

**MINUTES  
VILLAGE OF LAKE PARK  
PARK AND RECREATION COMMISSION MEETING  
3801 LAKE PARK ROAD, LAKE PARK, NC  
APRIL 22, 2013**

**Commission Members Present:** David Cleveland, Royetta Trull, Cathy MacArthur and Kris Kirwan

**Clerk:** Cheri Clark

**Call to Order:** David Cleveland called the April 22, 2013 Parks and Recreation meeting to order.

**Public Comments:** There was no public comment.

**Approval of Minutes:** Cathy MacArthur made the motion to approve the March 25, 2013 Regular Session minutes as presented. Royetta Trull seconded the motion. Vote – Unanimous.

**Changes to the Agenda:** No changes to the agenda.

**Council Actions:** Council approved the following Parks and Rec requests:

- a. Approved \$1850 for Feature Pool repairs.
- b. Approved up to \$2000 to repair Chemical Room Doors.
- c. Approved \$650 to pressure wash pool decks.
- d. Appropriated \$175 back to Seasonal Decorations for damage reimbursement.
- e. Approved \$4500 for mulch refreshment.
- f. Approved \$1200 for spring flowers.
- g. Approved \$2248 for Balsam Pond bank landscaping.
- h. Approved \$1500 for miscellaneous pressure washing.

**Budget Report:** David Cleveland discussed the handout that will be presented to Council tomorrow night in the Budget Workshop.

**Park & Recreation Commission  
FY2012/2013 Budget Review**

The Park & Recreation Commission has had a very active year. Major projects completed this year included pool deck and coping repairs (\$23,250), new sidewalks at Alden Pond and Veterans Pond (\$11,400), installation of a retaining wall at Sages Pond (paid for with Storm Water funds - \$18,450 plus \$8,100 for engineering services), purchase and installation of five new park benches (\$4,000) and five new waste containers (\$2,775), new landscaping at the Clock Tower (\$4368), and installation of a new security system in the Community Center (\$549).

The Commission worked to improve the landscaping throughout the Village. Dead or dying trees were removed. Approximately 25 new and old tree stumps were removed. New trees and shrubs were planted where plants had died or were missing. The cul-de-sac upgrades were completed. Mulch was refreshed in the fall and the spring and as needed throughout the year.

The long term program to control erosion around the ponds continued this year with the Sages Pond Retention Wall and additional new landscaping around Bobbie Lane Pond. The ponds still require six to seven chemical treatments per year to keep the algae and vegetation in check. The cost per treatment is approximately \$1,500.

The 2012 pool season generated \$58,882 in revenues from season passes and daily passes. Expenditures were \$63,137. In addition to the major renovations to the pools this spring, six new lounge chairs were purchased and 29 were re-strapped (\$2,765 total).

As in past years, the P&R Commission sponsored the Fourth of July celebration, the Chili Cook-off, and the Christmas Tree Lighting ceremony.

New seasonal banners were purchased and twelve new banners were added for Creft Circle on the south side of Faith Church Road (\$4,443). Christmas lights were installed and displayed throughout the Village during the holiday season (\$10,402).

We would like to thank the volunteers who served on the Park & Recreation Commission. We would also like to thank the Council and all the residents of Lake Park for their support of the Park & Recreation programs and activities.

Respectfully submitted,  
David Cleveland  
Park & Recreation Co-Chairman  
April 22, 2013

Looking at our year to date budget that we have committed to but have not paid for is one bench for the clock tower. In Park Maintenance we have received the invoice for the two new sidewalks but they have not been paid as of March 31; Lucas has installed some scrubs and mulch and landscaping on Balsam Pond and the pressure washing is not complete. We have \$6600 in Park Maintenance that is uncommitted. In Pond Maintenance, we have treated the ponds once this year and have scheduled three more treatments. We have funds left in Pond Maintenance since Stormwater paid for the work on Sages Pond. In Pool Operations, we have the following expenses coming out: Pool Tags, new ladder and two backwash valves, pressure washing and repairs to the water feature pool. Health inspections will be Thursday, April 25<sup>th</sup>.

Park & Recreation Commission  
FY2013/2014 Budget

Park & Recreation Revenues are anticipated to be approximately the same as FY2012/2013 with a slight increase for FY2013/2014 from Seasonal Pool Pass Fees based upon a similar increase seen last year. Total revenues are anticipated to be \$60,700.

The total P&R Expenditures for FY2013/2014 are forecast to be \$351,320 which is less than a 1% increase over FY2012/2013. Major projects included in the FY2013/2014 Budget include the dredging and re-landscaping of Russell Park Pond (\$25,000) and a reserve for future re-plastering of the pools (\$20,000).

