

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

7:00 P.M.

APRIL 14, 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 April Council meeting to order.

INVOCATION: Councilwoman Pam Jack gave the invocation.

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

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

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

PUBLIC COMMENT: There was no public comment.

SECURITY REPORT: There were 83 calls for service during the month of March and 352 self-initiated calls during the month. There were 8 – 911 hang-ups, 8 alarm calls, 3 animal service calls, 3 property damage vandalism mischief, 3 suspicious circumstances and 1 traffic stop.

SECURITY CAMERAS: The VOLP has received approval from the state record's administrator to reduce the recording retention period from thirty days to ten days. The current recording time is five days. Mark Phillips will contact Quantum Security to purchase an additional 2TB of memory - \$250.

Sandy Coughlin made the motion to adopt the Resolution of General Policies Related to Security Cameras. Mark Phillips seconded the motion. Vote Unanimous.

Mark Phillips made the motion to adopt the Security Camera General Policies and Guidelines. Pam Jack seconded the motion. Vote – Unanimous.

STORMWATER: Mayor David Cleveland shared that the Town of Indian Trail is close to finalizing the plans for the Indian Trail First Baptist Church ball fields’ run-off. The VOLP should have a plan of action for the Hoover channel by the May Council meeting.

Cheri Clark requested Council approval for stormwater repairs at 3901 Lincoln Court - \$2500 and 3805 Lincoln Court - \$3500 plus estimated engineering fees of \$1,000. The VOLP will also be addressing repairs on Logan Circle. Sandy Coughlin made a motion to approve \$7,000 for the Lincoln Court repairs. Mark Phillips seconded the motion. Vote – Unanimous.

Cheri Clark also shared that Parks and Rec has approved Stormwater installing a Pet Waste station at the other end of Veterans Park Pond and one in the small park behind the new townhomes.

FINANCE OFFICER’S REPORT: Cheryl Bennett requested Council approval to move \$1,000 from Contingency to the Telephone line item. Sandy Coughlin made the motion to approve \$1,000 from Contingency to Telephone. John Barnes seconded the motion. Vote – Unanimous. The Budget Workshop is planned for Tuesday, April 28th at 6:30 pm.

Cheryl Bennett requested Council approval for \$32.23 due to the overpayment of taxes. Pam Jack made a motion to approve the tax refund. John Barnes seconded the motion. Vote Unanimous.

Cheri Clark shared that Union County has a new vendor for tax bill printing. Attorney Ken Swain has reviewed the proposed contract and the contract has been compared with the county’s contract with the vendor. The contract conditions and rates are the same. It will cost the Village less that ten cents per bill including a return envelope and mailing envelope. Postage is in addition to the printing. Sandy Coughlin made a motion to approve the contract. Fabian Szarko seconded the motion. Vote – Unanimous.

	<u>Mar 15</u>	<u>Jul '14 - Mar 15</u>	<u>Budget</u>	<u>% of Budget</u>
General fund				
Income				
Property Taxes				
Ad valorem current year	4,412.50	530,599.03	535,880.00	99%
Utility ad valorem	0.00	6,776.96	7,000.00	97%
Motor vehicle tax	4,446.18	42,215.31	51,118.00	83%
Ad valorem prior years	0.00	2,056.63	1,000.00	206%
Prior years motor vehicle tax	58.53	1,185.11	0.00	100%
Penalties and interest	245.76	1,650.24	1,600.00	103%
Late List Fees	0.00	0.00	0.00	0%
Total Property Taxes	9,162.97	584,483.28	596,598.00	98%

