

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

7:00 P.M.

March 10, 2015

ATTENDING: Mayor David Cleveland
Council Members: Sandy Coughlin, John Barnes, Mark Phillips, Fabian Szarko and Pam Jack.
Village Administrator Cheri Clark
Finance Officer Cheryl Bennett
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the Regular Session March Council meeting to order.

INVOCATION: Councilman John Barnes gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the February 10, 2015 Regular Session Council Meeting Minutes as presented. John Barnes seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Sandy Coughlin made a motion to flip items 8 and 9 and to accept the Agenda as modified. Mark Phillips seconded the motion. Vote – Unanimous.

PUBLIC COMMENT: Ryan Schooler – 5102 Candle Glow Court, Indian Trail, NC – discussed his frustration in receiving a citation for parking in a cul-de-sac while visiting a friend. He encouraged Council to post signs concerning no parking in the cul-de-sacs and to refund the citation fee. Mayor David Cleveland and Sandy Coughlin discussed the importance of the cul-de-sacs remaining clear for emergency vehicles.

SECURITY REPORT: Deputy Brett stated that there were 53 calls for service during the month of February and 299 self-initiated calls during the month. There were 3 – 911 hang-ups, 8 alarm calls, 2 animal service calls, 1 property damage vandalism mischief, 2 suspicious person and 14 traffic stops.

STORMWATER: Mayor David Cleveland talked to John Ross of Eagle Engineering yesterday regarding the Hoover Street Storm Water easement. John Ross had spoken earlier with Adam McLamb of Indian Trail who stated that they are working with Yarborough-Williams Engineering to come up with a solution for First Baptist Church to remediate the stormwater runoff from the new ball fields and to restore it to pre-existing conditions. Eagle Engineering

recommends waiting until First Baptist Church resolves the issue before proceeding with construction of our stormwater easement. If we desire to start work on the section between Hoover Street and the Veterans Park Playground, Eagle could draft construction documents based upon one of the following approaches:

1. Design the channel based upon the maximum flow through the two 24" culverts under Hoover Street.
2. Design the channel based upon current water flow from upstream.

Eagle Engineering recommends designing the channel based upon the remediated flow after First Baptist Church has completed their work. Any other approach would probably be overkill and would therefore cause the most disruption to the lots along the channel. Mayor David Cleveland's recommendation is to wait on the remediation to minimize the impact to private property along the channel.

SECURITY CAMERAS: Mark Phillips shared that the security cameras were installed last Friday, February 27th. The current retention for the cameras is five days. Mark Phillips recommended that we purchase two 2TB memory cards. The Village is waiting to hear back from State Records Administrator concerning the number of days for required recording retention. Council decided to wait until the State determined the length of retention before purchasing any additional memory.

Attorney Ken Swain provided a Village of Lake Park Security Camera General Policies and Guidelines for Council review. Council suggested minor changes to the policy including requiring two people to release or allow viewing of any video, and to include a statement that reflects that the cameras are not monitored 24 hours a day. Council will vote on the Security Camera Policy and Resolution at the April Council meeting.

FINANCE OFFICER'S REPORT: Cheryl Bennett reminded Council to provide budget number to her by April 1, 2015. The Budget Workshop is planned for Tuesday, April 28th at 6:30 pm.

	Feb 15	Jul '14 - Feb 15	YTD Budget	% of Budget
General Fund				
Income				
Property Taxes				
Ad valorem current year	5,188.43	526,186.53	535,880.00	98%
Utility ad valorem	0.00	6,776.96	7,000.00	97%
Motor vehicle tax	4,215.27	37,769.13	51,118.00	74%
Ad valorem prior years	469.68	2,056.63	1,000.00	206%
Prior years motor vehicle tax	48.95	1,126.58	0.00	100%
Penalties and interest	231.65	1,404.48	1,600.00	88%
Late List Fees	0.00	0.00	0.00	0%
Total Property Taxes	10,153.98	575,320.31	596,598.00	96%
Other Taxes				
Stormwater Fees- current year	400.00	42,775.00	42,830.00	100%

