

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

AUGUST 14, 2018

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

CALL TO ORDER: Mayor David Cleveland called the August 14, 2018 Regular Session Council meeting to order.

INVOCATION: Pam Jack gave the invocation.

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

PUBLIC COMMENT: Ann Haarhoff - 6416 Conifer Circle - complained of noise from a neighbor doing woodworking, sometimes all day long, for days at a time. She asked how she should approach him. Mayor Cleveland noted the Village does not have a noise ordinance. Deputy Rucker added that there is a Union County noise ordinance, so she may call 911 or the non-emergency number for an officer to come out and make a determination. She can also talk to the neighbor directly.

Gwendolyn Iverson - 3911 Etheridge Street - commented that sometimes she can't get down her street due to cars parked on both sides of the road. Mayor Cleveland suggest she call 911 or the non-emergency number for a deputy to come out.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the July 10, 2018 Regular Session Council Minutes as presented. James Record seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Kristen Bowman made the motion to adopt the August 14, 2018 Council Meeting Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that the biggest problem is unlocked cars. There was also an uptick in noise complaints with the Fourth of July. Traffic stops were down since his radar certificate had expired, however; his certification has been renewed. Captain Cody Luke introduced himself and noted that he is now supervising the contract deputies. He

expressed appreciation for Officer Hackney's service; he has been assigned to the Indian Trail office. He introduced Deputy Kyle Randall, who will be the new Lake Park deputy.

VOLP FIVE YEAR DEVELOPMENT PLAN: Mayor Cleveland shared that under Safety he is still evaluating radar speed sign units.

COMMUNICATIONS: Kristen Bowman reported that the Communications Commission held their first meeting last month, with members Sharon Williams and Tiffany Zamora. They are working on a plan to present to Council, and hope to have seminars for the public, and a monthly social for new move-ins. The social media class she attended recommended the social media policy from Durham. The Village can determine how long to keep the public records, and information can be downloaded from FaceBook. You can also set profanity filters and rules of conduct on Facebook. Most other towns at the meeting had at least two social media platforms, and a few were on NextDoor.

STORMWATER: Mayor Cleveland reported the Courtland Avenue and Fennell Street projects are finished. The Kristofer/Hoover channel is 95% complete, and a walkthrough was done last week. Eagle Engineering recommended additional rip rap to control erosion at the outlet structure on Queens and at the stormwater inlets. Fabian Szarko motioned to approve Lucas Landscape's quote of \$3,140 for the additional rip rap. Pam Jack seconded the motion. Vote – Unanimous. Mayor Cleveland noted most of the residents on Hoover are maintaining the channel but that it does stay wet. Mayor Cleveland has asked Lucas for a quote to bush hog the channel quarterly. Since the two projects were not completed in the last fiscal year appropriations to this year's budget are needed. John Barnes motioned to appropriate \$55,000 from Stormwater fund balance, to the Stormwater Repairs and Maintenance account. James Record seconded the motion. Vote - Unanimous.

PARKS AND RECREATION: James Record reported that the July Fourth event and dedication ceremony for the Mathisen Square Memorial went well. He made a motion to spend \$10,000 on a Junior Olympic pool cover, and \$1,000 for the pool drain covers for VBG compliance. Fabian Szarko seconded the motion. Vote - Unanimous. James Record motioned to spend \$3,000 to finish re-strapping the other half of the pool furniture. Kristen Bowman seconded the motion. Vote - Unanimous. James Record reported that there are seven 2003 mesh pool dining chairs that need to be replaced. The chairs can be replaced with either mesh chairs or strapped chairs. James Record motioned to buy seven strapped chairs for \$1,100 from the Pool Supplies account to keep the furniture uniform. Kristen Bowman seconded the motion. Vote - Unanimous. Christmas garland and lights need to be purchased to replace some of the old garland and lights at the front entrance and clock tower. James Record motioned to spend up to \$2,000 from the Seasonal Decorations account to buy 72 feet of garland and five hundred LED lights. Pam Jack seconded the motion. Vote – Unanimous. James Record motioned to approve \$2,800 to remove and trim trees at several common area locations in the Village. Kristen Bowman seconded the motion. Vote – Unanimous. James Record reported that National Night Out (NNO) was a success with more than 250 in attendance. The inflatable games were well used and enjoyed. Puerto Vallarta brought in food after Papa Murphy's backed out at the last minute. He thanked Angie Figiel, the deputies and the fire department for their work. Parks and Rec will have a booth at the Fall Festival. Union County will be

