

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

**FEBRUARY 13, 2018**

**ATTENDING:** Mayor David Cleveland  
Council Members: John Barnes, 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 February 13, 2018 Regular Session Council meeting to order.

**INVOCATION:** Councilwoman Pam Jack gave the invocation.

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

**PUBLIC COMMENT:** There was no Public Comment.

**APPROVAL OF MINUTES:** Fabian Szarko made the motion to approve the January 9, 2018 Regular Session Council Minutes as presented. James Record seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** John Barnes made the motion to adopt the February 13, 2018 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Rucker was unable to attend the Council meeting due to training. If Council has any questions concerning the report, please email the deputies.

Attorney Ken Swain shared that he is representing a Lake Park resident in a criminal matter but does not foresee any conflict of interest.

**SALE OF VILLAGE PROPERTY:** Mayor David Cleveland shared that there were no upset bids on the 0.016 acre located beside 3912 Balsam Street and more particularly described in Deed Book 1313 Page 846 Common Area #2 as shown on plat of Lake Park Garden District Phase 2 – Map 1 as recorded in Plat Cabinet F File No. 778 in the Union County, NC Registry. James Record made the motion to approve the Resolution Authorizing the Upset Bid Process. John Barnes seconded the motion. Vote – Unanimous.

**VOLP FIVE YEAR DEVELOPMENT PLAN:** Fabian Szarko thanked Blair Cooper, Judy Taul and Cheri Clark for serving on the Curb Appeal Committee. The Committee's recommendations included the short term goal of removing all the grass between the curb and street asphalt and planting daffodils on Lake Park Road around the entrance sign. Long term goals included updating the Community Center landscaping and the landscaping at the four corners of Lake Park Road including signage for Mathisen Square.

Pam Jack thanked the Perception Committee Members, Bruce Barton, Connie Campbell, Terry Carey, Paige Record and James Record. In the Five-Year Development Survey, Village residents shared that the overall perception of the Village needed improvement. Ideas that were discussed included a picnic shelter in Russell Park; an extension to the Community Center; partnering with Central Church of Lake Park for additional function space for the residents and/or municipal offices; annual fishing tournament for children; lights for nighttime swimming; playground for children under 5 and a volunteer data base. Many of the suggestions are overlapping with Parks and Recreation such as establishing new events, renaming the Community Center and the placement of water features in the ponds to enhance the serenity of the Village.

Pam Jack shared that the next step is to consolidate the information. She will be working to consolidate the information over the next month in preparation of developing the Strategic Plan for the Village.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared that the telephone and the Planning and Zoning consultant fee expensive line items are above the average for this time of year.

	Jan 18	Jul '17 - Jan 18	YTD Budget	% of Budget
<b>General fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	48,110.57	538,982.66	545,742.00	98.76%
Utility ad valorem	6,632.88	6,905.86	6,307.00	109.5%
Motor vehicle tax	5,381.56	40,136.68	78,389.00	51.2%
Ad valorem prior years	309.39	1,786.75	3,000.00	59.56%
Penalties and interest	247.00	1,134.85	2,500.00	45.39%
<b>Total Property Taxes</b>	60,681.40	588,946.80	635,938.00	92.61%
<b>Other Taxes</b>				
Stormwater Fees- current year	3,760.00	42,915.00	42,830.00	100.2%
Stormwater fees - prior years	0.00	150.00	250.00	60.0%
<b>Total Other Taxes</b>	3,760.00	43,065.00	43,080.00	99.97%
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	6,500.00	0.0%
Sales and use tax	15,659.85	67,864.63	187,000.00	36.29%
Telecom. Sales Tax	0.00	353.08	2,000.00	17.65%
Elec. Sales Tax	0.00	27,061.83	100,000.00	27.06%

