

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

**7:00 P.M.**

**MARCH 11, 2014**

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

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

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

**PUBLIC COMMENT:** Nobody signed up for Public Comment.

**APPROVAL OF MINUTES:** David Cleveland made the motion to approve the February 11, 2014 Regular Session Council Meeting minutes. John Barnes seconded the motion. Vote – Unanimous.

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

**SECURITY REPORT:** There were 10 alarm calls during the month of February. There were a total of 100 calls in Lake Park during the month of February. There were 8 - 911 hang ups or misdials, 8 improperly parked vehicles, 2 property damage vandalism mischief calls, 1 animal lost stray unwanted or bites, 3 property damage, 1 fire – smoking dryer and 9 traffic stops.

Concerns have been expressed about the house at 6910 Conifer Circle. Neighbors have complained about loud music, unsupervised children, traffic and condition of the property.

Mayor Kendall Spence requested that the Deputies pay special attention to speeding on Creft and Conifer Circles.

**NOMINATION FOR MAYOR AND MAYOR PRO TEM:** Mayor Kendall Spence requested nominations for the Mayoral position. Attorney Ken Swain stated that Council needed a motion and a vote as to which election process would be used. Council decided to use the nominate/vote method. Council used the same method when Fabian Szarko was elected to Council. David Cleveland made the motion for Council to use the nominate/vote method for the selection of the Mayoral position. John Barnes seconded the motion. Vote – Unanimous.

Mark Phillips nominated David Cleveland. There were no other nominations. Sandy Coughlin made the motion to close the nominations. Fabian Szarko seconded the motion. Mayor Kendall Spence called for a vote. Vote – Unanimous. David Cleveland will be the Mayor of Lake Park and take the Oath of Office at the April 8, 2014 Council Meeting.

David Cleveland made the motion to utilize the nominate/vote method to select the Mayor Pro Tem. John Barnes seconded the motion. Vote – Unanimous. John Barnes nominated Sandy Coughlin to be the Mayor Pro Tem. David Cleveland made a motion to close the nominations. John Barnes seconded the motion. Mayor Kendall Spence called for a vote. Sandy Coughlin will be the Mayor Pro Tem and take the Oath of Office at the April 8, 2014 Council meeting.

Effective April 8<sup>th</sup> there will be an open Council seat. The person selected to fill the open Council seat will serve until the midterm election in 2015. In 2015, that person, or any other, may choose to run for election to serve the remaining two years of the term. David Cleveland made a motion to advertise the open Council position in the April Village newsletter. Interested candidates need to submit either an email or letter to the Clerk by Thursday, April 3<sup>rd</sup> and plan on attending the April 8<sup>th</sup> Council meeting. Mark Phillips seconded the motion. Under discussion, interested candidates need to be both a resident and a registered voter. Vote – Unanimous.

**WASTE COLLECTION:** Waste Pro brought a sample garbage cart and recycle bin to Sandy Coughlin’s home for her to try since there were concerns about the width of the cart and existing enclosures especially in the Townhomes. The cart and bin fit perfectly in the enclosure. The Waste Collection Review Committee plans to meet Thursday at 5:30 pm to discuss the transition to Waste Pro. At the transitional meeting, rental cart pick up and new cart installation will be discussed along with the draft contract.

**PLANNING BOARD:** Mark Phillips shared that the Planning Board did not meet in February and does not plan to meet in March.

**FINANCE OFFICER’S REPORT:** Cheryl Bennett stated that sales tax revenue has increased. The Facility Rental income line item has exceeded budget. Council established a date for Budget Workshop – April 29<sup>th</sup> at 7 p.m. Cheryl Bennett requested numbers as soon as possible.

