

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

JANUARY 8, 2019

ATTENDING: Mayor David Cleveland
Council Members: John Barnes, Kristen Bowman, Pam Jack, James Record and Fabian Szarko
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett

CALL TO ORDER: Mayor David Cleveland called the January 8, 2019 Regular Session Council meeting to order.

INVOCATION: Mayor Pro Tem John Barnes gave the invocation.

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

PUBLIC COMMENT: There were no public comments.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the December 11, 2018 Regular Session Council Minutes as presented. James Record seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: John Barnes made the motion to adopt the January 8, 2019 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Randall shared that there were 91 calls for service in December and 10 alarm calls. To help prevent break-ins, Deputy Randall encouraged everyone to keep their garage doors closed. There were 13 traffic stops in the month of December.

UNION COUNTY FIRE STUDY: Mayor David Cleveland provided a draft letter for Council review and comments. Council discussed the requested response to Union County and decided that based upon the information provided regarding the proposed fire funding strategies, the Village preference is a Self-Funding Tax District. The response will be mailed to the County this week.

COMMUNICATIONS: Kristen Bowman shared that based upon feedback provided last month by Council, she revised and emailed Council the new draft Social Media Comments Policy and the VOLP for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms for their review. Mayor David Cleveland, Angie Figiel, Cheri Clark and Kristen Bowman met Monday, January 7th to discuss the Lake

Park Facebook Page. The dissemination of information will be as follows: website, e-notify then Facebook. The Village wants to continue to direct residents to the website for information. Cheri Clark, Angie Figiel and Kristen Bowman will meet once a month to schedule Facebook postings. The clock tower will be the cover photo on the Facebook page and the Village seal will be the profile picture. After Council discussed the monitoring of the page, the administrators of the page, content for the page and the acknowledgement of the other unofficial Facebook pages, Mayor David Cleveland asked Council if the Village wanted to make "The Village of Lake Park" the official Facebook page for the Village. Pam Jack made the motion to adopt "The Village of Lake Park" Facebook page as the official page for the Village of Lake Park. Kristen Bowman seconded the motion. Vote – Unanimous.

Council would like to see the Social Media Comments Policy, the VOLP for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms and the existing Lake Park Web Site Policy combined into one document. Kristen Bowman suggested that Council adopt the Social Media Comments Policy now pending its incorporation into one document. Kristen Bowman made the motion to adopt the Social Media Comments Policy. James Record seconded the motion. Vote – Unanimous.

Kristen Bowman shared that the Communication Commission will be hosting its first new resident mixer on Sunday, February 10th from 2 to 4.

PARKS AND RECREATION: James Record shared that the current landscaping contract with Lucas Lawn and Landscaping expires on March 1, 2019. P&R has been working diligently to prepare the RFP; however, the bidding and approval/acceptance process is not going to be completed by March 1st. P&R would like to request that Council approve spending an additional \$3,250 for up to two months to pay for the additional monthly cost of going month to month until the new contract can be signed. P&R budgeted for a potential increase in the landscaping contract and the additional cost would be funded out of the Landscaping Contract line item. James Record made the motion to approve spending an additional \$1,625 per month for landscaping in March and April. Fabian Szarko seconded the motion. Vote – Unanimous.

James Record shared that due to an accident, a Crepe Myrtle in the Queens Street island will need to be replaced in the fall. The Village has filed a claim with the driver's insurance company.

WaynCo Roofing has been to the Community Center three times trying to address the copula leak. The copula is not leaking around the flashing and shingles but it is leaking from the copula floor. The leak has caused damage in the Community Center ceiling.

The restroom doors, hinges and exterior rear door closer will be replaced in the Community Center. P&R received a quote of \$475 from Handyman Specialists of the Carolinas.

P&R is hosting a Teen Self-Defense Class every Thursday evening in the month of February. Registration is required. Soccer Shots will start again in March along with Yoga in the Park. An Eagle Scout is working on a Little Library and hopes to have it installed in February. Pam Jack shared that she would like to see a workshop on safety for adults.

FINANCE OFFICER'S REPORT: Cheryl Bennett provided copies of the audit for Council review. In December, the Village had a CD to mature. Fifth Third's interest rate for an 18 month CD is two and half percent. In December, the Village received the other half of the Powell Bill funds for 2018 - \$47,628.

Cheryl Bennett requested two tax refunds totaling \$962.16. Pam Jack made the motion to refund the two tax overpayments. James Record seconded the motion. Vote – Unanimous. At the end of December 80% of the Tax Ad Valorem had been collected.

