

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

APRIL 10, 2018

ATTENDING: Mayor David Cleveland
Council Members: John Barnes, Kristen Bowman, 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 April 10, 2018 Regular Session Council meeting to order.

INVOCATION: Councilman James Record gave the invocation.

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

PUBLIC COMMENT: Bruce Barton – 6014 Kenmore Lane – The parking sign between the Town Center and the Condominiums does not reflect Public Parking behind Town Center. With three new businesses at the Town Center, that sign should be replaced.

APPROVAL OF MINUTES: James Record made the motion to approve the March 13, 2018 Regular Session Council Minutes as presented. Kristen Bowman seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: John Barnes made the motion to adopt the April 10, 2018 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that there were 87 calls for service in February and 552 self-initiated calls. There were 8 alarm calls, 2 larceny theft, 1 suspicious vehicle, 11 improperly parked vehicle and 24 traffic stops. Deputy Rucker shared that of the 24 traffic stops, most were for speeding. The vehicle parked on Conifer is a legally parked vehicle. The tag is registered to a resident in Lake Park and the registration is current.

The Lidar equipment has arrived and is in use. The radar trailer is currently back on Courtland and hopefully its' next location will be on Conifer near Etheredge.

VOLP FIVE YEAR DEVELOPMENT PLAN: Pam Jack shared that the Lidar equipment the Safety Committee recommended has been purchased and is in use - \$2,500. Communication's recommendation for publishing software is a monthly subscription charge - \$20. Curb

Appeal's recommendation to remove the grass between the curb and asphalt throughout the community - \$2,200. All three recommendations were funded by Council at the March meeting. Perceptions, as part of their recommendation would like to help fund the interior painting of the Community Center to further enhance the new floors. P&R has received three quotes for interior painting ranging from \$8,600 to \$4,600.

Council decided to paint the interior of the Community Center. James Record made a motion to move \$5,500 from Contingency to Community Center Maintenance for interior painting. John Barnes seconded the motion. Vote – Unanimous. Pam Jack made a motion to spend up to \$5,500 from Community Center Maintenance to paint the interior of the building. Kristen Bowman seconded the motion. Under discussion, Kristen Bowman, Pam Jack and Fabian Szarko will select the color for the interior. Cheri Clark will talk to The Offices to see if the Village can establish a temporary office in the Town Center. Vote – Unanimous.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that 100% of the budgeted Ad valorem taxes have been collected. The quarterly sales tax percentage is 56% which is slightly above the projection for the year. The Budget Workshop is Tuesday, April 24th at 6:30 pm. Cheryl Bennett requested budget numbers as soon as possible.

	<u>Mar 18</u>	<u>Jul '17 - Mar 18</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General fund				
Revenues				
Property Taxes				
Ad valorem current year	2,643.73	546,636.36	545,742.00	100%
Utility ad valorem	0.00	6,905.86	6,307.00	109%
Motor vehicle tax	6,317.81	53,687.68	78,389.00	68%
Ad valorem prior years	496.45	2,283.20	3,000.00	76%
Prior years motor vehicle tax	0.00	0.00	0.00	0%
Penalties and interest	502.86	1,827.96	2,500.00	73%
Total Property Taxes	<u>9,960.85</u>	<u>611,341.06</u>	<u>635,938.00</u>	<u>96%</u>
Other Taxes				
Stormwater Fees- current year	150.00	43,440.00	42,830.00	101%
Stormwater fees - prior years	60.00	210.00	250.00	84%
Total Other Taxes	<u>210.00</u>	<u>43,650.00</u>	<u>43,080.00</u>	<u>101%</u>
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	6,500.00	0%
Sales and use tax	19,207.23	104,337.60	187,000.00	56%
Telecom. Sales Tax	599.81	952.89	2,000.00	48%
Elec. Sales Tax	19,615.00	46,676.83	100,000.00	47%
Video Prog. Sales Tax	4,870.63	10,133.82	20,500.00	49%
Piped Gas Sales Tax	2,672.06	4,249.93	7,000.00	61%
Solid Waste Disposal Tax	0.00	1,876.18	3,300.00	57%

