

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

**DECEMBER 12, 2017**

**ATTENDING:** Mayor David Cleveland  
Council Members: John Barnes, Sandy Coughlin, Pam Jack, James Record and Fabian Szarko  
Finance Officer Cheryl Bennett  
Village Administrator Cheri Clark  
Attorney Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the December 12, 2017 Regular Session Council meeting to order.

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

**PLEDGE OF ALLEGIANCE:** Members of Boy Scout Troup 151 (Lee Taylor – 1<sup>st</sup> Class, Harris Boyadjian – 1<sup>st</sup> Class, Noah Dormady – Life Scout, Hunter Newstreet – 2<sup>nd</sup> Class, and Carson Sproles – Star Scout) led the Pledge of Allegiance.

**PUBLIC COMMENT:** Jo Waybright – 7401 Conifer Circle – thanked Sandy Coughlin for her years of dedication and commitment to the Village of Lake Park. She also thanked Council for their willingness to serve and make a difference in the community.

**APPROVAL OF MINUTES:** Sandy Coughlin made the motion to approve the November 14, 2017 Regular Session Council Minutes as presented. John Barnes seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Fabian Szarko made the motion to adopt the December 12, 2017 Council Meeting Agenda as presented. James Record seconded the motion. Vote – Unanimous.

**OATHS OF OFFICE:** Mayor David Cleveland recognized Sandy Coughlin for her years of service to the Village of Lake Park. Sandy Coughlin was appointed to Council in 2003, served as Mayor Pro Tem December 2007 – December 2009, March 2014 – December 2017, and Economic Development Commission Liaison January 2006 – December 2017. Sandy Coughlin was the editor of the “Villager” for six years. Mayor David Cleveland presented Sandy Coughlin with a plaque as a memento of appreciation for her years of service and dedication to the Village of Lake Park.

Mayor David Cleveland administered the Oath of Office to Kristen Bowman, Pam Jack and James Record. Cheri Clark, Clerk administered the Oath of Office to Mayor David Cleveland.

**ELECTION OF MAYOR PRO TEM & OATH OF OFFICE:** Pam Jack nominated John Barnes to be the Mayor Pro Tem for the next two years. Fabian Szarko seconded the motion. Vote – Unanimous. Kristen Bowman made the motion to close the nominations. James Record seconded the motion. Vote – Unanimous. John Barnes is the new Mayor Pro Tem. Mayor David Cleveland administered the Oath of Office to John Barnes.

**COUNCIL ASSIGNMENTS:** Mayoral and Council Responsibilities 2018 – 2020:  
Mayor David Cleveland - Sheriff Liaison, Streets and Sidewalks.  
Mayor Pro Tem John Barnes – Electrical, Clock Tower and Public Lighting.  
Councilwoman Kristen Bowman – Economic Development and Newsletter.  
Councilwoman Pam Jack – Strategic Planning and Waste Collection.  
Councilman James Record – Co-Chairman Parks and Recreation – Landscaping and Ponds.  
Councilman Fabian Szarko – Co-Chairman Parks and Recreation - Facilities.

**SECURITY REPORT:** Deputy Hackney shared that there were 64 calls for service in November and 517 self-initiated calls. There were 5 alarm calls, 1 burglary home, 2 suspicious vehicle, 2 improperly parked cars and 36 traffic stops.

John Barnes and Fabian Szarko expressed their concerns about cars failing to stop for pedestrians at the crosswalks on Faith Church Road.

**SALE OF VILLAGE PROPERTY:** Mayor David Cleveland shared that Norris and Jan Jeffrey have made an offer to purchase the common area property next to their home. Council tabled the discussion until January.

**VOLP FIVE YEAR DEVELOPMENT PLAN:** Mayor David Cleveland shared that one or two committees will be presenting their part of the Five Year Development Plan over the next couple of months. Pam Jack will then combine all of the information and present the Strategic Plan to Council. Safety, Curb Appeal and Animal Control Committees will present in January. Perceptions is not quite ready to present, they will be meeting again in January. Sandy Coughlin presented the Communication Committee Report.

