

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

7:00 P.M.

SEPTEMBER 10, 2013

ATTENDING: Mayor Kendall Spence
Council Members: David Cleveland, Sandy Coughlin, 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 September 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 August 13, 2013 Regular Session Council Meeting minutes. John Barnes seconded the motion. Vote – Unanimous.

PUBLIC COMMENT: No Public Comment.

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 11 alarm calls during the month of August. There were a total of 129 calls in Lake Park during the month of August. There were 12- 911 hang ups or misdials, 5 improperly parked vehicles, 3 property damage vandalism mischief calls, 1 animal lost stray unwanted or bites, 13 trespassing calls and 23 traffic stops.

Deputy Haywood discussed the traffic survey summary provided by the speed trailer on Conifer Circle August 15th – August 20th. The traffic trailer has an internal computer that saves the information to a SD card (read only) file that can be printed from a desktop program. There were 2,373 cars read by the speed trailer. Of the 2,373 cars, 1,901 cars were at or under the 25 mph speed limit. The average speed was 19.74 mph or 20 mph. There were 472 cars with speeds between 25 and 35 mph and less than 1% going 10mph over the limit. Deputy Haywood suggested that the Village of Lake Park may want to look into purchasing Smart 800+ Speed Trailer to use in the Village. The cost of the trailer is \$11,021.00. It was suggested that we look into possible grant money to purchase the speed trailer. Mayor Kendall Spence suggested that we look into renting the trailer from other municipalities.

COUNCILWOMAN ROYETTA TRULL’S RESIGNATION: Mayor Kendall Spence read into the minutes the letter of resignation he received from Royetta Trull on August 25, 2013.

August 25, 2013
Dear Mayor Spence

I have been proud to serve the Village of Lake Park as a Council Woman, so it is with great gratitude, and a little bit of sorrow, that I must resign from this position along with P&R.

Unfortunately with new added responsibilities with my full time career I am unable to give 100% dedication to the Village. I feel it would be unfair to the Council and Residence for me to continue in the role when I cannot devote the time needed to achieve the responsibility of the position. It is a disappointment that due to circumstances beyond my control I can no longer be actively involved as I have been for the last 9 yrs.

Sincerely,

Royetta Sieminski Trull

Attorney Ken Swain stated that Council will need to appoint an individual to fulfill the open term which expires in 2015. Council requested that the open seat be posted in the newsletter and on the website. Sandy Coughlin recognized Royetta Trull for her willingness to serve the Village as a Councilwoman, Co-chair of Parks and Recreation, Community Watch and on the HOA.

UNIFIED DEVELOPMENT ORDINANCE (UDO): Cheri Clark stated that the Planning Board and the Board of Adjustments did not meet in August.

In the 2013 session the NC Legislature passed House Bill 276 which clarifies and modernizes statutes regarding the functionality of the Board of Adjustments. We will be working with Benchmark to update our UDO as soon as possible. According to Benchmark, the state statute takes precedent over our local ordinance so the language in the revised statute will control the actions of the BOA until the UDO is updated.

The next scheduled meeting of the Planning Board is September 17th at 7:00 p.m. at the Community Center.

FINANCE OFFICER’S MONTHLY REPORT: Cheryl Bennett stated she has completed the audit. The VOLP had \$87,000 excess revenue over expenditures for the 2012 – 2013 fiscal year. Of the \$87,000, \$77,000 is Powell Bill funding. For the 2012 – 2013 fiscal year, funds from the General Fund were not used to balance the budget.

	Aug 13	Jul - Aug 13	Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes				
Ad valorem current year	24,855.59	24,855.59	535,510.00	4.64%

