

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

7:00 P.M.

AUGUST 11, 2015

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

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

INVOCATION: Mayor Pro Tem Sandy Coughlin gave the invocation.

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

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: Sandy Coughlin made the motion to approve the July 14, 2015 Regular Session Council Meeting Minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

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

SECURITY REPORT: Deputy Brett shared that there were 94 calls for service during the month of July and 298 self-initiated calls during the month. We had 10 alarm calls, 5 burglary home other nonbusiness, 1 discharge of fireworks, 1 property damage vandalism mischief and 3 animal control calls.

STORMWATER: Cheri Clark shared that the survey has been completed on the Hoover Chanel Restoration Project and bid packets should be ready by August 18th. Council should have the results of the bids for review and discussion at the September 8th meeting. We should then be on target to have the restoration done in October or early November, depending on the weather.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that she had done a budget transfer this month. \$300 was moved from Contingency - \$100 for the Audit and \$200 for Membership Dues.

	<u>Jul 15</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund			
Income			
Property Taxes			
Ad valorem current year	0.00	542,765.00	0.0%
Utility ad valorem	0.00	6,500.00	0.0%
Motor vehicle tax	0.00	63,971.00	0.0%
Ad valorem prior years	2,816.98	1,800.00	156.5%
Prior years motor vehicle tax	0.00	500.00	0.0%
Penalties and interest	1,109.55	1,600.00	69.35%
Late List Fees	0.00	0.00	0.0%
Total Property Taxes	<u>3,926.53</u>	<u>617,136.00</u>	<u>0.64%</u>
Other Taxes			
Stormwater Fees- current year	0.00	42,830.00	0.0%
Stormwater fees - prior years	440.00	0.00	100.0%
Cable franchise-from Time Warne	0.00	0.00	0.0%
Total Other Taxes	<u>440.00</u>	<u>42,830.00</u>	<u>1.03%</u>
State Shared Revenues			
Sales and use tax	0.00	178,000.00	0.0%
Telecom. Franchise	0.00	2,500.00	0.0%
Elec. franchise tax	0.00	86,000.00	0.0%
Video Prog. (Cable from State)	0.00	21,000.00	0.0%
Piped Gas	0.00	7,800.00	0.0%
Solid Waste Disposal Tax	0.00	2,800.00	0.0%
Total State Shared Revenues	<u>0.00</u>	<u>298,100.00</u>	<u>0.0%</u>
Parks & Recreation Revenue			
Program Fees	409.75	1,300.00	31.52%
Facility Rentals	180.00	3,000.00	6.0%
Daily swim fees	3,757.00	12,000.00	31.31%
Season pass pool fees	1,620.00	48,000.00	3.38%
Total Parks & Recreation Revenue	<u>5,966.75</u>	<u>64,300.00</u>	<u>9.28%</u>
Other revenues			
Zoning Permits	50.00	500.00	10.0%
Approp. Fund Bal. Stormwater	0.00	0.00	0.0%
Commercial Waste Coll. Extras	0.00	0.00	0.0%
Approp. Fund Balance	0.00	83,095.00	0.0%
Civil Penalties	10.00	500.00	2.0%
Investment revenue	73.62	700.00	10.52%

Miscellaneous	0.00	1,000.00	0.0%
Total Other revenues	133.62	85,795.00	0.16%
Total Income	10,466.90	1,108,161.00	0.95%
Expense			
General Government			
Other Expenditures			
Economic Development	0.00	5,500.00	0.0%
Contingency	0.00	9,700.00	0.0%
Stormwater Expense			
Advertising	0.00	100.00	0.0%
Dues and Permits	0.00	250.00	0.0%
Prof. Fees - Engineering	3,570.00	10,000.00	35.7%
Repairs & Maint. Services	607.93	32,480.00	1.87%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.0%
Total Stormwater Expense	4,177.93	42,830.00	9.76%
Total Other Expenditures	4,177.93	58,030.00	7.2%
Planning and Zoning			
Pers. Serv. Office	0.00	0.00	0.0%
Zoning Admin. Services	892.66	10,712.00	8.33%
Code Enforcement Services	0.00	1,500.00	0.0%
Consulting Fees	0.00	1,500.00	0.0%
Legal Services	0.00	3,000.00	0.0%
Advertising	0.00	200.00	0.0%
Postage	0.00	150.00	0.0%
Supplies	0.00	500.00	0.0%
Training	0.00	500.00	0.0%
Total Planning and Zoning	892.66	18,062.00	4.94%
Gen. Govt. Personal Services			
Adm Assistant	0.00	5,000.00	0.0%
Clerk/Tax Collector	5,195.34	62,344.00	8.33%
Council	0.00	12,189.00	0.0%
Finance Officer	1,346.17	16,154.00	8.33%
Mayor	0.00	5,000.00	0.0%
Payroll Expenses	596.25	8,886.00	6.71%
Total Gen. Govt. Personal Services	7,137.76	109,573.00	6.51%
Professional Fees			

