

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

**MAY 14, 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  
Attorney: Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the May 14, 2019 Regular Session Council meeting to order.

**INVOCATION:** Councilwoman Kristen Bowman 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 April 9, 2019 Regular Session Council Minutes, the April 23, 2019 Budget Workshop Minutes and the April 23, 2019 Closed Session Minutes as presented. James Record seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** John Barnes made the motion to adopt the May 14, 2019 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Helms introduced himself to Council. Deputy Helms shared that there were 76 calls for service in April and 8 alarm calls. There were 30 traffic stops in the month of April. At the beginning of May there was an isolated incident of multiple car break-ins and the theft of a motor vehicle. All of the cars involved were unlocked. The stolen car was recovered the next day in Charlotte,

**COMMUNICATIONS:** Kristen Bowman shared that the Village of Lake Park Facebook administrators training was held on May 9<sup>th</sup>. Angie Figiel and Kristen Bowman are partnering on the Facebook Posts. Instagram is the future. It is picture driven format. Once we have established our Facebook presence, Instagram should be next.

The Communication Commission will be setting up tents at various Lake Park events to help drive people to sign up for the Village E-notify system.

**PARKS AND RECREATION:** James Record shared that the two “Welcome to Lake Park” signs have been installed and the population information has been updated on the other two signs.

The Connie’s Pond walkway should be installed in the next three weeks depending upon the weather.

To date 147 Pool Memberships have been sold. Pool Season starts May 25<sup>th</sup>. The Swim Team started practicing Monday. The broken umbrellas have been replaced and a hose caddy purchased for the pool. During the off season, the rest of the pool furniture was re-strapped. Due to relocation, Christine Thiaville requested Pool Membership refunds for both her and her non-resident daughter - \$370. James Record made the motion to refund the memberships. Kristen Bowman seconded the motion. Vote – Unanimous.

The timbers around the Barnett Park playground need to be replaced. P&R would like to install rubberized timbers. The quote for the timbers is \$1,235.22. A P&R Commissioner would like to install the timbers with the help of volunteers. James Record made a motion to approve \$1,300 from Park Maintenance to purchase the timbers and any miscellaneous hardware needed for the installation. Fabian Szarko seconded the motion. Vote – Unanimous.

P&R replaced the mulch in two playgrounds last year at the cost of \$4,200. This year, P&R needs to fully mulch Barnett Park playground and all of the others need to be refreshed. James Record made the motion to spend up to \$5,000 from Park Maintenance for playground mulch. Pam Jack seconded the motion. Vote – Unanimous.

The Volleyball Court needs to be redefined, the sand replenished and a new net installed. P&R already has the Volleyball net. James Record made a motion to approve up to \$1,200 from Park Maintenance to refresh the Volleyball Court. Fabian Szarko seconded the motion. Vote – Unanimous.

P&R is requesting up to \$1,000 for landscaping mulch to finish the mulch at Veterans Pond for the Memorial Day Ceremony, Balsam Street sitting area and a few other places. The funds would come from the Landscaping Contract. James Record made the motion to approve \$1,000 for landscaping mulch. John Barnes seconded the motion. Vote – Unanimous.

There are two dead trees on Mother Teresa, four around Balsam Pond, one on Lake Park Road and several that need to be limbed up. Kiker Tree Service provided a bid of \$2,500 to remove the trees, grind the stumps below grade and limb up the designated trees. James Record made a motion to approve the tree and limb removals for \$2,500. Kristen Bowman seconded the motion. Vote – Unanimous. Once the trees are removed, Lucas Landscaping has provided a quote of \$3,000 to remove the wood chips, and either sod or seed the areas. Funding for both the tree removal and clean-up will come from Park Maintenance. James Record made a motion to approve up to \$3,000 to clean-up the areas and plant grass. Fabian Szarko seconded the motion. Vote – Unanimous.

The playground equipment, Lake Charles Fishing Pier, Mathisen Square and Founders Park Gazeboes, Community Center, Pool Houses, some sidewalks sections in a couple of parks and all the benches and picnic tables need to be pressure washed. Byrum Pressure Washing has provided a quote of \$3,300. James Record made a motion to spend up to \$3,300 for pressure washing. Kristen Bowman seconded the motion. Vote – Unanimous.

Council previously approved \$1,800 to replace the fountain in Russell Park. The Connie’s Pond fountain also needs to be replaced. P&R is requesting an additional \$1,200 for fountain replacements. James Record made the motion to approve the additional \$1,200 for fountain replacements. Pam Jack seconded the motion. The installation of the fountains is not included. Vote – Unanimous. The Foster Lake and Pond contract expired April 30, 2019. P&R is working on renewing the contract with Foster Lake and Pond for another three years and the price is to remain the same.