In the first phase of the Five Year Development Plan, Communication was one of the top concerns expressed by the residents of Lake Park. The Communication Strategy Committee first assessed current communication assets; recognizing the extensive multitude of ways that Council already communicates with the citizens of Lake Park. The action plan includes suggestions concerning consistent branding, enhanced website presences, expanding the newsletter and education for the residents concerning the municipal and HOA functions. Mayor David Cleveland thanked Sandy Coughlin, Tyler Cook, Sean Lowther and Alicia Parente for the tremendous amount of work that went into the Communication Strategy Committee report.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared the 2016 – 2017 audit is complete and the Village had a net income of \$47,669. The Powell Bill account at the end of the fiscal year had a balance of \$23,644. The Stormwater line item balance at the end of the fiscal year was \$34,512. At the end of November 76% of the Ad valorem taxes had been collected.

	<u>Nov 17</u>	<u>Jul - Nov 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>General Fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	272,424.02	418,165.06	545,742.00	76.62%
Utility ad valorem	0.00	0.00	6,307.00	0.0%
Motor vehicle tax	0.00	22,753.29	78,389.00	29.03%
Ad valorem prior years	0.00	638.25	3,000.00	21.28%
Penalties and interest	0.00	644.88	2,500.00	25.8%
<b>Total Property Taxes</b>	<u>272,424.02</u>	<u>442,201.48</u>	<u>635,938.00</u>	<u>69.54%</u>
<b>Other Taxes</b>				
Stormwater Fees- current year	19,490.00	31,260.00	42,830.00	72.99%
Stormwater fees - prior years	0.00	90.00	250.00	36.0%
<b>Total Other Taxes</b>	<u>19,490.00</u>	<u>31,350.00</u>	<u>43,080.00</u>	<u>72.77%</u>
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	6,500.00	0.0%
Sales and use tax	16,457.95	35,425.12	187,000.00	18.94%
Telecom. Sales Tax	0.00	-83.80	2,000.00	-4.19%
Elec. Sales Tax	0.00	-1,071.48	100,000.00	-1.07%
Video Prog. Sales Tax	0.00	194.91	20,500.00	0.95%
Piped Gas Sales Tax	0.00	744.26	7,000.00	10.63%
Solid Waste Disposal Tax	652.70	1,234.69	3,300.00	37.42%
<b>Total State Shared Revenues</b>	<u>17,110.65</u>	<u>36,443.70</u>	<u>326,300.00</u>	<u>11.17%</u>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	22.00	362.00	1,500.00	24.13%
Facility Rentals	220.00	1,420.00	2,500.00	56.8%
Daily swim fees	0.00	11,499.00	12,000.00	95.83%
Season pass pool fees	0.00	660.00	50,000.00	1.32%
<b>Total Parks &amp; Recreation Revenue</b>	<u>242.00</u>	<u>13,941.00</u>	<u>66,000.00</u>	<u>21.12%</u>
<b>Other revenues</b>				
Zoning Permits	150.00	881.00	1,000.00	88.1%
Approp. Fund Bal. Stormwater	0.00	0.00	35,725.00	0.0%
Approp. Fund Balance	0.00	0.00	91,521.00	0.0%
Civil Penalties	30.00	310.00	300.00	103.33%
Investment revenue	367.07	1,740.27	1,500.00	116.02%
Miscellaneous	20.00	2,196.10	1,000.00	219.61%

