

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

JULY 10, 2018

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

CALL TO ORDER: Mayor David Cleveland called the July 10, 2018 Regular Session Council meeting to order.

INVOCATION: Councilman John Barnes gave the invocation.

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

PUBLIC COMMENT: Judy Taul – 3801 Alden – thanked the Council for the recognition of being named the Village of Lake Park Hometown Hero.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the June 12, 2018 Regular Session Council Minutes and the June 12, 2018 Budget Public Hearing Minutes as presented. James Record seconded the motion. Vote – Unanimous.

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

SECURITY REPORT: Deputy Hackney shared that there were 77 calls for service in June and 401 self-initiated calls. There were 6 alarm calls, 3 suspicious vehicle, 3 improperly parked vehicles and 15 traffic stops.

FIRE STUDY REPORT: Cheri Clark attended the June 18th Western Union Regional Fire Service meeting. Currently the Western Union County area is served by multiple fire departments (Hemby Bridge, Stallings and Bakers) that provide different levels of service and each department has a different funding mechanism. The challenges that impact all of the fire departments are growth, increased service demands, additional risk, limited volunteer staffing, increasing costs and changing customer expectations. Currently there is no formal service plan to address these challenges. Moving to a regionalized fire service delivery model makes sense

for the western part of Union County. A regionalized fire district would provide the high quality service to meet the needs of the residents.

Future fire and ems delivery can only be achieved by a planned collaboration to address risk, staffing and sustainable funding. The cost cannot be sustained through a volunteer fund raising system such as Bakers.

The Fire Study Plan will address the following: risk levels, type of service delivery model, determine system demands, establish costs and budgets for staff, apparatus, equipment, facilities, etc., determine the funding rate and the adoption of a sustainable funding source. The proposed Fire department response to an emergency call for service in the Western Union Region will be provided within one minute of dispatch and be in-route with one piece of fire apparatus in four minutes, with a crew of three qualified members, 90% of the time. A full complement of fourteen firefighters will be on scene within fifteen minutes of dispatch, 90% of the time. The consolidation of the Hemby Bridge, Stallings and Bakers volunteer fire departments for Indian Trail, Stallings, Lake Park and Hemby Bridge is the key to maintaining a safe region for everyone that lives, works, shops, plays and worships in the region.

The next step is to establish a stakeholders group representing each town to work together to create a cohesive plan. The consultant's recommendation is two people from each jurisdiction. There are federal grants available to help fund the creation of a fire authority. Chief Johnny Blythe plans to go to Raleigh next month to meet with the North Carolina Firemen's Association. If it is the pleasure of the Council, Cheri Clark would like to volunteer to represent the Village. There will also need to be a Council volunteer. James Record volunteered to be the Council representative. Mayor David Cleveland requested that staff reach out to Chief Blythe to see if he could attend the September 11th Council meeting.

VOLP FIVE YEAR DEVELOPMENT PLAN: Mayor David Cleveland requested funding to purchase a Radar Speed Limit Sign. The sign would provide both information concerning vehicles speeds and information to determine potential speed bump and stop sign needs. Kristen Bowman made the motion to approve up to \$4,000 to purchase the Radar Speed Limit Sign. Pam Jack seconded the motion. Vote – Unanimous.

Mayor David Cleveland requested an update on the grass removal between the curbs and the asphalt on the streets. James Record shared that Lucas Landscaping has removed almost all of the grass between the streets and curbs; however, in some areas, the grass has come back. James Record has also requested a quote to keep the grass eradicated. Mayor David Cleveland requested an Executive Summary from the Curb Appeal Committee.

Pam Jack shared that the Perception Committee is pleased with the recent updates in the Community Center i.e. the new floors and paint. The next project is to update the office furniture and lobby areas.

Kristen Bowman and the Communication Committee will be working on the Communication Action Plan and Executive Summary.

COMMUNICATIONS: Kristen Bowman shared that she has had four or five residents express interest in the Communication Committee. Kristen Bowman made a motion to have Sharon Williams and Tiffany Zamora serve two year terms on the Communication Committee. James Record seconded the motion. Vote – Unanimous. The School of Government is offering a one day class on Social Media Strategies Beyond the Basics in August. The class is \$475. Kristen Bowman made a motion for her to attend the one day class. Pam Jack seconded the motion. Vote – Unanimous.

