

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

**7:00 P.M.**

**JANUARY 12, 2016**

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

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

**INVOCATION:** Mayor Pro Tem Sandy Coughlin gave the invocation.

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

**PUBLIC COMMENT:** Susan Eyring – 3906 Etheredge – expressed concern about on street parking on Etheredge and the ability of emergency vehicles to reach every home on the street. Mayor David Cleveland requested that the deputies monitor Etheredge to determine if further action is needed. Deputy Brett shared that other than a car parking in the cul-de-sac, she was not aware of any parking violations on Etheredge.

Tom Oxley – 6107 Eisenhower – expressed his concerns about the large feral cat population in the Garden District. A number of residents feed the feral cats. Since February 2015, he has trapped ten feral cats on his property that have been taken to the animal shelter. Mr. Oxley expressed his concerns about the health of the feral cats and the potential risk to the public. His sister had to undergo rabies treatments as a child and he would not want another child to have to experience what his sister had to go through. A lot of the cats live in the storm drain system. There should be a way to prevent the animals' access to the drainage system.

Mayor David Cleveland stated that the Animal Control Ordinance addresses both cats and dogs but not feral animals. The Village is not aware of a way to stop the access into the storm drain system however we can certainly look into the situation. Sandy Coughlin stated that an article in the newsletter concerning the feeding of feral cats and wildlife and the importance of keeping your pets vaccinated might help address the situation.

**APPROVAL OF MINUTES:** Fabian Szarko made the motion to approve the December 8, 2015 Regular Session Council Meeting Minutes. Pam Jack seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Sandy Coughlin made a motion to approve the Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Brett shared that there were 92 calls for service in December including 13 alarm calls, 3 burglary home other nonbusiness, 4 burglary vehicle, 2 noise complaints, 2 property damage vandalism mischief, 11 suspicious vehicles and 2 trespassing unwanted subjects. There were 20 traffic stops.

**ORDINANCES:** Attorney Ken Swain discussed the proposed changes to the Parking Ordinance. The changes will make the ordinance easier to understand by including the original and all subsequent amendments in one document. In the Parking Ordinance, the biggest change is to add “alleys” so that enforcement can be consistent throughout the Village. Other changes include:

Section 1-5 No person shall park, stand or stop any vehicle within an alley in such a manner or under such conditions as to leave available less than twelve(12) instead of ten(10) feet to be consistent with street parking.

Section 1-13(c) Added to include sending notice to the owner of the vehicle. If the penalty is not paid as provided in subsection (b) herein above notice has to be mailed to the operator or registered owner of the vehicle in violation with ninety (90) days of the occurrence enclosing a copy of the citation and stating that unless the civil penalties set forth are paid within thirty (30) calendar days after mailing of the notice the Village will seek civil remedies in the nature of a debt to collect same.

Section 1-14 (c) further clarifies the owner of motor vehicle liability if the vehicle is towed.

Section 1-17 clarifies the restatement of the ordinance and the amendments.

Pam Jack made the motion to call for a Public Hearing starting a 7 pm prior to the February 9<sup>th</sup> Council meeting. Fabian Szarko seconded the motion. Under discussion, Ashley Dance suggested Council consider allowing parking on only one side of the street and having a twelve foot clearance (no parking) across from any alley. Sandy Coughlin expressed concern about having all your neighbors parking in front of your house if you lived on the designated side of the street. Vote – Unanimous.

Personal Property Ordinance – Attorney Ken Swain stated that the biggest change to the Personal Property Ordinance is the change of the penalties from criminal to civil. The new version also restates the ordinance to include the original version. Since the ordinance is civil in nature, a question has arisen concerning the legality of going on to private property to issue a civil citation. Council decided to wait on the Sheriff’s attorney’s review of the concern before calling for a public hearing.