showing a movie at Kirby Park on October 19th and asked if the event could be put in the newsletter. If Metrolina has a football game that night, there may be noise conflicts. After surveying residents around Versailles Pond, the Parks and Rec Commission decided to keep it a “no fishing” pond. Pool hours change August 27th and the pool closes after September 3rd. Due to the lack of rainfall, the front entrance waterfall pump cannot be turned on until the water level in the pond rises 4 to 6 inches. One of the fountains at Russel Park pond needs to be repaired - \$600. The cost of a new fountain is approximately \$1,600. The Community Center sidewalk/walkway drain is scheduled to be replaced within the next two weeks.

FINANCE OFFICER’S REPORT: Cheryl Bennett shared that the first month of the fiscal year, the Village always has more expenses than revenue, and currently the deficit is almost \$142,000 although we have over a million dollars in the bank. For the 2017/18 fiscal year we show about a \$43,000 surplus.

	<u>Jul 18</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund			
Income			
Property Taxes			
Ad valorem current year	0.00	571,266.00	0.0%
Utility ad valorem	0.00	7,134.00	0.0%
Motor vehicle tax	0.00	83,545.00	0.0%
Ad valorem prior years	709.46	3,000.00	23.65%
Penalties and interest	40.33	2,500.00	1.61%
Total Property Taxes	749.79	667,445.00	0.11%
Other Taxes			
Stormwater Fees- current year	0.00	62,137.00	0.0%
Stormwater fees - prior years	0.00	250.00	0.0%
Total Other Taxes	0.00	62,387.00	0.0%
State Shared Revenues			
Alcoholic Beverage Tax	0.00	14,000.00	0.0%
Sales and use tax	0.00	200,000.00	0.0%
Telecom. Sales Tax	0.00	1,825.00	0.0%
Elec. Sales Tax	0.00	101,000.00	0.0%
Video Prog. Sales Tax	0.00	20,100.00	0.0%
Piped Gas Sales Tax	0.00	7,100.00	0.0%
Solid Waste Disposal Tax	0.00	3,750.00	0.0%
Total State Shared Revenues	0.00	347,775.00	0.0%
Parks & Recreation Revenue			
Program Fees	100.00	1,500.00	6.67%
Facility Rentals	225.00	2,500.00	9.0%
Daily swim fees	5,979.00	12,000.00	49.83%
Season pass pool fees	480.00	50,000.00	0.96%
Total Parks & Recreation Revenue	6,784.00	66,000.00	10.28%

Other revenues			
Zoning Permits	125.00	1,200.00	10.42%
Approp. Fund Bal. Stormwater	0.00	0.00	0.0%
Approp. Fund Balance	0.00	58,983.00	0.0%
Civil Penalties	20.00	500.00	4.0%
Investment revenue	714.20	3,600.00	19.84%
Miscellaneous	0.00	1,500.00	0.0%
Total Other revenues	859.20	65,783.00	1.31%
Total Income	8,392.99	1,209,390.00	0.69%
Gross Profit	8,392.99	1,209,390.00	0.69%
Expense			
General Government			
Other Expenditures			
Contingency	0.00	15,000.00	0.0%
Stormwater Expense			
Advertising	0.00	100.00	0.0%
Dues and Permits	750.00	750.00	100.0%
Prof. Fees - Engineering	823.45	18,000.00	4.58%
Repairs & Maint. Services	50,823.88	43,537.00	116.74%
Total Stormwater Expense	52,397.33	62,387.00	83.99%
Total Other Expenditures	52,397.33	77,387.00	67.71%
Planning and Zoning			
Zoning Admin. Services	1,089.08	13,069.00	8.33%
Code Enforcement Services	0.00	600.00	0.0%
Consulting Fees	0.00	4,000.00	0.0%
Legal Services	0.00	7,000.00	0.0%
Advertising	0.00	220.00	0.0%
Postage	0.00	80.00	0.0%
Supplies	0.00	300.00	0.0%
Training	0.00	800.00	0.0%
Total Planning and Zoning	1,089.08	26,069.00	4.18%
Gen. Govt. Personal Services			
Adm Assistant	0.00	13,300.00	0.0%
Clerk/Tax Collector	5,731.08	68,773.00	8.33%
Council	0.00	12,806.00	0.0%
Finance Officer	1,514.17	18,170.00	8.33%
Mayor	0.00	5,253.00	0.0%
Payroll Expenses	637.57	10,150.00	6.28%
Total Gen. Govt. Personal Services	7,882.82	128,452.00	6.14%
Professional Fees			
Auditing Services	0.00	4,820.00	0.0%
Legal Services	0.00	12,000.00	0.0%