Stormwater fees - prior years	30.00	120.00	0.00	100%
Cable franchise-from Time Warner	0.00	0.00	0.00	0%
Total Other Taxes	430.00	42,895.00	42,830.00	100%
State Shared Revenues				
	14,306.8			
Sales and use tax	6	75,044.81	156,000.00	48%
Telecom. Franchise	0.00	855.74	2,500.00	34%
Elec. franchise tax	0.00	23,129.29	70,000.00	33%
Video Prog. (Cable from State)	0.00	5,408.56	20,600.00	26%
Piped Gas	0.00	1,133.76	8,500.00	13%
Solid Waste Disposal Tax	599.68	1,684.27	2,500.00	67%
	14,906.5			
Total State Shared Revenues	4	107,256.43	260,100.00	41%
Parks & Recreation Revenue				
Program Fees	8.00	836.25	1,300.00	64%
Facility Rentals	55.00	1,915.00	4,000.00	48%
Daily swim fees	0.00	7,317.00	9,000.00	81%
Season pass pool fees	0.00	895.00	47,000.00	2%
Total Parks & Recreation Revenue	63.00	10,963.25	61,300.00	18%
Other revenues				
Zoning Permits				
Zoning Permits - Other	100.00	600.00	500.00	120%
Total Zoning Permits	100.00	600.00	500.00	120%
Approp. Fund Bal. Stormwater	0.00	0.00	0.00	0%
Commercial Waste Coll. Extras	0.00	0.00	0.00	0%
Approp. Fund Balance	0.00	0.00	122,466.00	0%
Civil Penalties	40.00	510.00	400.00	128%
Investment revenue	66.75	579.07	700.00	83%
Miscellaneous	29.00	785.65	1,000.00	79%
Total Other revenues	235.75	2,474.72	125,066.00	2%
Total Income	25,789.2		1,085,894.0	
	7	738,909.71	0	68%
Gross Profit	25,789.2	738,909.71	1,085,894.0	68%
	7		0	
Expense				
General Government				
Other Expenditures				
Economic Development	1,475.00	2,891.58	6,000.00	48%
Contingency	0.00	0.00	3,500.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	175.00	1,100.00	16%

Prof. Fees - Engineering	0.00	895.00	10,000.00	9%
Repairs & Maint. Services	0.00	619.10	28,930.00	2%
Cap.Outlay- Pet Waste Stations	0.00	0.00	2,700.00	0%
Total Stormwater Expense	0.00	1,689.10	42,830.00	4%
Total Other Expenditures	1,475.00	4,580.68	52,330.00	9%
Planning and Zoning				
Pers. Serv. Office	0.00	0.00	0.00	0%
Zoning Admin. Services	866.66	6,933.28	10,400.00	67%
Code Enforcement Services	0.00	0.00	3,000.00	0%
Consulting Fees	0.00	211.25	2,000.00	11%
Legal Services	0.00	0.00	3,000.00	0%
Advertising	0.00	94.52	200.00	47%
Postage	0.00	1.19	150.00	1%
Supplies	0.00	0.00	500.00	0%
Training	0.00	0.00	500.00	0%
Total Planning and Zoning	866.66	7,240.24	19,750.00	37%
Gen. Govt. Personal Services				
Adm Assistant	0.00	0.00	500.00	0%
Clerk/Tax Collector	5,044.00	40,352.00	60,528.00	67%
Council	0.00	5,975.00	11,950.00	50%
Finance Officer	1,306.92	10,455.36	15,683.00	67%
Mayor	0.00	2,170.00	4,340.00	50%
Payroll Expenses	552.15	5,159.83	8,065.00	64%
Total Gen. Govt. Personal Services	6,903.07	64,112.19	101,066.00	63%
Professional Fees				
Engineering Fees	0.00	0.00	400.00	0%
Auditing Services	0.00	5,100.00	5,100.00	100%
Legal Services	0.00	9,830.75	15,000.00	66%
Total Professional Fees	0.00	14,930.75	20,500.00	73%
Supplies and Materials				
Office	50.00	2,323.69	3,800.00	61%
Total Supplies and Materials	50.00	2,323.69	3,800.00	61%
Services				
Advertising	0.00	0.00	200.00	0%
Membership and dues	0.00	4,202.00	4,267.00	98%
Bank charges	65.67	578.73	820.00	71%