The Landscaping contract expires this year, and a 6% increase has been included in the budget for the last six months of the year bringing the Landscaping Budget request to \$140,700.

The Park Maintenance budget has been reduced from \$40,000 to \$34,800 since no major sidewalk projects are forecast and most of the shrubbery and tree replacements and cul-de-sac upgrades were completed last year. We have added \$3,500 for Bermuda Sod to be installed in locations where we have been unsuccessful in getting Fescue Grass to grow.

Continuing the long term program to improve the quality of our ponds, we have budgeted \$25,000 to dredge and re-landscape Russell Park Pond. If Storm Water funds are available to support this project, the total amount from the P&R Budget may be less. We will continue to treat the ponds for algae and vegetation at an anticipated cost of \$9,500. We have also included \$4,000 for cleaning debris and vegetation from all of the ponds similar to what was done two years ago.

In addition to Community Center cleaning services, security system monitoring and pest control, we have added \$2000 for carpet and floor cleaning and \$5,000 for painting. This increases the Community Center budget from \$8,500 to \$12,900.

The Pool Management contract also expires this year; however, it is anticipated that this contract will remain at \$48,570. An additional \$2,350 has been added to the Pool Operations line item to cover repairs and miscellaneous expenses incurred as the pools age. This brings the Pool budget to \$63, 420 compared to \$61,070 last year.

Events and Seasonal Decoration expenses are expected to remain about the same for FY2013/2014.

For Capital Outlay we have included \$4,000 for new park benches and tables, \$4,000 for a Security Camera System, and \$4,000 for a Council Chambers Video System. As previously mentioned, \$20,000 has also been included as a reserve for pool re-plastering. Our pool management company has told us that this will need to be done in 2 – 3 years at a cost of approximately \$50,000. Setting aside a reserve now will help defray the significant cost when this is required.

Respectfully submitted,  
David Cleveland  
Park & Recreation Co-Chairman

We are asking for a 1% increase overall with big expenses being the dredging of Russell Pond and reserves for the pools to be resurfaced in the next two to three years. Based upon the estimates we have received, we are expecting at least a \$50,000 resurfacing job. Patty Dunn inquired if Parks and Rec has budgeted for Bradford Pear tree removal and the planting of new trees. When we take the Bradford Pears out between the sidewalk and the street, we will not be replacing the trees. We have not budgeted for tree light conflicts. Jo Waybright asked if we have budgeted to limb up in Russell Park before the Fourth of July. David Cleveland will take care of getting the trees limbed up. Cathy MacArthur shared that people have been complaining about the fire ants in Founders Park. David Cleveland stated that Lucas Landscaping has done a broadcast treatment for fire ants in Founders Park and Russell Park. We are trying an ant treatment that is more aggressive than spot treatments. Wayne Daniels has also expressed concerns about the fire ants at Veterans Pond.

Park & Recreation Budget Report -April 2013

	2012 -2013 Budget	As of 3/31/12 Spent	Committed	As of 4/22/13 Available
<b>Parks &amp; Recreation</b>				
<b>Supplies and Materials</b>				
Janitorial/Cleaning Supplies	\$1,950.00	\$263.02		\$1,686.98
Food / Provisions (events)	\$967.00	\$961.08		\$5.92
NNO Food/supplies	\$1,000.00			\$1,000.00
Pool Supplies	\$1,000.00			\$1,000.00
Park Materials and Supplies	\$1,000.00	\$182.90		\$817.10
<b>Benches, Tables, Etc.</b>				
Install Russell Park Bench			\$30.00	
Bench for Clock Tower Area			\$450.00	
Total Benches, Tables, Etc.	\$6,000.00	\$5,468.00	\$480.00	\$52.00
<b>Total Supplies and Materials</b>	<b>\$11,917.00</b>	<b>\$6,875.00</b>	<b>\$480.00</b>	<b>\$4,562.00</b>
<b>Services</b>				
<b>Landscaping</b>				
Lucas General Contract	\$126,300.00	\$94,725.00	\$31,575.00	
Mulch	\$9,000.00	\$4,462.00	\$4,500.00	
Spring & Fall Flowers	\$2,400.00	\$1,200.00	\$1,200.00	
<b>Total Landscaping</b>	<b>\$137,700.00</b>	<b>\$100,387.00</b>	<b>\$37,275.00</b>	<b>\$38.00</b>
<b>Park maintenance</b>				
Fountain Maintenance (CPM)			\$750.00	
Veterans & Alden Pond Sidewalks			\$11,400.00	
Lucas - Mulch Area 2			\$510.00	
New Shrubs at Logan Walkway			\$450.00	