	<u>Mar 14</u>	<u>Jul '13 - Mar 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>
<b>General Fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
<b>Ad valorem current year</b>	3,744.86	528,989.52	535,510.00	98.78%
<b>Utility ad valorem</b>	0.00	7,035.88	7,800.00	90.2%
<b>Motor vehicle tax</b>	0.00	51,438.54	53,878.00	95.47%
<b>Ad valorem prior years</b>	0.00	789.26	2,000.00	39.46%
<b>Prior years motor vehicle tax</b>	0.00	4,164.18		
<b>Penalties and interest</b>	133.66	1,500.10	1,202.00	124.8%

<b>Total Property Taxes</b>	3,878.52	593,917.48	600,390.00	98.92%
<b>Other Taxes</b>				
<b>Stormwater Fees- current year</b>	450.00	42,920.00	43,130.00	99.51%
<b>Stormwater fees - prior years</b>	0.00	60.00		
<b>Cable franchise-from Time Warner</b>	0.00	1,781.00	2,800.00	63.61%
<b>Total Other Taxes</b>	450.00	44,761.00	45,930.00	97.46%
<b>State Shared Revenues</b>				
<b>Sales and use tax</b>	14,796.94	82,406.23	150,000.00	54.94%
<b>Telecom. Franchise</b>	532.00	1,340.00	2,400.00	55.83%
<b>Elec. franchise tax</b>	14,211.92	35,107.80	70,000.00	50.15%
<b>Video Prog. (Cable from State)</b>	5,179.68	10,463.26	20,850.00	50.18%
<b>Piped Gas</b>	3,316.00	4,406.00	8,500.00	51.84%
<b>Solid Waste Disposal Tax</b>	0.00	1,438.10	2,400.00	59.92%
<b>Total State Shared Revenues</b>	38,036.54	135,161.39	254,150.00	53.18%
<b>Parks &amp; Recreation Revenue</b>				
<b>Program Fees</b>	240.00	951.25	1,700.00	55.96%
<b>Facility Rentals</b>	405.00	4,660.00	3,000.00	155.33%
<b>Daily swim fees</b>	0.00	4,906.00	8,000.00	61.33%
<b>Season pass pool fees</b>	0.00	780.00	48,000.00	1.63%
<b>Total Parks &amp; Recreation Revenue</b>	645.00	11,297.25	60,700.00	18.61%
<b>Other revenues</b>				
<b>Commercial Waste Coll. Extras</b>	0.00	900.00	1,800.00	50.0%
<b>Approp. Fund Balance</b>	0.00	0.00	92,461.00	0.0%
<b>Civil Penalties</b>	30.00	180.00	600.00	30.0%
<b>Investment revenue</b>	0.00	339.64	9,000.00	3.77%
<b>Miscellaneous</b>	77.30	864.60	1,000.00	86.46%
<b>Total Other revenues</b>	107.30	2,284.24	104,861.00	2.18%
<b>Total Income</b>	43,117.36	787,421.36	1,066,031.00	73.87%
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
<b>Economic Development</b>	25.00	1,081.94	5,000.00	21.64%
<b>Contingency</b>	0.00	0.00	10,000.00	0.0%
<b>Stormwater Expense</b>				
<b>Advertising</b>	0.00	0.00	100.00	0.0%
<b>Dues and Permits</b>	0.00	175.00	1,100.00	15.91%

Prof. Fees - Engineering	437.50	837.50	10,000.00	8.38%
Repairs & Maint. Services	540.00	5,700.93	28,930.00	19.71%
Cap.Outlay- Pet Waste Stations	0.00	0.00	3,000.00	0.0%
<b>Total Stormwater Expense</b>	<b>977.50</b>	<b>6,713.43</b>	<b>43,130.00</b>	<b>15.57%</b>
<b>Total Other Expenditures</b>	<b>1,002.50</b>	<b>7,795.37</b>	<b>58,130.00</b>	<b>13.41%</b>
<b>Planning and Zoning</b>				
Zoning Admin. Services	300.00	7,500.00	10,000.00	75.0%
Code Enforcement Services	0.00	0.00	10,000.00	0.0%
Consulting Fees	0.00	727.50	2,000.00	36.38%
Legal Services	0.00	0.00	3,500.00	0.0%
Advertising	0.00	79.60	200.00	39.8%
Postage	21.78	29.93	300.00	9.98%
Supplies	72.69	427.62	1,000.00	42.76%
Training	0.00	0.00	500.00	0.0%
<b>Total Planning and Zoning</b>	<b>394.47</b>	<b>8,764.65</b>	<b>27,500.00</b>	<b>31.87%</b>
<b>Gen. Govt. Personal Services</b>				
Adm Assistant	0.00	430.00	500.00	86.0%
Clerk/Tax Collector	4,850.00	43,650.00	58,200.00	75.0%
Council	2,987.50	8,165.83	11,950.00	68.33%
Finance Officer	1,256.67	11,310.03	15,080.00	75.0%
Mayor	1,085.00	3,255.00	4,340.00	75.0%
Payroll Expenses	801.67	5,764.46	6,835.00	84.34%
<b>Total Gen. Govt. Personal Services</b>	<b>10,980.84</b>	<b>72,575.32</b>	<b>96,905.00</b>	<b>74.89%</b>
<b>Professional Fees</b>				
Engineering Fees	181.25	181.25		
Auditing Services	0.00	5,000.00	5,000.00	100.0%
Legal Services	0.00	6,272.00	15,000.00	41.81%
<b>Total Professional Fees</b>	<b>181.25</b>	<b>11,453.25</b>	<b>20,000.00</b>	<b>57.27%</b>
<b>Supplies and Materials</b>				
Office	194.23	1,923.44	3,300.00	58.29%
<b>Total Supplies and Materials</b>	<b>194.23</b>	<b>1,923.44</b>	<b>3,300.00</b>	<b>58.29%</b>
<b>Services</b>				
Advertising	0.00	59.70	200.00	29.85%
Membership and dues	0.00	3,886.00	4,036.00	96.28%
Bank charges	0.00	601.98	800.00	75.25%
Elections	0.00	2,506.32	3,710.00	67.56%