Video Prog. Sales Tax	0.00	5,263.19	20,500.00	25.67%
Piped Gas Sales Tax	0.00	1,577.87	7,000.00	22.54%
Solid Waste Disposal Tax	0.00	1,234.69	3,300.00	37.42%
<b>Total State Shared Revenues</b>	<b>15,659.85</b>	<b>103,355.29</b>	<b>326,300.00</b>	<b>31.68%</b>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	210.00	594.00	1,500.00	39.6%
Facility Rentals	415.00	2,510.00	2,500.00	100.4%
Daily swim fees	0.00	11,499.00	12,000.00	95.83%
Season pass pool fees	0.00	660.00	50,000.00	1.32%
<b>Total Parks &amp; Recreation Revenue</b>	<b>625.00</b>	<b>15,263.00</b>	<b>66,000.00</b>	<b>23.13%</b>
<b>Other revenues</b>				
Zoning Permits	75.00	956.00	1,000.00	95.6%
Approp. Fund Bal. Stormwater	0.00	0.00	35,725.00	0.0%
Approp. Fund Balance	0.00	0.00	91,521.00	0.0%
Civil Penalties	240.00	590.00	300.00	196.67%
Investment revenue	427.76	2,532.77	1,500.00	168.85%
Miscellaneous	0.00	2,339.60	1,000.00	233.96%
<b>Total Other revenues</b>	<b>742.76</b>	<b>6,418.37</b>	<b>131,046.00</b>	<b>4.9%</b>
<b>Total Income</b>	<b>81,469.01</b>	<b>757,048.46</b>	<b>1,202,364.00</b>	<b>62.96%</b>
<b>Gross Profit</b>	<b>81,469.01</b>	<b>757,048.46</b>	<b>1,202,364.00</b>	<b>62.96%</b>
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
Economic Development	108.09	645.62	3,300.00	19.56%
Contingency	0.00	0.00	18,785.00	0.0%
<b>Stormwater Expense</b>				
Advertising	0.00	29.39	100.00	29.39%
Dues and Permits	0.00	0.00	250.00	0.0%
Prof. Fees - Engineering	0.00	6,930.87	14,000.00	49.51%
Repairs & Maint. Services	0.00	10,974.59	64,455.00	17.03%
<b>Total Stormwater Expense</b>	<b>0.00</b>	<b>17,934.85</b>	<b>78,805.00</b>	<b>22.76%</b>
<b>Total Other Expenditures</b>	<b>108.09</b>	<b>18,580.47</b>	<b>100,890.00</b>	<b>18.42%</b>
<b>Planning and Zoning</b>				
Zoning Admin. Services	1,057.32	7,401.24	12,688.00	58.33%
Code Enforcement Services	0.00	0.00	600.00	0.0%
Consulting Fees	170.00	1,496.00	1,600.00	93.5%
Legal Services	144.00	1,168.00	10,000.00	11.68%
Advertising	0.00	0.00	220.00	0.0%
Postage	0.00	0.00	80.00	0.0%
Supplies	0.00	75.47	300.00	25.16%
Training	0.00	0.00	800.00	0.0%
<b>Total Planning and Zoning</b>	<b>1,371.32</b>	<b>10,140.71</b>	<b>26,288.00</b>	<b>38.58%</b>

