

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

**7:00 P.M.**

**JANUARY 13, 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 January Council meeting to order.

**INVOCATION:** Mayor Pro Tem Sandy Coughlin gave the invocation.

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

**APPROVAL OF MINUTES:** Sandy Coughlin made the motion to approve the December 9, 2014 Public Hearing Sign Text Amendment minutes. Fabian Szarko seconded the motion. Vote – Unanimous. John Barnes made a motion to approve the Regular Session December Council Meeting Minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Mark Phillips made a motion to accept the Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

**PUBLIC COMMENT:** Jeanette Fondren – 5407 Creft Circle – has lived in Lake Park 15 years and currently serves on the HOA Board. She thanked Mayor David Cleveland for spending almost an hour on the telephone with her answering questions concerning security at the HOA Festival in the Park and why the HOA is required to pay for off-duty deputies. The Village of Lake Park is not picking on the HOA; as part of the Village’s policy all large events such as Girls on the Run and Common Heart are also required to have off-duty deputies. Jeanette shared her concerns about yard debris not being picked up on a weekly basis and thanked Council for serving the Village.

**SECURITY REPORT:** Mayor David Cleveland presented Deputy Richard Haywood with a Certificate of Recognition for his 7 years of service to the Village of Lake Park.

Deputy Brett stated that there were 70 calls for service during the month of December and 265 self-initiated calls during the month. There were 9 – 911 hang-ups, 5 alarm calls, 1 animal

bite, 1 property damage vandalism mischief, 6 noise complaints, 2 suspicious person, two suspicious vehicle and 26 traffic stops.

**SECURITY CAMERAS:** Mayor David Cleveland stated that there is a motion on the table that Mark Phillips made at the October Council meeting and the motion was seconded to purchase a wireless security camera system. Mark Phillips has done additional investigation into the wireless system and has decided to withdraw the motion. Mark Phillips reached out to Quantum Security and received a turnkey quote for a Digimerge System - \$2,979 which includes 2 inside cameras and 4 outside cameras. The system is hardwired but can be converted to wireless. The system quoted by Video & Security Specialists was a wireless 4 camera system - \$3988. The Video & Security Specialists system was not a turnkey system. Each camera would need a power source, ballpark for the electrician - \$1,630. Mark Phillips made the motion to contract with Quantum Security for a six camera Digimerge System. Sandy Coughlin seconded the motion. Vote – Unanimous.

Attorney Ken Swain discussed with the Council the State’s Record Retention Schedule (which has been adopted by Village) related to such and that Mark Phillips will be checking with the supplier to determine the cost of a drive that might meet the Records Retention Schedule requirements. If the drive purchased does not meet the minimum State Record Retention Schedule requirements, as previously adopted by the Council, there is a procedure for requesting and potentially utilizing a modification to the Schedule.

**STORMWATER:** Cheri Clark shared that Adam McLamb, Indian Trail Civil Engineer has a meeting set up to discuss the Town of Indian Trail’s findings with First Baptist Church of Indian Trail later this week regarding the stormwater runoff from the church’s new athletic fields. The email is dated Tuesday, January 13, 2015.

**FINANCE OFFICER’S REPORT:** Cheryl Bennett shared that all of the expense items are where she would expect them to be half-way through the year. Council needs to approve the tax refunds due to overpayment in the amount of \$1,205.64. Sandy Coughlin made the motion to refund tax overpayments in the amount of \$1,205.64. Pam Jack seconded the motion. Vote – Unanimous.

	Dec 14	Jul - Dec 14	Budget	% of Budget
<b>General fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
<b>Ad valorem current year</b>	65,582.84	488,428.01	535,880.00	91%
<b>Utility ad valorem</b>	6,285.30	6,285.30	7,000.00	90%
<b>Motor vehicle tax</b>	4,493.43	27,904.37	51,118.00	55%
<b>Ad valorem prior years</b>	490.15	1,586.95	1,000.00	159%
<b>Prior years motor vehicle tax</b>	113.93	1,023.27	0.00	100%
<b>Penalties and interest</b>	165.71	887.53	1,600.00	55%
<b>Late List Fees</b>	0.00	0.00	0.00	0%
<b>Total Property Taxes</b>	77,131.36	526,115.43	596,598.00	88%