P&R has \$2,000 remaining in Seasonal Decorations. P&R needs to replace lights that were stolen or damaged along with some new lights. James Record made a motion to approve up to \$2,000 for Seasonal Decorations. Pam Jack seconded the motion. Vote – Unanimous.

James Record shared that to date P&R does not have a speaker for the Memorial Day Ceremony. For the Fourth of July, we will be celebrating our 25 years as a municipality. P&R is working with the other P&R departments throughout the county on the Golden Shoe scavenger hunt. More details to follow.

**STORMWATER:** Cheri Clark discussed Stormwater repairs that need to be addressed in the Village: Hoover Channel at Veterans Park - \$1,676; Hoover Channel Weed Removal - \$220; Kristofer Channel Repairs - \$2,400; Sybil Court – Regrade the Drainage - \$640; 7605 Conifer Circle Storm Drain - \$3,300; 5613 Ginger Inlet Box - \$1,800; 4012 Mother Teresa Settled Area - \$1,800. Total cost of repairs - \$12,000. Pam Jack made the motion to approve \$12,000 for Stormwater repairs. James Record seconded the motion. Vote – Unanimous. Pam Jack made a motion to move \$12,000 from Stormwater Engineering to Stormwater Repair and Maintenance. James Record seconded the motion. Vote – Unanimous.

**FINANCE OFFICER’S REPORT:** Cheryl Bennett shared that she made the following budget transfer during the month: \$180 to Property Tax; \$100 to Postage; \$55 to Radar Speed Sign. She transferred from Travel - \$280; Electric Bill - \$55. The Village has done great in the Investment Revenue Line Item over \$10,000.

	Apr 19	Jul '18 - Apr 19	YTD Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Property Taxes				
Ad valorem current year	2,028.11	571,342.57	571,266.00	100%
Utility ad valorem	0.00	6,996.00	7,134.00	98%

Motor vehicle tax	7,617.08	62,951.57	83,545.00	75%
Ad valorem prior years	1,067.34	2,917.67	3,000.00	97%
Penalties and interest	562.48	2,096.79	2,500.00	84%
<b>Total Property Taxes</b>	<u>11,275.01</u>	<u>646,304.60</u>	<u>667,445.00</u>	<u>97%</u>
<b>Other Taxes</b>				
Stormwater Fees- current year	225.00	62,574.12	62,137.00	101%
Stormwater fees - prior years	60.00	150.00	250.00	60%
<b>Total Other Taxes</b>	<u>285.00</u>	<u>62,724.12</u>	<u>62,387.00</u>	<u>101%</u>
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	14,757.13	119,332.89	200,000.00	60%
Telecom. Sales Tax	0.00	925.24	1,825.00	51%
Elec. Sales Tax	0.00	50,416.11	101,000.00	50%
Video Prog. Sales Tax	0.00	9,281.82	20,100.00	46%
Piped Gas Sales Tax	0.00	4,344.19	7,100.00	61%
Solid Waste Disposal Tax	0.00	1,871.09	3,750.00	50%
<b>Total State Shared Revenues</b>	<u>14,757.13</u>	<u>186,171.34</u>	<u>347,775.00</u>	<u>54%</u>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	237.00	1,014.00	1,500.00	68%
Facility Rentals	115.00	3,860.00	2,500.00	154%
Daily swim fees	0.00	9,408.10	12,000.00	78%
Season pass pool fees	12,425.00	15,170.00	50,000.00	30%
<b>Total Parks &amp; Recreation Revenue</b>	<u>12,777.00</u>	<u>29,452.10</u>	<u>66,000.00</u>	<u>45%</u>
<b>Other revenues</b>				
Zoning Permits	100.00	989.00	1,200.00	82%
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	180.00	755.00	500.00	151%
Investment revenue	925.94	10,283.84	3,600.00	286%
Miscellaneous	50.00	5,195.62	2,120.00	245%
<b>Total Other revenues</b>	<u>1,255.94</u>	<u>17,223.46</u>	<u>121,403.00</u>	<u>14%</u>
<b>Total Income</b>	<u>40,350.08</u>	<u>941,875.62</u>	<u>1,265,010.00</u>	<u>74%</u>
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
Contingency	0.00	0.00	7,200.00	0%
<b>Stormwater Expense</b>				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	0.00	1,451.16	18,000.00	8%