<b>Gen. Govt. Personal Services</b>				
Adm Assistant	999.00	5,760.00	12,600.00	45.71%
Clerk/Tax Collector	5,618.76	39,331.32	67,425.00	58.33%
Council	0.00	6,403.00	12,806.00	50.0%
Finance Officer	1,455.92	10,191.44	17,471.00	58.33%
Mayor	0.00	2,626.50	5,253.00	50.0%
Payroll Expenses	698.53	5,528.06	9,875.00	55.98%
<b>Total Gen. Govt. Personal Services</b>	<b>8,772.21</b>	<b>69,840.32</b>	<b>125,430.00</b>	<b>55.68%</b>
<b>Professional Fees</b>				
Engineering Fees	0.00	0.00	0.00	0.0%
Auditing Services	0.00	4,720.00	4,720.00	100.0%
Legal Services	496.00	6,732.50	11,000.00	61.21%
<b>Total Professional Fees</b>	<b>496.00</b>	<b>11,452.50</b>	<b>15,720.00</b>	<b>72.85%</b>
<b>Supplies and Materials</b>				
Office	243.62	2,200.05	6,000.00	36.67%
<b>Total Supplies and Materials</b>	<b>243.62</b>	<b>2,200.05</b>	<b>6,000.00</b>	<b>36.67%</b>
<b>Services</b>				
Advertising	0.00	164.18	300.00	54.73%
Membership and dues	0.00	4,921.00	5,200.00	94.64%
Bank charges	103.04	579.61	950.00	61.01%
Elections	0.00	3,046.60	3,300.00	92.32%
Insurance/bonds	0.00	8,513.67	8,515.00	99.98%
Miscellaneous oper. exp.	0.00	0.00	1,000.00	0.0%
Website/flyers	0.00	862.00	1,500.00	57.47%
Printing & Delivery Newsletter	174.80	1,064.00	2,400.00	44.33%
Postage	0.00	302.78	600.00	50.46%
Property Tax	0.00	231.13	500.00	46.23%
Strategic Planning	0.00	0.00	500.00	0.0%
Tax collection	168.58	1,109.29	2,500.00	44.37%
Telephone	389.93	3,145.76	5,200.00	60.5%
Training	0.00	0.00	1,200.00	0.0%
Travel	68.51	689.67	2,000.00	34.48%
<b>Total Services</b>	<b>904.86</b>	<b>24,629.69</b>	<b>35,665.00</b>	<b>69.06%</b>
<b>Capital Outlay</b>				
Waste Bin Screening & S/W	0.00	5,700.00	6,000.00	95.0%
Russell Park Sidewalk	0.00	5,540.00	7,500.00	73.87%
Laptop	0.00	799.99	2,000.00	40.0%
Sidewalk repairs	0.00	16,171.00	25,000.00	64.68%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>28,210.99</b>	<b>50,500.00</b>	<b>55.86%</b>
<b>Total General Government</b>	<b>11,896.10</b>	<b>165,054.73</b>	<b>360,493.00</b>	<b>45.79%</b>
<b>Parks &amp; Recreation</b>				

<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	1,000.00	0.0%
Janitorial /Cleaning Supplies	0.00	27.78	250.00	11.11%
Food/Provisions - events	0.00	1,603.23	2,500.00	64.13%
Pool Supplies	0.00	8.38	3,000.00	0.28%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>0.00</b>	<b>1,639.39</b>	<b>6,750.00</b>	<b>24.29%</b>
<b>Parks/Rec Services</b>				
Pool Attendant Salaries	0.00	0.00	0.00	0.0%
Pool management fee	5,118.00	17,913.00	52,430.00	34.17%
Pool Operations	0.00	11,937.00	17,500.00	68.21%
Comm. center maintenance	911.00	3,459.42	10,900.00	31.74%
Seasonal Decorations	348.00	12,430.73	14,900.00	83.43%
Events Services	0.00	596.44	2,400.00	24.85%
Water/Sewer	234.64	2,097.80	8,000.00	26.22%
Natural Gas	102.08	297.53	700.00	42.5%
<b>Total Parks/Rec Services</b>	<b>6,713.72</b>	<b>48,731.92</b>	<b>106,830.00</b>	<b>45.62%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	10,833.33	77,332.98	148,550.00	52.06%
Park maintenance	1,659.20	8,165.85	48,425.00	16.86%
Pond maintenance	1,381.50	10,009.68	19,600.00	51.07%
Electric Maintenance	0.00	514.18	10,500.00	4.9%
Repairs of Common Areas	0.00	1,494.50	2,000.00	74.73%
<b>Total Maintenance of Common Areas</b>	<b>13,874.03</b>	<b>97,517.19</b>	<b>229,075.00</b>	<b>42.57%</b>
<b>Parks/Rec Capital Outlay</b>				
Pool Lighting	0.00	0.00	5,000.00	0.0%
Mathisen Square Memorial	0.00	0.00	8,000.00	0.0%
Tennis court resurfacing	0.00	0.00	0.00	0.0%
Benches, Tables etc.	0.00	0.00	2,000.00	0.0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Total Parks &amp; Recreation</b>	<b>20,587.75</b>	<b>147,888.50</b>	<b>357,655.00</b>	<b>41.35%</b>
<b>Public Services/Safety</b>				
Electric bills	8,494.16	61,138.43	109,600.00	55.78%
Street Signs	60.00	3,125.00	7,500.00	41.67%
Waste Collection	15,380.82	92,552.92	191,000.00	48.46%
Law enforcement	0.00	88,058.00	176,116.00	50.0%
<b>Total Public Services/Safety</b>	<b>23,934.98</b>	<b>244,874.35</b>	<b>484,216.00</b>	<b>50.57%</b>
<b>Total Expense</b>	<b>56,418.83</b>	<b>557,817.58</b>	<b>1,202,364.00</b>	<b>46.39%</b>
<b>Net General fund Powell Bill</b>	<b>25,050.18</b>	<b>199,230.88</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Income</b>				
Interest - Powell Funds	0.00	353.40		
<b>Powell Bill Revenue</b>	<b>0.00</b>	<b>96,066.42</b>	<b>96,800.00</b>	<b>99.24%</b>