Total State Shared Revenues	46,964.73	168,227.25	326,300.00	52%
Parks & Recreation Revenue				
Program Fees	270.00	948.00	1,500.00	63%
Facility Rentals	395.00	3,260.00	2,500.00	130%
Daily swim fees	0.00	11,499.00	12,000.00	96%
Season pass pool fees	<u>1,455.00</u>	<u>2,115.00</u>	<u>50,000.00</u>	<u>4%</u>
Total Parks & Recreation Revenue	<u>2,120.00</u>	<u>17,822.00</u>	<u>66,000.00</u>	<u>27%</u>
Other revenues				
Zoning Permits	275.00	1,331.00	1,000.00	133%
Approp. Fund Bal. Stormwater	0.00	0.00	35,725.00	0%
Approp. Fund Balance	0.00	0.00	91,521.00	0%
Civil Penalties	90.00	780.00	300.00	260%
Investment revenue	443.75	3,452.18	1,500.00	230%
Miscellaneous	<u>20.00</u>	<u>2,359.60</u>	<u>1,000.00</u>	<u>236%</u>
Total Other revenues	<u>828.75</u>	<u>7,922.78</u>	<u>131,046.00</u>	<u>6%</u>
Total Income	<u>60,084.33</u>	<u>848,963.09</u>	<u>1,202,364.00</u>	<u>71%</u>
Expense				
General Government				
Other Expenditures				
Economic Development	54.00	699.62	3,300.00	21%
Contingency	0.00	0.00	13,785.00	0%
Stormwater Expense				
Advertising	0.00	29.39	100.00	29%
Dues and Permits	0.00	0.00	250.00	0%
Cap.Outlay- Pet Waste Stations	1,039.48	1,039.48	0.00	100%
Prof. Fees - Engineering	170.00	7,100.87	14,000.00	51%
Repairs & Maint. Services	<u>0.00</u>	<u>17,069.59</u>	<u>64,455.00</u>	<u>26%</u>
Total Stormwater Expense	<u>1,209.48</u>	<u>25,239.33</u>	<u>78,805.00</u>	<u>32%</u>
Total Other Expenditures	<u>1,263.48</u>	<u>25,938.95</u>	<u>95,890.00</u>	<u>27%</u>
Planning and Zoning				
Zoning Admin. Services	1,057.32	9,515.88	12,688.00	75%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	136.00	2,006.00	2,200.00	91%
Legal Services	0.00	1,168.00	9,400.00	12%
Advertising	0.00	0.00	220.00	0%
Postage	6.70	6.70	80.00	8%
Supplies	0.00	75.47	300.00	25%
Training	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0%</u>
Total Planning and Zoning	<u>1,200.02</u>	<u>12,772.05</u>	<u>26,288.00</u>	<u>49%</u>
Gen. Govt. Personal Services				
Adm Assistant	886.50	6,646.50	12,600.00	53%
Clerk/Tax Collector	5,618.76	50,568.84	67,425.00	75%

Council	3,201.50	9,604.50	12,806.00	75%
Finance Officer	1,455.92	13,103.28	17,471.00	75%
Mayor	1,313.25	3,939.75	5,253.00	75%
Payroll Expenses	<u>1,035.27</u>	<u>7,185.42</u>	<u>9,875.00</u>	<u>73%</u>
Total Gen. Govt. Personal Services	13,511.20	91,048.29	125,430.00	73%
Professional Fees				
Engineering Fees	0.00	0.00	0.00	0%
Auditing Services	0.00	4,720.00	4,720.00	100%
Legal Services	<u>0.00</u>	<u>6,732.50</u>	<u>11,000.00</u>	<u>61%</u>
Total Professional Fees	0.00	11,452.50	15,720.00	73%
Supplies and Materials				
Office	<u>232.57</u>	<u>2,507.62</u>	<u>6,000.00</u>	<u>42%</u>
Total Supplies and Materials	232.57	2,507.62	6,000.00	42%
Services				
Advertising	0.00	256.22	300.00	85%
Membership and dues	0.00	4,921.00	5,200.00	95%
Bank charges	34.60	670.05	950.00	71%
Elections	0.00	3,046.60	3,300.00	92%
Insurance/bonds	0.00	8,513.67	8,515.00	100%
Miscellaneous oper. exp.	565.99	565.99	1,000.00	57%
Website/flyers	400.00	1,262.00	1,500.00	84%
Printing & Delivery Newsletter	337.60	1,401.60	2,400.00	58%
Postage	251.16	553.94	600.00	92%
Property Tax	0.00	231.13	500.00	46%
Strategic Planning	0.00	0.00	500.00	0%
Tax collection	180.71	1,490.82	2,500.00	60%
Telephone	450.03	4,104.72	5,200.00	79%
Training	450.00	450.00	1,200.00	38%
Travel	<u>1,052.97</u>	<u>1,786.24</u>	<u>2,000.00</u>	<u>89%</u>
Total Services	3,723.06	29,253.98	35,665.00	82%
Capital Outlay				
Waste Bin Screening & S/W	0.00	5,700.00	6,000.00	95%
Russell Park Sidewalk	0.00	5,540.00	7,500.00	74%
Laptop	0.00	799.99	2,000.00	40%
Sidewalk repairs	0.00	16,171.00	25,000.00	65%
Reserve for Capital Replacement	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0%</u>
Total Capital Outlay	0.00	28,210.99	50,500.00	56%
Total General Government	19,930.33	201,184.38	355,493.00	57%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	320.00	320.00	1,000.00	32%
Janitorial /Cleaning Supplies	0.00	27.78	250.00	11%