<b>Total Other revenues</b>	<u>567.07</u>	<u>5,127.37</u>	<u>131,046.00</u>	<u>3.91%</u>
<b>Total Income</b>	<u>309,833.74</u>	<u>529,063.55</u>	<u>1,202,364.00</u>	<u>44.0%</u>
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
<b>Economic Development</b>	0.00	537.53	3,300.00	16.29%
<b>Contingency</b>	0.00	0.00	18,785.00	0.0%
<b>Stormwater Expense</b>				
<b>Advertising</b>	0.00	0.00	100.00	0.0%
<b>Dues and Permits</b>	0.00	0.00	250.00	0.0%
<b>Prof. Fees - Engineering</b>	275.00	6,930.87	14,000.00	49.51%
<b>Repairs &amp; Maint. Services</b>	<u>9,125.00</u>	<u>10,584.59</u>	<u>64,455.00</u>	<u>16.42%</u>
<b>Total Stormwater Expense</b>	<u>9,400.00</u>	<u>17,515.46</u>	<u>78,805.00</u>	<u>22.23%</u>
<b>Total Other Expenditures</b>	<u>9,400.00</u>	<u>18,052.99</u>	<u>100,890.00</u>	<u>17.89%</u>
<b>Planning and Zoning</b>				
<b>Zoning Admin. Services</b>	1,057.32	5,286.60	12,688.00	41.67%
<b>Code Enforcement Services</b>	0.00	0.00	600.00	0.0%
<b>Consulting Fees</b>	0.00	918.00	1,600.00	57.38%
<b>Legal Services</b>	680.00	1,024.00	10,000.00	10.24%
<b>Advertising</b>	0.00	0.00	220.00	0.0%
<b>Postage</b>	0.00	0.00	80.00	0.0%
<b>Supplies</b>	66.47	75.47	300.00	25.16%
<b>Training</b>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.0%</u>
<b>Total Planning and Zoning</b>	<u>1,803.79</u>	<u>7,304.07</u>	<u>26,288.00</u>	<u>27.79%</u>
<b>Gen. Govt. Personal Services</b>				
<b>Adm Assistant</b>	1,012.50	4,149.00	12,600.00	32.93%
<b>Clerk/Tax Collector</b>	5,618.76	28,093.80	67,425.00	41.67%
<b>Council</b>	0.00	3,201.50	12,806.00	25.0%
<b>Finance Officer</b>	1,455.92	7,279.60	17,471.00	41.67%
<b>Mayor</b>	0.00	1,313.25	5,253.00	25.0%
<b>Payroll Expenses</b>	<u>741.51</u>	<u>3,815.24</u>	<u>9,875.00</u>	<u>38.64%</u>
<b>Total Gen. Govt. Personal Services</b>	<u>8,828.69</u>	<u>47,852.39</u>	<u>125,430.00</u>	<u>38.15%</u>
<b>Professional Fees</b>				
<b>Engineering Fees</b>	0.00	0.00	0.00	0.0%
<b>Auditing Services</b>	1,888.00	4,720.00	4,720.00	100.0%
<b>Legal Services</b>	<u>3,344.00</u>	<u>6,236.50</u>	<u>11,000.00</u>	<u>56.7%</u>
<b>Total Professional Fees</b>	<u>5,232.00</u>	<u>10,956.50</u>	<u>15,720.00</u>	<u>69.7%</u>
<b>Supplies and Materials</b>				
<b>Office</b>	<u>242.70</u>	<u>1,788.14</u>	<u>6,000.00</u>	<u>29.8%</u>
<b>Total Supplies and Materials</b>	<u>242.70</u>	<u>1,788.14</u>	<u>6,000.00</u>	<u>29.8%</u>
<b>Services</b>				
<b>Advertising</b>	0.00	79.60	100.00	79.6%

Membership and dues	70.00	4,921.00	5,200.00	94.64%
Bank charges	62.01	411.46	950.00	43.31%
Elections	0.00	0.00	3,500.00	0.0%
Insurance/bonds	-7,083.75	8,513.67	8,515.00	99.98%
Miscellaneous oper. exp.	0.00	0.00	1,000.00	0.0%
Website/flyers	850.00	862.00	1,500.00	57.47%
Printing & Delivery Newsletter	247.70	779.20	2,400.00	32.47%
Postage	0.00	153.59	600.00	25.6%
Property Tax	0.00	231.13	500.00	46.23%
Strategic Planning	0.00	0.00	500.00	0.0%
Tax collection	0.00	544.42	2,500.00	21.78%
Telephone	449.59	2,306.24	5,200.00	44.35%
Training	0.00	0.00	1,200.00	0.0%
Travel	45.50	166.56	2,000.00	8.33%
<b>Total Services</b>	<b>-5,358.95</b>	<b>18,968.87</b>	<b>35,665.00</b>	<b>53.19%</b>
<b>Capital Outlay</b>				
Waste Bin Screening & S/W	3,700.00	5,700.00	6,000.00	95.0%
Russell Park Sidewalk	0.00	5,540.00	7,500.00	73.87%
Laptop	0.00	0.00	2,000.00	0.0%
Sidewalk repairs	0.00	12,446.00	25,000.00	49.78%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
<b>Total Capital Outlay</b>	<b>3,700.00</b>	<b>23,686.00</b>	<b>50,500.00</b>	<b>46.9%</b>
<b>Total General Government</b>	<b>23,848.23</b>	<b>128,608.96</b>	<b>360,493.00</b>	<b>35.68%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	1,000.00	0.0%
Janitorial /Cleaning Supplies	0.00	18.22	250.00	7.29%
Food/Provisions - events	0.00	1,359.26	2,500.00	54.37%
Pool Supplies	0.00	8.38	3,000.00	0.28%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>0.00</b>	<b>1,385.86</b>	<b>6,750.00</b>	<b>20.53%</b>
<b>Parks/Rec Services</b>				
Pool management fee	0.00	12,795.00	52,430.00	24.4%
Pool Operations	11,692.00	12,212.00	17,500.00	69.78%
Comm. center maintenance	354.95	1,766.04	10,900.00	16.2%
Seasonal Decorations	8,965.44	11,955.65	14,900.00	80.24%
Events Services	0.00	596.44	2,400.00	24.85%
Water/Sewer	284.13	1,426.69	8,000.00	17.83%
Natural Gas	28.79	142.20	700.00	20.31%
<b>Total Parks/Rec Services</b>	<b>21,325.31</b>	<b>40,894.02</b>	<b>106,830.00</b>	<b>38.28%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	12,333.33	55,666.32	148,550.00	37.47%
Park maintenance	3,210.77	6,295.61	48,425.00	13.0%