Balsam Pond Bank Landscaping			\$2,248.00	
Pressure Washing			\$1,500.00	
<b>Total Park Maintenance</b>	\$39,000.00	\$15,485.75	\$16,858.00	\$6,656.25
<b>Pond maintenance</b>				
Pond Treatments			\$4,500.00	
Sages Pond Fence			\$2,390.00	
<b>Total Pond Maintenance</b>	\$43,300.00	\$1,768.00	\$6,890.00	\$34,642.00
Electric Maintenance	\$5,000.00	\$2,151.93		\$2,848.07
<b>Repairs of Common Areas</b>				
Repair Basketball Goal			\$80.00	
Anchors for Benches			\$35.00	
<b>Total for Repairs of Common Areas</b>	\$2,000.00	\$644.61	\$115.00	\$1,240.39
Water/Sewer	\$4,250.00	\$3,331.53	\$918.47	\$0.00
Natural Gas	\$1,000.00	\$545.90	\$454.10	\$0.00
<b>Comm. center maintenance</b>				
Cleaning Service			\$600.00	
Black Pest Control			\$147.00	
Security System			\$88.00	
<b>Total Comm. Center Maintenance</b>	\$6,500.00	\$3,156.00	\$835.00	\$2,509.00
Pool management fee	\$48,570.00	\$16,663.50	\$31,906.50	\$0.00
<b>Pool Operations</b>				
Feature Pool Pump			\$625.00	
Health Permit		\$1,100.00		
Chemical Room Doors & Trim			\$1,650.00	
Pool Light Repairs			\$1,000.00	
Feature Pool Coping Repairs			\$1,850.00	
Swim Tags			\$500.00	
Pool Attendant			\$500.00	
Ladder for Adult Pool			\$350.00	
Two Backwash Valves			\$190.00	
Pressure Washing of Pool Deck			\$650.00	
<b>Total Pool Operations</b>	\$11,500.00	\$3,915.00	\$7,315.00	\$270.00
Seasonal Decorations	\$10,250.00	\$10,402.00	-\$175.00	\$23.00
Events Services	\$583.00			\$583.00
<b>Total Services</b>	\$309,653.00	\$158,451.22	\$95,562.07	\$48,809.71
<b>Capital Outlay</b>				
Pool Renovations	\$22,000.00	\$9,800.00	\$12,000.00	\$200.00
Security/Camera Systems	\$700.00	\$549.00		\$151.00
Flags and Banners	\$4,500.00	\$4,443.00		\$57.00
<b>Total Capital Outlay</b>	\$27,200.00	\$14,792.00	\$12,000.00	\$408.00
<b>Total Park &amp; Recreation</b>	<b>\$348,770.00</b>	<b>\$180,118.22</b>	<b>\$108,042.07</b>	<b>\$53,779</b>

	<b>FY2012/2013</b>	<b>Proposed</b>
	<b>Budget</b>	<b>FY2013/2014</b>
	<b>Budget</b>	<b>Budget</b>
<b>Parks &amp; Recreation Revenue</b>		
<b>Program Fees</b>	1,800.00	1,700.00
<b>Facility Rentals</b>	3,000.00	3,000.00
<b>Daily swim fees</b>	7,000.00	8,000.00
<b>Season pass pool fees</b>	48,000.00	48,000.00
<b>Total Parks &amp; Recreation Revenue</b>	<b>59,800.00</b>	<b>60,700.00</b>
<b>Parks &amp; Recreation Expenses</b>		
<b>Landscaping Contract</b>	<b>137,700.00</b>	<b>140,700.00</b>
<b>Park Maintenance</b>	<b>40,000.00</b>	<b>34,800.00</b>
<b>Repairs of Common Areas</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>Pond maintenance</b>	<b>43,300.00</b>	<b>40,500.00</b>
<b>Electric Maintenance</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>Utilities</b>		
<b>Water/Sewer</b>	4,250.00	4,400.00
<b>Natural Gas</b>	1,000.00	1,000.00
<b>Total Utilities</b>	<b>5,250.00</b>	<b>5,400.00</b>
<b>Community Center Maintenance</b>	<b>8,500.00</b>	<b>12,900.00</b>
<b>Pool</b>		
<b>Pool management fee</b>	48,570.00	48,570.00