Food/Provisions - events	64.27	1,642.50	2,500.00	66%
Pool Supplies	0.00	2,945.38	7,000.00	42%
Total Parks/Rec. Supplies & Materials	384.27	4,935.66	10,750.00	46%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	0.00	0%
Pool management fee	0.00	17,913.00	52,430.00	34%
Pool Operations	36.04	11,973.04	17,500.00	68%
Comm. center maintenance	284.01	4,234.50	19,900.00	21%
Seasonal Decorations	648.25	14,578.98	14,900.00	98%
Events Services	0.00	596.44	2,400.00	25%
Water/Sewer	221.76	2,550.71	8,000.00	32%
Natural Gas	84.48	553.32	700.00	79%
Total Parks/Rec Services	1,274.54	52,399.99	115,830.00	45%
Maintenance of Common Areas				
Landscaping	10,833.33	98,999.64	148,550.00	67%
Park maintenance	5,136.79	15,819.39	37,425.00	42%
Pond maintenance	1,895.34	13,286.52	19,600.00	68%
Electric Maintenance	123.99	1,348.17	10,500.00	13%
Repairs of Common Areas	0.00	1,620.50	2,000.00	81%
Total Maintenance of Common Areas	17,989.45	131,074.22	218,075.00	60%
Parks/Rec Capital Outlay				
Pool Lighting	0.00	0.00	5,000.00	0%
Mathisen Square Memorial	0.00	0.00	8,000.00	0%
Benches, Tables etc.	0.00	0.00	2,000.00	0%
Total Parks/Rec Capital Outlay	0.00	0.00	15,000.00	0%
Total Parks & Recreation	19,648.26	188,409.87	359,655.00	52%
Public Services/Safety				
Electric bills	16,884.28	78,022.71	109,600.00	71%
Street Signs	510.00	3,635.00	7,500.00	48%
Waste Collection	15,433.62	123,367.36	191,000.00	65%
Law enforcement	44,029.00	132,087.00	179,116.00	74%
Total Public Services/Safety	76,856.90	337,112.07	487,216.00	69%
Total Expense	116,435.49	726,706.32	1,202,364.00	60%
Net Excess of Rev. over Exp. General Fund	-56,351.16	122,256.77	0.00	100%
Powell Bill				
PB Income				
Interest - Powell Funds	0.00	539.82		
Powell Bill Revenue	0.00	96,066.42	96,800.00	99%
Total Other Income	0.00	96,606.24	96,800.00	100%
PB Expense				
Street Exp. - Powell Bill	0.00	17,753.50	96,800.00	18%

Total Other Expense	0.00	17,753.50	96,800.00	18%
Net Powell Bill	0.00	78,852.74	0.00	100%
Net Excess of Rev. over exp.	<u>-56,351.16</u>	<u>201,109.51</u>	<u>0.00</u>	<u>100%</u>

Cheryl Bennett requested a budget transfer for \$1,340 from Stormwater Repairs & Maintenance Services to Capital Outlay – Pet Waste Stations. Pam Jack made the motion to approve the budget transfer of \$1,340 from Stormwater Repairs & Maintenance Services to Capital Outlay – Pet Waste Stations. Fabian Szarko seconded the motion. Vote – Unanimous.