<b>Other Taxes</b>				
Stormwater Fees- current year	5,170.00	38,765.00	42,830.00	91%
Stormwater fees - prior years	30.00	90.00	0.00	100%
Cable franchise-from Time Warner	0.00	0.00	0.00	0%
<b>Total Other Taxes</b>	<b>5,200.00</b>	<b>38,855.00</b>	<b>42,830.00</b>	<b>91%</b>
<b>State Shared Revenues</b>				
Sales and use tax	14,328.81	46,538.65	156,000.00	30%
Telecom. Franchise	578.74	855.74	2,500.00	34%
Elec. franchise tax	23,556.73	23,129.29	70,000.00	33%
Video Prog. (Cable from State)	5,439.76	5,408.56	20,600.00	26%
Piped Gas	483.76	1,133.76	8,500.00	13%
Solid Waste Disposal Tax	0.00	1,084.59	2,500.00	43%
<b>Total State Shared Revenues</b>	<b>44,387.80</b>	<b>78,150.59</b>	<b>260,100.00</b>	<b>30%</b>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	22.00	784.25	1,300.00	60%
Facility Rentals	285.00	1,310.00	4,000.00	33%
Daily swim fees	0.00	7,317.00	9,000.00	81%
Season pass pool fees	0.00	895.00	47,000.00	2%
<b>Total Parks &amp; Recreation Revenue</b>	<b>307.00</b>	<b>10,306.25</b>	<b>61,300.00</b>	<b>17%</b>
<b>Other revenues</b>				
Zoning Permits	50.00	475.00	500.00	95%
Approp. Fund Balance	0.00	0.00	122,466.00	0%
Civil Penalties	100.00	460.00	400.00	115%
Investment revenue	73.89	438.42	700.00	63%
Miscellaneous	0.00	0.40	1,000.00	0%
<b>Total Other revenues</b>	<b>223.89</b>	<b>1,373.82</b>	<b>125,066.00</b>	<b>1%</b>
<b>Total Income</b>	<b>127,250.05</b>	<b>654,801.09</b>	<b>1,085,894.00</b>	<b>60%</b>
<b>Gross Profit</b>	<b>127,250.05</b>	<b>654,801.09</b>	<b>1,085,894.00</b>	<b>60%</b>
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
Economic Development	82.03	997.83	6,000.00	17%
Contingency	0.00	0.00	3,500.00	0%
<b>Stormwater Expense</b>				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	175.00	1,100.00	16%

Prof. Fees - Engineering	895.00	895.00	10,000.00	9%
Repairs & Maint. Services	0.00	619.10	28,930.00	2%
Cap.Outlay- Pet Waste Stations	0.00	0.00	2,700.00	0%
<b>Total Stormwater Expense</b>	<b>895.00</b>	<b>1,689.10</b>	<b>42,830.00</b>	<b>4%</b>
<b>Total Other Expenditures</b>	<b>977.03</b>	<b>2,686.93</b>	<b>52,330.00</b>	<b>5%</b>
<b>Planning and Zoning</b>				
Pers. Serv. Office	0.00	0.00		
Zoning Admin. Services	866.66	5,199.96	10,400.00	50%
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	94.52	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%
<b>Total Planning and Zoning</b>	<b>961.18</b>	<b>5,506.92</b>	<b>19,750.00</b>	<b>28%</b>
<b>Gen. Govt. Personal Services</b>				
Adm Assistant	0.00	0.00	500.00	0%
Clerk/Tax Collector	5,044.00	30,264.00	60,528.00	50%
Council	2,987.50	5,975.00	11,950.00	50%
Finance Officer	1,306.92	7,841.52	15,683.00	50%
Mayor	1,085.00	2,170.00	4,340.00	50%
Payroll Expenses	863.71	4,055.54	8,065.00	50%
<b>Total Gen. Govt. Personal Services</b>	<b>11,287.13</b>	<b>50,306.06</b>	<b>101,066.00</b>	<b>50%</b>
<b>Professional Fees</b>				
Engineering Fees	0.00	0.00	400.00	0%
Auditing Services	0.00	5,100.00	5,100.00	100%
Legal Services	0.00	5,616.75	15,000.00	37%
<b>Total Professional Fees</b>	<b>0.00</b>	<b>10,716.75</b>	<b>20,500.00</b>	<b>52%</b>
<b>Supplies and Materials</b>				
Office	67.02	1,961.26	3,800.00	52%
<b>Total Supplies and Materials</b>	<b>67.02</b>	<b>1,961.26</b>	<b>3,800.00</b>	<b>52%</b>
<b>Services</b>				
Advertising	0.00	0.00	200.00	0%
Membership and dues	0.00	4,202.00	4,267.00	98%
Bank charges	82.97	438.20	820.00	53%

