

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

7:00 P.M.

SEPTEMBER 8, 2015

ATTENDING: Mayor David Cleveland
Council Members: Sandy Coughlin, John Barnes, Mark Phillips and
Fabian Szarko.
Village Administrator Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the Regular Session September Council meeting to order.

INVOCATION: John Barnes gave the invocation.

PLEDGE OF ALLEGIANCE: Boy Scout Troup 151 led the Pledge of Allegiance.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: Mark Phillips made the motion to approve the August 11, 2015 Regular Session Council Meeting Minutes as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

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

SECURITY REPORT: Deputy Brett shared that there were 65 calls for service during the month of August and 294 self-initiated calls during the month. We had 8 alarm calls, 2 burglary vehicle, 1 assist DSS onsite or in office, 5 trespassing unwanted subject and 3 animal control calls.

Attorney Ken Swain discussed the Parking Ordinance and how it relates to parking in alleys. In order for the Sheriff's Office to enforce the no parking on the grass in alleys or no parking in alleys, the Village needs to either remove the alley provision and treat all streets and alleys the same or tweak the alley section of the ordinance. Fabian Szarko will take look into the situations that are prompting the discussion for the October Council meeting.

POOL RENOVATION: Mayor David Cleveland shared that for the last three budget years, P&R has been setting aside money to have the pools resurfaced. The two bidders for the project were Atlantic Pool Company - \$59,575 and Swim Specialties - \$55,920. Brandon

Vaughn with Carolina Pool Management provided information concerning the renovation work that was included in the bid. P&R received two proposals and recommended Swim Specialties the low bidder - \$55,920. Attorney Ken Swain reviewed the contract and made a couple of changes. John Barnes made a motion to appropriate \$60,000 from Fund Balance Pool Reserve to Parks and Recreation Services – Pool Resurfacing. Fabian Szarko seconded the motion. Vote – Unanimous. Then Mark Phillips made a motion to spend \$55,920 with Swim Specialties for pool resurfacing per the contract. Sandy Coughlin seconded the motion. Vote – Unanimous.

STORMWATER: Mayor David Cleveland shared that bid packages were sent to six contractors for the Hoover Street Channel Restoration. Bids are due September 11th. Council will discuss the bids at the October Council meeting.

Cheri Clark requested \$22,500 for seven stormwater repairs: Russell Park, Creft Circle (3), Lake Park Road, Lincoln Court and Vonda Court & Alden. Sandy Coughlin made a motion to approve \$22,500 in stormwater repairs. John Barnes seconded the motion. Vote – Unanimous.

FINANCE OFFICER’S REPORT: Cheryl Bennett provided the following report for Council review.

	<u>Aug 15</u>	<u>Jul - Aug 15</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General fund				
Income				
Property Taxes				
Ad valorem current year	11,970.32	11,970.32	542,765.00	2%
Utility ad valorem	0.00	0.00	6,500.00	0%
Motor vehicle tax	7,470.33	7,470.33	63,971.00	12%
Ad valorem prior years	49.14	2,866.12	1,800.00	159%
Prior years motor vehicle tax	10.47	10.47	500.00	2%
Penalties and interest	78.68	1,188.23	1,600.00	74%
Late List Fees	0.00	0.00	0.00	0%
Total Property Taxes	<u>19,578.94</u>	<u>23,505.47</u>	<u>617,136.00</u>	<u>4%</u>
Other Taxes				
Stormwater Fees- current year	1,340.00	1,340.00	42,830.00	3%
Stormwater fees - prior years	0.00	440.00	0.00	100%
Cable franchise-from Time Warner	0.00	0.00	0.00	0%
Total Other Taxes	<u>1,340.00</u>	<u>1,780.00</u>	<u>42,830.00</u>	<u>4%</u>
State Shared Revenues				
Sales and use tax	0.00	0.00	178,000.00	0%
Telecom. Franchise	0.00	0.00	2,500.00	0%

Elec. franchise tax	0.00	0.00	86,000.00	0%
Video Prog. (Cable from State)	0.00	0.00	21,000.00	0%
Piped Gas	0.00	0.00	7,800.00	0%
Solid Waste Disposal Tax	<u>525.25</u>	<u>525.25</u>	<u>2,800.00</u>	<u>19%</u>
Total State Shared Revenues	525.25	525.25	298,100.00	0%
Parks & Recreation Revenue				
Program Fees	82.00	491.75	1,300.00	38%
Facility Rentals	85.00	265.00	3,000.00	9%
Daily swim fees	2,954.25	6,711.25	12,000.00	56%
Season pass pool fees	<u>0.00</u>	<u>1,620.00</u>	<u>48,000.00</u>	<u>3%</u>
Total Parks & Recreation Revenue	3,121.25	9,088.00	64,300.00	14%
Other revenues				
Zoning Permits	100.00	150.00	500.00	30%
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	83,095.00	0%
Civil Penalties	0.00	10.00	500.00	2%
Investment revenue	71.62	145.24	700.00	21%
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0%</u>
Total Other revenues	171.62	305.24	85,795.00	0%
Total Income	24,737.06	35,203.96	1,108,161.00	3%