Repairs & Maint. Services	2,514.8 2	94,706.95	98,537.00	96%
Total Stormwater Expense	2,514.8 2	96,908.11	117,387.00	83%
Total Other Expenditures	2,514.8 2	96,908.11	124,587.00	78%
<b>Planning and Zoning</b>				
Zoning Admin. Services	1,089.0 8	10,890.80	13,069.00	83%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	323.00	323.00	4,000.00	8%
Legal Services	1,568.0 0	2,096.00	7,000.00	30%
Advertising	0.00	0.00	220.00	0%
Postage	0.00	6.70	80.00	8%
Supplies	0.00	99.08	300.00	33%
Training	60.00	210.00	800.00	26%
Total Planning and Zoning	3,040.0 8	13,625.58	26,069.00	52%
<b>Gen. Govt. Personal Services</b>				
Adm Assistant	603.25	10,682.75	13,300.00	80%
Clerk/Tax Collector	5,731.0 8	57,310.80	68,773.00	83%
Council	0.00	9,604.50	12,806.00	75%
Finance Officer	1,514.1 7	15,141.70	18,170.00	83%
Mayor	0.00	3,939.75	5,253.00	75%
Payroll Expenses	683.70	8,271.60	10,150.00	81%
Total Gen. Govt. Personal Services	8,532.2 0	104,951.10	128,452.00	82%
<b>Professional Fees</b>				
Auditing Services	0.00	4,820.00	4,820.00	100%
Legal Services	4,440.0 0	8,280.00	12,000.00	69%
Total Professional Fees	4,440.0 0	13,100.00	16,820.00	78%
<b>Supplies and Materials</b>				
Office	715.40	4,319.44	6,100.00	71%
Total Supplies and Materials	715.40	4,319.44	6,100.00	71%
<b>Services</b>				
Communications	0.00	666.57	3,000.00	22%
Advertising	507.44	507.44	300.00	169%
Membership and dues	0.00	5,152.00	5,200.00	99%
Bank charges	33.68	585.87	950.00	62%
Insurance/bonds	0.00	9,930.23	9,931.00	100%
Miscellaneous oper. exp.	0.00	33.89	969.00	3%
Website/flyers	0.00	1,300.00	1,500.00	87%
Printing & Delivery				
Newsletter	93.75	1,687.76	2,350.00	72%
Postage	0.00	592.81	660.00	90%
Property Tax	0.00	261.69	400.00	65%

Tax collection	239.30	1,880.95	2,000.00	94%
Telephone	434.45	4,823.89	5,760.00	84%
Training	0.00	0.00	600.00	0%
Travel	11.60	473.41	1,200.00	39%
	<u>1,320.2</u>			
Total Services	2	27,896.51	34,820.00	80%
<b>Capital Outlay</b>				
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%
	<u>0.00</u>			
Total Capital Outlay	0.00	2,874.00	42,000.00	7%
	<u>20,562.</u>			
Total General Government	72	263,674.74	378,848.00	70%
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	546.80	1,000.00	55%
Janitorial /Cleaning Supplies	0.00	158.22	250.00	63%
Food/Provisions - events	0.00	1,607.97	3,500.00	46%
Pool Supplies	0.00	4,937.63	6,500.00	76%
	<u>0.00</u>			
Total Parks/Rec. Supplies & Materials	0.00	7,250.62	11,250.00	64%
<b>Parks/Rec Services</b>				
	7,830.0			
Pool management fee	0	24,980.50	52,430.00	48%
Pool Operations	93.75	2,380.59	7,100.00	34%
Comm. center maintenance	230.00	7,844.53	9,400.00	83%
Seasonal Decorations	0.00	15,137.44	18,000.00	84%
Events Services	0.00	2,737.72	3,000.00	91%
Water/Sewer	286.42	3,908.45	8,000.00	49%
Natural Gas	85.74	650.77	700.00	93%
	<u>8,525.9</u>			
Total Parks/Rec Services	1	57,640.00	98,630.00	58%
<b>Maintenance of Common Areas</b>				
	10,833.			
Landscaping	33	112,769.97	150,550.00	75%
	<u>2,892.7</u>			
Park maintenance	7	34,619.83	50,545.00	68%
	<u>1,381.5</u>			
Pond maintenance	0	13,815.00	19,600.00	70%
Electric Maintenance	0.00	7,192.72	11,700.00	61%
Repairs of Common Areas	0.00	375.00	2,000.00	19%
	<u>0.00</u>			
Total Maintenance of Common Areas	60	168,772.52	234,395.00	72%
<b>Parks/Rec Capital Outlay</b>				
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%
<b>Total Parks/Rec Capital Outlay</b>	<u>0.00</u>	<u>7,795.11</u>	<u>36,000.00</u>	<u>22%</u>
	23,633.			
<b>Total Parks &amp; Recreation</b>	51	241,458.25	380,275.00	63%
<b>Public Services/Safety</b>				
Capital Outlay Radar Speed Sign	316.00	4,154.98	4,100.00	101%
	9,722.2			
Electric bills	7	88,413.18	112,888.00	78%
Street Signs	0.00	7,338.00	7,500.00	98%
	16,444.			
Waste Collection	67	137,145.22	189,000.00	73%
Law enforcement	0.00	144,298.80	192,399.00	75%
	26,482.			
<b>Total Public Services/Safety</b>	<u>94</u>	<u>381,350.18</u>	<u>505,887.00</u>	<u>75%</u>
<b>Total</b>	<u>70,679.</u>		<u>1,265,010.</u>	
<b>Expense</b>	<u>17</u>	<u>886,483.17</u>	<u>00</u>	<u>70%</u>
	-			
	30,329.			
<b>Net General Fund</b>	<u>09</u>	<u>55,392.45</u>	<u>0.00</u>	<u>100%</u>
<b>Powell</b>				
<b>Bill</b>				
<b>Other Income</b>				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	1,748.83	200.00	874%
Powell Bill Revenue	0.00	95,256.67	96,050.00	99%
<b>Total Other Income</b>	<u>0.00</u>	<u>97,005.50</u>	<u>271,250.00</u>	<u>36%</u>
<b>Other Expense</b>				
Street Exp. - Powell Bill	0.00	138,839.51	271,250.00	51%
<b>Total Other Expense</b>	<u>0.00</u>	<u>138,839.51</u>	<u>271,250.00</u>	<u>51%</u>
<b>Net Powell</b>				
<b>Bill</b>	<u>0.00</u>	<u>-41,834.01</u>	<u>0.00</u>	<u>100%</u>
	-			
	30,329.			
<b>Net Excess of Rev. over Exp.</b>	<u>09</u>	<u>13,558.44</u>	<u>0.00</u>	<u>100%</u>