	<u>Dec 18</u>	<u>Jul - Dec 18</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Property Taxes				
Ad valorem current year	73,185.5 8	474,677. 61	571,266.00	83%
Utility ad valorem	3,654.36 12,351.6	3,654.36 35,748.0	7,134.00	51%
Motor vehicle tax	6	0	83,545.00	43%
Ad valorem prior years	115.64	1,213.14	3,000.00	40%
Penalties and interest	152.58	475.32	2,500.00	19%
Total Property Taxes	<u>89,459.8</u> 2	<u>515,768.</u> 43	667,445.00	77%
Other Taxes				
Stormwater Fees- current year	6,565.00	50,065.0 0	62,137.00	81%
Stormwater fees - prior years	0.00	0.00	250.00	0%
Total Other Taxes	6,565.00	<u>50,065.0</u> 0	62,387.00	80%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	16,794.7 5	52,562.4 8	200,000.00	26%
Telecom. Sales Tax	417.23	377.89	1,825.00	21%
Elec. Sales Tax	28,686.9 9	28,876.2 9	101,000.00	29%
Video Prog. Sales Tax	4,801.16	4,502.56	20,100.00	22%
Piped Gas Sales Tax	969.73	1,578.25	7,100.00	22%
Solid Waste Disposal Tax	0.00	1,192.08	3,750.00	32%
Total State Shared Revenues	<u>51,669.8</u> 6	<u>89,089.5</u> 5	347,775.00	26%
Parks & Recreation Revenue				
Program Fees	50.00	258.00	1,500.00	17%
Facility Rentals	570.00	1,960.00	2,500.00	78%
Daily swim fees	0.00	9,408.10	12,000.00	78%
Season pass pool fees	0.00	385.00	50,000.00	1%
Total Parks & Recreation Revenue	620.00	<u>12,011.1</u> 0	66,000.00	18%
Other revenues				
Zoning Permits	75.00	581.00	1,200.00	48%

Approp. Fund Bal. Stormwater	0.00	0.00	55,000.00	0%
Approp. Fund Balance	0.00	0.00	58,983.00	0%
Civil Penalties	0.00	40.00	500.00	8%
Investment revenue	824.06	4,584.97	3,600.00	127%
Miscellaneous	0.00	2,084.90	1,500.00	139%
Total Other revenues	<u>899.06</u>	<u>7,290.87</u>	<u>120,783.00</u>	<u>6%</u>
Total Income	<u>149,213.74</u>	<u>674,224.95</u>	<u>1,264,390.00</u>	<u>53%</u>
Expense				
General Government				
Other Expenditures				
Economic Development	0.00	0.00	0.00	0%
Contingency	0.00	0.00	10,500.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	0.00	1,167.41	18,000.00	6%
Repairs & Maint. Services	0.00	90,568.28	98,537.00	92%
Total Stormwater Expense	<u>0.00</u>	<u>92,485.69</u>	<u>117,387.00</u>	<u>79%</u>
Total Other Expenditures	0.00	92,485.69	127,887.00	72%
Planning and Zoning				
Zoning Admin. Services	1,089.08	6,534.48	13,069.00	50%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	0.00	0.00	4,000.00	0%
Legal Services	0.00	296.00	7,000.00	4%
Advertising	0.00	0.00	220.00	0%
Postage	0.00	6.70	80.00	8%
Supplies	88.34	99.08	300.00	33%
Training	150.00	150.00	800.00	19%
Total Planning and Zoning	<u>1,327.42</u>	<u>7,086.26</u>	<u>26,069.00</u>	<u>27%</u>
Gen. Govt. Personal Services				
Adm Assistant	2,018.75	6,607.25	13,300.00	50%
Clerk/Tax Collector	5,731.08	34,386.48	68,773.00	50%
Council	3,201.50	6,403.00	12,806.00	50%
Finance Officer	1,514.17	9,085.02	18,170.00	50%
Mayor	1,313.25	2,626.50	5,253.00	50%
Payroll Expenses	1,179.92	5,064.17	10,150.00	50%
Total Gen. Govt. Personal Services	<u>14,958.67</u>	<u>64,172.42</u>	<u>128,452.00</u>	<u>50%</u>
Professional Fees				
Auditing Services	1,687.00	4,820.00	4,820.00	100%
Legal Services	0.00	1,640.00	12,000.00	14%
Total Professional Fees	<u>1,687.00</u>	<u>6,460.00</u>	<u>16,820.00</u>	<u>38%</u>