Other Taxes				
Stormwater Fees- current year	330.00	43,105.00	42,830.00	101%
Stormwater fees - prior years	0.00	120.00	0.00	100%
Cable franchise-from Time Warner	0.00	0.00	0.00	0%
Total Other Taxes	330.00	43,225.00	42,830.00	101%
State Shared Revenues				
	17,064.0			
Sales and use tax	5	92,108.86	156,000.00	59%
Telecom. Franchise	779.82	1,635.56	2,500.00	65%
	20,599.3			
Elec. franchise tax	6	43,728.65	70,000.00	62%
Video Prog. (Cable from State)	5,345.00	10,753.56	20,600.00	52%
Piped Gas	1,172.96	2,306.72	8,500.00	27%
Solid Waste Disposal Tax	0.00	1,684.27	2,500.00	67%
	44,961.1			
Total State Shared Revenues	9	152,217.62	260,100.00	59%
Parks & Recreation Revenue				
Program Fees	194.00	1,030.25	1,300.00	79%
Facility Rentals	220.00	2,135.00	4,000.00	53%
Daily swim fees	0.00	7,317.00	9,000.00	81%
Season pass pool fees	560.00	1,455.00	47,000.00	3%
Total Parks & Recreation Revenue	974.00	11,937.25	61,300.00	19%
Total Zoning Permits	50.00	650.00	500.00	130%
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	10.00	520.00	400.00	130%
Investment revenue	0.00	579.07	700.00	83%
Miscellaneous	0.00	785.65	1,000.00	79%
Total Other revenues	60.00	2,534.72	125,066.00	2%
Total Income	55,488.16	794,397.87	1,085,894.00	73%
Gross Profit	55,488.16	794,397.87	1,085,894.00	73%
Expense				
General Government				
Other Expenditures				
Economic Development	299.13	3,190.71	6,000.00	53%
Contingency	0.00	0.00	2,500.00	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 Repairs & Maint. Services	0.00	895.00	10,000.00	9%
Cap.Outlay- Pet Waste Stations	14.77	633.87	28,930.00	2%
	0.00	0.00	2,700.00	0%
Total Stormwater Expense	14.77	1,703.87	42,830.00	4%
Total Other Expenditures	313.90	4,894.58	51,330.00	10%
Planning and Zoning				
Pers. Serv. Office	0.00	0.00	0.00	0%
Zoning Admin. Services	866.66	7,799.94	10,400.00	75%
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	8,106.90	19,750.00	41%
Gen. Govt. Personal Services				
Adm Assistant	0.00	0.00	500.00	0%
Clerk/Tax Collector	5,044.00	45,396.00	60,528.00	75%
Council	2,987.50	8,962.50	11,950.00	75%
Finance Officer	1,306.92	11,762.28	15,683.00	75%
Mayor	1,085.00	3,255.00	4,340.00	75%
Payroll Expenses	863.69	6,023.52	8,065.00	75%
Total Gen. Govt. Personal Services	11,287.11	75,399.30	101,066.00	75%
Professional Fees				
Engineering Fees	0.00	0.00	400.00	0%
Auditing Services	0.00	5,100.00	5,100.00	100%
Legal Services	40.00	9,870.75	15,000.00	66%
Total Professional Fees	40.00	14,970.75	20,500.00	73%
Supplies and Materials				
Office	684.07	3,007.76	3,800.00	79%
Total Supplies and Materials	684.07	3,007.76	3,800.00	79%
Services				