STORMWATER: Cheri Clark shared that the Front Entrance Renovations are underway. Foster Lakes and Ponds estimates completion of the project within a week. P&R will have the waterfall cleaned while it is turned off for the renovations. Lucas Landscaping has started clearing the Kristofer Channel. Depending upon weather, the channel reshaping should be complete within a week to ten days. There are two stormwater repairs (Courtland and Fennell) that are scheduled for the week of July 23rd. Tarheel Underground Camera & Cleaning Services worked on Creft Circle and Mayhurst Drive cleaning out drain pipes and recording the condition of the pipes. Eagle Engineering is review the recordings to determine the necessary repairs.

PARKS AND RECREATION: James Record shared that the Mathisen Square Memorial Dedication and the Fourth of July Celebration went well. Judy Taul was named the Hometown Hero. Jo Waybright and Grace Stanley were the bike parade judges. Everyone enjoyed the new parade route and being able to see the children and their creations. The Common Heart Firecracker Run had over 325 participants and they raised around \$11,000 to feed families in need. The money raised will provide a week's worth of groceries for about 550 families. The HOA car show was the largest to date and helped bring folks out to the park.

National Night Out is Tuesday, August 7th from 6 to 8 pm. Angie Figiel and Deputy Hackney are working together on the event. Potential participates are SWAT, Hemby Bridge Fire Department and EMS. There will be a DJ with pizza and drinks provided.

Last year P&R started the front entrance enhancements and they would like to continue to improve the area. P&R is planning to remove 22 trees that are leaning or rotting and to clean out the underbrush. James Record made a motion to approve up to \$3,000 from Park Maintenance. Fabian Szarko seconded the motion. Vote – Unanimous.

James Record shared that he wants to have the Union County Forester come out and look at some trees that are diseased or dying before having the trees removed. There are two on Alden, one on Bobbie Lane and a couple on Sages Pond.

Fabian Szarko shared that the Village has sold 264 pool memberships so far this season.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that she moved \$130 from property tax to increase bank charges by \$50 and postage \$80. She also transferred \$30 from public works to seasonal decorations. All P&R budgeted revenues are over 100%. It looks like the Village may have around a \$61,000 surplus for 2017-2018.

	<u>Jun 18</u>	<u>Jul '17 - Jun 18</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Property Taxes				
Ad valorem current year	1,054.46	550,016.82	545,742.00	101%
Utility ad valorem	0.00	6,905.86	6,307.00	109%
Motor vehicle tax	6,843.74	74,647.88	78,389.00	95%
Ad valorem prior years	0.29	2,283.49	3,000.00	76%
Penalties and interest	113.46	2,327.73	2,500.00	93%
Total Property Taxes	<u>8,011.95</u>	<u>636,181.78</u>	<u>635,938.00</u>	<u>100%</u>
Other Taxes				
Stormwater Fees- current year	0.00	43,500.00	42,830.00	102%
Stormwater fees - prior years	30.00	240.00	250.00	96%
Total Other Taxes	<u>30.00</u>	<u>43,740.00</u>	<u>43,080.00</u>	<u>102%</u>
State Shared Revenues				
Alcoholic Beverage Tax	0.00	15,744.33	6,500.00	242%
Sales and use tax	17,639.42	150,472.05	187,000.00	80%
Telecom. Sales Tax	215.54	1,168.43	2,000.00	58%
Elec. Sales Tax	20,943.61	67,620.44	100,000.00	68%
Video Prog. Sales Tax	5,064.53	15,198.35	20,500.00	74%
Piped Gas Sales Tax	8,097.68	12,347.61	7,000.00	176%
Solid Waste Disposal Tax	0.00	2,486.62	3,300.00	75%
	51,960.78			
Total State Shared Revenues	<u>8</u>	<u>265,037.83</u>	<u>326,300.00</u>	<u>81%</u>
Parks & Recreation Revenue				
Program Fees	334.00	1,736.00	1,500.00	116%
Facility Rentals	525.00	4,785.00	2,500.00	191%
Daily swim fees	5,105.00	17,427.00	12,000.00	145%
Season pass pool fees	14,180.00	58,210.00	50,000.00	116%
	0			
	20,144.00			
Total Parks & Recreation Revenue	<u>0</u>	<u>82,158.00</u>	<u>66,000.00</u>	<u>124%</u>
Other revenues				
Zoning Permits	100.00	1,781.00	1,000.00	178%
Approp. Fund Bal. Stormwater	0.00	0.00	70,237.00	0%
Approp. Fund Balance	0.00	0.00	91,521.00	0%
Civil Penalties	10.00	810.00	300.00	270%
Investment revenue	693.72	5,396.28	1,500.00	360%
Miscellaneous	75.00	2,639.60	1,000.00	264%
Total Other revenues	<u>878.72</u>	<u>10,626.88</u>	<u>165,558.00</u>	<u>6%</u>
	81,025.45			
Total Income	<u>5</u>	<u>1,037,744.49</u>	<u>1,236,876.00</u>	<u>84%</u>