<b>Pool Operations</b>	12,500.00	15,250.00
<b>Total Pool</b>	<b>61,070.00</b>	<b>63,420.00</b>
<b>Events</b>	<b>2,500.00</b>	<b>2,400.00</b>
<b>Seasonal Decorations</b>	<b>10,250.00</b>	<b>12,200.00</b>
<b>Capital Outlay</b>		
<b>Benches &amp; Picnic Tables</b>	6,000.00	4,000.00
<b>Camera Security System</b>	3,800.00	4,000.00
<b>Council Chambers Video System</b>		4,000.00
<b>Reserve for Pool Re-plastering</b>		20,000.00
<b>Total Capital Outlay</b>	<b>33,200.00</b>	<b>32,000.00</b>
<b>Total P &amp; R Expenses</b>	<b>348,770.00</b>	<b>351,320.00</b>

Jo Waybright stated that since we are asking for a little less than 1% increase, she would like to recommend that Parks and Rec consider funding the Community Center expansion even if it means a tax increase. David Cleveland stated that the Community Center expansion was tabled sometime ago in Council. Jo Waybright requested that David Cleveland bring up the Community Center expansion during the Budget Workshop.

**Ponds:** David Cleveland shared that during the excavation process of the Sages Retention Wall, Lucas Landscaping had to dig deeper than was first thought in order to reach solid ground. We are anticipating some additional cost for the gravel for the footings.

We have had one chemical treatment on all of the ponds and another one should be done in the next ten days.

In reviewing the proposed changes to the Fishing Permit, the question was raised about whether or not you need a fishing permit if you fish with live bait. Cheri Clark will call Fish and Wildlife to verify. Fishing Permits tabled until May meeting.

Lucas Landscaping has provided us with a quote for installing 40 yards of double hammered mulch at the Holly trees at Veterans Pond - \$1,800. After discussing the location and quantity of mulch in conjunction with the installation of mulch around the Village, David

Cleveland made a motion to approve up to \$900 for additional mulch. Cathy MacArthur seconded the motion. Vote – Unanimous.

**Pool:** Swim Specialties has provided a quote for the water feature pool. The pool had to have the loose and broken tiles replaced, coping repaired by removing the grout patch material above the tile mask joint before applying caulk, basecoat coping and paint the newly textured edge - \$1,850. The pool would not pass inspection in its current condition. The work was started yesterday and they will finish on Wednesday. Council approved the work. We also received a quote to have the rain maker feature gel coated - \$900. We decided against having it painted because it does not prolong the life of the rain maker and it becomes a maintenance item.

**Events:** Royetta Trull will reach out to Sandy Coughlin to see if Covenant Waste would be interested in sponsoring a shred it day in Lake Park.

David Cleveland discussed "Make Some Noise for Dilbar's Boys." Parks and Rec has been approached as a site for a fundraiser for the Dilbar family. The Boys lost their father in a trucking accident last year. Their Mom, Dilbar, was a student in Darlene Flynt's class. She had an operation and never woke up. She was a lovely lady. The boys are ages 5 and 3, and they live in Union County.

A number of comments and questions were raised:

1. What date are you looking at to hold the event?
2. What would the hours be?
3. Would the event be open to the public and how would you raise money by holding the event?
4. You would need to provide security/police officers, port-a-johns, trash service & clean-up and liability insurance. There is also a \$30 rental fee for the Gazebo.
5. Food vendors would need to be licensed and provide insurance certificates. Will we need to close off Meeting Street for the food vendors?

David Cleveland will reach out for additional information.

Cathy MacArthur and Royetta Trull are working on the Fourth of July event. Royetta Trull plans to reach out to Jo Waybright this week concerning the grill for the event.

Royetta Trull is working on National Night Out.

**Parks & Rec Projects:** The clock tower fountains are oscillating, there is either air in the line or the filter is clogged. One of the old white fountain pipes in Russell Pond is sticking up and needs to be removed.

**Landscaping:** Lucas Landscaping has provided a quote for new vegetation at the front entrance - \$4500. The proposal includes Elephant Ears, Ferns Autumn or Japanese Shield, Purple Coneflower, Shrub Evergreen Broadleaf, Abelia 'Rose Creek', Boxwood, English Pyramidal, Burgundy Loropetalum, Euonymous Gold Spot, Holly China Boy Shrub, Evergreen Conifer and Arborvitae Emerald. Parks and Rec expressed concerns about the number of plants and the heights of the plants; therefore they decided to table the bid until next month.

**Community Center:** The door to the men's bathroom needs to be repaired and the toilets checked before pool season starts. Cheri Clark will reach out to Mike Wienecke.

**Adjourn:** Royetta Trull made the motion to adjourn. Kris Kirwan seconded the motion. Vote – Unanimous.

Respectfully Submitted,

Cheri S. Clark  
Clerk