Total Other Income	0.00	96,419.82	96,800.00	99.61%
Other Expense				
Street Exp. - Powell Bill	0.00	17,753.50	96,800.00	18.34%
Total Other Expense	0.00	17,753.50	96,800.00	18.34%
Net Powell Bill	0.00	78,666.32	0.00	100.0%
Net Excess of Rev. over Exp.	<u>25,050.18</u>	<u>277,897.20</u>	<u>0.00</u>	<u>100.0%</u>

**STORMWATER:** The Village of Lake Park held an informational meeting Monday, January 29<sup>th</sup> at 7 pm for the residents along the Kristofer Channel. Lucas Lawn and Landscaping will be doing the channel reshaping.

**PARKS AND RECREATION:** James Record shared that P&R would like to request Council approval for the re-appointment of Julian Mercer and Wil Ortiz for 2 year terms. James Record made the motion to approve the two re-appointments. Fabian Szarko seconded the motion. Vote – Unanimous.

The piece of sod that was removed at Versailles Pond has been replaced.

P&R approved Lucas Lawn and Landscaping’s bid of \$556.75 to add fill dirt and seed alongside the new sidewalk area on Lake Park Road. The work should be completed this week.

John Barnes shared that membrane replacement on the clock tower landing platform is complete. Once the old membrane was removed, additional repairs were needed. The additional repair cost is \$1,550. The total cost of the project - \$3,850. Pam Jack made the motion to approve the addition \$1,550 to be funded out of Park Maintenance. Fabian Szarko seconded the motion. Vote – Unanimous.

Fabian Szarko shared that P&R is recommending no increase for the 2018 Pool Membership Rates. The mushroom is being resurfaced at no charge to the Village. P&R is requesting approval to spend \$6,000 to purchase three more tables, two handrail sleeves, a new Closed Sign for the feature pool, skimmer weirs, lifeguard umbrella, lifeguard rescue tube and re-strapping for 21 loungers and 25 dining chairs. Fabian Szarko made a motion to approve \$6,000 for pool equipment and enhancements. John Barnes seconded the motion. Vote – Unanimous.

The Community Center had a condensation pipe to freeze and crack in the rental room. The repair cost was \$265 to re-route the line.

The Memorial Day Ceremony is planned for Monday, May 28<sup>th</sup> at 11 am.

**ECONOMIC DEVELOPMENT:** Mayor David Cleveland shared that the EDC meeting is Thursday, February 15<sup>th</sup> at 6:30. The next Networking seminar is scheduled for March 20<sup>th</sup> at

noon. Monica York of Matriarch Intel will be speaking on "Finding & Hiring your Dream Talent."

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** Pam Jack shared that the Solid Waste Collection Guidelines have been updated and will be attached to the March newsletter and posted on the website.

John Barnes shared that Union Power is replacing 80 decorative globes in the Village and that Union Power is requesting residents use the online reporting system for street light outages. There will be an article in the newsletter in reference to this and the link will also be posted on the website.

**COMMUNICATION:** The deadline for articles and information for the March newsletter is Friday, February 16th at 5 p.m. Topics to be included: Lighting, Faith UMC Senior Program, Lake Park Family Practice's 15 year celebration, animal control ordinance, events and Kite Festival.

**COUNCIL COMMENTS:** James Record and Fabian Szarko wished everyone a Happy Valentine's Day.

Mayor David Cleveland wished Council and staff a Happy Valentine's Day.

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

Respectfully submitted,

  
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Mayor David Cleveland

  
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Village Administrator, Cheri Clark