Utility ad valorem	0.00	0.00	7,800.00	0.0%
Motor vehicle tax	2,696.86	3,705.70	53,878.00	6.88%
Ad valorem prior years	0.00	0.00	2,000.00	0.0%
Prior years motor vehicle tax	1,640.34	1,640.34	0.00	100.0%
Penalties and interest	113.30	113.30	1,202.00	9.43%
Total Property Taxes	29,306.09	30,314.93	600,390.00	5.05%
Other Taxes				
Stormwater Fees- current year	2,435.00	2,435.00	43,130.00	5.65%
Cable franchise-from Time Warner	0.00	0.00	2,800.00	0.0%
Total Other Taxes	2,435.00	2,435.00	45,930.00	5.3%
State Shared Revenues				
Sales and use tax	0.00	0.00	150,000.00	0.0%
Telecom. Franchise	0.00	0.00	2,400.00	0.0%
Elec. franchise tax	0.00	0.00	70,000.00	0.0%
Video Prog. (Cable from State)	0.00	0.00	20,850.00	0.0%
Piped Gas	0.00	0.00	8,500.00	0.0%
Solid Waste Disposal Tax	318.05	318.05	2,400.00	13.25%
Total State Shared Revenues	318.05	318.05	254,150.00	0.13%
Parks & Recreation Revenue				
Program Fees	44.00	608.25	1,700.00	35.78%
Facility Rentals	1,245.00	1,655.00	3,000.00	55.17%
Daily swim fees	1,941.00	4,754.00	8,000.00	59.43%
Season pass pool fees	0.00	780.00	48,000.00	1.63%
Total Parks & Recreation Revenue	3,230.00	7,797.25	60,700.00	12.85%
Other revenues				
Commercial Waste Coll. Extras	150.00	150.00	1,800.00	8.33%
Approp. Fund Balance	0.00	0.00	92,461.00	0.0%
Civil Penalties	10.00	30.00	600.00	5.0%
Investment revenue	57.21	114.41	9,000.00	1.27%
Miscellaneous	0.00	25.00	1,000.00	2.5%
Total Other revenues	217.21	319.41	104,861.00	0.31%
Total Income	35,506.35	41,184.64	1,066,031.00	3.86%
Expense				
Office Expense	0.00	0.00		
General Government				
Other Expenditures				

Economic Development	13.80	163.80	5,000.00	3.28%
Contingency	0.00	0.00	10,000.00	0.0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	0.00	1,100.00	0.0%
Prof. Fees - Engineering	0.00	0.00	10,000.00	0.0%
Repairs & Maint. Services	2,500.00	2,500.00	28,930.00	8.64%
Cap.Outlay- Pet Waste Stations	0.00	0.00	3,000.00	0.0%
Total Stormwater Expense	<u>2,500.00</u>	<u>2,500.00</u>	<u>43,130.00</u>	<u>5.8%</u>
Total Other Expenditures	2,513.80	2,663.80	58,130.00	4.58%
Planning and Zoning				
Zoning Admin. Services	900.00	1,800.00	10,000.00	18.0%
Code Enforcement Services	0.00	0.00	10,000.00	0.0%
Consulting Fees	0.00	0.00	2,000.00	0.0%
Legal Services	0.00	0.00	3,500.00	0.0%
Advertising	0.00	0.00	200.00	0.0%
Postage	0.00	8.15	300.00	2.72%
Supplies	54.50	286.69	1,000.00	28.67%
Training	0.00	0.00	500.00	0.0%
Total Planning and Zoning	<u>954.50</u>	<u>2,094.84</u>	<u>27,500.00</u>	<u>7.62%</u>
Gen. Govt. Personal Services				
Adm Assistant	0.00	430.00	500.00	86.0%
Clerk/Tax Collector	4,850.00	9,700.00	58,200.00	16.67%
Council	398.33	398.33	11,950.00	3.33%
Finance Officer	1,256.67	2,513.34	15,080.00	16.67%
Mayor	0.00	0.00	4,340.00	0.0%
Payroll Expenses	566.48	1,135.38	6,835.00	16.61%
Total Gen. Govt. Personal Services	<u>7,071.48</u>	<u>14,177.05</u>	<u>96,905.00</u>	<u>14.63%</u>
Professional Fees				
Auditing Services	0.00	0.00	5,000.00	0.0%
Legal Services	0.00	0.00	15,000.00	0.0%
Total Professional Fees	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>0.0%</u>
Supplies and Materials				
Office	517.93	540.17	3,300.00	16.37%
Total Supplies and Materials	<u>517.93</u>	<u>540.17</u>	<u>3,300.00</u>	<u>16.37%</u>
Services				

