

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

NOVEMBER 13, 2018

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 November 13, 2018 Regular Session Council meeting to order.

INVOCATION: Kristen Bowman gave the invocation.

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

PUBLIC COMMENT: Roger Griffin stated that he has made multiple Public Information Requests and the Village has not responded. Mr. Griffin feels that the e-mail records provided are highly insufficient. The emails that Roger Griffin received do not provide the information as to what property the HOA is seeking to purchase or why. Mr. Griffin stated that he can look at the e-mails received and know that there are missing emails. Mayor David Cleveland stated that his response to the HOA in 2017 was based upon a verbal conversation he had with an HOA Board Member. Roger Griffin wanted to know why there is no mention of the sale of property to the HOA in Council minutes. Mayor Cleveland responded that the HOA never came to Council to discuss the purchase of property therefore there is no information as to why the HOA approached the Village about the purchase of property. Cheri Clark stated that the flash drive has all of the historical information concerning the HOA and Village including the condemnation of property. Mr. Griffin stated that the information on the flash drive that he provided was not the information he was looking for. Mayor David Cleveland stated that he would add the 2017 emails to the flash drive and return it to Roger Griffin.

Randi Vance stated that she was at the last HOA meeting and that she is very concerned that the HOA is trying to gain control over the Village.

APPROVAL OF MINUTES: James Record made the motion to approve the October 9, 2018 Regular Session Council Minutes as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Fabian Szarko made the motion to adopt the November 13, 2018 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Randall shared that there were 87 calls for service in October and 8 alarm calls. The Village experienced a significant increase in domestic violence last month. There were 7 traffic stops in the month of October.

UNION COUNTY FIRE STUDY: Michael James, Assistant Union County Manager, discussed the Union County Fire Service District Funding Study. The goal of the study was to provide a maximum equity in cost burden and provide a sustainable long-term funding strategy for Union County Fire Services. Union County Commissioners want to make sure that local leaders understand the fire needs on the global county level. The County Commissioners are interested in the local municipalities' feedback and are requesting a letter from each Council in January. There are three options to consider:

1. Self – Funding Tax Districts.
2. County Wide Tax.
3. Self-Funding + County - 80/20 Split

VOLP FIVE YEAR DEVELOPMENT PLAN: Mayor Cleveland shared that the Safety Committee has been reviewing the Radar Speed Limit Sign data and will have sample reports at the December meeting.

COMMUNICATIONS: Kristen Bowman provided two proposed Social Media Policies for the Council to review and shared that it is a challenge for a small community to figure out the best way to manage social media. David Cleveland requested that Council review the two policies and provide feedback at the December Council meeting.

Mayor David Cleveland shared that the Village has received a \$378 membership invoice from the Union County Chamber of Commerce for the annual fee. Pam Jack made the motion to not renew the Chamber membership. Kristen Bowman seconded the motion. Vote – Unanimous.

PARKS AND RECREATION: James Record shared that a 14' Green Giant Arborvitae will be planted at the Community Center for the Christmas Lighting Ceremony. The Children's Tree will be relocated in the spring. The Community Center roof leak at the copula has been repaired. The Chili Cook-off went well. The Village is hosting a Blood Drive on November 27th and the Turning Point pantry drive ends November 30th. The Christmas Tree lighting is December 2nd at the Community Center. The Toys for Tots drive is underway until December 14th.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that the audit has been submitted and approved by the state. As of the end of October, 21% of the tax ad valorem for 2018 has been collected.

	<u>Oct 18</u>	<u>Jul - Oct 18</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Property Taxes				
Ad valorem current year	83,665.68	117,370.36	571,266.00	21%
Utility ad valorem	0.00	0.00	7,134.00	0%
Motor vehicle tax	0.00	15,508.72	83,545.00	19%
Ad valorem prior years	194.02	903.48	3,000.00	30%
Penalties and interest	22.06	223.57	2,500.00	9%
Total Property Taxes	<u>83,881.76</u>	<u>134,006.13</u>	<u>667,445.00</u>	<u>20%</u>
Other Taxes				
Stormwater Fees- current year	8,820.00	13,615.00	62,137.00	22%
Stormwater fees - prior years	0.00	0.00	250.00	0%
Total Other Taxes	<u>8,820.00</u>	<u>13,615.00</u>	<u>62,387.00</u>	<u>22%</u>
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	15,698.80	18,844.40	200,000.00	9%
Telecom. Sales Tax	0.00	-39.34	1,825.00	-2%
Elec. Sales Tax	0.00	189.30	101,000.00	0%
Video Prog. Sales Tax	0.00	-298.60	20,100.00	-1%
Piped Gas Sales Tax	0.00	608.52	7,100.00	9%
Solid Waste Disposal Tax	0.00	518.33	3,750.00	14%
Total State Shared Revenues	<u>15,698.80</u>	<u>19,822.61</u>	<u>347,775.00</u>	<u>6%</u>
Parks & Recreation Revenue				
Program Fees	27.00	183.00	1,500.00	12%
Facility Rentals	145.00	1,100.00	2,500.00	44%
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	<u>172.00</u>	<u>11,076.10</u>	<u>66,000.00</u>	<u>17%</u>
Other revenues				
Zoning Permits	100.00	481.00	1,200.00	40%
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	738.40	2,936.02	3,600.00	82%
Miscellaneous	0.00	2,084.90	1,500.00	139%
Total Other revenues	<u>838.40</u>	<u>5,541.92</u>	<u>120,783.00</u>	<u>5%</u>
Total Income	<u>109,410.96</u>	<u>184,061.76</u>	<u>1,264,390.00</u>	<u>15%</u>
Gross Profit	<u>109,410.96</u>	<u>184,061.76</u>	<u>1,264,390.00</u>	<u>15%</u>
Expense				
General Government				