Pond maintenance	1,381.50	7,246.68	19,600.00	36.97%
Electric Maintenance	24.51	432.24	10,500.00	4.12%
Repairs of Common Areas	30.00	1,494.50	2,000.00	74.73%
<b>Total Maintenance of Common Areas</b>	<b>16,980.11</b>	<b>71,135.35</b>	<b>229,075.00</b>	<b>31.05%</b>
<b>Parks/Rec Capital Outlay</b>				
Pool Lighting	0.00	0.00	5,000.00	0.0%
Mathisen Square Memorial	0.00	0.00	8,000.00	0.0%
Benches, Tables etc.	0.00	0.00	2,000.00	0.0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Total Parks &amp; Recreation</b>	<b>38,305.42</b>	<b>113,415.23</b>	<b>357,655.00</b>	<b>31.71%</b>
<b>Public Services/Safety</b>				
Electric bills	8,212.45	44,713.47	109,600.00	40.8%
Street Signs	0.00	3,065.00	7,500.00	40.87%
Waste Collection	15,447.82	61,791.28	191,000.00	32.35%
Law enforcement	44,029.00	88,058.00	176,116.00	50.0%
<b>Total Public Services/Safety</b>	<b>67,689.27</b>	<b>197,627.75</b>	<b>484,216.00</b>	<b>40.81%</b>
<b>Total Expense</b>	<b>129,842.92</b>	<b>439,651.94</b>	<b>1,202,364.00</b>	<b>36.57%</b>
<b>Net Excess of Rev over Exp</b>	<b>179,990.82</b>	<b>89,411.61</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Excess of Rev over Exp</b>				
<b>Powell Bill</b>				
<b>PB Income</b>				
Interest - Powell Funds	65.18	289.05		
Powell Bill Revenue	0.00	48,033.22	96,800.00	49.62%
<b>Total PB Income</b>	<b>65.18</b>	<b>48,322.27</b>	<b>96,800.00</b>	<b>49.92%</b>
<b>PB Expense</b>				
Street Exp. - Powell Bill	0.00	17,753.50	96,800.00	18.34%
<b>Total PB Expense</b>	<b>0.00</b>	<b>17,753.50</b>	<b>96,800.00</b>	<b>18.34%</b>
<b>Net Powell Bill</b>	<b>65.18</b>	<b>30,568.77</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Excess of Rev., Over Exp.</b>	<b>180,056.00</b>	<b>119,980.38</b>	<b>0.00</b>	<b>100.0%</b>

Cheryl Bennett requested a motion to approve Resolution 2017 – 3 of the Village of Lake Park, NC Designating Authorized Signatories for Financial Institutions. The Resolution provides for new signature cards for each financial institution holding Village funds. The Village requires all checks have two signatures. Mayor David Cleveland, Mayor Pro Tem John Barnes and Finance Officer Cheryl Bennett are the designated authorized signers on the signature cards. Pam Jack made the motion to approve Resolution 2017 – 3. Kristen Bowman seconded the motion. Vote – Unanimous.