Supplies and Materials				
Office	279.67	1,664.75	6,100.00	27%
Total Supplies and Materials	279.67	1,664.75	6,100.00	27%
Services				
Communications	0.00	513.00	3,000.00	17%
Advertising	0.00	0.00	300.00	0%
Membership and dues	0.00	5,152.00	5,200.00	99%
Bank charges	68.88	410.06	950.00	43%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	51.08	9,930.23	9,931.00	100%
Miscellaneous oper. exp.	0.00	33.89	969.00	3%
Website/flyers	0.00	900.00	1,500.00	60%
Printing & Delivery Newsletter	131.34	1,099.90	2,350.00	47%
Postage	0.00	213.46	660.00	32%
Property Tax	48.29	261.69	400.00	65%
Strategic Planning	0.00	0.00	0.00	0%
Tax collection	375.15	996.44	2,000.00	50%
Telephone	487.45	2,920.32	5,760.00	51%
Training	0.00	0.00	600.00	0%
Travel	45.26	215.77	1,200.00	18%
		22,646.7		
Total Services	1,207.45	6	34,820.00	65%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	2,874.00	25,000.00	11%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	2,874.00	42,000.00	7%
	19,460.2	197,389.		
Total General Government	1	88	382,148.00	52%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	1,000.00	0%
Janitorial /Cleaning Supplies	0.00	64.53	250.00	26%
Food/Provisions - events	169.39	1,525.21	3,500.00	44%
Pool Supplies	0.00	4,937.63	6,500.00	76%
Total Parks/Rec. Supplies & Materials	169.39	6,527.37	11,250.00	58%
Parks/Rec Services				
		12,795.0		
Pool management fee	0.00	0	52,430.00	24%
Pool Operations	0.00	510.00	7,100.00	7%
Comm. center maintenance	1,440.97	3,009.76	9,400.00	32%
		11,358.0		
Seasonal Decorations	8,604.84	0	18,000.00	63%
Events Services	0.00	2,628.90	3,000.00	88%
Water/Sewer	417.22	2,795.31	8,000.00	35%

Natural Gas	74.77	219.37	700.00	31%
	<u>10,537.8</u>	<u>33,316.3</u>		
Total Parks/Rec Services	0	4	98,630.00	34%
Maintenance of Common Areas				
Landscaping	10,833.33	67,269.98	150,550.00	45%
Park maintenance	864.37	12,182.66	47,925.00	25%
Pond maintenance	1,381.50	8,289.00	19,600.00	42%
Electric Maintenance	0.00	4,777.00	10,500.00	45%
Repairs of Common Areas	0.00	0.00	2,000.00	0%
Total Maintenance of Common Areas	<u>13,079.20</u>	<u>92,518.64</u>	<u>230,575.00</u>	<u>40%</u>
Parks/Rec Capital Outlay				
Two Welcome Signs	0.00	0.00	5,000.00	0%
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Connies Pond Walkway	0.00	0.00	5,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Cover and Drain	0.00	7,795.11	11,000.00	71%
Total Parks/Rec Capital Outlay	<u>0.00</u>	<u>7,795.11</u>	<u>36,000.00</u>	<u>22%</u>
	<u>23,786.39</u>	<u>140,157.46</u>		
Total Parks & Recreation	9	46	376,455.00	37%
Public Services/Safety				
Capital Outlay Radar Speed Sign	0.00	3,683.00	4,000.00	92%
		54,431.72		
Electric bills	8,498.80	2	112,888.00	48%
Street Signs	707.00	6,706.00	7,500.00	89%
	15,373.32	77,015.60		
Waste Collection	2	0	189,000.00	41%
		48,099.60		
Law enforcement	0.00	0	192,399.00	25%
	<u>24,579.12</u>	<u>189,935.92</u>		
Total Public Services/Safety	2	92	505,787.00	38%
Total Expense	<u>67,825.72</u>	<u>527,483.26</u>	<u>1,264,390.00</u>	<u>42%</u>
	<u>81,388.02</u>	<u>146,741.69</u>		
Net General Fund Powell Bill	2	69	0.00	100%
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	990.08	200.00	495%
		47,628.34		
Powell Bill Revenue	0.00	4	96,050.00	50%
		48,618.42		
Total Other Income	0.00	2	271,250.00	18%
Other Expense				
Street Exp. - Powell Bill	6,418.40	138,701.55	271,250.00	51%
		138,701.55		
Total Other Expense	<u>6,418.40</u>	<u>138,701.55</u>	<u>271,250.00</u>	<u>51%</u>
		-		
Net Powell Bill	<u>-6,418.40</u>	<u>90,083.13</u>	<u>0.00</u>	<u>100%</u>
	<u>74,969.62</u>	<u>56,658.56</u>		
Net Excess of Rev. over Exp	<u>2</u>	<u>6</u>	<u>0.00</u>	<u>100%</u>

PUBLIC SERVICES (Street, Waste Collection & Lighting): Pam Jack shared that Attorney Ken Swain is working on the Waste Collection contract.

COMMUNICATION INFORMATION: Kristen Bowman shared that topics for the next newsletter include P&R Events, Safety tips, Radar sign information, Official Facebook page, Fishing permits and HOA update.

COUNCIL COMMENTS: James Record thanked everyone that attended the Council meeting.

Pam Jack wished everyone a Happy New Year.

ADJOURN: Fabian Szarko made the motion to adjourn. Kristen Bowman seconded the motion. Vote – Unanimous.

Respectfully submitted,



Mayor David Cleveland



Village Administrator, Cheji Clark