Other Expenditures				
Contingency	0.00	0.00	15,000.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0%
Prof. Fees - Engineering	0.00	917.41	18,000.00	5%
Repairs & Maint. Services	0.00	89,688.88	98,537.00	91%
Total Stormwater Expense	0.00	91,356.29	117,387.00	78%
Total Other Expenditures	0.00	91,356.29	132,387.00	69%
Planning and Zoning				
Zoning Admin. Services	1,089.08	4,356.32	13,069.00	33%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	0.00	0.00	4,000.00	0%
Legal Services	296.00	296.00	7,000.00	4%
Advertising	0.00	0.00	220.00	0%
Postage	0.00	0.00	80.00	0%
Supplies	10.74	10.74	300.00	4%
Training	0.00	0.00	800.00	0%
Total Planning and Zoning	1,395.82	4,663.06	26,069.00	18%
Gen. Govt. Personal Services				
Adm Assistant	0.00	3,325.00	13,300.00	25%
Clerk/Tax Collector	5,731.08	22,924.32	68,773.00	33%
Council	0.00	3,201.50	12,806.00	25%
Finance Officer	1,514.17	6,056.68	18,170.00	33%
Mayor	0.00	1,313.25	5,253.00	25%
Payroll Expenses	637.58	3,150.04	10,150.00	31%
Total Gen. Govt. Personal Services	7,882.83	39,970.79	128,452.00	31%
Professional Fees				
Auditing Services	0.00	0.00	4,820.00	0%
Legal Services	1,640.00	1,640.00	12,000.00	14%
Total Professional Fees	1,640.00	1,640.00	16,820.00	10%
Supplies and Materials				
Office	175.74	1,335.08	6,100.00	22%
Total Supplies and Materials	175.74	1,335.08	6,100.00	22%
Services				
Communications	0.00	513.00	3,000.00	17%
Advertising	0.00	0.00	300.00	0%
Membership and dues	0.00	5,082.00	5,200.00	98%
Bank charges	67.94	282.11	950.00	30%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	0.00	9,879.15	9,900.00	100%

Miscellaneous oper. exp.	33.89	33.89	1,000.00	3%
Website/flyers	0.00	0.00	1,500.00	0%
Printing & Delivery Newsletter	196.14	693.82	2,350.00	30%
Postage	0.00	209.25	660.00	32%
Property Tax	0.00	213.40	400.00	53%
Tax collection	0.00	402.14	2,000.00	20%
Telephone	463.25	1,945.67	5,760.00	34%
Training	0.00	0.00	600.00	0%
Travel	0.00	103.76	1,200.00	9%
Total Services	761.22	19,358.19	34,820.00	56%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	0.00	25,000.00	0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	0.00	42,000.00	0%
Total General Government	11,855.61	158,323.41	386,648.00	41%
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	0.00	1,355.82	3,500.00	39%
Pool Supplies	3,920.50	4,937.63	6,500.00	76%
Total Parks/Rec. Supplies & Materials	3,920.50	6,357.98	11,250.00	57%
Parks/Rec Services				
Pool management fee	0.00	12,795.00	52,430.00	24%
Pool Operations	0.00	510.00	7,100.00	7%
Comm. center maintenance	249.96	1,147.54	9,400.00	12%
Seasonal Decorations	0.00	1,859.16	18,000.00	10%
Events Services	66.00	2,551.50	3,000.00	85%
Water/Sewer	631.51	1,916.90	8,000.00	24%
Natural Gas	27.62	112.10	700.00	16%
Total Parks/Rec Services	975.09	20,892.20	98,630.00	21%
Maintenance of Common Areas				
Landscaping	10,833.33	43,853.32	150,550.00	29%
Park maintenance	4,175.00	6,761.14	43,425.00	16%
Pond maintenance	1,381.50	5,526.00	19,600.00	28%
Electric Maintenance	0.00	255.00	10,500.00	2%
Repairs of Common Areas	0.00	0.00	2,000.00	0%
Total Maintenance of Common Areas	16,389.83	56,395.46	226,075.00	25%
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%
Basketball court resurfacing	0.00	0.00	0.00	0%
Total Parks/Rec Capital Outlay	0.00	7,795.11	36,000.00	22%
Total Parks & Recreation	21,285.42	91,440.75	371,955.00	25%
Public Services/Safety				
Capital Outlay Radar Speed Sign	3,683.00	3,683.00	4,000.00	92%
Electric bills	9,000.92	37,154.78	112,888.00	33%
Street Signs	0.00	5,999.00	7,500.00	80%
Waste Collection	15,373.32	46,268.96	189,000.00	24%
Law enforcement	0.00	48,099.60	192,399.00	25%
Total Public Services/Safety	28,057.24	141,205.34	505,787.00	28%
Total Expense	61,198.27	390,969.50	1,264,390.00	31%
Net General fund Powell Bill	48,212.69	206,907.74	0.00	100%
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	466.10	200.00	233%
Powell Bill Revenue	47,628.34	47,628.34	96,050.00	50%
Total Other Income	47,628.34	48,094.44	271,250.00	18%
Other Expense				
Street Exp. - Powell Bill	0.00	0.00	271,250.00	0%
Total Other Expense	0.00	0.00	271,250.00	0%
Net Powell Bill	47,628.34	48,094.44	0.00	100%
Net Excess of Rev. over Exp.	95,841.03	158,813.30	0.00	100%