Insurance/bonds	0.00	7,641.74	7,650.00	99.89%
Miscellaneous oper. exp.	0.00	240.00	400.00	60.0%
Newsletter/website/flyers	65.00	458.03	750.00	61.07%
Printing & Delivery Newsletter	110.00	990.00	2,600.00	38.08%
Postage	0.00	42.36	500.00	8.47%
Tax collection	0.00	1,751.69	1,808.00	96.89%
Telephone	239.42	2,183.20	3,000.00	72.77%
Training	34.00	434.00	800.00	54.25%
Travel	0.00	714.49	1,200.00	59.54%
<b>Total Services</b>	<b>448.42</b>	<b>21,509.51</b>	<b>27,454.00</b>	<b>78.35%</b>
<b>Capital Outlay</b>				
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total General Government</b>	<b>13,201.71</b>	<b>124,021.54</b>	<b>243,289.00</b>	<b>50.98%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Janitorial /Cleaning Supplies	0.00	93.64	500.00	18.73%
Food/Provisions - events	0.00	549.95	2,260.00	24.33%
NNO Food/Supplies	0.00	729.82	0.00	100.0%
Pool Supplies	0.00	0.00	3,000.00	0.0%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>0.00</b>	<b>1,373.41</b>	<b>5,760.00</b>	<b>23.84%</b>
<b>Parks/Rec Services</b>				
Pool Attendant Salaries	0.00	0.00	750.00	0.0%
Water/Sewer	85.72	2,435.37	4,400.00	55.35%
Natural Gas	132.42	648.24	1,000.00	64.82%
Comm. center maintenance	2,166.80	5,900.50	12,400.00	47.59%
Pool management fee	0.00	17,053.50	48,570.00	35.11%
Pool Operations	0.00	4,246.46	11,100.00	38.26%
Seasonal Decorations	0.00	11,259.60	12,200.00	92.29%
Events Services	0.00	140.00	140.00	100.0%
<b>Total Parks/Rec Services</b>	<b>2,384.94</b>	<b>41,683.67</b>	<b>90,560.00</b>	<b>46.03%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	10,525.00	100,425.00	140,700.00	71.38%
Park maintenance	3,975.00	21,561.28	35,750.00	60.31%
Pond maintenance	104.00	6,235.00	43,380.00	14.37%
Electric Maintenance	71.80	3,829.22	5,000.00	76.58%
Repairs of Common Areas	33.18	1,658.82	2,000.00	82.94%
<b>Total Maintenance of Common Areas</b>	<b>14,708.98</b>	<b>133,709.32</b>	<b>226,830.00</b>	<b>58.95%</b>

