

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION

7:00 P.M.

JULY 9, 2013

ATTENDING: Mayor Kendall Spence
Council Members: David Cleveland, Sandy Coughlin, Royetta Trull, Mark Phillips and John Barnes.
Finance Officer – Cheryl Bennett
Village Clerk/Tax Collector – Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor Kendall Spence called the Village of Lake Park July Regular Session Meeting to order.

PLEDGE OF ALLEGIANCE: Mayor Kendall Spence led the Pledge of Allegiance.

APPROVAL OF MINUTES: David Cleveland made the motion to approve the June 11, 2013 Regular Session Council Meeting minutes. Sandy Coughlin seconded the motion. Vote – Unanimous. John Barnes made a motion to approve the June 11, 2013 Closed Session minutes. Sandy Coughlin seconded the motion. Vote – Unanimous.

PUBLIC COMMENT: Darlene LeClair – 6800 Conifer Circle – thanked Council for the article in the June Villager. At the June Council meeting, Council approved stop signs at the crosswalk on Conifer Circle, to date they have not been installed however; the crosswalk has been marked which has helped slow traffic. Mrs. LeClair would also like to request that Council add stop signs at the intersection of Alden and Conifer Circle where Alden crosses Conifer Circle going toward Creft Circle.

Mary Vance – 6600 Conifer Circle – stated that she lives at the intersection of Conifer Circle and Alden and that most of the neighbors are in favor of a 4-way stop at Alden and Conifer Circle.

CHANGES TO THE AGENDA: Mark Phillips made the motion to approve the agenda as presented. Sandy Coughlin seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Haywood stated that there were 12 alarm calls during the month of June. There were a total of 112 calls in Lake Park during the month of June. There were 15 - 911 hang ups or misdials, 8 improperly parked vehicles, 3 property damage vandalism mischief calls, 7 animal lost stray unwanted or bites and 4 trespassing calls.

David Cleveland shared that he had requested that the Village wait to install the stop signs at the crosswalk on Conifer Circle in order for Council to revisit it tonight. After talking to

Deputy Haywood, would it be better to install a raised crosswalk/speed bump at the crosswalk? Stop signs will help however; a raised crosswalk may be a better long term solution. David Cleveland and Sandy Coughlin would like the Village to get a price to install a raised crosswalk. Sandy Coughlin stated that she is in support of making the intersection of Alden and Conifer Circle a 4-way stop and installing yield to pedestrian signs at the crosswalk. David Cleveland was also in support of stop signs and yield to pedestrian signs. Sandy Coughlin upon reconsideration of the June motion, made the motion to approve the installation of two yield-to-pedestrian signs at the crosswalk and two stop signs at the intersection of Alden and Conifer Circle creating a 4-way stop. David Cleveland seconded the motion. Vote – Unanimous.

UNIFIED DEVELOPMENT ORDINANCE (UDO): David Cleveland shared that Benchmark will provide Board of Adjustments training to the Council and BOA members at the Planning Board’s July 16th meeting. The first part will cover legislative approvals which share a lot in common between the Council and the Planning Board. The second portion, which is optional for Council, will cover items which are specific to the Board of Adjustments.

The contract for services with Benchmark in the event that we have zoning questions has been reviewed by Attorney Ken Swain. David Cleveland made the motion to approve the Benchmark Contract for consulting services for the next fiscal year. Mark Phillips seconded the motion. Vote – Unanimous.

The Form for Zoning Permits has been modified to include an approval signature block at the recommendation of Cheryl Bennett. All forms are posted on the Village website.

At the next Planning Board and Board of Adjustments Meeting scheduled for Tuesday, July 16th at 7:00 PM at the Community Center the Board of Adjustments will be discussing policies and procedures for the Board. David Cleveland thanked Attorney Ken Swain for all of his research and work on the policies and procedures.

FINANCE OFFICER’S MONTHLY REPORT: Cheryl Bennett shared that she has accrued the State Shared Revenues that we should be receiving that will fall into this fiscal year and based on the information with the exception of a couple of Parks and Rec invoices, we have currently \$20,701 in excess before we would need to go into the fund balance.

Cheryl Bennett made the following budget transfers in June: General Fund operating expenses: \$10 to Bank Charges, \$81 to Printing and Delivery Newsletters, \$ 62 to Postage and \$153 from Advertising. In Parks and Rec Supplies and Materials \$100 to Food/provisions Events and \$100 from Janitorial/cleaning Supplies. In Planning and Zoning \$600 to Legal Services, \$500 from Training and \$100 from Supplies.

