00	2,500.00
Repairs and Misc.		10,000.00	10,000.00
Total Pool Operations	12,500.00	14,850.00	14,850.00
Total Pool			

	61,070.00	63,420.00	64,390.00
Events			
Fourth of July	1,500.00	1,300.00	1,300.00
National Night Out	1,000.00	1,000.00	1,000.00
Chili Cookoff		100.00	100.00
Total Events		2,400.00	2,400.00
Seasonal Decorations			
Christmas Lights	10,250.00	10,000.00	11,000.00
Changing Seasonal Banners		1,200.00	1,400.00
Flag Replacements	4,500.00	1,000.00	2,000.00
Total Seasonal Decorations	10,250.00	12,200.00	14,400.00
Capital Outlay			
Benches, Tables, Etc.	8,000.00	4,000.00	4,000.00
Camera Security System	700.00	4,000.00	
Council Chambers Video System		4,000.00	1,500.00
Reserve for Pool Re-plastering		20,000.00	20,000.00
Total Capital Outlay	27,200.00	32,000.00	25,500.00
	348,770.00	351,320.00	352,300.00

Adjourn: Cathy MacArthur made the motion to adjourn. Fabian Szarko seconded the motion.
Vote – Unanimous.

Respectfully Submitted,

Cheri S. Clark
Village Administrator