**STRATEGIC PLAN:** Mayor David Cleveland shared that at a recent workshop on grants, one of the requirements was the development of a strategic plan and that during the election one of

the larger discussion points was the development of a strategic plan. With these two points in mind, Mayor David Cleveland has assigned Pam Jack the responsibility to chair a strategic plan committee. Council needs to decide if we want to proceed with the development of a five or ten year strategic plan. Sandy Coughlin stated that one of her biggest concerns is the maintenance of our amenities. John Barnes shared that a strategic plan would be very helpful during budget and future planning for the Village.

Pam Jack shared that a strategic plan is a great tool to let the community decide where they would like the Village to be in five to ten years. There will be neighborhood meetings, meeting with Parks and Recreation, Economic Development, Planning and Zoning and the HOA. The committee will consist of 5 members and the application form is in the process of being developed. Sandy Coughlin made the motion to establish a Strategic Plan Committee. John Barnes seconded the motion. Vote – Unanimous.

**SOCIAL MEDIA:** Mayor David Cleveland shared that Social Media is playing a larger communication role in the Village and there are some things that Council needs to consider such as: Any postings on social media by the Village or Council members or staff representing the Village are public record. Any postings on social media by the Village or Council members or staff representing the Village are subject to the same state record retention requirements as e-mail. Should the Village have its own social media sites, e.g., Facebook, Twitter, etc.? Who should administer the social media site(s) – including ID’s & passwords? Should the Village make postings on other social media sites such as Lake Park, NC Facebook or Lake Park Nextdoor? Who should be authorized to make such postings? Should the Mayor or Council Members make postings on other social media sites such as Lake ParkNC Facebook or Lake Park Nextdoor? Mayor David Cleveland requested that Council review the proposed policy for discussion at the February Council meeting.

**FINANCE OFFICER’S REPORT:** Cheryl Bennett stated prior years delinquent tax collection is at 231% and over 90% of the 2015 ad valorem has been collected. On the expense side the telephone expense is a little high and park maintenance is also a little high.

Cheri Clark requested a tax refund of \$2,057.56 due to overpayments. Sandy Coughlin made a motion to refund the \$2,057.56 in overpayments. Fabian Szarko seconded the motion. Vote – Unanimous.

	Dec 15	Jul - Dec 15	YTD Budget	% of Budget
<b>General Fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
<b>Ad valorem current year</b>	75,014.81	492,039.37	542,765.00	90.65%
<b>Utility ad valorem</b>	132.46	132.46	6,500.00	2.04%
<b>Motor vehicle tax</b>	5,226.51	31,777.29	63,971.00	49.68%
<b>Ad valorem prior years</b>	97.02	4,153.21	1,800.00	230.73%

Prior years motor vehicle tax	17.22	61.42	500.00	12.28%
Penalties and interest	84.58	1,934.94	1,600.00	120.93%
Late List Fees	0.00	0.00	0.00	0.0%
		530,098.6		
<b>Total Property Taxes</b>	<b>80,572.60</b>	<b>9</b>	<b>617,136.00</b>	<b>85.9%</b>
<b>Other Taxes</b>				
Stormwater Fees- current year	7,315.00	39,270.00	42,830.00	91.69%
Stormwater fees - prior years	0.00	560.00	0.00	100.0%
Cable franchise-from Time Warner	0.00	0.00	0.00	0.0%
<b>Total Other Taxes</b>	<b>7,315.00</b>	<b>39,830.00</b>	<b>42,830.00</b>	<b>93.0%</b>
<b>State Shared Revenues</b>				
Sales and use tax	13,916.84	45,037.78	178,000.00	25.3%
Telecom. Franchise	515.81	510.83	2,500.00	20.43%
Elec. franchise tax	30,770.45	31,424.54	86,000.00	36.54%
Video Prog. (Cable from State)	5,153.05	5,308.39	21,000.00	25.28%
Piped Gas	6,132.02	7,668.34	7,800.00	98.31%
Solid Waste Disposal Tax	0.00	1,107.81	2,800.00	39.57%
<b>Total State Shared Revenues</b>	<b>56,488.17</b>	<b>91,057.69</b>	<b>298,100.00</b>	<b>30.55%</b>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	40.00	676.75	1,300.00	52.06%
Facility Rentals	395.00	1,260.00	3,000.00	42.0%
Daily swim fees	0.00	6,874.25	12,000.00	57.29%
Season pass pool fees	0.00	1,530.00	48,000.00	3.19%
<b>Total Parks &amp; Recreation Revenue</b>	<b>435.00</b>	<b>10,341.00</b>	<b>64,300.00</b>	<b>16.08%</b>
<b>Other revenues</b>				
Zoning Permits	0.00	225.00	500.00	45.0%
Approp. Fund Bal. Stormwater	0.00	0.00	35,000.00	0.0%
Commercial Waste Coll. Extras	0.00	0.00	0.00	0.0%
Approp. Fund Balance	0.00	0.00	143,095.00	0.0%
Civil Penalties	0.00	220.00	500.00	44.0%
Investment revenue	54.90	374.79	700.00	53.54%
Miscellaneous	0.00	1,088.14	1,000.00	108.81%
<b>Total Other revenues</b>	<b>54.90</b>	<b>1,907.93</b>	<b>180,795.00</b>	<b>1.06%</b>
<b>Total Income</b>	<b>144,865.67</b>	<b>673,235.31</b>	<b>1,203,161.00</b>	<b>55.96%</b>
<b>Gross Profit</b>	<b>144,865.67</b>	<b>673,235.31</b>	<b>1,203,161.00</b>	<b>55.96%</b>
<b>Expense</b>				
<b>General Government</b>				