	Jun 13	Jul '12 - Jun 13	Budget	% of Budget
General Fund				
Income				
Property Taxes				
Ad valorem current year	831.72	538,356.53	531,902.00	101%

Ad valorem prior years	0.00	3,004.96	4,000.00	75%
Utility ad valorem	0.00	7,948.29	7,800.00	102%
Motor vehicle tax	4,993.88	57,430.11	51,347.00	112%
Penalties and interest	105.86	2,133.58	2,200.00	97%
Late List Fees	-242.85	0.00		
Total Property Taxes	5,688.61	608,873.47	597,249.00	102%
Other Taxes				
Stormwater Fees- current year	30.00	43,740.00	43,130.00	101%
Stormwater fees - prior years	0.00	150.00		
Cable franchise-from Time Warne	0.00	2,751.00	2,800.00	98%
Total Other Taxes	30.00	46,641.00	45,930.00	102%
State Shared Revenues				
Sales and use tax	48,273.84	147,894.07	147,000.00	101%
Telecom. Franchise	701.42	1,253.84	2,400.00	52%
Elec. franchise tax	26,961.77	64,008.91	70,000.00	91%
Video Prog. (Cable from State)	10,399.26	20,965.19	22,000.00	95%
Piped Gas	6,720.00	9,997.00	8,800.00	114%
Solid Waste Disposal Tax	0.00	2,331.47	2,400.00	97%
Total State Shared Revenues	93,056.29	246,450.48	252,600.00	98%
Parks & Recreation Revenue				
Program Fees	64.00	1,540.00	1,800.00	86%
Facility Rentals	305.00	3,831.00	3,000.00	128%
Daily swim fees	2,875.00	9,815.50	7,000.00	140%
Season pass pool fees	4,575.00	46,027.00	48,000.00	96%
Total Parks & Recreation Revenue	7,819.00	61,213.50	59,800.00	102%
Other revenues				
Approp. Fund Bal. Stormwater	18,000.00	18,000.00	18,000.00	100%
Commercial Waste Coll. Extras	0.00	1,500.00	1,800.00	83%
Approp. Fund Balance	0.00	0.00	87,855.00	0%
Civil Penalties	10.00	655.00	700.00	94%
Investment revenue	0.00	559.51	700.00	80%
Miscellaneous	0.58	403.57	2,675.00	15%
Total Other revenues	18,010.58	21,118.08	111,730.00	19%
Total Income	124,604.48	984,296.53	1,067,309.00	92%
Expense				
Office Expense	0.00	0.00		

General Government

Other Expenditures

Economic Development	285.52	4,899.17	5,000.00	98%
Contingency	0.00	0.00	9,550.00	0%
Stormwater Expense				
Advertising	0.00	77.11	100.00	77%
Dues and Permits	0.00	175.00	1,100.00	16%
Prof. Fees - Engineering	140.00	8,567.75	10,000.00	86%
Repairs & Maint. Services	4,000.00	39,721.93	46,930.00	85%
Cap.Outlay- Pet Waste Stations	0.00	1,791.88	3,000.00	60%
Total Stormwater Expense	<u>4,140.00</u>	<u>50,333.67</u>	<u>61,130.00</u>	<u>82%</u>

Total Other Expenditures	4,425.52	55,232.84	75,680.00	73%
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Planning and Zoning

Pers. Serv. Office	987.50	987.50	988.00	100%
Zoning Admin. Services	0.00	0.00	4,727.00	0%
Code Enforcement Services	0.00	0.00	10,000.00	0%
Legal Services	1,820.00	3,838.75	3,100.00	124%
Advertising	70.18	239.34	200.00	120%
Postage	0.00	585.00	585.00	100%
Supplies	62.36	1,894.46	1,900.00	100%
Training	0.00	0.00	0.00	0%
Total Planning and Zoning	<u>2,940.04</u>	<u>7,545.05</u>	<u>21,500.00</u>	<u>35%</u>

Gen. Govt. Personal Services

Adm Assistant	430.00	526.00	500.00	105%
Clerk/Tax Collector	4,020.76	56,200.00	56,200.00	100%
Council	2,925.00	11,700.00	11,700.00	100%
Finance Officer	1,225.87	14,710.00	14,710.00	100%
Mayor	1,062.50	4,250.00	4,250.00	100%
Payroll Expenses	814.88	6,760.58	6,600.00	102%
Total Gen. Govt. Personal Services	<u>10,479.01</u>	<u>94,146.58</u>	<u>93,960.00</u>	<u>100%</u>