Engineering Fees	0.00	400.00	0.0%
Auditing Services	0.00	5,200.00	0.0%
Legal Services	0.00	15,000.00	0.0%
Total Professional Fees	0.00	20,600.00	0.0%
Supplies and Materials			
Office	90.18	4,300.00	2.1%
Total Supplies and Materials	90.18	4,300.00	2.1%
Services			
Advertising	0.00	200.00	0.0%
Membership and dues	4,391.00	4,467.00	98.3%
Bank charges	79.77	820.00	9.73%
Elections	0.00	2,825.00	0.0%
Insurance/bonds	7,351.49	7,500.00	98.02%
Miscellaneous oper. exp.	0.00	700.00	0.0%
Newsletter/website/flyers	0.00	1,500.00	0.0%
Printing & Delivery Newsletter	110.00	2,300.00	4.78%
Postage	3.18	500.00	0.64%
Property Tax	225.74	1,100.00	20.52%
Tax collection	0.00	2,800.00	0.0%
Telephone	441.87	4,320.00	10.23%
Training	0.00	800.00	0.0%
Travel	0.00	1,200.00	0.0%
Total Services	12,603.05	31,032.00	40.61%
Capital Outlay			
Community Center HVAC	0.00	12,000.00	0.0%
Sidewalk repairs	0.00	33,400.00	0.0%
Clock Tower Repairs	0.00	0.00	0.0%
Reserve for Capital Replacement	0.00	10,000.00	0.0%
Total Capital Outlay	0.00	55,400.00	0.0%
Total General Government	24,901.58	296,997.00	8.38%
Parks & Recreation			
Parks/Rec. Supplies & Materials			
Flags	0.00	2,500.00	0.0%
Janitorial /Cleaning Supplies	0.00	400.00	0.0%
Food/Provisions - events	565.58	2,500.00	22.62%
NNO Food/Supplies	0.00	0.00	0.0%
Pool Supplies	38.48	3,000.00	1.28%

Park Materials & Supplies	0.00	0.00	0.0%
Benches, Tables, Etc.	0.00	0.00	0.0%
Total Parks/Rec. Supplies & Materials	604.06	8,400.00	7.19%
Parks/Rec Services			
Pool Attendant Salaries	90.00	750.00	12.0%
Water/Sewer	0.00	4,600.00	0.0%
Natural Gas	27.93	1,000.00	2.79%
Comm. center maintenance	632.84	7,300.00	8.67%
Pool management fee	10,170.00	51,290.00	19.83%
Pool Operations	9.97	11,100.00	0.09%
Seasonal Decorations	0.00	13,400.00	0.0%
Events Services	320.00	1,200.00	26.67%
Total Parks/Rec Services	11,250.74	90,640.00	12.41%
Maintenance of Common Areas			
Landscaping	10,850.00	148,000.00	7.33%
Park maintenance	2,318.52	48,400.00	4.79%
Pond maintenance	1,535.00	24,420.00	6.29%
Electric Maintenance	120.00	5,000.00	2.4%
Repairs of Common Areas	145.40	2,000.00	7.27%
Total Maintenance of Common Areas	14,968.92	227,820.00	6.57%
Parks/Rec Capital Outlay			
Council chambers video system	0.00	0.00	0.0%
Reserve for pool re-plastering	0.00	20,000.00	0.0%
Benches, Tables etc.	241.89	4,000.00	6.05%
Pool Renovations	0.00	0.00	0.0%
Total Parks/Rec Capital Outlay	241.89	24,000.00	1.01%
Total Parks & Recreation	27,065.61	350,860.00	7.71%
Public Services/Safety			
Electric bills	9,254.95	109,600.00	8.44%
Street Signs	0.00	2,000.00	0.0%
Waste Collection	0.00	184,000.00	0.0%
Law enforcement	41,176.00	164,704.00	25.0%
Total Public Services/Safety	50,430.95	460,304.00	10.96%
Total Expense	102,398.14	1,108,161.00	9.24%
Net General Fund Powell Bill	-91,931.24	0.00	100.0%

PB Income			
Fund Bal. from Powell Bill	0.00	0.00	0.0%
Interest - Powell Funds	0.00	0.00	0.0%
Powell Bill Revenue	0.00	0.00	0.0%
Total PB Income	0.00	0.00	0.0%
PB Expense			
Street Exp. - Powell Bill	0.00	0.00	0.0%
Total PB Expense	0.00	0.00	0.0%
Net Powell Bill	0.00	0.00	0.0%
Net Excess of Rev. over Exp.	-91,931.24	0.00	100.0%

TAX COLLECTION REPORT: Cheri Clark shared that of the \$591,194.77 she was charged with collecting, \$587,541.55 was collected leaving \$3,653.22 uncollected. Collection rate for the 2014 taxes were 99.4%.