<b>Other Expenditures</b>				
Economic Development	2,076.22	2,428.06	5,500.00	44.15%
Contingency	0.00	0.00	3,600.00	0.0%
<b>Stormwater Expense</b>				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	175.00	250.00	70.0%
Prof. Fees - Engineering	0.00	8,308.94	15,000.00	55.39%
Repairs & Maint. Services	0.00	9,407.93	62,480.00	15.06%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0.0%
<b>Total Stormwater Expense</b>	<b>0.00</b>	<b>17,891.87</b>	<b>77,830.00</b>	<b>22.99%</b>
<b>Total Other Expenditures</b>	<b>2,076.22</b>	<b>20,319.93</b>	<b>86,930.00</b>	<b>23.38%</b>
<b>Planning and Zoning</b>				
Pers. Serv. Office	0.00	0.00	0.00	0.0%
Zoning Admin. Services	892.66	5,355.97	10,712.00	50.0%
Code Enforcement Services	0.00	0.00	1,500.00	0.0%
Consulting Fees	0.00	714.00	1,500.00	47.6%
Legal Services	0.00	1,631.00	3,000.00	54.37%
Advertising	0.00	0.00	200.00	0.0%
Postage	0.00	0.00	150.00	0.0%
Supplies	0.00	75.49	500.00	15.1%
Training	0.00	0.00	500.00	0.0%
<b>Total Planning and Zoning</b>	<b>892.66</b>	<b>7,776.46</b>	<b>18,062.00</b>	<b>43.05%</b>
<b>Gen. Govt. Personal Services</b>				
Adm Assistant	796.50	1,687.51	5,000.00	33.75%
Clerk/Tax Collector	5,195.34	31,172.04	62,344.00	50.0%
Council	3,047.25	6,094.50	12,189.00	50.0%
Finance Officer	1,346.17	8,077.02	16,154.00	50.0%
Mayor	1,250.00	2,500.00	5,000.00	50.0%
Payroll Expenses	964.66	4,232.66	8,886.00	47.63%
<b>Total Gen. Govt. Personal Services</b>	<b>12,599.92</b>	<b>53,763.73</b>	<b>109,573.00</b>	<b>49.07%</b>
<b>Professional Fees</b>				
Engineering Fees	0.00	0.00	400.00	0.0%
Auditing Services	5,200.00	5,200.00	5,200.00	100.0%
Legal Services	40.00	4,243.35	15,000.00	28.29%
<b>Total Professional Fees</b>	<b>5,240.00</b>	<b>9,443.35</b>	<b>20,600.00</b>	<b>45.84%</b>
<b>Supplies and Materials</b>				