Cheryl Bennett also requested Council approval for \$686.42 in tax payment refunds. Fabian Szarko made the motion to approve the tax refunds. John Barnes seconded the motion. Vote – Unanimous.

**PARKS AND RECREATION:** Mayor David Cleveland shared that the Park & Recreation Commission is requesting approval for \$1200 to replace eight trees that had previously been removed on Mimosa Street, Conifer Circle and Sages Avenue. Fabian Szarko made the motion to approve the tree replacements. Pam Jack seconded the motion. Vote – Unanimous.

Fabian Szarko shared that the Christmas festivities in the Village were kicked off on the weekend of December 3<sup>rd</sup> & 4<sup>th</sup>. On Saturday the Lake Park Garden Club hosted a Christmas Tea in the Community Center which approximately 80 guests attended. The Community Center was beautifully decorated for the event and a good time was had by all. On Sunday Kristi Butler provided Story Time with a reading from her book “Christmas in Amazing Grace Acres”. This was followed by Nicole Mistretta and Angie Figiel hosting Gingerbread House building for the children. The annual Christmas Tree Lighting Ceremony was held at 5:30 in Mathisen Square with music and scriptures led by Pastor Paige Ann Miller and Jerry Kemper and Molly Barnhart from Faith United Methodist Church. Home Town Hero’s Wayne & Brenda Daniels turned on the lights at the conclusion of the ceremony. The day’s festivities were capped off with the HOA providing carriage rides, hot cocoa & cookies and a visit from Santa.

The Toys for Tots campaign successfully concluded with a collection of four boxes of toys plus three bicycles and other generous financial donations. Thanks to all the residents who contributed to this year’s program.

The Bass Monkeys fishing program finished a successful year with many area youth learning fishing skills in the Lake Park ponds.

**ECONOMIC DEVELOPMENT:** Kristen Bowman provided copies of the draft November 29, 2017 EDC meeting minutes for Council. Al Johnstone and Monica York provided information on many free and some fee-based programs offered by the Small Business Center at South Piedmont Community College. The next Networking Luncheon is planned for February 21, 2018.

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** James Record shared that Cardinal Construction completed the sidewalk panel replacements on Amber Court and Alden Street.

**COMMUNICATION:** The deadline for articles and information for the December newsletter is Friday, December 15<sup>th</sup> at 5 p.m. Topics to be included: Council Responsibilities, Property Enhancements, P&R and Steve’s Coats for Kids.

**2018 CALENDARS:** Mayor David Cleveland requested a motion for the 2018 Calendars. Fabian Szarko made the motion to approve the municipal calendars. John Barnes seconded the motion. Vote – Unanimous.

**COUNCIL COMMENTS:** James Record thanked Sandy Coughlin for her dedication to the Village and wished everyone Happy Holidays.

Fabian Szarko welcomed Kristen Bowman to Council, thanked Sandy Coughlin for her service and congratulated John Barnes on being elected Mayor Pro Tem. He also wished everyone a Merry Christmas.

Pam Jack thanked everyone that helped make the Garden Club Tea a success and thanked staff for their support and understanding during the chaos. Pam also thanked Sandy Coughlin for her contributions to making Lake Park a great place to live and work.

John Barnes recognized Sandy Coughlin for her years of service to the Village and welcomed Kristen Bowman to Council. John thanked Council for their trust and support in being elected to serve as the Mayor Pro Tem.

Mayor David Cleveland thanked Scout Troup 151 for leading the Pledge of Allegiance and encouraged the Scouts to be involved in their communities. Mayor Cleveland also thanked Sandy Coughlin for her years of service and dedication to making the Village a better place. Mayor Cleveland congratulated the newly elected officials, John Barnes for being elected to serve as Mayor Pro Tem and thanked Angie Figiel for arranging the pre-Council gathering.

**ADJOURN:** Fabian Szarko made the motion to adjourn. Pam Jack seconded the motion. Vote – Unanimous.

Respectfully submitted,

  
Mayor David Cleveland

  
Village Administrator, Cheri Clark