<b>Parks/Rec Capital Outlay</b>				
Council chambers video system	0.00	0.00	4,000.00	0.0%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0.0%
Benches, Tables etc.	0.00	0.00	4,000.00	0.0%
Security System/Camera System	0.00	0.00	4,000.00	0.0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>0.0%</b>
<b>Total Parks &amp; Recreation</b>	<b>17,093.92</b>	<b>176,766.40</b>	<b>355,150.00</b>	<b>49.77%</b>
<b>Public Services/Safety</b>				
Electric bills	7,432.43	72,225.84	103,000.00	70.12%
Street Signs	0.00	1,111.52	2,000.00	55.58%
Waste Collection	0.00	136,922.00	203,000.00	67.45%
Law enforcement	39,898.00	159,592.00	159,592.00	100.0%
<b>Total Public Services/Safety</b>	<b>47,330.43</b>	<b>369,851.36</b>	<b>467,592.00</b>	<b>79.1%</b>
<b>Total Expense</b>	<b>77,626.06</b>	<b>670,639.30</b>	<b>1,066,031.00</b>	<b>62.91%</b>
<b>Net General Fund</b>	<b>-34,508.70</b>	<b>116,782.06</b>	<b>0.00</b>	<b>100.0%</b>
<b>Powell Bill</b>				
<b>Other Income</b>				
Interest - Powell Funds	34.66	179.00	100.00	179.0%
Powell Bill Revenue	0.00	95,533.79	90,000.00	106.15%
<b>Total Other Income</b>	<b>34.66</b>	<b>95,712.79</b>	<b>90,100.00</b>	<b>106.23%</b>
<b>Other Expense</b>				
Street Exp. - Powell Bill	0.00	5,218.00	90,100.00	5.79%
<b>Total Other Expense</b>	<b>0.00</b>	<b>5,218.00</b>	<b>90,100.00</b>	<b>5.79%</b>
<b>Net Powell Bill</b>	<b>34.66</b>	<b>90,494.79</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Excess of Rev. over Exp.</b>	<b>-34,474.04</b>	<b>207,276.85</b>	<b>0.00</b>	<b>100.0%</b>

**STORMWATER:** There are two stormwater issues on Lincoln Court that need to be addressed as soon as the ground dries up to where heavy equipment can cross the lawn to the berm in the backyards. We also have a several other stormwater issues that are going to have to be addressed. Cheri Clark requested approval to spend up to \$8,000 on stormwater repairs. Sandy Coughlin made the motion to approve \$8,000 for Stormwater repairs. John Barnes seconded the motion. Vote – Unanimous.

**PARK AND RECREATION BUSINESS:** David Cleveland shared that the painting of the inside of the Community Center has been completed by Southend Painting. The following areas were painted: Foyer, Halls, Bathrooms, Kitchen, and Community Meeting Room – plus interior doors and trim.

Three pet waste stations purchased by Stormwater will soon be installed at the following locations: Veterans Pond, Founders Park and the Village Townhomes area. The waste station at Lake Charles will also be relocated closer to the sidewalk.

Kiker Tree Service has completed the pruning and/or removal and stump grinding of 36 trees that conflicted with street lights in the Village. Kiker also removed two Leland Cypress trees that had fallen down during the February snowstorm.

Lucas Lawn & Landscaping will soon begin the Russell Park Pond Restoration project. Homeowners around Russell Park will be notified before the work begins. Work is scheduled to be completed by April 15<sup>th</sup>. David Cleveland included for Council a copy of the flyer.

The Park & Recreation Commission has approved the installation of a flag pole behind the wall at Veterans Pond which will be donated by the Garden Club. The Sages have also agreed to donate a decorative bench for this area, and the P&R Commission approved the purchase of one additional bench for \$500. David Cleveland thanked Ashley Dance for all of the work she has done in making this idea a reality.

Pond treatments need to begin in April; therefore, David Cleveland made a motion to approve \$4500 for the next three treatments. Funds will come out of Pond Maintenance. Sandy Coughlin seconded the motion. Vote – Unanimous.

When Carolina Pool Management started up the pool pumps during our recent cold snap, the motor for the main pool burned up. The cost to rebuild this motor is \$2375. A new motor will cost \$3450. The P&R Commission recommends that we purchase a new motor. David Cleveland made the motion to approve the purchase of a new motor for the big pool. Funds will come out of Pool Operations. John Barnes seconded the motion. Vote – Unanimous.

The Park & Recreation Commission has recommended a modest increase in the pool membership's rates for 2014. Copies of the old and new rates were included in Council handouts. David Cleveland made a motion to approve the new rates. Sandy Coughlin seconded the motion. Vote – Unanimous.