Office	338.61	2,293.87	5,400.00	42.48%
<b>Total Supplies and Materials</b>	<b>338.61</b>	<b>2,293.87</b>	<b>5,400.00</b>	<b>42.48%</b>
<b>Services</b>				
Advertising	0.00	113.78	200.00	56.89%
Membership and dues	0.00	4,458.00	4,467.00	99.8%
Bank charges	83.32	437.04	820.00	53.3%
Elections	0.00	0.00	2,825.00	0.0%
Insurance/bonds	0.00	7,351.49	7,500.00	98.02%
Miscellaneous oper. exp.	0.00	0.00	700.00	0.0%
Newsletter/website/flyers	0.00	940.40	1,500.00	62.69%
Printing & Delivery				
Newsletter	175.00	924.40	2,300.00	40.19%
Postage	0.00	22.01	500.00	4.4%
Property Tax	0.00	285.08	1,100.00	25.92%
Tax collection	215.36	862.73	2,800.00	30.81%
Telephone	471.16	2,602.99	4,320.00	60.25%
Training	275.00	640.00	800.00	80.0%
Travel	100.12	312.92	1,200.00	26.08%
<b>Total Services</b>	<b>1,319.96</b>	<b>18,950.84</b>	<b>31,032.00</b>	<b>61.07%</b>
<b>Capital Outlay</b>				
Community Center HVAC	0.00	0.00	12,000.00	0.0%
Sidewalk repairs	0.00	33,400.00	33,400.00	100.0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>33,400.00</b>	<b>55,400.00</b>	<b>60.29%</b>
<b>Total General Government</b>	<b>22,467.37</b>	<b>145,948.18</b>	<b>326,997.00</b>	<b>44.63%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	2,500.00	0.0%
Janitorial /Cleaning Supplies	0.00	63.45	400.00	15.86%
Food/Provisions - events	48.10	889.23	2,500.00	35.57%
NNO Food/Supplies	0.00	0.00	0.00	0.0%
Pool Supplies	0.00	38.48	3,000.00	1.28%
Benches, Tables, Etc.	0.00	0.00	0.00	0.0%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>48.10</b>	<b>991.16</b>	<b>8,400.00</b>	<b>11.8%</b>
<b>Parks/Rec Services</b>				
Pool Attendant Salaries	0.00	90.00	750.00	12.0%
Pool Resurfacing	21,208.00	54,520.00	60,000.00	90.87%
Pool management fee	0.00	12,712.50	51,290.00	24.79%
Pool Operations	0.00	68.84	11,100.00	0.62%

Comm. center maintenance	742.18	2,692.25	7,300.00	36.88%
Seasonal Decorations	8,653.99	9,653.99	13,400.00	72.05%
Events Services	0.00	320.00	1,200.00	26.67%
Water/Sewer	591.43	4,734.81	9,600.00	49.32%
Natural Gas	55.31	196.15	1,000.00	19.62%
<b>Total Parks/Rec Services</b>	<b>31,250.91</b>	<b>84,988.54</b>	<b>155,640.00</b>	<b>54.61%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	16,850.00	72,300.00	148,000.00	48.85%
Park maintenance	9,955.00	35,122.81	48,400.00	72.57%
Pond maintenance	1,535.00	9,210.00	24,420.00	37.72%
Electric Maintenance	290.00	3,042.97	5,000.00	60.86%
Repairs of Common Areas	0.00	296.77	2,000.00	14.84%
<b>Total Maintenance of Common Areas</b>	<b>28,630.00</b>	<b>119,972.55</b>	<b>227,820.00</b>	<b>52.66%</b>
<b>Parks/Rec Capital Outlay</b>				
Council chambers video system	0.00	0.00	0.00	0.0%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0.0%
Benches, Tables etc.	0.00	441.89	4,000.00	11.05%
Pool Renovations	0.00	0.00	0.00	0.0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>441.89</b>	<b>24,000.00</b>	<b>1.84%</b>
<b>Total Parks &amp; Recreation</b>	<b>59,929.01</b>	<b>206,394.14</b>	<b>415,860.00</b>	<b>49.63%</b>
<b>Public Services/Safety</b>				
Electric bills	8,509.12	53,453.50	109,600.00	48.77%
Street Signs	0.00	519.00	2,000.00	25.95%
Waste Collection	15,227.32	76,136.60	184,000.00	41.38%
Law enforcement	41,176.00	123,528.00	164,704.00	75.0%
<b>Total Public Services/Safety</b>	<b>64,912.44</b>	<b>253,637.10</b>	<b>460,304.00</b>	<b>55.1%</b>
<b>Total Expense</b>	<b>147,308.82</b>	<b>605,979.42</b>	<b>1,203,161.00</b>	<b>50.37%</b>
<b>Net General Fund</b>	<b>-2,443.15</b>	<b>67,255.89</b>	<b>0.00</b>	<b>100.0%</b>
<b>Powell Bill</b>				
<b>Other Income</b>				
Fund Bal. from Powell Bill	0.00	0.00	3,100.00	0.0%
Interest - Powell Funds	4.91	12.05	0.00	100.0%
Powell Bill Revenue	48,448.66	96,897.32	96,000.00	100.94%
<b>Total Other Income</b>	<b>48,453.57</b>	<b>96,909.37</b>	<b>99,100.00</b>	<b>97.79%</b>