Expense

General Government

Other Expenditures

Economic Development	0.00	0.00	5,500.00	0%
Contingency	0.00	0.00	9,700.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	0.00	250.00	0%
Prof. Fees - Engineering	0.00	3,570.00	10,000.00	36%
Repairs & Maint. Services	0.00	607.93	32,480.00	2%
Cap.Outlay- Pet Waste Stations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
Total Stormwater Expense	0.00	4,177.93	42,830.00	10%
Total Other Expenditures	0.00	4,177.93	58,030.00	7%

Planning and Zoning

Pers. Serv. Office	0.00	0.00	0.00	0%
Zoning Admin. Services	892.67	1,785.33	10,712.00	17%
Code Enforcement Services	0.00	0.00	1,500.00	0%

Consulting Fees	0.00	0.00	1,500.00	0%
Legal Services	0.00	0.00	3,000.00	0%
Advertising	0.00	0.00	200.00	0%
Postage	0.00	0.00	150.00	0%
Supplies	0.00	0.00	500.00	0%
Training	0.00	0.00	500.00	0%
Total Planning and Zoning	892.67	1,785.33	18,062.00	10%
Gen. Govt. Personal Services				
Adm Assistant	0.00	0.00	5,000.00	0%
Clerk/Tax Collector	5,195.34	10,390.68	62,344.00	17%
Council	0.00	0.00	12,189.00	0%
Finance Officer	1,346.17	2,692.34	16,154.00	17%
Mayor	0.00	0.00	5,000.00	0%
Payroll Expenses	568.72	1,164.97	8,886.00	13%
Total Gen. Govt. Personal Services	7,110.23	14,247.99	109,573.00	13%
Professional Fees				
Engineering Fees	0.00	0.00	400.00	0%
Auditing Services	0.00	0.00	5,200.00	0%
Legal Services	0.00	0.00	15,000.00	0%
Total Professional Fees	0.00	0.00	20,600.00	0%
Supplies and Materials				
Office	62.00	152.18	4,300.00	4%
Total Supplies and Materials	62.00	152.18	4,300.00	4%
Services				
Advertising	113.78	113.78	200.00	57%
Membership and dues	0.00	4,391.00	4,467.00	98%
Bank charges	69.01	148.78	820.00	18%
Elections	0.00	0.00	2,825.00	0%
Insurance/bonds	0.00	7,351.49	7,500.00	98%
Miscellaneous oper. exp.	0.00	0.00	700.00	0%
Newsletter/website/flyers	70.20	70.20	1,500.00	5%
Printing & Delivery Newsletter	110.00	220.00	2,300.00	10%
Postage	0.93	4.11	500.00	1%
Property Tax	0.00	225.74	1,100.00	21%
Tax collection	207.45	207.45	2,800.00	7%
Telephone	441.75	883.62	4,320.00	20%
Training	0.00	0.00	800.00	0%
Travel	51.72	51.72	1,200.00	4%
Total Services	1,064.84	13,667.89	31,032.00	44%

Capital Outlay				
Community Center HVAC	0.00	0.00	12,000.00	0%
	33,400.0			
Sidewalk repairs	0	33,400.00	33,400.00	100%
Clock Tower Repairs	0.00	0.00	0.00	0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
	33,400.0			
Total Capital Outlay	0	33,400.00	55,400.00	60%
	42,529.7			
Total General Government	4	67,431.32	296,997.00	23%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	2,500.00	0%
Janitorial /Cleaning Supplies	0.00	0.00	400.00	0%
Food/Provisions - events	248.83	814.41	2,500.00	33%
NNO Food/Supplies	0.00	0.00	0.00	0%
Pool Supplies	0.00	38.48	3,000.00	1%
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	248.83	852.89	8,400.00	10%
Parks/Rec Services				
Pool Attendant Salaries	0.00	90.00	750.00	12%
Water/Sewer	1,684.54	1,684.54	4,600.00	37%
Natural Gas	27.29	55.22	1,000.00	6%
Comm. center maintenance	348.41	981.25	7,300.00	13%
Pool management fee	0.00	10,170.00	51,290.00	20%
Pool Operations	3.99	13.96	11,100.00	0%
Seasonal Decorations	0.00	0.00	13,400.00	0%
Events Services	0.00	320.00	1,200.00	27%
Total Parks/Rec Services	2,064.23	13,314.97	90,640.00	15%
Maintenance of Common Areas				
Landscaping	10,850.0	21,700.00	148,000.00	15%
	0			
Park maintenance	2,050.00	4,368.52	48,400.00	9%
Pond maintenance	1,535.00	3,070.00	24,420.00	13%
Electric Maintenance	1,353.06	1,473.06	5,000.00	29%
Repairs of Common Areas	0.00	145.40	2,000.00	7%
Total Maintenance of Common Areas	15,788.0	30,756.98	227,820.00	14%
	6			
Parks/Rec Capital Outlay				