**BUDGET 2019 – 2020:** Cheryl Bennett shared that at the April 23, 2019 Budget Workshop Council based the budget on a one cent tax increase which generates \$27,659. The budget for the 2019 – 2020 fiscal year is \$1,239,175. Mayor David Cleveland discussed the major increases that are impacting the budget, the new Landscaping Contract \$17,000; new Waste Collection Contract - \$10,740; Law Enforcement - \$5,801 and Street Lighting – 4% - \$4,500. Originally, Street Lighting was projecting a 15% increase however the increase for this year will be 4%. Mayor David Cleveland asked if Council still wanted to move forward with the one cent tax increase. By consensus, Council wanted to move forward with the increase.

Council reviewed the Fee Schedule to determine if there needed to be any increases in the fees. Council had previously approved the 2019 Pool rates. James Record made a motion to maintain the existing fees for the next fiscal year. John Barnes seconded the motion. Vote – Unanimous.

Kristen Bowman made a motion to call for a Budget Hearing on Tuesday, June 11<sup>th</sup> at 7 pm prior to the June Council meeting. James Record seconded the motion. Vote – Unanimous.

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** Mayor David Cleveland has received a quote from Precision Safe Sidewalk to remove the most severe trip hazards in Founders Park, Russell Park, around Veterans Pond and 13 miscellaneous locations - \$ 4,215. Pam Jack made a motion to approve the Precision Safe Sidewalk repairs. John Barnes seconded the motion. Vote – Unanimous. There are miscellaneous sidewalk panels that need to be replaced. Cardinal Construction provided a bid of \$6,930. Kristen Bowman made the motion to approve the Cardinal Construction bid. James Record seconded the motion. Vote – Unanimous.

Pam Jack shared that people are moving out of Lake Park and leaving huge piles of bulk waste and garbage. Waste Pro went above and beyond last week to address three homes that exceeded our pick-up contract. If you see an excessive amount of garbage that has been put out, please let us know.

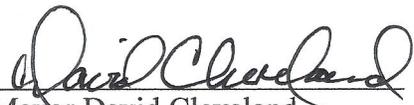
John Barnes shared that Union Power has staked the location for the new light in Russell Park. The installation should be in the next few weeks. The recessed electrical outlets are scheduled to be installed at the Community Center.

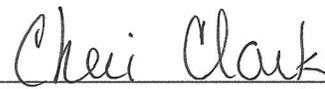
**COMMUNICATION INFORMATION:** Kristen Bowman shared that topics for the June newsletter include Waste Collection, Pet Waste, Parking Violations, Budget Hearing, Pool Season, Population Signs, Connie’s Pond walkway, Sidewalk repairs, Fourth of July, Girls on The Run recap and the HOA vote.

**COUNCIL COMMENTS:** There were no Council Comments.

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

Respectfully submitted,

  
\_\_\_\_\_  
Mayor David Cleveland

  
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Village Administrator, Cheri Clark