<b>Other Expense</b>				
Street Exp. - Powell Bill	0.00	100.00	99,100.00	0.1%
<b>Total Other Expense</b>	<b>0.00</b>	<b>100.00</b>	<b>99,100.00</b>	<b>0.1%</b>
<b>Net Powell Bill</b>				
Net Powell Bill	48,453.57	96,809.37	0.00	100.0%
<b>Net Excess of Rev. over Exp.</b>	<b>46,010.42</b>	<b>164,065.26</b>	<b>0.00</b>	<b>100.0%</b>

**PARK AND RECREATION BUSINESS:** Mayor David Cleveland shared that the Park & Recreation Commission did not meet in December. Several of the previously approved landscaping projects have been delayed due to the extremely wet weather in November and December. These include the plantings along the Meeting Street sidewalk and the brush removal from Frost Island. The fountain in Connie’s Pond has been removed and is being repaired under warranty.

Fabian Szarko shared that the re-plastering and repair of pools has been completed with the exception of gel coating the mushroom in the feature pool. \$1000 has been withheld from final payment to Swim Specialties until this is completed this spring.

The new HVAC system for the Community Center was installed last week by Lovin’s Heating & Air. This was funded out of Capital Improvements.

The events for 2016 will be established at the January Parks and Recreation meeting.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that the EDC did not meet in December and that the next meeting is January 21, 2016. Brett Midland has expressed an interest in the EDC opening and will be attending the January meeting.

**PUBLIC SERVICES (Sidewalks, Waste Collection & Street Lighting):** Pam Jack shared that she is working on the 2016 Waste Collection Guidelines.

John Barnes shared that Union Electric has been busy with the weather related repairs however they are working on repairing the street lights that are out in the Village.

**COMMUNICATION:** The deadline for articles and information for the January newsletter is Friday, January 15<sup>th</sup> at 5 p.m. Topics to be included: Public Hearing for the Parking Ordinance, Strategic Plan, Feral Cats, HOA Annual Meeting, Trash Talk and Open EDC positions.

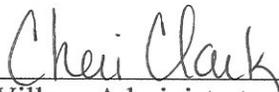
**COUNCIL COMMENTS:** Ashley Dance shared that she attended the Essentials of Government workshop for newly elected officials last weekend and found it very informative. She also hopes that everyone had a Happy New Year.

Pam Jack shared that she is planning on attending the Essentials of Government workshop January 20<sup>th</sup> and 21<sup>st</sup> in Chapel Hill.

**ADJOURN:** Sandy Coughlin made the motion to adjourn. Pam Jack seconded the motion.  
Vote – Unanimous.

Respectfully submitted,

  
\_\_\_\_\_  
Mayor David Cleveland

  
\_\_\_\_\_  
Village Administrator, Cheri Clark