Advertising	0.00	0.00	200.00	0%
Membership and dues	0.00	4,202.00	4,267.00	98%
Bank charges	0.00	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	252.40	4,442.60	5,750.00	77%
Printing & Delivery				
Newsletter	110.00	1,527.75	2,300.00	66%
Postage	5.18	29.07	500.00	6%
Property Tax	0.00	1,092.27	1,100.00	99%
Tax collection	160.93	2,044.68	2,900.00	71%
Telephone	672.62	2,999.39	3,000.00	100%
Training	125.00	125.00	800.00	16%
Travel	47.96	318.93	1,200.00	27%
Total Services	1,374.09	24,653.59	31,587.00	78%
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	14,565.83	153,911.88	261,033.00	59%
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	108.01	3,651.88	4,500.00	81%
Natural Gas	163.46	692.65	1,000.00	69%
Comm. center maintenance	223.35	7,274.41	9,400.00	77%
Pool management fee	0.00	17,362.50	49,540.00	35%
Pool Operations	0.00	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	494.82	49,190.88	91,830.00	54%
Maintenance of Common Areas				
	10,850.0			
Landscaping	0	105,450.00	145,510.00	72%
Park maintenance	2,020.81	23,195.48	47,875.00	48%
Pond maintenance	0.00	5,329.28	29,000.00	18%
Electric Maintenance	254.28	3,302.03	6,000.00	55%
Repairs of Common Areas	0.00	261.86	2,000.00	13%
Total Maintenance of Common Areas	<u>13,125.09</u>	<u>137,538.65</u>	<u>230,385.00</u>	<u>60%</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	2,979.00	2,979.00	4,000.00	74%
Total Parks/Rec Capital Outlay	<u>2,979.00</u>	<u>2,979.00</u>	<u>29,500.00</u>	<u>10%</u>
Total Parks & Recreation	<u>16,598.91</u>	<u>192,068.20</u>	<u>357,375.00</u>	<u>54%</u>
Public Services/Safety				
Electric bills	7,681.20	72,587.51	106,000.00	68%
Street Signs	555.00	880.00	2,000.00	44%
Waste Collection	15,227.32	121,435.76	198,000.00	61%
Law enforcement	0.00	121,114.50	161,486.00	75%
Total Public Services/Safety	<u>23,463.52</u>	<u>316,017.77</u>	<u>467,486.00</u>	<u>68%</u>
Total Expense	<u>54,628.26</u>	<u>661,997.85</u>	<u>1,085,894.00</u>	<u>61%</u>
Net General Fund	859.90	132,400.02	0.00	100%
Powell Bill				
PB Income				
Fund Bal. from Powell Bill	0.00	0.00	171,000.00	0%
Interest - Powell Funds	0.00	248.69	100.00	249%
Powell Bill Revenue	0.00	96,780.56	94,000.00	103%
Total PB Income	<u>0.00</u>	<u>97,029.25</u>	<u>265,100.00</u>	<u>37%</u>
PB Expense				
Street Exp. - Powell Bill	0.00	2,031.25	265,100.00	1%

Total PB Expense	<u>0.00</u>	<u>2,031.25</u>	<u>265,100.00</u>	<u>1%</u>
Net Powell Bill	<u>0.00</u>	<u>94,998.00</u>	<u>0.00</u>	<u>100%</u>
Net Excess of Rev. over Exp.	<u>859.90</u>	<u>227,398.02</u>	<u>0.00</u>	<u>100%</u>

PARK AND RECREATION BUSINESS: Mayor David Cleveland shared that spring flower planting and mulch replenishment are part of Lucas Landscaping's contract. The Park & Recreation Commission approved \$1200 for flowers and \$6000 for mulch and would like to request Council approval for both. Mark Phillips made the motion to approve the flower installation and mulch. Fabian Szarko seconded the motion. Vote – Unanimous.

P&R received a quote from Southend Painting for repair and painting of the Founder's Park Gazebo for \$2350 and repair and painting of the cupola on the Town Center Gazebo for \$625. P&R would like to request Council approval for these two projects which will be funded out of Park Maintenance. Pam Jack made the motion to approve the repair and painting of Founder's Park Gazebo and painting of the cupola on the Town Center Gazebo. Fabian Szarko seconded the motion. Vote – Unanimous. Southend Painting also provided a quote for \$2150 to repair and paint the Normandy Castle. Park and Rec has included this project in the 2015/2016 budget.

Based upon the consensus of Council at last month's meeting, P&R approved spending up to \$995 for a large screen TV and mounting hardware for the Council chambers. This would be funded by the P&R Capital Outlay budget for Council Chambers Video System. Sandy Coughlin asked if an audio system was including in the purchase. Mayor David Cleveland shared that Parks and Rec did some testing with a wireless audio system and the Village should be able to purchase a small system for \$500. Sandy Coughlin made a motion to purchase a television and mounting hardware for \$1,500. John Barnes seconded the motion. Mark Phillips stated that he would rather have a sound system than video. Sandy Coughlin withdrew her motion. Mark Phillips made a motion to purchase audio and video equipment - \$2,000. Pam Jack seconded the motion. Vote – Unanimous.