Expense

General Government

Other Expenditures

Economic Development	300.00	945.62	3,300.00	29%
Contingency	0.00	0.00	8,285.00	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	0.00	1,339.48	1,340.00	100%
Prof. Fees - Engineering Repairs & Maint. Services	0.00	7,100.87	9,000.00	79%
	<u>5,995.59</u>	<u>26,642.17</u>	<u>102,627.00</u>	<u>26%</u>
Total Stormwater Expense	5,995.59	35,111.91	113,317.00	31%

Total Other Expenditures	6,295.59	36,057.53	124,902.00	29%
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Planning and Zoning

Zoning Admin. Services	1,057.32	12,687.84	12,688.00	100%
Consulting Fees	374.00	2,414.00	2,800.00	86%
Legal Services	1,352.00	3,976.00	5,400.00	74%
Advertising	0.00	0.00	220.00	0%
Postage	13.61	20.31	80.00	25%
Supplies	0.00	75.47	300.00	25%
Training	0.00	0.00	800.00	0%

Total Planning and Zoning	2,796.93	19,173.62	22,288.00	86%
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Gen. Govt. Personal Services

Adm Assistant	1,183.50	10,875.60	12,600.00	86%
Clerk/Tax Collector	5,618.76	67,425.12	67,425.00	100%
Council	3,201.50	12,806.00	12,806.00	100%
Finance Officer	1,455.92	17,471.04	17,471.00	100%
Mayor	1,313.25	5,253.00	5,253.00	100%
Payroll Expenses	<u>1,058.05</u>	<u>9,720.66</u>	<u>9,875.00</u>	<u>98%</u>

Total Gen. Govt. Personal Services	13,830.98	123,551.42	125,430.00	99%
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Professional Fees

Auditing Services	0.00	4,720.00	4,720.00	100%
Legal Services	<u>3,416.00</u>	<u>12,388.50</u>	<u>15,000.00</u>	<u>83%</u>

Total Professional Fees	3,416.00	17,108.50	19,720.00	87%
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Supplies and Materials

Office	<u>624.61</u>	<u>3,522.00</u>	<u>6,000.00</u>	<u>59%</u>
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Total Supplies and Materials	624.61	3,522.00	6,000.00	59%
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Services

Advertising	37.31	293.53	300.00	98%
Membership and dues	0.00	4,921.00	5,200.00	95%

Bank charges	110.01	988.08	1,000.00	99%
Elections	0.00	3,046.60	3,300.00	92%
Insurance/bonds	0.00	8,513.67	8,515.00	100%
Miscellaneous oper. exp.	414.00	999.98	1,000.00	100%
Website/flyers	0.00	1,262.00	1,500.00	84%
Printing & Delivery				
Newsletter	196.40	2,040.94	2,400.00	85%
Postage	100.00	655.36	680.00	96%
Property Tax	0.00	231.13	370.00	62%
Strategic Planning	0.00	0.00	500.00	0%
Tax collection	206.45	2,335.88	2,500.00	93%
Telephone	514.09	5,670.25	5,700.00	99%
Training	0.00	450.00	700.00	64%
Travel	54.56	1,873.52	2,000.00	94%
Total Services	1,632.82	33,281.94	35,665.00	93%
Capital Outlay				
Waste Bin Screening & S/W	0.00	5,700.00	5,700.00	100%
Russell Park Sidewalk	0.00	5,540.00	5,540.00	100%
Laptop	0.00	799.99	800.00	100%
Sidewalk repairs	6,478.00	22,649.00	25,000.00	91%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	6,478.00	34,688.99	47,040.00	74%
Total General Government	35,074.93	267,384.00	381,045.00	70%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	320.00	1,000.00	32%
Janitorial /Cleaning Supplies	208.07	235.85	250.00	94%
Food/Provisions - events	27.41	1,775.90	2,500.00	71%
Pool Supplies	750.00	5,487.78	7,000.00	78%
Total Parks/Rec. Supplies & Materials	985.48	7,819.53	10,750.00	73%
Parks/Rec Services				
Pool management fee	12,795.00	51,180.00	52,430.00	98%
Pool Operations	0	13,306.42	17,500.00	76%
Comm. center maintenance	115.70	22,144.59	25,400.00	87%
Seasonal Decorations	682.92	14,926.98	14,930.00	100%
Events Services	0.00	1,347.74	2,400.00	56%
Water/Sewer	166.67	4,154.11	7,970.00	52%
Natural Gas	579.63	696.94	700.00	100%
Total Parks/Rec Services	14,369.99	107,756.78	121,330.00	89%
Maintenance of Common Areas				
Landscaping	2,185.00	147,149.63	148,550.00	99%
Park maintenance		32,719.36	37,425.00	87%