Council chambers video system	0.00	0.00	0.00	0%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0%
Benches, Tables etc.	200.00	441.89	4,000.00	11%
Pool Renovations	0.00	0.00	0.00	0%
Total Parks/Rec Capital Outlay	200.00	441.89	24,000.00	2%
Total Parks & Recreation	18,301.12	45,366.73	350,860.00	13%
Public Services/Safety				
Electric bills	9,606.13	18,861.08	109,600.00	17%
Street Signs	0.00	0.00	2,000.00	0%
Waste Collection	15,227.32	15,227.32	184,000.00	8%
Law enforcement	0.00	41,176.00	164,704.00	25%
Total Public Services/Safety	24,833.45	75,264.40	460,304.00	16%
Total Expense	85,664.31	188,062.45	1,108,161.00	17%
Net General fund Powell Bill	60,927.25	-152,858.49	0.00	100%
PB Income				
Fund Bal. from Powell Bill	0.00	0.00	0.00	0%
Interest - Powell Funds	0.98	0.98	0.00	100%
Powell Bill Revenue	0.00	0.00	0.00	0%
Total	0.98	0.98	0.00	100%
PB Expense				
Street Exp. - Powell Bill	0.00	0.00	0.00	0%
Total Net Powell Bill	0.00	0.00	0.00	0%
Net Excess of Rev. over Exp.	60,926.27	-152,857.51	0.00	100%

ADMINISTRATIVE ASSISTANT: Mayor David Cleveland shared that the Village advertised for a part time Administrative Assistant. The Village received 35 resumes. Mayor David Cleveland and Cheri Clark requested interviews with eleven applicants. Several of the applicants were not interested due to the small number of hours. Mayor David Cleveland and Cheri Clark would like to recommend that Council offer Angie Figiel the Administrative Assistant's position. Sandy Coughlin requested that Ethics Training be part of the criteria for the position. Sandy Coughlin made the motion to offer Angie Figiel the Administrative Assistant's position and for Lake Park to pay for both the Ethics Training and Angie's time. Mark Phillips seconded the motion. Under discussion, John Barnes shared that Angie Figiel

does a wonderful job for the Swim Team and she also serves as the team representative with the Greater Charlotte Swim League. Vote – Unanimous.

PLANNING BOARD: Mark Phillips shared that Planning Board received three applicants for the two open positions: Bob Benzin, Rob Bowlin and Heather Rodney. Planning Board would like to recommend Rob Bowlin and Heather Rodney for Planning Board and Board of Adjustments. Each appointment is for a three year term. Mark Phillips made the motion to appoint Rob Bowlin and Heather Rodney to the Planning Board and Board of Adjustments. John Barnes seconded the motion. Vote – Unanimous.

Mark Phillips shared that Planning Board is working on text amendment changes due to recent North Carolina General Statute changes. The US Supreme Court has ruled that temporary signs cannot be regulated by their function. Council can regulate the location of signs but not the content of the sign.

PARK AND RECREATION BUSINESS: Mayor David Cleveland shared that the P&R Commission held a Special Meeting on August 15th to tour all the parks and common areas in preparation for establishing priorities for this fiscal year.

Bryan Wallace from Foster Lake & Ponds attended our last Park & Recreation meeting and discussed pond oxygenation via aerators and fountains. He also discussed other methods of improving pond conditions such as maintaining grass and plants along the banks and limiting fertilization in these areas.

Southend Painting will begin this week to repair and paint the castle at the corner of Faith Church Road and Creft Circle for \$3073. They will be applying a graffiti resistant coating to the structure. John Barnes has been talking with Baucom Electric about a motion sensor light for the castle. John Barnes shared that he is looking at the same type of lighting that has been used successfully at the fishing pier. John Barnes is also looking at lighting the Founders Park Gazebo.