Professional Fees

Auditing Services	0.00	4,700.00	4,700.00	100%
Legal Services	3,451.00	14,757.77	15,500.00	95%
Total Professional Fees	<u>3,451.00</u>	<u>19,457.77</u>	<u>20,200.00</u>	<u>96%</u>

Supplies and Materials

Office	201.75	2,020.42	3,000.00	67%
Total Supplies and Materials	<u>201.75</u>	<u>2,020.42</u>	<u>3,000.00</u>	<u>67%</u>

Services				
Advertising	32.34	74.34	347.00	21%
Membership and dues	0.00	3,571.00	3,750.00	95%
Bank charges	139.66	757.96	760.00	100%
Elections	0.00	629.25	700.00	90%
Insurance/bonds	0.00	7,246.49	7,300.00	99%
Miscellaneous oper. exp.	57.00	327.00	400.00	82%
Newsletter/website/flyers	0.00	284.50	350.00	81%
Printing & Delivery Newsletter	240.00	2,680.26	2,681.00	100%
Postage	276.00	561.97	562.00	100%
Tax collection	76.70	1,576.42	1,600.00	99%
Telephone	256.17	2,919.10	3,000.00	97%
Training	0.00	240.00	800.00	30%
Travel	53.14	995.00	1,000.00	100%
Total Services	1,131.01	21,863.29	23,250.00	94%
Capital Outlay				
Clock Tower Repairs	0.00	6,996.36	7,000.00	100%
Website Software Package	0.00	0.00	4,000.00	0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	6,996.36	21,000.00	33%
Total General Government	22,628.33	207,262.31	258,590.00	80%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Janitorial /Cleaning Supplies	31.48	294.50	1,625.00	18%
Food/Provisions - events	100.91	1,061.99	1,067.00	100%
NNO Food/Supplies	24.33	24.33	1,000.00	2%
Pool Supplies	78.32	774.83	1,000.00	77%
Park Materials & Supplies	0.00	304.53	1,000.00	30%
Benches, Tables, Etc.	0.00	5,693.00	6,000.00	95%
Total Parks/Rec. Supplies & Materials	235.04	8,153.18	11,692.00	70%
Parks/Rec Services				
Water/Sewer	0.00	4,390.05	4,400.00	100%
Natural Gas	35.32	742.25	750.00	99%
Comm. center maintenance	975.74	4,934.99	6,500.00	76%
Pool management fee	12,142.50	48,234.00	48,570.00	99%
Pool Operations	1,800.13	11,307.40	11,500.00	98%
Seasonal Decorations	0.00	10,750.00	10,750.00	100%

Events Services	0.00	394.84	583.00	68%
Total Parks/Rec Services	14,953.69	80,753.53	83,053.00	97%
Maintenance of Common Areas				
Landscaping	10,525.00	137,662.00	137,700.00	100%
Park maintenance	5,611.93	37,672.43	39,000.00	97%
Pond maintenance	4,276.00	7,532.00	43,300.00	17%
Electric Maintenance	240.00	3,282.55	5,000.00	66%
Repairs of Common Areas	226.98	1,095.71	2,000.00	55%
Total Maintenance of Common Areas	20,879.91	187,244.69	227,000.00	82%
Parks/Rec Capital Outlay				
Pool Renovations	0.00	21,800.00	22,000.00	99%
Flags and Banners	0.00	4,443.00	4,500.00	99%
Security System/Camera System	0.00	549.00	700.00	78%
Total Parks/Rec Capital Outlay	0.00	26,792.00	27,200.00	99%
Total Parks & Recreation	36,068.64	302,943.40	348,945.00	87%
Public Services/Safety				
Electric bills	8,622.75	96,607.13	100,000.00	97%
Street Signs	0.00	0.00	2,000.00	0%
Waste Collection	16,834.00	202,008.00	203,000.00	100%
Law enforcement	0.00	154,774.00	154,774.00	100%
Total Public Services/Safety	25,456.75	453,389.13	459,774.00	99%
Total Expense	84,153.72	963,594.84	1,067,309.00	90%
Net General Fund	40,450.76	20,701.69	0.00	100%
Powell Bill				
Powell Bill				
Interest - Powell Funds	15.30	79.86	200.00	40%
Powell Bill Revenue	0.00	94,456.36	90,000.00	105%
Total Powell Bill	15.30	94,536.22	90,200.00	105%
Powell Bill Expense				
Street Exp. - Powell Bill	1,832.00	16,811.00	90,200.00	19%
Total Powell Bill Expense	1,832.00	16,811.00	90,200.00	19%
Net Powell Bill	-1,816.70	77,725.22	0.00	100%

Net Excess of Rev. over Exp.