For some time, the Village has been using Aquatic Resources to manage the stormwater ponds in the Village. Their services have been comprised of chemically treating the ponds for algae and vegetation approximately once per month from April – September. The cost per treatment is \$1488. Additional services such as cleaning the ponds or manually removing vegetation are quoted and billed separately. While Aquatic Resources has done a fair job of maintaining our ponds, P&R has felt that we are usually playing catch up, and by the end of the summer the shallower ponds are getting overrun with algae and/or vegetation. Therefore, the Park & Recreation Commission evaluated several alternate pond management companies including Southern Pond Management, Lucas Landscaping, and Foster Lake & Pond Management. Based upon this evaluation P&R is recommending changing our pond management company to Foster Lake & Pond Management. A copy of their proposal was e-mailed to Council for your review.

Foster Lake & Pond Management made an assessment of our ponds in February as indicated in their proposal. Some of the key features of their proposal include:

1. Year round management of the ponds including 2 visits/month from May – October.
2. Monitoring of water quality via chemical analysis.
3. Pick up and removal of trash along the shoreline and on the pond surfaces.
4. Cleaning of fountains and switch out of nozzles twice a year.
5. Stocking of minnows and bluegill for mosquito control.
6. Stocking of triploid grass carp for control of aquatic vegetation.
7. Providing on-line reports for each site visit.

The total annual cost for their services is \$18,420 to be billed monthly at \$1535. This is more than we currently pay, but the level of service is considerably better. P&R had anticipated \$4500 for Aquatic Resources to service the ponds for the remainder of this fiscal year (April – June) so there is very little impact to the current budget. However, there will be an impact on the P&R 2015/2016 budget for Pond Maintenance. This current year the total Pond Maintenance budget is \$29,000 which includes \$9000 for chemical treatments, \$2000 for cleaning and \$1500 for plants and fish. P&R's proposed Pond Maintenance budget for next year has been reduced to \$24,420 even with Foster Lake & Pond's contract since there are no other major projects planned. Fabian Szarko made the motion to approve the Foster Lake & Pond Management contract. Pam Jack seconded the motion. Sandy Coughlin discussed how well the proposed pond management program has been thought out. Attorney Ken Swain has reviewed the contract and Foster Lake & Pond has added the changes as an addendum to the contract. Mark Phillips asked if the contract included maintenance of the current fountains in the ponds. Mayor David Cleveland stated that fountain maintenance is included and that Foster Lake & Pond will also be changing out the nozzles twice a year. Vote – Unanimous.

For a long time the Park & Recreation Commission has been evaluating upgrades to the appearance of the front entrance to the Village. This is a focal point for our Village, and represents the first impression for visitors and prospective new residents. The options considered have included landscaping upgrades and lighted fountains. At P&R's November meeting, it was decided that a waterfall feature in front of the wall would provide the best combination of updated landscaping and water movement to help circulate the water in the pond. A bid spec was put together and sent out to five prospective vendors. Three of the vendors responded with proposals. These proposals were evaluated at the March P&R meeting, and one of Lucas Landscaping's proposals was selected. A copy of that proposal was e-mailed to Council for your review. In addition to the appearance, one of the key factors in selecting Lucas's proposal was that they included the shrubs and plantings to go along with the waterfall feature. With the other proposals this was going to be an extra cost to be incurred in next year's budget.

Park & Rec is recommending to Council that we approve Lucas's proposal for the front entrance waterfall feature for \$20,857. Funds for this project were included in this year's budget, and it would be paid for out of a combination of Park Maintenance and Pond Maintenance. Lucas Landscaping's proposal saves us about \$6,000 in shrubbery. Sandy Coughlin made a motion to adopt this proposal to upgrade the front entrance. Fabian Szarko seconded the motion. Pam Jack shared that currently the Village entrance is vanilla. Sandy

Coughlin shared that she can't get excited about this project since the need is not obvious. Mark Phillips shared that he has talked to several members of the community and they do not see the need for a water feature at the front entrance. The Village has three other entrances that need to be addressed. John Barnes asked about the maintenance for the water feature, pump and lighting. Sean Lowther shared that overall beautification of the Village directly impacts home values. If the Village has the funds to do this project, it would be a powerful first impression. Vote: Four to 1 with Mark Phillips voting no.