Elections	0.00	0.00	800.00	0%
Insurance/bonds	0.00	7,293.17	7,550.00	97%
Miscellaneous oper. exp.	0.00	0.00	400.00	0%
Newsletter/website/flyers	70.20	4,190.20	5,750.00	73%
Printing & Delivery Newsletter	110.00	1,417.75	2,300.00	62%
Postage	0.00	23.89	500.00	5%
Property Tax	0.00	1,092.27	1,100.00	99%
Tax collection	148.70	1,883.75	1,900.00	99%
Telephone	514.83	2,326.77	3,000.00	78%
Training	0.00	0.00	800.00	0%
Travel	43.70	270.97	1,200.00	23%
Total Services	953.10	23,279.50	30,587.00	76%
Capital Outlay				
Sidewalk repairs	0.00	22,879.00	23,000.00	99%
Clock Tower Repairs	0.00	0.00	0.00	0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	22,879.00	33,000.00	69%
Total General Government	10,247.83	139,346.05	261,033.00	53%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	0.00	0%
Janitorial /Cleaning Supplies	0.00	0.00	400.00	0%
Food/Provisions - events	0.00	1,059.67	2,260.00	47%
NNO Food/Supplies	0.00	0.00	0.00	0%
Pool Supplies	0.00	1,300.00	3,000.00	43%
Park Materials & Supplies	0.00	0.00	0.00	0%
Benches, Tables, Etc.	0.00	0.00	0.00	0%
Total Parks/Rec. Supplies & Materials	0.00	2,359.67	5,660.00	42%
Parks/Rec Services				
Pool Attendant Salaries	0.00	387.00	750.00	52%
Water/Sewer	116.23	3,543.87	4,500.00	79%
Natural Gas	170.80	529.19	1,000.00	53%
Comm. center maintenance	1,218.41	7,051.06	9,400.00	75%
Pool management fee	0.00	17,362.50	49,540.00	35%
Pool Operations	240.00	6,077.66	11,100.00	55%
Seasonal Decorations	0.00	13,488.98	14,840.00	91%
Events Services	0.00	255.80	700.00	37%
Total Parks/Rec Services	1,745.44	48,696.06	91,830.00	53%

Maintenance of Common Areas				
	10,850.0			
Landscaping	0	94,600.00	145,510.00	65%
Park maintenance	2,509.32	21,174.67	47,875.00	44%
Pond maintenance	0.00	5,329.28	29,000.00	18%
Electric Maintenance	11.21	3,047.75	6,000.00	51%
Repairs of Common Areas	0.00	261.86	2,000.00	13%
Total Maintenance of Common Areas	<u>13,370.53</u>	<u>124,413.56</u>	<u>230,385.00</u>	<u>54%</u>
Parks/Rec Capital Outlay				
Council chambers video system	0.00	0.00	1,500.00	0%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0%
Benches, Tables etc.	0.00	0.00	4,000.00	0%
Pool Renovations	0.00	0.00	0.00	0%
Flags and Banners	0.00	0.00	0.00	0%
Security System/Camera System	0.00	0.00	4,000.00	0%
Total Parks/Rec Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>29,500.00</u>	<u>0%</u>
Total Parks & Recreation	<u>15,115.97</u>	<u>175,469.29</u>	<u>357,375.00</u>	<u>49%</u>
Public Services/Safety				
Electric bills	7,766.97	64,906.31	106,000.00	61%
Street Signs	235.00	325.00	2,000.00	16%
Waste Collection	15,227.32	106,208.44	198,000.00	54%
Law enforcement	0.00	121,114.50	161,486.00	75%
Total Public Services/Safety	<u>23,229.29</u>	<u>292,554.25</u>	<u>467,486.00</u>	<u>63%</u>
Total Expense	<u>48,593.09</u>	<u>607,369.59</u>	<u>1,085,894.00</u>	<u>56%</u>
Net General Fund Powell Bill	<u>22,803.82</u>	<u>131,540.12</u>	<u>0.00</u>	<u>100%</u>
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	171,000.00	0%
Interest - Powell Funds	22.04	228.19	100.00	228%
Powell Bill Revenue	0.00	96,780.56	94,000.00	103%
Total Other Income	<u>22.04</u>	<u>97,008.75</u>	<u>265,100.00</u>	<u>37%</u>
Other Expense				
Street Exp. - Powell Bill	0.00	2,031.25	265,100.00	1%
Total Other Expense	<u>0.00</u>	<u>2,031.25</u>	<u>265,100.00</u>	<u>1%</u>

Net Powell Bill	22.04	94,977.50	0.00	100%
	-			
NetExcess of Rev. over Exp.	<u>22,781.78</u>	<u>226,517.62</u>	<u>0.00</u>	<u>100%</u>

PARK AND RECREATION BUSINESS: The Park & Recreation Commission has received three proposals for a front entrance waterfall feature. The proposals were distributed to the P&R Commissioners for review and evaluation at the March 23rd meeting.