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	0.00	4,120.00	5,750.00	72%
Printing & Delivery Newsletter	281.51	1,197.75	2,300.00	52%
Postage	13.47	23.89	500.00	5%
Property Tax	0.00	1,092.27	1,100.00	99%
Tax collection	95.52	1,554.62	1,900.00	82%
Telephone	217.11	1,571.08	3,000.00	52%
Training	0.00	0.00	800.00	0%
Travel	43.12	187.51	1,200.00	16%
<b>Total Services</b>	<b>733.70</b>	<b>21,680.49</b>	<b>30,587.00</b>	<b>71%</b>
<b>Capital Outlay</b>				
Sidewalk repairs	0.00	22,879.00	23,000.00	99%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>22,879.00</b>	<b>33,000.00</b>	<b>69%</b>
<b>Total General Government</b>	<b>14,026.06</b>	<b>115,737.41</b>	<b>261,033.00</b>	<b>44%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	0.00	0%
Janitorial /Cleaning Supplies	0.00	0.00	400.00	0%
Food/Provisions - events	99.79	1,059.67	2,260.00	47%
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%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>99.79</b>	<b>2,359.67</b>	<b>5,660.00</b>	<b>42%</b>
<b>Parks/Rec Services</b>				
Pool Attendant Salaries	0.00	387.00	750.00	52%
Water/Sewer	687.22	3,322.12	4,500.00	74%
Natural Gas	87.64	230.93	1,000.00	23%
Comm. center maintenance	599.83	4,688.65	9,400.00	50%
Pool management fee	0.00	12,277.50	49,540.00	25%
Pool Operations	0.00	5,837.66	11,100.00	53%
Seasonal Decorations	8,435.28	11,283.28	14,840.00	76%
Events Services	0.00	255.80	700.00	37%
<b>Total Parks/Rec Services</b>	<b>9,809.97</b>	<b>38,282.94</b>	<b>91,830.00</b>	<b>42%</b>
<b>Maintenance of Common Areas</b>				

Landscaping	0.00	61,450.00	145,510.00	42%
Park maintenance	11,100.00	28,882.35	47,875.00	60%
Pond maintenance	225.00	5,329.28	29,000.00	18%
Electric Maintenance	400.00	1,471.54	6,000.00	25%
Repairs of Common Areas	0.00	261.86	2,000.00	13%
<b>Total Maintenance of Common Areas</b>	<b>11,725.00</b>	<b>97,395.03</b>	<b>230,385.00</b>	<b>42%</b>
<b>Parks/Rec Capital Outlay</b>				
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		
Security System/Camera System	0.00	0.00	4,000.00	0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>29,500.00</b>	<b>0%</b>
<b>Total Parks &amp; Recreation</b>	<b>21,634.76</b>	<b>138,037.64</b>	<b>357,375.00</b>	<b>39%</b>
<b>Public Services/Safety</b>				
Electric bills	7,372.66	48,898.69	106,000.00	46%
Street Signs	90.00	90.00	2,000.00	5%
Waste Collection	15,227.32	75,753.80	198,000.00	38%
Law enforcement	121,114.50	121,114.50	161,486.00	75%
	143,804.48			
<b>Total Public Services/Safety</b>	<b>179,465.38</b>	<b>245,856.99</b>	<b>467,486.00</b>	<b>53%</b>
<b>Total Expense</b>	<b>0</b>	<b>499,632.04</b>	<b>0</b>	<b>46%</b>
<b>Net General fund</b>	<b>-52,215.25</b>	<b>155,169.05</b>	<b>0.00</b>	<b>100%</b>
<b>Powell Bill</b>				
<b>Powell Bill income</b>				
Fund Bal. from Powell Bill	0.00	0.00	128,000.00	0%
Interest - Powell Funds	18.03	187.57	100.00	188%
Powell Bill Revenue	0.00	48,390.29	94,000.00	51%
<b>Total Other Income</b>	<b>18.03</b>	<b>48,577.86</b>	<b>222,100.00</b>	<b>22%</b>
<b>Powell Bill Expense</b>				
Street Exp. - Powell Bill	0.00	2,031.25	222,100.00	1%
<b>Total Other Expense</b>	<b>0.00</b>	<b>2,031.25</b>	<b>222,100.00</b>	<b>1%</b>
<b>Net Powell Bill</b>	<b>18.03</b>	<b>46,546.61</b>	<b>0.00</b>	<b>100%</b>
<b>Net Excess of Rev. over exp.</b>	<b>-52,197.22</b>	<b>201,715.66</b>	<b>0.00</b>	<b>100%</b>