Sandy Coughlin made a motion to adopt the Resolution to Authorize the Collection of Property Taxes for 2015. Mark Phillips seconded the motion. Vote – Unanimous.

ADMINISTRATIVE ASSISTANT: Cheri Clark shared that the Village has received 35 applications for the Administrative Assistance position in Lake Park. A number of the applicants live in the Village. Mayor David Cleveland asked if Council has any concerns about the applicant living in the Village. Sandy Coughlin expressed her concerns about the separation between work and home. Pam Jack agreed that a little distance between work and home may be very constructive.

PLANNING BOARD: Mark Phillips shared that Greg Crosby has relocated to Hickory, NC. Currently there are two openings on the Planning Board and Board of Adjustments. Robert Benzin and Norris Jeffery have both expressed interest in the positions. Mark Phillips requested that Sandy Coughlin advertise the open positions in the August newsletter. A Board of Adjustments meeting will be held immediately following the August Planning Board meeting.

PARK AND RECREATION BUSINESS: Mayor David Cleveland shared that the two new composite benches for the Russell Park playground were installed last weekend. One of those benches was donated by the Lake Park Garden Club.

We have a quote from Southend Painting to repair and paint the castle at the corner of Faith Church Road and Creft Circle for \$2150. The P&R Commission would like to request approval for \$2500 to complete this work. The extra amount is to add graffiti resistant paint or finish to the inside. This project was budgeted and will be funded by Park Maintenance.

Fabian Szarko made a motion to approve the \$2500 expenditure. Pam Jack seconded the motion. Vote – Unanimous.

The Park & Recreation Commissioners will be conducting a survey of the Common Areas Saturday, August 15th at 9 am to review work that needs to be done this fall.

Fabian Szarko shared that approximately 250 residents attended National Night Out in the Town Center Park on Tuesday, August 4th from 6:30 PM to 9:00 PM. The P&R Commission would like to thank the Union County Sheriff's Office, the Fire Marshall's Office and the Hemby Bridge Fire Department for supporting this event and all the volunteers who helped make this event a success.

Central Academy will be hosting Lake Park Live again this year in Town Center Park on October 10th.

The Chili Cook-off is November 14th.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that there are two sets of EDC minutes for Council, June 25th and July 16th. The EDC met and toured the decorative directional signs in the Village and the two blade signs owned by the Town Center owners on June 25th.

The EDC is planning Music and Food and inviting local businesses to promote their presence during the fall yard sale October 3rd.

PUBLIC SERVICES (Sidewalks, Waste Collection & Street Lighting): Mayor David Cleveland shared that Precision Safe Sidewalks has started working in the Village and the repairs should be completed over the next couple of weeks.

John Barnes shared that the clock tower was struck by lightning two weeks ago. The chimes are still working correctly but the clocks are not working. The clocks controller has been shipped to the manufacturer for repair or replacement. Hopefully we will know the status of the damage by the end of the week.

Sandy Coughlin shared that waste collection has improved. Mr. Clegg – 6834 Creft Circle - asked about the process for bulk waste pick up. He has put two chairs out for two months on the second Thursday and they have not been picked up.

Sandy Coughlin shared that in 2008 the Village discussed a Waste Collection Ordinance. She is revisiting the need for such an ordinance in light of the quantities of bulk items that some residents have put at their curb on Thursdays that are not designated for bulk.

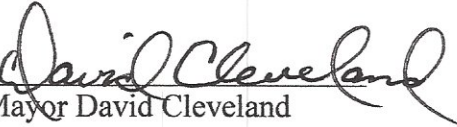
COMMUNICATION: The deadline for articles and information for the August newsletter is Friday, August 14, 2015 at 5 p.m. Topics to be included: P&R items, National Night Out, Positions on Planning Board and Board of Adjustments, Garden Club, Drought and Sidewalks.

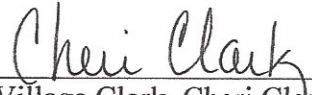
COUNCIL COMMENTS: Mark Phillips recognized the Dance family for their hard work for National Night Out and the rest of Council for all showing up as volunteers.

Attorney Ken Swain shared that in a Mayor/Council form of government with an Administrator, there would need to be a recommendation by the Administrator for the new staff member and then approval by the Council.

ADJOURN: Fabian Szarko made the motion to adjourn the meeting. John Barnes seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Clerk, Cheri Clark