PARKS AND RECREATION: Mayor David Cleveland showed Council the Chris Mathisen proof for the Mathisen Square gazebo. Chris’ picture will be oval shape similar to the kite girl logo. Mayor David Cleveland then provided Council with the total renovation cost to fund the upgrades and plaques in Mathisen Square - \$11,500. Lucas Lawn and Landscaping - brick wall and pavers - \$5,825; Banner Signs - Mathisen Square sign - \$1,450; and Accurate Engraving - two plaques for the gazebo - \$3,113. The Village budgeted \$8,000 for the project. James Record made a motion to move \$1,200 from the laptop line item, \$300 from the waste bin line item and \$1,960 from the Russell Park sidewalk line item into the Mathisen Memorial line item. Kristen Bowman seconded the motion. Vote – Unanimous. James Record made a motion to approve up to \$8,160 to complete the Mathisen Square project. Fabian Szarko seconded the motion. Vote – Unanimous.

James Record shared that the wood flooring has been installed in the Community Center and that the Village is receiving positive feedback. The rear door in the rental room has been replaced. It is still a work in progress due to craftsmanship issues. The six pool doors on the older pool building have been painted to match the mushroom water feature and the furniture strapping.

Patchman has completed the brick work on the porch at the Community Center. P&R would like to spend up to \$5,000 to address other brickwork repairs throughout the Village. Mathisen Square Gazebo - \$1,800, Queens & Hoover and Founders Park - \$1,250 and Clock tower - \$1,500. The repairs would be funded out of Park Maintenance. James Record made the motion to approve up to \$5,000 for brick repairs. Pam Jack seconded the motion. Vote – Unanimous.

Before Patchman does the repairs, P&R would like to have the Founders Park Gazebo, Community Center Entrance, Mathisen Square Gazebo, Clock Tower and the Kite Girl Monument pressure washed - \$900. P&R would also like to have all the playground equipment in the Village pressure washed - \$475. James Record made a motion to approve \$1,500 for pressure washing. Fabian Szarko seconded the motion. Vote – Unanimous.

P&R would like to spend up to \$4,000 to replace playground mulch in the Azalea and Veterans Park playgrounds. The estimated amount of mulch needed for the two Veterans Park playgrounds – 35 yards. Azalea Park is estimated to need 25 yards. The Azalea Park Playground also needs to have some of the landscaping timbers replaced prior to installing

mulch. James Record has asked Lucas Landscaping for a quote to replace the timbers. James Record made a motion to spend up to \$4,000 to replace the playground mulch in Azalea and Veterans Park playgrounds. Pam Jack seconded the motion. Vote – Unanimous.

The fountain in Connie’s Pond has been repaired and replaced. Last month Council requested that James Record have fountains quoted for a couple of the ponds. James Record has received one quote to date and has met with an electrician to discuss power to the fountains.

Veterans Pond - Two Fountains - \$15,000 to \$17,000.

Lake Charles – Two Fountains - \$13,000 to \$15,000.

Sages Pond – One Fountain - \$6,000.

Garden Pond – One Fountain - \$4,000 to \$5,000 – surface pump similar to the fountains in Connie’s Pond and Russell Park.

The prices do not include annual fountain maintenance or the cost of electricity for the larger aerating fountains. The larger aerating fountains would be beneficial to the environmental health of the ponds.

James Record requested approval to spend up to \$1,750 for spring flowers per the Lucas Landscaping contract. James Record made a motion to approve the \$1,750 for spring flowers. Fabian Szarko seconded the motion. Vote – Unanimous.

James Record made a motion to approve \$15,300 to mulch the common areas and parks in the Village. John Barnes seconded the motion. Vote – Unanimous.

The Spring Sweep is Saturday, May 5th at 9 am. Instead of doing t-shirts this year, Angie Figiel will be handing out goodie bags. In addition to litter sweep, the ten worst fire hydrants will be cleaned and painted.

The theme for the Memorial Day Ceremony is “In Flanders Field”. P&R does not plan to video the ceremony this year due to the cost. Pam Jack suggested that we may want to distribute poppies at the ceremony.

Fourth of July is around the corner. The Fourth of July Celebration will be held in Russell Park along with the HOA Car Show and the Common Heart Firecracker races. James Record requested that Council think about expanding the Memorial Day Celebration next year and not hold a Fourth of July Celebration. Kristen Bowman shared that she felt that the Memorial Day ceremony is held in reverence vs the Fourth of July which is a celebration.

ECONOMIC DEVELOPMENT: Kristen Bowman shared that Bizzy’s has opened and the Mexican restaurant should be opening anytime. Bellasera is now open to the public and serving lunch, Monday – Friday both take out and dine- in. This year is Ms. Dee Dee’s 20th anniversary. The Town Center has a new property management company.

Kristen Bowman discussed the future of the EDC. The EDC has tried many different things to try and support the businesses, churches and schools in the Village. The EDC does not bring in new businesses to the Village. The EDC has tried seminars and networking events, however; their focus is on existing businesses not new businesses. She would like to continue to use the

Welcome Totes but the Village needs to change some items in the tote. Kristen Bowman would like to see the EDC move into more of a communication role.

Mayor David shared that there are several decisions the EDC needs to make. How effective is the EDC in its' current capacity? Do the goals of the commission need to change? Does the EDC need to be dissolved and a Communication Commission or Committee be created? What purpose would a Communication Commission or Committee serve? Currently under communication the Village has the monthly newsletter and website. How involved does the Village want to be in social media – Facebook and Next Door? The existing Lake Park business brochure could be transitioned into a general Lake Park brochure for the community that could be used by residents and realtors alike. Mayor David Cleveland reached out to the School of Government in the event the Village wanted to establish a Communication Committee or Commission to determine the differences between the two. The School of Government said there is really no difference and the Village can use whatever terminology they desired. Mayor David Cleveland then requested Council feedback.

Kristen Bowman shared that she likes the idea of moving toward a Communication Commission and revamping the business brochure to use for the community as a whole. One of the recommendations that Shane Fraiser referred to in his EDC seminar on social media was requesting that the unofficial websites clarify that they are not the official website which would make a difference concerning the expectation of an official response from the Village.

James Record shared that he is in favor of establishing a Communication Commission to try and meet the communication needs of our Village. James Record asked if the EDC is required to meet monthly. The EDC is required to meet on a quarterly basis. Kristen Bowman shared that she has not had a quorum the last two meetings.

Pam Jack shared that she supports dissolving the EDC and creating a Communication Committee. Feedback from the Strategic Plan's survey highlighted the communication weaknesses within the municipality. How Council tackles communication affects the perception of the residents and impacts Council's goal of making Lake Park the best place to live.

John Barnes shared that the Village would need a significant amount of money to actually impact the economic development growth in Lake Park. He would rather see the Village focus on communication.

Fabian Szarko stated that he agreed with Pam Jack and John Barnes. Mayor David Cleveland shared that based upon the feedback provided the consensus of Council was to dissolve the EDC and create a Communication Committee or Commission.

Mayor David Cleveland suggested getting together with Kristen Bowman and Pam Jack to discuss what a Communication Commission would look like and create a draft charter that would include the number of meeting per year and the number of members. Attorney Ken Swain shared that a resolution would also be needed to establish the commission in order to

expend public funds. Kristen Bowman will discuss the Communication Commission with the EDC at their next meeting April 19th.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that he has talked to Precision Safe Sidewalk concerning the sidewalks in Lake Park. In addition to the sidewalk maintenance, there are panels that need to be replaced. Streets also need to be identified for the next phase of re-surfacing.

Pam Jack shared that Waste Pro has provided the new annual bond as required by the contract.

John Barnes shared that he is meeting with Union Power in reference to adding additional lights on Faith Church Road at the Conifer Circle intersection. The lighting budget has funds available to add two decorative lights at \$1,200 each. John Barnes made a motion to spend up to \$3,000 for additional street lighting. Pam Jack seconded the motion. Vote – Unanimous.

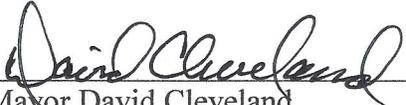
Cheri Clark shared that in order to have enough lumens on the pool deck, three poles will be needed. In this year's budget Council planned to spend up to \$5,000 on pool lighting and the Swim Team planned to partner with the Village for up to \$5,000 – total funds available - \$10,000. We are in the process of getting a new bid for the pool lighting project due to the scope changes. The feasibility of completing the project before the pool season begins does not look good.

COMMUNICATION: The deadline for articles and information for the May newsletter is Friday, April 13th at 5 p.m. Topics to be included: Ms. DeeDee, Community Center flooring, New restaurant, Swim Team, Pool Memberships, Lidar, Clean Sweep and Pet Waste Stations.

COUNCIL COMMENTS: Mayor David Cleveland shared that he recently attended the Union County Park and Recreation meeting and that the Union County NCDOT Coordinator shared that the Monroe Bypass is ahead of schedule and could possibly open early.

ADJOURN: Fabian Szarko made the motion to adjourn. James Record seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