Advertising	0.00	0.00	200.00	0.0%
Membership and dues	3,886.00	3,886.00	4,036.00	96.28%
Bank charges	64.30	146.44	800.00	18.31%
Elections	0.00	0.00	3,710.00	0.0%
Insurance/bonds	0.00	7,641.74	7,650.00	99.89%
Miscellaneous oper. exp.	0.00	0.00	400.00	0.0%
Newsletter/website/flyers	0.00	0.00	750.00	0.0%
Printing & Delivery Newsletter	0.00	110.00	2,600.00	4.23%
Postage	0.00	0.00	500.00	0.0%
Tax collection	66.75	318.75	1,808.00	17.63%
Telephone	263.93	528.16	3,000.00	17.61%
Training	0.00	0.00	800.00	0.0%
Travel	58.78	58.78	1,200.00	4.9%
Total Services	4,339.76	12,689.87	27,454.00	46.22%
Capital Outlay				
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
Total Capital Outlay	0.00	0.00	10,000.00	0.0%
Total General Government	15,397.47	32,165.73	243,289.00	13.22%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Janitorial /Cleaning Supplies	0.00	0.00	500.00	0.0%
Food/Provisions - events	0.00	461.75	2,400.00	19.24%
NNO Food/Supplies	549.36	729.82	0.00	100.0%
Pool Supplies	0.00	0.00	3,000.00	0.0%
Total Parks/Rec. Supplies & Materials	549.36	1,191.57	5,900.00	20.2%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	750.00	0.0%
Water/Sewer	236.44	470.41	4,400.00	10.69%
Natural Gas	26.56	55.85	1,000.00	5.59%
Comm. center maintenance	389.00	611.00	12,400.00	4.93%
Pool management fee	0.00	9,714.00	48,570.00	20.0%
Pool Operations	75.00	264.46	11,100.00	2.38%
Seasonal Decorations	0.00	0.00	12,200.00	0.0%
Total Parks/Rec Services	727.00	11,115.72	90,420.00	12.29%
Maintenance of Common Areas				
Landscaping	10,525.00	21,050.00	140,700.00	14.96%
Park maintenance	3,260.00	3,580.00	35,750.00	10.01%

Pond maintenance	1,488.00	4,368.00	43,380.00	10.07%
Electric Maintenance	800.00	800.00	5,000.00	16.0%
Repairs of Common Areas	44.67	44.67	2,000.00	2.23%
Total Maintenance of Common Areas	16,117.67	29,842.67	226,830.00	13.16%
Parks/Rec Capital Outlay				
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%
Total Parks/Rec Capital Outlay	0.00	0.00	32,000.00	0.0%
Total Parks & Recreation	17,394.03	42,149.96	355,150.00	11.87%
Public Services/Safety				
Electric bills	8,925.70	17,520.32	103,000.00	17.01%
Street Signs	130.00	455.00	2,000.00	22.75%
Waste Collection	16,834.00	16,834.00	203,000.00	8.29%
Law enforcement	39,898.00	39,898.00	159,592.00	25.0%
Total Public Services/Safety	65,787.70	74,707.32	467,592.00	15.98%
Total Expense	98,579.20	149,023.01	1,066,031.00	13.98%
Net General Fund	-63,072.85	-107,838.37	0.00	100.0%
Powell Bill				
Powell Bill Income				
Interest - Powell Funds	0.00	7.63	100.00	7.63%
Powell Bill Revenue	0.00	0.00	90,000.00	0.0%
Total Other Income	0.00	7.63	90,100.00	0.01%
Powell Bill Expense				
Street Exp. - Powell Bill	0.00	0.00	90,100.00	0.0%
Total Other Expense	0.00	0.00	90,100.00	0.0%
Net Powell Bill	0.00	7.63	0.00	100.0%
Net Excess of Rev. over Exp.	-63,072.85	-107,830.74	0.00	100.0%

Cheryl Bennett also discussed the changes to the E-verify System and how businesses that have a contract with the Village will have to have a completed affidavit with the contract. All future contracts will need an E-verify provision.

PARK AND RECREATION BUSINESS: David Cleveland discussed the Carolina Pool Management (CPM) contract. The pool contract with CPM expires this month. The Park & Recreation Commission has been very pleased with CPM and voted to extend their contract. CPM has sent us an updated contract with a few changes which we requested. Our pool management fee for this past year was \$48,570. The new contract pricing is as follows:

2014	\$49,110
2015	\$50,850 (extra week of school operation)
2016	\$50,410

David Cleveland made a motion to extend CPM's contract through 2016. Sandy Coughlin seconded the motion. Under discussion John Barnes shared that visiting swim teams are always commenting on the clarity of the water in our pools. Vote – Unanimous.

The swimming pool drains need to be modified in order to be VGB compliant before opening next spring. CPM has given us a discounted price of \$1,950 if we contract to have this work done this fall. David Cleveland made a motion to accept this quote from CPM. The funds would come out of Pool Operations. Sandy Coughlin seconded the motion. Mark Phillips asked if Parks and Rec were expecting any other VGB expenses. David Cleveland shared that at this time Parks and Rec is not aware of anymore expenses. Vote – Unanimous.

The Lake Park HOA has requested that the Village close Lake Park Road between Creft and Creft for the annual Fall Festival, and that there be no parking on Creft Circle around Russell Park. Parks and Rec would like to recommend to Council to approve the requested closure of Lake Park Road, and that due to safety concerns there be no on-street parking along Russell Park on Creft Circle except during vendor set-up, that all available spaces in the Community Center lot be handicap only, and that the HOA have off-duty officers to help direct local traffic around Russell Park and to enforce their no parking request. David Cleveland made the motion to close Lake Park Road between Creft and Creft. Sandy Coughlin seconded the motion. Vote – Unanimous.