The Park & Recreation Commission would like to request approval for a quotation from Lucas Landscaping for \$1200 to replenish the mulch in the Russell Park playground. This is a safety issue and will be funded from the Park Maintenance budget. Fabian Szarko made the motion to approve the playground mulch. Pam Jack seconded the motion. Vote – Unanimous.

The Park & Recreation Commission presented a Certificate of Appreciation to Kris Kirwan for serving on the Commission for the past two years. The Commission also voted unanimously to recommend to Council to have Mr. Wil Ortiz fill the opening on the Commission for a three year term. Mr. Ortiz is Manager of Vegetation Management at Union Power Cooperative. He has been the program developer and manager of the program since 2005 when he and his family moved to North Carolina from Illinois. He has been in Utility Arboriculture for 20 years and has a forestry and natural resources background. He and his wife, Debby, recently purchased a home in Lake Park. They have two children in college, and they enjoy all things outdoors. Mark Phillips made the motion to approve Wil Ortiz to serve a three year term on the Parks and Recreation Commission. Sandy Coughlin seconded the motion. Vote – Unanimous.

John Barnes requested permission for some members of the Porter Ridge Marching Band to hold a fundraiser during the spring yard sale in the general area of Conifer and Faith Church Road. The Porter Ridge Marching Band is going to be in the Pearl Harbor Parade next year. There will be adult supervision for the fundraiser. Council did not have any objections.

Mayor David Cleveland asked if Council was still interested in adding a big screen television in Council Chambers. Mark Phillips will research a wireless HDMI.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the EDC would like to host a couple of food trucks and entertainment the morning of the garage sale April 18th. Port-a-johns will also be available for guests. Some of the businesses may open during the morning to hand out information on their businesses.

Updates are also being done on the mylakepark.com website.

WEBSITE/EMAIL: The new website should launch March 30th.

PUBLIC SERVICES (Waste Collection & Street Lighting): Mayor David Cleveland shared that Lake Park is first on the list with H&S Paving.

John Barnes has a street light map and over the next month will be reviewing locations for possible new street lights. Union Electric has a rate increase going into effect in April. Overall the Village is looking at an increase of about \$200 a month.

Sandy Coughlin, Mayor David Cleveland and Cheri Clark met with Waste Pro on March 6th to discuss various landscaping damages that have occurred due to the waste trucks. Lucas Landscaping has provided a quote for the repairs and will be doing all of the repairs for Waste Pro.

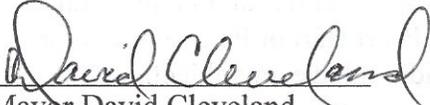
Sandy Coughlin also presented two options for single family recycling in Lake Park. One of the options would be to offer recycling carts (96 gallon – same size as the garbage carts) to a test neighborhood. The other option would be to have recycling carts available if requested. The benefit of a recycle cart for some would be the reduction of multiple bins at the curb and having recycle blown all over the city. A con would be the need to screen the recycle cans in order to be in compliance with HOA guidelines. Council consensus appeared to prefer that we gauge resident interest before making a decision and to put a survey question in the next edition of the Villager.

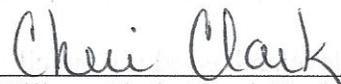
COMMUNICATION: The deadline for articles and information for the March newsletter is Friday, March 13, 2015 at 5 p.m. Topics to be included: Recycle carts, Kris Kirwan's recognition for service and Wil Ortiz appointment to P&R, EDC entertainment and food trucks for spring yard sale, Litter Sweep and pool information.

COUNCIL COMMENTS: There were no Council comments.

ADJOURN: Fabian Szarko made the motion to adjourn the meeting. John Barnes seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Clerk, Cheri Clark