Pond maintenance	1,381.50	17,431.02	19,600.00	89%
Electric Maintenance	290.00	3,688.17	10,500.00	35%
Repairs of Common Areas	0.00	1,861.16	2,000.00	93%
Total Maintenance of Common Areas	5,606.50	202,849.34	218,075.00	93%
Parks/Rec Capital Outlay				
Pool Lighting	0.00	1,790.84	5,000.00	36%
Mathisen Square Memorial	1,688.00	10,643.00	11,460.00	93%
Benches, Tables etc.	0.00	0.00	2,000.00	0%
Total Parks/Rec Capital Outlay	1,688.00	12,433.84	18,460.00	67%
	22,649.9			
Total Parks & Recreation	7	330,859.49	368,615.00	90%
Public Services/Safety				
Electric bills	9,268.59	104,995.24	109,600.00	96%
Street Signs	90.00	3,725.00	7,500.00	50%
	15,380.8			
Waste Collection	2	169,509.82	191,000.00	89%
Law enforcement	0.00	178,759.00	179,116.00	100%
	24,739.4			
Total Public Services/Safety	1	456,989.06	487,216.00	94%
Total Expense	82,464.3	1,055,232.55	1,236,876.0	85%
	1		0	
Net Ordinary Income Powell Bill	1,438.86	-17,488.06	0.00	100%
Other Income				
Interest - Powell Funds	0.00	1,009.65	0.00	100%
Powell Bill Revenue	0.00	96,066.42	96,800.00	99%
Total Other Income	0.00	97,076.07	96,800.00	100%
Other 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	79,322.57	0.00	100%
	-			
Net Excess of Rev. over Exp.	1,438.86	61,834.51	0.00	100%

TAX COLLECTION: Cheri Clark shared that Union County is changing their tax billing software and that bills for both the county and Lake Park will be late.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that all of the streets and alleys in Lake Park have been reviewed for pothole repairs and paving needs. Lake Park Road has some significant alligator cracking from Central Church down to Unionville Indian Trail Road. Creft Circle from Esther to Conifer also has significant alligator cracking and potholes. On Lincoln Court from Truman to the left cul-de-sac, Bobbie Lane and the lower end of York Place need to be resurfaced. The next step is to meet with H&S Paving to discuss pricing. Pam Jack requested up to \$175,000 in Powell Bill funds for paving and street repairs. James Record seconded the motion. Vote – Unanimous.

COMMUNICATION: The deadline for articles and information for the August newsletter is Friday, July 13th at 5 p.m. Topics to be included: Central Church 10th Anniversary, Recycle Collection, Fire Study, Communication Commission, Front Entrance, National Night Out, Summary of Fourth of July, Swim Team, Budget recap and Facility Rental Rates.

COUNCIL COMMENTS: James Record thanked everyone that volunteered and worked on the Fourth of July event.

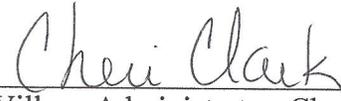
Fabian Szarko shared that it was a nice day and the weather was great for the planned Fourth of July events.

John Barnes thanked the Village for all of their support for the Swim Team this season.

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

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