Total Professional Fees	0.00	16,820.00	0.0%
Supplies and Materials			
Office	266.49	6,100.00	4.37%
Total Supplies and Materials	266.49	6,100.00	4.37%
Services			
Communications	485.00	3,000.00	16.17%
Advertising	0.00	300.00	0.0%
Membership and dues	5,082.00	5,200.00	97.73%
Bank charges	93.02	950.00	9.79%
Elections	0.00	0.00	0.0%
Insurance/bonds	9,879.15	9,900.00	99.79%
Miscellaneous oper. exp.	0.00	1,000.00	0.0%
Website/flyers	0.00	1,500.00	0.0%
Printing & Delivery Newsletter	110.00	2,350.00	4.68%
Postage	0.00	660.00	0.0%
Property Tax	188.40	400.00	47.1%
Tax collection	0.00	2,000.00	0.0%
Telephone	514.07	5,760.00	8.93%
Training	0.00	600.00	0.0%
Travel	0.00	1,200.00	0.0%
Total Services	16,351.64	34,820.00	46.96%
Capital Outlay			
Furniture/Office	0.00	7,000.00	0.0%
Sidewalk repairs	0.00	25,000.00	0.0%
Reserve for Capital Replacement	0.00	10,000.00	0.0%
Total Capital Outlay	0.00	42,000.00	0.0%
Total General Government	77,987.36	331,648.00	23.52%
Parks & Recreation			
Parks/Rec. Supplies & Materials			
Flags	0.00	1,000.00	0.0%
Janitorial /Cleaning Supplies	0.00	250.00	0.0%
Food/Provisions - events	0.00	3,500.00	0.0%
Pool Supplies	0.00	6,500.00	0.0%
Total Parks/Rec. Supplies & Materials	0.00	11,250.00	0.0%
Parks/Rec Services			
Pool management fee	0.00	52,430.00	0.0%
Pool Operations	390.00	7,100.00	5.49%
Comm. center maintenance	331.00	9,400.00	3.52%
Seasonal Decorations	0.00	18,000.00	0.0%
Events Services	1,580.50	3,000.00	52.68%
Water/Sewer	0.00	8,000.00	0.0%
Natural Gas	27.62	700.00	3.95%