38,634.06

98,426.91

0.00

100%

TAX COLLECTOR'S REPORT: Cheri Clark reviewed the 2012 Settlement of Ad Valorem taxes and stormwater with Council. Cheri Clark was charged with collecting \$594,014.08 for the 2012 – 2013 budget year and \$590,947.80 was collected leaving \$2,868.88 outstanding and a 99% collection rate.

David Cleveland made the motion to authorize Cheri Clark to collect the property taxes for 2013. Royetta Trull seconded the motion. Vote – Unanimous.

PARK AND RECREATION BUSINESS: Royetta Trull shared that we have received 222 season pool purchases for \$46,190.

The July 4th Celebration started at 11:00 a.m. with the parade around Russell Park. It was preceded by Common Heart's 10K, 5K, and 1K runs and a kid's firecracker dash. Mama's Mexican Café supplied the three first place prizes for the parade winners. The leftover hotdog buns were donated to Common Heart and everything else will be used for National Night Out August 6th from 6:30 to 9:00 p.m. at the Gazebo. The cost of the Fourth of July event was \$433. There were between 250 and 300 people that participated in the Fourth of July event. Greg and Lisa Crosby were named Hometown Heroes for 2013.

David Cleveland shared that the storm that hit Lake Park on June 13th caused about a dozen trees to be blown over or damaged in the Common areas. Lucas Landscaping responded quickly to remove the trees and debris, working all day Friday, Saturday and Monday. The cost of the storm damage came to \$4405 which was paid out of Park and Pond Maintenance.

Aquatic Resources did a third treatment of the ponds June 21st. They also manually removed the vegetation from Russell Park Pond at an additional cost of \$300. David Cleveland made a motion to approve \$4500 for the next three pond treatments and the cost of the treatments will come out of Pond Maintenance. Royetta Trull seconded the motion. Vote – Unanimous.

Eagle Scout candidate, Nick Hawes has requested approval from the Village of Lake Park to install Swallow bird houses at various public pond locations in the Village. The Park & Recreation Commission approved this project. David Cleveland made a motion to approve the Swallow artificial nests. Sandy Coughlin seconded the motion. Mark Phillips asked if Nick Hawes has gotten back with P&R concerning the cost of maintaining the nests. P&R has not heard back on the maintenance cost. Vote – Unanimous.

David Cleveland made a motion to appropriate out of Fund Balance the cost to cover projects which were approved for FY2012 - 2013 but were not completed before the end of the fiscal year:

Bermuda sod at Veterans Pond (\$2880) – Pond Maintenance

Volleyball Court Sand (\$950) – Park Maintenance

Sandy Coughlin seconded the motion. Vote – Four to one with Mark Phillips voting no.

Mayor Kendall Spence asked if P&R had filed a claim with the Village insurance company for the storm cleanup expenses. Cheri Clark will talk to the insurance company.

John Barnes shared that the Swim Team had a 4-3 season. The Swim Team received the Sportsmanship Award for the fourth year in a row. The team placed third overall for the Season in Division 6 of the Greater Charlotte Swim League. In the Division All-Star meet the team brought home 16 gold medals, 15 silver medals, 30 bronze medals and 62 ribbons for 4th – 7th place. John Barnes thanked all of the volunteers that make Swim Team happen.

WEBSITE: Mark Phillips stated that he has nothing new to report.

PUBLIC SERVICES (Waste Collection & Street Lighting): Sandy Coughlin thanked Covenant Waste for their willingness to move the collection day from July 4th to July 5th due to all of the activities in Lake Park.

John Barnes shared that there were 6 street lights repairs that needed to be addressed. The lights at the clock tower have not been repaired and he is obtaining one more quote on the electrical work at the Gazebo.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that there are 23 businesses between Lake Park Town Center, Creft Circle and Faith Church Road. Sandy Coughlin thanked Prism Properties & Development for putting out flags for the Fourth of July. Total Tranquility Salon is hosting a Girls Night Out Friday night. The August Business Lunch is August 20th from noon to 1:00 at the Community Center.

COMMUNICATION: The deadline for articles and information for the July newsletter is Friday, July 12th at 5 p.m. Topics to be included: Alarms, Stop Signs, UDO forms, Home Town Hero, Fourth of July, National Night Out and Swim Team.

COUNCIL COMMENTS: No Council Comments.

ADJOURN: Sandy Coughlin made the motion to adjourn the meeting. John Barnes seconded the motion. Vote – Unanimous.

Respectfully submitted,

Mayor Kendall Spence

Village Clerk, Cheri Clark