Union Power will be removing approximately eight trees to the left of the main entrance on Lake Park Road. These trees have previously been pruned away from the power lines on the back side and now lean toward Unionville Indian Trail Road. Removing the trees will also open up the main entrance, making it safer and more visible. Union Power will grind all stumps, grade and seed this area

P&R Commission approved a quote from Kiker Tree Service for \$750 to remove three dead pine trees and two diseased Leland Cypress trees.

The P&R Commission approved a quote from Lucas Landscaping for \$600 to remove some scrub trees in Russell Park and to plant three Crepe Myrtles, three Nandinas and 15 Liriope at various locations in the park.

The P&R Commission approved a quote from ABC Professional Tree Service for \$400 to remove five trees and their stumps and encroaching roots at Barnett Park. We have a quote

from Lucas Landscaping for 25 yards of playground mulch for \$1550 for this park and are requesting approval from Council for this quote to complete this project. This will be funded by Park Maintenance. Fabian Szarko made the motion to approve the tree removal and playground mulch. John Barnes seconded the motion. Vote – Unanimous.

The Master Plan for the Village of Lake Park included a sidewalk from Faith Church Road all the way to Meeting Street. The only section of this sidewalk that has not been completed is the final stretch behind Ms. Dee Dee's playground. P&R had planned to complete this in the last fiscal year but needed our sidewalk funds for other repairs in the common areas. P&R budgeted \$8000 for sidewalks this year to include this project. Cardinal Construction had given us a quote last year for \$8850 for the sidewalk including an ADA mat. They quoted a couple of weeks ago and are willing to do the project this month for \$7300 – a savings of \$1550. Cheri Clark and I met with Mark at Ms. Dee Dee's on August 31st to verify that they had no objections to us completing the sidewalk. Their only request was that we add some shrubs to provide screening between the sidewalk and the playground. The P&R Commission is therefore requesting approval for \$7300 for the sidewalk which will be funded out of Park Maintenance. Sandy Coughlin made a motion to approve \$7300 for the new sidewalk. Fabian Szarko seconded the motion. Under discussion Mark Phillips shared that he would rather see the money spent on trip hazards in the community rather than the completion of the sidewalk. Vote 3 to 1 with Mark Phillips voting No.

Fabian Szarko shared that Central Academy will be hosting Lake Park Live again this year in the Town Center Park on October 10th from 11:00 AM to 2:00 PM. This is an opportunity for the community to come together for fellowship, music, art, and great food. Local vendors will also be selling their wares.

The annual Chili Cook-off will be held Saturday, November 14th from 6:00 PM to 8:00 PM at the Community Center. Residents who are interested in entering their favorite Chili recipe should contact Cheri Clark or Wayne Daniels.

The annual Christmas tree lighting will be held on Sunday, December 6th from 5:30 PM to 6:30 PM in the Town Center Park. Music will be provided by the Union Academy Band Octet and the Union Academy Choir. Scriptures will be read by Pastor Lonnie Pittman of Faith United Methodist Church.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that Angela Williams, CPA has left Lake Park, and that Christine Carlini, CPA is a new tenant in the old Prism Properties space.

The EDC plans for Music and Food during the fall yard sale October 3rd are going well. Ken Conrad will be the DJ for the event and there will be up to four food trucks.

PUBLIC SERVICES (Sidewalks, Waste Collection & Street Lighting): Mayor David Cleveland shared that Precision Safe Sidewalks has completed the sidewalk repairs that were budgeted for 2015 – 2016.

John Barnes shared that the Village has purchased a refurbished clock controller - \$535 and used an inventoried circuit board to repair the clocks at the clock tower.

CLOSED SESSION: Sandy Coughlin made the motion to go into Closed Session. John Barnes seconded the motion. Vote – Unanimous.

Mayor David Cleveland called the Regular Session Council meeting to order and stated that Council discussed the new position. Minutes amended November 10, 2015 to reflect the following additional information. Angie Figiel will be offered the position of Administrative Assistant. The compensation will be \$13.50 an hour with a six month salary review. Council also required that Angie Figiel take the School of Government Ethics Training. The Administrative Assistant will work a minimum of six hours a week, fill in during vacations and on an as needed basis.

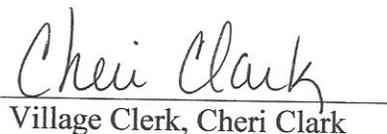
COMMUNICATION: The deadline for articles and information for the September newsletter is Friday, September 11, 2015 at 5 p.m. Topics to be included: P&R items, tree trimming over the sidewalks, Union County Parks and Recreation website, Planning Board appointments and don't feed the wildlife.

COUNCIL COMMENTS: There were no Council Comments.

ADJOURN: Mark Phillips made the motion to adjourn the meeting. Fabian Szarko seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Clerk, Cheri Clark