Total Parks/Rec Services	2,329.12	98,630.00	2.36%
Maintenance of Common Areas			
Landscaping	10,833.33	150,550.00	7.2%
Park maintenance	250.00	43,425.00	0.58%
Pond maintenance	1,381.50	19,600.00	7.05%
Electric Maintenance	0.00	10,500.00	0.0%
Repairs of Common Areas	0.00	2,000.00	0.0%
Total Maintenance of Common Areas	12,464.83	226,075.00	5.51%
Parks/Rec Capital Outlay			
Two Welcome Signs	0.00	5,000.00	0.0%
Reserve for Tennis Court	0.00	10,000.00	0.0%
Connies Pond Walkway	0.00	5,000.00	0.0%
Reserve for Playground	0.00	5,000.00	0.0%
Pool Cover and Drain	0.00	11,000.00	0.0%
Total Parks/Rec Capital Outlay	0.00	36,000.00	0.0%
Total Parks & Recreation	14,793.95	371,955.00	3.98%
Public Services/Safety			
Capital Outlay Radar Speed Sign	0.00	4,000.00	0.0%
Electric bills	9,508.12	112,888.00	8.42%
Street Signs	0.00	7,500.00	0.0%
Waste Collection	0.00	189,000.00	0.0%
Law enforcement	48,099.60	192,399.00	25.0%
Total Public Services/Safety	57,607.72	505,787.00	11.39%
Total Expense	150,389.03	1,209,390.00	12.44%
Net General Fund Powell Bill	141,996.04	0.00	100.0%
Powell Bill Income			
Fund Bal. from Powell Bill	0.00	175,000.00	0.0%
Interest - Powell Funds	0.00	200.00	0.0%
Powell Bill Revenue	0.00	96,050.00	0.0%
Total Other Income	0.00	271,250.00	0.0%
Powell Bill Expense			
Street Exp. - Powell Bill	0.00	271,250.00	0.0%
Total Other Expense	0.00	271,250.00	0.0%
Net Powell Bill	0.00	0.00	0.0%
Net Excess of Rev. over Exp.	141,996.04	0.00	100.0%

TAX COLLECTION: James Record motioned to approve the tax collectors settlement for 2017. John Barnes seconded the motion. Vote - Unanimous. James Record motioned to approve the Resolution to Authorize the collection of Property Taxes for 2018. Kristen

Bowman seconded the motion. Vote – Unanimous. Cheryl Bennett noted that the Union County Tax Department will not have bills out for approximately two more weeks.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland noted that many signs were replaced last year by Banner Signs. Banner Signs has been bought out by Allegra, who is honoring the previous quotes from Banner. Pam Jack motioned to complete the project for \$5,500 to replace street and regulatory signs in the Village. James Record seconded the motion. Vote – Unanimous. Allegra gave a quote of \$468.64 to install two stop signs at the intersection of Creft Circle (east) and Balsam Street, this will create a four way stop. Pam Jack motioned to spend \$486.64 for the stop signs. James Record seconded the motion. Vote – Unanimous. Six responses were received from the E-blast noting broken sidewalk locations. After receiving additional responses,, we will be getting quotes to have the broken sidewalk panels replaced.

Mayor David Cleveland noted Council had approved spending \$175,000 of Powell bill funds to pave. The quote from H&S Paving is \$150,350 and we need to add the Mimosa Street repair, as well as nuclear hardness testing and striping, so it should total about \$165,000. Attorney Swain noted due to informal bidding thresholds, we should solicit additional bids. James Record motioned to execute a contract with H&S Paving presuming no other bids are lower. John Barnes seconded the motion. The second was rescinded. James Record amended his motion that this is presuming no other qualified bid is lower. John Barnes seconded the amendment. The amendment was approved unanimously. The motion was approved unanimously.

Pam Jack reported there were no waste collection complaints.

John Barnes is getting prices for roofing at the top of the clock tower; replacement baked-on roofing lasts longer than re-painting.

COMMUNICATION INFORMATION: Kristen Bowman has been working with the InDesign program, and will send a sample this month. She was excited that it offered new features. For the next newsletter topics to be included are: Fall Festival, September HOA movie, NNO recap, townhouse HOA meeting date, garden club meeting date, SAGES meeting dates, the new deputy, fishing update, pool hours changes, chairs, the two new stop signs, parking in cul de sacs, maintaining clearance on streets and the tree work at the front entrance. She will also ask for any sidewalk repair locations and include the removal of dead trees throughout the Village. Homeowners are responsible for keeping sidewalks clear for pedestrian traffic; shrubs and trees should be trimmed and limbed up along the sidewalks.

COUNCIL COMMENTS: Kristen Bowman thanked citizens for attending the meeting.

James Record thanked the NNO vendors and deputies.

Fabian Szarko thanked Angie Figiel and all of the deputies that participated in NNO.

ADJOURN: Fabian Szarko made the motion to adjourn. Kristen Bowman seconded the motion. Vote – Unanimous. The meeting ended at 8:30 pm.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