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that the majority of the street paving is completed. The Village has received a quote of \$3,000 to do some striping in the Village including Joshua Alley between Balsam Street and Faith Church Road. Kristen Bowman made a motion to approve \$3,000 for striping. Pam Jack seconded the motion. Vote – Unanimous.

Mayor David Cleveland shared that on McKinley Place Alley behind the new concrete apron the Village needs to raise the asphalt 6 inches for proper drainage. Red Clay has provided a quote of \$2,918. James Record made a motion to approve \$2,918. Pam Jack seconded the motion. The cost will be paid from the Powell Bill line item. Vote – Unanimous.

Mayor David Cleveland shared that the stop sign at Thistle Alley and Meeting Street(east) needs to be replaced and the street sign at the corner of Balsam and Creft has rusted and fallen and will have to be replaced. Allegra will be replacing the signs.

Pam Jack shared that the Waste Pro contract expires at the end of March 2019. Waste Pro currently provides weekly residential and business waste collection in the Village. Every week garbage, recycle, bulk and yard/landscape materials are manually picked up. The Village does not have any automated residential collection. Waste Pro also manages the carts and dumpster for the Village. Currently the Village pays \$11.88 per household and the new price would be \$13.03 per household. The \$1.13 per household increase is due primarily to the increased cost of recycle. Pam Jack and Cheri Clark have reviewed the contracts of Monroe, Davidson and Indian Trail. All three of them have automated services (not manual), some purchase and maintain their carts and bins, pay the weekly tipping fees at the landfill and none of them have the level of service that the Village of Lake Park currently has. They also reached out to another vendor for a price with our existing level of service - \$16.00 per household with automated service. After consulting with Attorney Ken Swain, the service contract does not have to go out for bid. Pam Jack made the motion to accept Waste Pro's pricing and enter into a contract with them to continue our current level of service for the next five years. James Record seconded the motion. Vote – Unanimous.

John Barnes discussed the auxiliary lighting needs around the Village including the repairs needed for the Christmas lights. John Barnes made a motion to approve \$4,101.60 for electrical repairs by Jonathan Baucom Electric. Kristen Bowman seconded the motion. Vote - Unanimous.

John Barnes has two quotes for the clock tower roof. The first bid to replace the roof - \$32,000. The second bid is to restore the existing standing seam metal roofing panel - \$4,500. This price includes pressure washing the panels and applying two acrylic coats to the metal roofing. There is a three year warranty on labor and a ten year warranty on the coating. Pam Jack made a motion to move \$4,500 from Contingency to Park Maintenance. James Record seconded the motion. Vote – Unanimous. James Record made a motion to spend up to \$4,500 from Park Maintenance to restore the existing clock tower roof. John Barnes seconded the motion. Vote Unanimous.

COMMUNICATION INFORMATION: Kristen Bowman shared the topics for the next newsletter: P&R Events, Donation Drives, Chili Cook-Off, HOA Annual Meeting, Garden Club Tea and Bypass information

COUNCIL COMMENTS: James Record thanked everyone for coming.

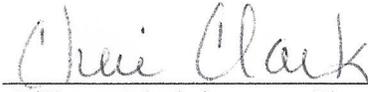
Fabian Szarko, Pam Jack and John Barnes wished everyone a Happy Thanksgiving and safe travels.

Mayor David Cleveland wished everyone a Happy Thanksgiving and wished Cheryl Bennett a Happy Birthday.

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

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark