

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

7 PM

DECEMBER 13, 2016

ATTENDING: Mayor David Cleveland
Mayor Pro-Tem Sandy Coughlin
Council Members: John Barnes and Pam Jack.
Village Administrator Cheri Clark
Finance Officer Cheryl Bennett
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the December 13, 2016 Regular Session Council meeting to order.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: Sandy Coughlin made the motion to approve the November 7, 2016 Regular Session Council minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Sandy Coughlin made the motion to adopt the November 7, 2016 Council Meeting Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Brett shared that there were 84 calls for service including 12 alarm calls, 1 burglary to vehicle, 1 property damage vandalism mischief, 3 larceny theft, 4 suspicious person, 19 traffic stops and 289 self-initiated calls.

COUNCIL VACANCY: Four residents have expressed interest in filling the empty Council position. Christian Bell, Kristen Bowman, Jonathan McDaniel and James Record have expressed interest in the position. All four candidates were able to be at the December Council meeting. Kristen Bowman and Jonathan McDaniel were able to attend the November 7th Council meeting and again expressed their continued interest in serving on the Council. Christian Bell and James Record shared with Council why they would like to be a member of Council.

Christian Bell shared that he has enjoyed the activities and events hosted by the community. The comradery here is great and reminds him of the Navy. He works in the finance industry has two girls age 8 and 2.

James Record is an Office Manager with Wells Fargo and has lived in Lake Park for four years. He has two grown children and was an EMT and Firefighter for 18 years before moving to North Carolina.

Mayor David Cleveland shared that the appointment will be for one year until the November 2017 election at which time the position will be for a two year term. The Council has four qualified individual interested in serving on Council. John Barnes shared that he would like to be able to reach out to candidates between now and the January meeting to get to know them. Pam Jack also shared that would like to wait until January to make the appointment. Sandy Coughlin gave the following reasons as to why the Council should vote this evening. 1. Council had been advised of all four candidates for over a month, even before the November meeting. 2. The December holiday activities are likely to offer less 'get acquainted' time than the previous six weeks. 3. Two of the candidates have already attended two Council meetings in anticipation of Council making a decision and it would be considerate of us not to make them wait another month. Sandy Coughlin made a motion to make the appointment tonight; however, there was not a second. Mayor David Cleveland shared that Council will wait until January to make the appointment.

VOLP FIVE YEAR DEVELOPMENT PLAN: Pam Jack shared that the committee has received over 100 responses to the 2016 Community Development Plan Survey. Letters and surveys have been sent to current HOA and Council members and some previous board members. Sean Lowther is compiling the results of the survey and most of the people participating in the survey are in the older population (empty-nesters). Pam Jack stated that she would like to have the survey information to Council in March.

PLANNING BOARD: Mayor David Cleveland discussed the proposed changes to the Article 9, Section 9.6(F) Sidewalks. The text has been amendment in subsections 2, 3 and 5.

That Article 9, Section 9.6(F) be amended to read as follows:

(F) Sidewalks

- (1) All new streets shall be constructed with pedestrian sidewalk on both sides of the street.
- (2) The development of a vacant lot or the redevelopment of a previously developed lot shall require the installation of pedestrian sidewalk along all public rights-of-way adjacent to the site if not fully in place at the time of development or redevelopment.
- (3) The expansion or alteration of any structure or site that increases the size of the structure or parking area by greater than 25%, or where such improvements exceed 10% of the value of the structure (for structural improvements) or land (for site improvements) shall require the installation of pedestrian sidewalk along all public rights-of-way adjacent to the site if not fully in place at the time of such expansion or alteration. When calculating the size or Value of

improvements, all improvements to structures or ancillary site features on a property made or proposed after the effective date of this provision shall be cumulative.

- (4) All pedestrian sidewalk and multi-use paths shall be constructed to NCDOT standards in effect at the time of development or redevelopment for the particular type of facility.
- (5) The provisions of this Section shall not apply to the development, redevelopment, expansion, or alteration of a single family dwelling on a lot which is adjacent to a street that was constructed prior to the effective date of this Ordinance.

John Barnes made the motion to adopt the Sidewalks text amendment changes and finding to the Unified Development Ordinance.

Text Amendment 2016-01: Sidewalks

The proposed amendment will amend Article 9.6 (f) by renaming it “Sidewalks” and will include new provisions for the required installation of sidewalks for new development or certain redevelopment.

Sandy Coughlin seconded the motion. Vote – Unanimous.

The Village Council has found, contemporaneously with the motion above, that the proposed amendments set forth above to the Village of Lake Park Unified Development Ordinance, which serves as the comprehensive zoning plan for the Village, are consistent with the plan since the proposed amendments serve to provide a continuous pedestrian infrastructure at or around the structures within the Village.

Furthermore, the Village Council has found that the proposed amendments to the Village of Lake Park Unified Development Ordinance are reasonable and in the public interest in that it provides local legislation which directs the circumstances under which such pedestrian infrastructure is required to be installed and the standards that the installation shall comply with at the time of installation.

John Barnes made the motion to adopt the Sidewalks text amendment changes to the UDO and the included findings of consistency and reasonableness. Sandy Coughlin seconded the motion. Vote – Unanimous.

Mayor David Cleveland shared that at the November Council meeting, Council requested that Planning Board review and provide feedback on a Zoning Map Amendment Application that the Village had received from Lucas Lands LLC requesting that the three parcels 3308, 3316 and 3324 Faith Church Road be zoned Industrial instead of General Business. If Planning Board recommended the Zoning Map Amendment, Council went ahead and called for a Public

Hearing on the Zoning Map Amendment and requested that the advertisement of the Public Hearing, notices on the properties and mailings per the UDO be implemented. Planning Board made the recommendation to change the zoning on all three properties in a 2 to 1 vote with the no vote not wanting to rezone parcel 07066006A.

Doug Lucas requested that parcel 07066006A (3308 Faith Church Road) remain zoned as General Business. The Zoning Map Amendment request is now for two parcels 07066006B and 07066006G. Council can rezone all three parcels, just the two parcels or deny the zoning request.

Sandy Coughlin made the motion to adopt the following zoning map amendment changes to the Unified Development Ordinance.

Zoning Map Amendment 2016-01: Parcels/Property Tax Identifications 07066006B and 07066006G.

The proposed zoning map amendment will rezone property tax identification numbers 07066006B (3324 Faith Church Road) and 07066006G (3316 Faith Church Road) from General Business to Industrial.

Pam Jack second the motion. Council discussed the potential economic growth for Lucas Landscaping and the Village and concerns about additional traffic in the area. Sandy Coughlin shared that she supported any local business growth that did not have a negative impact on the Village.

The Village Council has found, contemporaneously with the passage of the above referenced motion, that the zoning map amendment set forth above to the Village of Lake Park Unified Development Ordinance, which serves as the comprehensive zoning plan for the Village, is consistent with the plan since the proposed zoning map amendment serves to provide the continued economic development of business within the Village, have a minimal impact on traffic, would likely serve to create minimal impact on surrounding properties both within and outside the Village, and promote continued best uses of the properties based upon their location within the Village jurisdictional borders.

Furthermore, the Village Council finds that the zoning map amendment referenced above to the Village of Lake Park Unified Development Ordinance is reasonable and in the public interest in that such would provide local zoning legislation which serves to promote continued business development within the Village without imposing significant impact on the surrounding properties, the traffic impact is deemed to be minimal at best and the area as currently zoned in relation to an adjacent property within the Village would not appear to be one likely for any type of residential development.

Vote: Unanimous.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that the Village has received the Audit Report and the new auditor (Kendra Gangal CPA, PLLC) had no audit findings and

gave an unqualified audit opinion. Cheryl Bennett requested 2016 tax refunds for nine taxpayers due to overpayments totaling \$3,480.60. Pam Jack made the motion to approve the nine tax refunds. John Barnes seconded the motion. Vote – Unanimous.

	<u>Nov 16</u>	<u>Jul - Nov 16</u>	<u>YTD Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes				
Ad valorem current year	327,070.96	408,965.31	543,767.00	75.21%
Utility ad valorem	0.00	0.00	6,740.00	0.0%
Motor vehicle tax	7,705.80	29,895.19	70,587.00	42.35%
Ad valorem prior years	393.44	2,252.11	2,500.00	90.08%
Prior years motor vehicle tax	0.00	0.00	50.00	0.0%
Penalties and interest	157.56	991.64	2,800.00	35.42%
Total Property Taxes	335,327.76	442,104.25	626,444.00	70.57%
Other Taxes				
Stormwater Fees- current year	25,355.00	32,435.00	42,830.00	75.73%
Stormwater fees - prior years	30.00	240.00	150.00	160.0%
Total Other Taxes	25,385.00	32,675.00	42,980.00	76.02%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00		
Sales and use tax	16,202.62	34,713.85	180,000.00	19.29%
Telecom. Sales Tax	0.00	-38.04	2,000.00	-1.9%
Elec. Sales Tax	0.00	-1,948.52	105,000.00	-1.86%
Video Prog. Sales Tax	0.00	-24.30	20,000.00	-0.12%
Piped Gas Sales Tax	0.00	-254.41	7,900.00	-3.22%
Solid Waste Disposal Tax	632.45	1,207.20	3,300.00	36.58%
Total State Shared Revenues	16,835.07	33,655.78	318,200.00	10.58%
Parks & Recreation Revenue				
Program Fees	0.00	1,185.75	1,400.00	84.7%
Facility Rentals	435.00	1,310.00	3,000.00	43.67%
Daily swim fees	0.00	10,392.80	12,000.00	86.61%
Season pass pool fees	0.00	1,455.00	49,000.00	2.97%
Total Parks & Recreation Revenue	435.00	14,343.55	65,400.00	21.93%
Other revenues				
Zoning Permits	75.00	825.00	500.00	165.0%
Approp. Fund Bal. Stormwater	0.00	0.00	32,370.00	0.0%

Approp. Fund Balance	0.00	0.00	77,383.00	0.0%
Civil Penalties	0.00	70.00	500.00	14.0%
Investment revenue	53.05	746.02	800.00	93.25%
Miscellaneous	107.01	2,727.00	1,000.00	272.7%
Total Other revenues	235.06	4,368.02	112,553.00	3.88%
Total Income	378,217.89	527,146.60	1,165,577.00	45.23%
Gross Profit	378,217.89	527,146.60	1,165,577.00	45.23%
Expense				
General Government				
Other Expenditures				
Economic Development	101.15	5,784.68	8,500.00	68.06%
Contingency	0.00	0.00	10,000.00	0.0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	0.00	250.00	0.0%
Prof. Fees - Engineering	0.00	520.00	15,000.00	3.47%
Repairs & Maint. Services	812.00	3,812.00	60,000.00	6.35%
Total Stormwater Expense	812.00	4,332.00	75,350.00	5.75%
Total Other Expenditures	913.15	10,116.68	93,850.00	10.78%
Planning and Zoning				
Zoning Admin. Services	919.42	4,597.10	11,033.00	41.67%
Code Enforcement Services	0.00	0.00	1,300.00	0.0%
Consulting Fees	391.00	391.00	1,600.00	24.44%
Legal Services	0.00	1,281.00	3,000.00	42.7%
Advertising	0.00	0.00	220.00	0.0%
Postage	0.00	32.56	80.00	40.7%
Supplies	0.00	36.58	300.00	12.19%
Training	0.00	675.00	700.00	96.43%
Total Planning and Zoning	1,310.42	7,013.24	18,233.00	38.47%
Gen. Govt. Personal Services				
Adm Assistant	0.00	2,520.00	7,890.00	31.94%
Clerk/Tax Collector	5,351.16	26,755.80	64,214.00	41.67%
Council	0.00	3,138.75	12,555.00	25.0%
Finance Officer	1,386.58	6,932.90	16,639.00	41.67%
Mayor	0.00	1,287.50	5,150.00	25.0%
Payroll Expenses	585.77	3,460.28	9,042.00	38.27%
Total Gen. Govt. Personal Services	7,323.51	44,095.23	115,490.00	38.18%

Professional Fees				
Engineering Fees	0.00	0.00	400.00	0.0%
Auditing Services	2,772.00	2,772.00	4,600.00	60.26%
Legal Services	0.00	1,965.00	15,000.00	13.1%
Total Professional Fees	2,772.00	4,737.00	20,000.00	23.69%
Supplies and Materials				
Office	50.00	2,113.06	6,000.00	35.22%
Total Supplies and Materials	50.00	2,113.06	6,000.00	35.22%
Services				
Advertising	0.00	0.00	200.00	0.0%
Membership and dues	67.00	4,652.00	5,000.00	93.04%
Bank charges	62.76	462.84	860.00	53.82%
Insurance/bonds	0.00	7,090.23	8,200.00	86.47%
Miscellaneous oper. exp.	0.00	0.00	700.00	0.0%
Website/flyers	850.00	850.00	1,500.00	56.67%
Printing & Delivery Newsletter	110.00	810.00	2,400.00	33.75%
Postage	0.00	91.00	500.00	18.2%
Property Tax	0.00	246.28	600.00	41.05%
Strategic Planning	0.00	460.48	1,000.00	46.05%
Tax collection	297.34	870.86	2,800.00	31.1%
Telephone	389.59	2,189.75	5,200.00	42.11%
Training	0.00	0.00	600.00	0.0%
Travel	390.41	1,172.77	1,500.00	78.19%
Total Services	2,167.10	18,896.21	31,060.00	60.84%
Capital Outlay				
Laptop	0.00	0.00	1,500.00	0.0%
Sidewalk repairs	0.00	20,290.00	20,290.00	100.0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
Total Capital Outlay	0.00	20,290.00	31,790.00	63.83%
Total General Government	14,536.18	107,261.42	316,423.00	33.9%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	3,500.00	0.0%
Janitorial /Cleaning Supplies	0.00	64.96	250.00	25.98%
Food/Provisions - events	25.54	1,157.62	2,500.00	46.31%
Pool Supplies	0.00	0.00	3,000.00	0.0%

Total Parks/Rec. Supplies & Materials	25.54	1,222.58	9,250.00	13.22%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	1,100.00	0.0%
Pool management fee	0.00	11,468.50	50,610.00	22.66%
Pool Operations	3,504.72	8,843.26	8,100.00	109.18%
Comm. center maintenance	350.41	1,496.40	9,800.00	15.27%
Seasonal Decorations	348.00	1,348.00	14,400.00	9.36%
Events Services	0.00	368.60	1,200.00	30.72%
Water/Sewer	618.00	3,432.46	8,000.00	42.91%
Natural Gas	28.68	137.52	800.00	17.19%
Total Parks/Rec Services	4,849.81	27,094.74	94,010.00	28.82%
Maintenance of Common Areas				
Landscaping	13,833.33	57,166.65	148,550.00	38.48%
Park maintenance	1,784.20	5,204.23	36,410.00	14.29%
Pond maintenance	1,381.50	6,907.50	22,600.00	30.56%
Electric Maintenance	1,810.00	2,370.00	10,500.00	22.57%
Repairs of Common Areas	0.00	320.00	2,000.00	16.0%
Total Maintenance of Common Areas	18,809.03	71,968.38	220,060.00	32.7%
Parks/Rec Capital Outlay				
Tennis court resurfacing	0.00	31,100.00	32,000.00	97.19%
Basketball court resurfacing	0.00	8,575.00	9,000.00	95.28%
Benches, Tables etc.	0.00	0.00	2,000.00	0.0%
Total Parks/Rec Capital Outlay	0.00	39,675.00	43,000.00	92.27%
Total Parks & Recreation	23,684.38	139,960.70	366,320.00	38.21%
Public Services/Safety				
Electric bills	8,581.87	44,477.17	109,600.00	40.58%
Street Signs	0.00	3,030.00	12,900.00	23.49%
Waste Collection	15,380.82	61,422.28	189,000.00	32.5%
Law enforcement	0.00	85,667.00	171,334.00	50.0%
Total Public Services/Safety	23,962.69	194,596.45	482,834.00	40.3%
Total Expense	62,183.25	441,818.57	1,165,577.00	37.91%
Net General Fund	316,034.64	85,328.03	0.00	100.0%
Powell Bill				

Other Income				
Interest - Powell Funds	6.25	21.24	0.00	100.0%
Powell Bill Revenue	<u>0.00</u>	<u>48,172.73</u>	<u>96,800.00</u>	<u>49.77%</u>
Total Other Income	6.25	48,193.97	96,800.00	49.79%
Other Expense				
Street Exp. - Powell Bill	<u>0.00</u>	<u>72,841.00</u>	<u>96,800.00</u>	<u>75.25%</u>
Total Other Expense	<u>0.00</u>	<u>72,841.00</u>	<u>96,800.00</u>	<u>75.25%</u>
Net Powell Bill	<u>6.25</u>	<u>-24,647.03</u>	<u>0.00</u>	<u>100.0%</u>
Net Excess of Rev. over Exp.	<u><u>316,040.89</u></u>	<u><u>60,681.00</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

STORMWATER: Cheri Clark shared that the Village has received a quote to renovate the Kristofer Channel from Eagle Engineering. The channel is approximately 925 feet from the pond on Faith Church Road to a discharge point at Creft Circle. Eagle Engineering will do a field survey of the existing channel conditions, structures and collect topographic data as it traverses the property between Kristofer Drive and Hoover Avenue. Eagle Engineering will utilize the field data to define the condition and capacity of the channel and to identify improvements for the positive drainage within the channel system. The fee to address the Kristofer Channel is \$8,700. Pam Jack made a motion to approve the quote from Eagle Engineering for the Kristofer Channel. John Barnes seconded the motion. Vote – Unanimous.

PARK AND RECREATION BUSINESS: Mayor David Cleveland shared that P&R has received one application so far for the vacancy on the Park & Recreation Commission for the balance of Ms. Dance’s three year term on the Commission.

All 24 of the remaining pine trees in Barnett Park have been removed. We are now looking into options to provide screening between the park and the adjacent residences.

After reviewing multiple designs from a number of vendors, P&R is recommending approval of new patriotic banners from Conder Flag for \$3300. These will replace our existing street light banners that have become faded and tattered. The cost of these banners is included in our current budget under the Flag Replacements. Sandy Coughlin made the motion to approve the new banners. Pam Jack seconded the motion. Vote – Unanimous.

P&R is requesting approval for eight Crepe Myrtles to be planted on the Conifer Street side of Lake Charles. The cost of these purple and white flowering trees is \$1200 from Lucas Landscaping. This will be funded out of Park Maintenance. John Barnes made the motion to approve the Crepe Myrtles at Lake Charles. Pam Jack seconded the motion. Vote – Unanimous.

P&R is also requesting approval for \$2680 for 40 cubic yards of playground mulch to top off the mulch at the Founders Park and Russell Park playgrounds. This will be funded out of Park

Maintenance. Sandy Coughlin made the motion to approve the purchase of playground mulch for Founders Park and Russell Park playgrounds. Pam Jack seconded the motion. Vote – Unanimous.

P&R approved \$600 to purchase two benches for the newly resurfaced tennis courts.

P&R is recommending approval of a new three year contract with Carolina Pool Management. The rates would be: 2017 - \$51,180 2018 - \$51,180 2019 - \$52,200. This is less than a 1% per year increase over our existing contract with CPM. John Barnes made the motion to approve the 3 year contract with Carolina Pool Management. Sandy Coughlin seconded the motion. Vote – Unanimous.

The Chili Cook-off was held on Saturday, November 12th from 6:00 to 8:00 PM. Approximately seventy residents came out to taste the cuisine prepared by our local chefs. The first place winner this year was Brad Swanson – “Bad Brad’s NW Chili”, second prize went to Jeff Gorton – “Jeff’s Inferno Chili” and Vicki Cleveland received third prize for her chili – “Sneaky Chili.” Thanks to Gordo’s Kitchen for providing prizes for the winners

The Christmas Tree Lighting Ceremony and the HOA Carriage Rides scheduled for Sunday, December 4th had to be cancelled due to inclement weather. The HOA did provide hot chocolate and cookies for the residents who came to see Santa in the Community Center.

P&R approved Common Heart’s 5K and 10K firecracker runs in the Village on the morning of July 4th. John Barnes made the motion to approve the closing of Meeting Street on July 4th from 7am to 11am. Sandy Coughlin seconded the motion. Vote – Unanimous.

The Village of Lake Park would like to thank all of the residents who so generously donated toys and gift cards to the Village’s first Christmas Toy Drive which was held in conjunction with the Union County Christmas Bureau and the U. S. Marine Corp Reserve Toy for Tots program.

The Park & Recreation Commission will not meet in December.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that Doug Lucas has expressed an interest in serving a fourth term on the EDC. Lucas Lawn and Landscaping is the largest employer in the Village of Lake Park and offers a valuable balance of representation of our professional community to have commissioners from both our large and small employers. Sandy Coughlin made the motion to appoint Doug Lucas to a fourth term on the EDC. Pam Jack seconded the motion. Vote – Unanimous.

Sandy Coughlin also shared that the Town Center management company has acknowledged receipt of the EDC’s letter requesting several maintenance concerns be addressed at the Town Center buildings and indicated they will be reviewed with the building owner.

MATHISEN MEMORIAL: Sandy Coughlin shared that she is looking into signage for Mathisen Square. She is working with three sign companies and has meetings with the companies in January to discuss their proposals.

PUBLIC SERVICES: Pam Jack shared that that there was a meeting with Waste Pro to discuss collection concerns and hopefully we will start receiving more reliable services.

John Barnes discussed the clock tower chimes and the fact that the current carillon system cannot be repaired, it is going to have to be replaced. John Barnes has looked at two systems the Sonata Digital Carillon by Verdin and the BRG Carillon by BRG Inc. The Village needs to replace the sound files and the controller. The amp and speakers for the system are still good. The price of the Sonata Digital Carillon is \$5,645 for the basic system. The BRG Carillon is \$2,495. The Sonata is time tested, prestigious and has proven reliability. It is also more difficult to program, has limited music and is costly. The BRG system provides a free 30 demo, has an OCXO Oscillator (time controller), includes 2,000 songs and is cost effective. BRG has only been in business twenty years. There is a 5 year warranty on parts and labor. John Barnes' recommendation is to get a BRG demo system and request feedback form the residents and Council. If the BRG system meets our needs, there would be a \$3,150 savings to the Village. By consensus, Council decided to try the BRG Carillon system for 30 days.

COMMUNICATION: The deadline for articles and information for the December newsletter is Friday, December 16th at 5 p.m. Topics to be included: Waste Collection, Garden Club, Toy Drive, Open Council Position, Zoning Amendments, P&R, and P&R vacancy.

COUNCIL COMMENTS: Council reviewed the meeting schedules for Council, Holiday Closings, Planning Board, Board of Adjustments, Economic Development and Parks and Recreation. John Barnes made a motion to approve the calendars. Pam Jack seconded the motion. Vote – Unanimous.

Pam Jack thanked everyone that participated in the Garden Club Tea and wished everyone a Merry Christmas and Happy New Year.

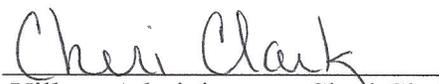
John Barnes thanked the people that came up with the Toys for Tots Collection for the Village and wished everyone a Merry Christmas.

Sandy Coughlin wished everyone a Merry Christmas and Happy New Year.

ADJOURN: Sandy Coughlin made the motion to adjourn. John Barnes seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