**PARK AND RECREATION BUSINESS:** Mayor David Cleveland shared that the Parks and Recreation Commission did not meet in December.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that EDC met on January 8, 2015 to make the final arrangements for the January 14<sup>th</sup> Network Workshop. The EDC is expecting around eleven people for the workshop. The EDC is looking into ways to help support new businesses in the Town Center.

**WEBSITE/EMAIL:** Pam Jack shared that the Village plans on launching the new website at the end of February or first of March. The next step is to create a site map for the website.

**PUBLIC SERVICES (Waste Collection & Street Lighting):** Mayor David Cleveland shared that the Village received the other half of our annual Powell Bill funds - \$48,000. There are two additional sections of road that need to be resurfaced – Lincoln Court - \$9,750 and the Mimosa Street cul-de-sac - \$31,400 plus a couple of more potholes need to be repaired. Sandy Coughlin made a motion to appropriate \$43,000 to Street Expense. Mark Phillips seconded the motion. Vote – Unanimous. Mayor David Cleveland requested Council approval to add the additional road work to the contract with H&S Paving. Pam Jack made the motion to add Mimosa Street, Lincoln Court and the additional potholes to the H&S Paving contract. Fabian Szarko seconded the motion. Vote – Unanimous.

Mayor David Cleveland shared that LS Carolinas, LLC has sent a letter requesting the release of the Lake Park Townhomes Phase 3 security bond on Margaret Court. The road has been brought up to DOT standards and all requirements for release have been met with the exception of the last invoice for town engineering - \$800. Attorney Ken Swain has prepared a Resolution to accept the street dedication within the jurisdictional borders of the Village of Lake Park. Council decided to table the bond release until the February Council meeting.

Sandy Coughlin shared that she has heard a couple of complaints concerning Waste Pro. With an address, the Village can follow up with Waste Pro and address any issues.

John Barnes discussed the electrical repair at the clock tower. The breaker caught on fire and was arcing. A new box has been installed and next year the load should be balanced and working 100% for the Christmas decorations.

**COMMUNICATION:** The deadline for articles and information for the January newsletter is Friday, January 16, 2015 at 5 p.m. Topics to be included: HOA 25<sup>th</sup> year festival, Deputy Richard Haywood, Video surveillance, Street repairs, Past due property taxes, Stormwater, Waste collection, website and EDC workshop.

Attorney Ken Swain encouraged Council to consider establishing a Security Camera Policy related to access to the footage and other similar types of issues.

**COUNCIL COMMENTS:** Sandy Coughlin wished everyone a Happy New Year.

Mayor David Cleveland thanked Sandy Coughlin for giving the Invocation.

**ADJOURN:** John Barnes made the motion to adjourn the meeting. Fabian Szarko seconded the motion. Vote – Unanimous.

Respectfully submitted,

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Mayor David Cleveland

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Village Clerk, Cheri Clark