Season Pass	Residents	Non-Residents
Individual	\$135.00	\$200.00
Couple	\$200.00	\$270.00
One Parent/One Child	\$200.00	\$270.00

Family	\$270.00	\$325.00
Senior Couple (55 & over)	\$170.00	\$200.00
Senior Individual (55 & over)	\$ 90.00	\$100.00
Senior (75 & over)	Free	\$ 55.00

Fabian Szarko shared that the Girls on the Run 5K race is scheduled for Saturday, April 26<sup>th</sup>.

The P&R Commission is considering a Spring Litter Sweep to be held on Saturday, May 3<sup>rd</sup> from 9 to 11. More details to follow.

The Village of Lake Park has registered for National Night Out to be held Tuesday, August 5<sup>th</sup>.

Central Academy at Lake Park will be using the tennis courts again this year for their tennis season which runs February 24<sup>th</sup> – April 29<sup>th</sup>. Their schedule is posted on the tennis court fence.

David Cleveland shared that P&R is still working on the audio system for Chambers.

**STREETS:** Mayor Kendall Spence shared that the Village of Lake Park has received an email from Faith United Methodist Church concerning the gravel driveway and lack of curbing. The church has offered to remove the gravel driveway and put down dirt and re-seed the area. In order for this to be effective the curbing needs to be repaired. Mayor Kendall Spence has received a quote from Cardinal Construction to replace 32 feet of curb and gutter - \$1,400. David Cleveland made the motion to approve the \$1,400 for the curb and gutter. Fabian Szarko seconded the motion. Powell Bill funds will be used for this project. Vote – Unanimous.

**WEBSITE:** Mark Phillips reminded Council that the new website and email service provider will be implemented on April 5<sup>th</sup> for Council’s email system. Please let Mark Phillips know if you have any questions. Mark Phillips also provided Council with information concerning emails being Public Record and the length of storage for emails is determined by the Records Retention Policies established by the General Assembly and approved by Council.

**PUBLIC SERVICES (Street Lighting):** John Barnes shared that Union Power has been contacted on all the lights that are out or working intermittently; however, due to outages in other parts of the state, Union Power is about 3 weeks behind.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that the EDC will be participating in the Union County Down to Earth Day on April 5<sup>th</sup>. The goal in participating is to increase awareness for the businesses located in the VOLP. The EDC is sponsoring a basket which includes a \$50 gift certificate from the EDC and products from local businesses.

Sandy Coughlin is working with John Box on the encroachment agreement for Town Center. The EDC will be meeting at Lucas Landscaping this month.

**COMMUNICATION:** The deadline for articles and information for the March newsletter is Friday, March 14th at 5 p.m. Topics to be included: Council Changes (Mayor, Mayor Pro Tem, new candidates), Waste Pro updates, Girls on the Run, Pool Memberships, Cart and Bin removal, Russell Park, Council Vacancy, Fishing Permits and Swim Team.

**COUNCIL COMMENTS:** Mark Phillips thanked Mayor Kendall Spence for his ten years of service to the Village.

Fabian Szarko thanked Mayor Kendall Spence for his dedication to Lake Park.

John Barnes thanked Mayor Kendall Spence for his endless time and dedication to the Village and he appreciates all of Mayor Spence's service to the Village and the HOA.

Sandy Coughlin thanked Mayor Kendall Spence for the big things like the traffic light at Faith Church Road and Unionville Indian Trail Road, street maintenance, and founding support on the EDC to all the little details and personal responses to citizens that make Lake Park a better place to live.

David Cleveland thanked Council for the vote of confidence in being elected by the Council as new Mayor of Lake Park and added that "I look forward to continuing to work with each of you on Council." David Cleveland also thanked Mayor Kendall Spence for his commitment to the Village.

Mayor Kendall Spence thanked the residents of Lake Park, fellow Council members both current and past, for the opportunity to serve. Mayor Kendall Spence also thanked Attorney Ken Swain, Cheryl Bennett and Cheri Clark for all they do and have done for the Village. Mayor Kendall Spence expressed his thankfulness for the way Council has always acted in a professional manner and has gotten along with each other.

**ADJOURN:** Sandy Coughlin made the motion to adjourn the meeting. David Cleveland seconded the motion. Vote – Unanimous.

Respectfully submitted,

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Mayor David Cleveland

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Village Clerk, Cheri Clark