Aquatic Resources did a fifth treatment of the ponds for algae and vegetation last week.

Cheri Clark and David Cleveland met with Eagle Engineering last week regarding the dredging of Russell Park Pond. Eagle did not feel that the removal of silt from the bottom of the pond would require their engineering services. Cheri Clark has contacted Union County and NCDENR, and they have both stated that the dredging will not require any county or state permits. Our goal is to have the work completed by April 15, 2014.

Thanksgiving is late this year and the first Sunday in December is during the Thanksgiving holiday weekend. The Garden Club home tour is moving their event one week due to concerns over hosting the event Thanksgiving weekend. Therefore, Park and Rec would like to recommend to Council that we also move the Christmas tree lighting event to December 8th.

The 8th Annual Chili Cook-off will be Saturday, November 2nd from 6:00 PM to 8:00 PM. We will need to add the flier to the September newsletter.

We have received a quote from Lucas Landscaping for \$3000 for installing 9 pallets of Bermuda sod at various locations in the Village where we cannot get fescue grass to grow and/or there is significant erosion. David Cleveland made a motion to approve this quote. This project was included in our budget, and funds will come out of Park Maintenance. Sandy Coughlin seconded the motion. Vote – Unanimous.

Nick Hawes will be installing six swallow houses around the ponds in Lake Park within the next few weeks as part of his Eagle Scout project. Locations include Connie’s Pond, Alden Pond, Veteran’s Pond, Lake Charles, Normandy Pond, and between Balsam Pond and Garden Pond.

POWELL BILL: Mayor Kendall Spence discussed the need for an update to the Pavement Condition Survey for the 14.5 miles of streets that are maintained by the VOLP. The cost of the survey to be conducted by Eagle Engineering is \$2,950 to be paid out of the Powell Bill funds. Sandy Coughlin made a motion to approve Eagle Engineering conducting the evaluation of the roads in Lake Park. John Barnes seconded the motion. Vote – Unanimous.

Sandy Coughlin requested that Mayor Kendall Spence consider installing a “Child at Play” sign between Thistle and Sages.

PUBLIC SERVICES (Waste Collection & Street Lighting): Sandy Coughlin expressed concerns about the waste at the Town Center. A renovation debris dumpster is in question, as are duplicate grease bins, rolling carts, broken gates to the dumpster enclosure and debris on the enclosure floor.

John Barnes discussed the eight lights located at the Clock Tower. John Barnes provided a numbered map of the lights. Lights 1 & 2 are completely out. Light 3 – only 1 bulb works, Lights 4 – 8 all have blown seals. Due to the age of the fixtures there are no replacement seals available. John Barnes has had two different electricians to evaluate the lights. Lights 1 & 2 were vandalized – to replace \$770. The gazebo electrical boxes were also vandalized - \$170. John Barnes requested that \$940 come from the vandalism line item. John Barnes made a motion to approve \$2,920 for electrical work at the clock tower and gazebo. David Cleveland seconded the motion. Mark Phillips asked if we should replace Light 3. John Barnes stated that the fixture has been replaced at some point and will match the others. Vote – Unanimous.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that Webmaster Don O’Brien for mylakepark.com will be the speaker for the business professional luncheon on September 24th.

Sandy Coughlin attended the HOA meeting Tuesday night due to the concerns that the businesses have expressed about the Fall Festival being held in Russell Park. The HOA provided information as to why the festival was being held in Russell Park. Residents complained last year with the event being in two locations. Any Lake Park business can have free booth space. The sidewalk provides a loop around the park, therefore; there is not a bad

spot in the park. All of the food vendors will be in one spot. The HOA will be glad to have the DJ recognize town center businesses if the business will provide written announcements.

Doug Lucas term on the EDC expired last month. Sandy Coughlin made a motion to renew his term for another three years. David Cleveland seconded the motion. Vote – Unanimous.

COMMUNICATION: The deadline for articles and information for the September newsletter is Friday, September 13th at 5 p.m. Topics to be included: Open Council seat, recognition of Royetta Trull, VOLP 25th birthday, security and Parks and Rec information.

COUNCIL COMMENTS: Mark Phillips stated that tomorrow 9/11 is a day of prayer, fasting and repentance. He encourages everyone to participate.

David Cleveland thanked Royetta Trull for all of her work for the Village of Lake Park. Royetta has made a difference in our village and community.

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