Mayor David Cleveland shared that the motor on the AC unit caught fire Saturday. Lovin Heating and Air has provided a quote of \$450 for a new motor and then we may also need Freon. The Village also received a quote for a replacement of the unit - \$6,000 and a bid for \$12,000 to replace both units at the same time. Council decided to repair the unit and then to go out to bid for a new unit.

Fabian Szarko shared that the Community Litter Sweep is planned for Saturday, May 2nd from 9:00 AM to 11:00 AM. The Litter Sweep is a good way for students to receive community service credit hours.

The Memorial Day Ceremony at Veterans Pond is scheduled for Monday, May 25th from 11:00 to Noon.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the EDC has emailed a flier to the businesses and schools concerning the Yard Sale Music and Lunch event at Town Center Park. The EDC will meet Thursday evening to finalize the details.

WEBSITE: Pam Jack shared that the new website launched March 27th. There is a lot of information on the site including e-notify. We need to get the word out about signing up for e-notify.

PUBLIC SERVICES (Waste Collection & Street Lighting): Mayor David Cleveland shared that H&S Paving should begin work in the next couple of weeks. Repairs will begin with the potholes. Banner Signs has suggested the replacement of five stop signs and one yield sign due to ageing - \$750. There are also seven street signs that need replacing or re-facing - \$725. Ron Oxford is also recommending a four way stop at the corner of Balsam and Creft. The traffic has increased in the area due in part to the new townhomes and the growth of Miss DeeDee's Children's School - \$620. Council would like to receive feedback from the deputies before installing the four way stop. Sandy Coughlin made a motion to approve the regulatory signs - \$750 Powell Bill funds and the street signs from the Street Sign line item - \$725. Fabian Szarko seconded the motion. Vote – Unanimous.

Council has a copy of the sidewalk repairs recommended by Precision Safe Sidewalk - \$33,400. The new survey area includes Conifer (outer loop), Mimosa, Alden, Lake Park Road, Meeting Street, Balsam and Faith Church Road. The area is shown on page 3 of the proposal. On page 16, Precision Safe Sidewalk has recommended the demolition and replacement of ten panels in seven locations at a cost of \$4,000. Mark Phillips made a motion to approve the sidewalk replacements. John Barnes seconded the motion. Vote – Unanimous. Council will be discussing the funding of sidewalk repairs at Budget Workshop.

Sandy Coughlin shared that 68 people have requested recycle carts. Sandy Coughlin will be discussing the results with Waste Pro on Friday.

John Barnes would like recommend the installation of the following street lights based upon the lack of light and safety concerns in the following locations.

1. Alden Street – between Truman & Bessant
2. Alden Street – between Bessant & Ruth
3. Howard Monument – Corner by the pond.
4. Arthur Drive – Cul-de-sac and sidewalk.
5. St. Joseph – Intersection of Taft and St. Joseph.
6. Fennell Street – Cul-de-sac with no light.

The additional lighting would add \$101.50 to the Street Lighting line item every month. The cobra lights are provided by Union Power at no charge and the one acorn light would cost the Village a one-time charge of \$1,040. John Barnes also provided a list of secondary lights and locations. Street lights will be discussed at the Budget Workshop.

COMMUNICATION: The deadline for articles and information for the April newsletter is Friday, April 17, 2015 at 5 p.m. Topics to be included: E-notify, Pet Waste Stations, Stormwater repairs, Foster Lake & Pond contract, Litter Sweep, Memorial Day Ceremony, Recycle Carts, Pool Passes, Street Lights and Sidewalks.


COUNCIL COMMENTS: Sandy Coughlin thanked everyone.

Mayor David Cleveland thanked Council for the good open discussion.

ADJOURN: Pam Jack made the motion to adjourn the meeting. Fabian Szarko seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Clerk, Cheri Clark