

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

**FEBRUARY 12, 2019**

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

**CALL TO ORDER:** Mayor David Cleveland called the February 12, 2019 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 were no public comments.

**APPROVAL OF MINUTES:** James Record made the motion to approve the January 8, 2019 Regular Session Council Minutes as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Kristen Bowman made the motion to adopt the February 12, 2019 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Rucker shared that there were 68 calls for service in January and 8 alarm calls. There were 17 traffic stops in the month of January. The Village also experienced a large jump in 911 hang-ups in January.

**PROPOSED UDO TEXT AMENDMENT CHANGES:** Attorney Ken Swain discussed the proposed text amendment changes to the Unified Development Ordinance (UDO) recommended by the Planning Board.

**Text Amendment 2019-01: Article 3**

The proposed amendment will amend Article 3 to include a requirement of a survey with any application for development to assist the planning administrators in assuring compliance with the UDO.

**Text Amendment 2019-02: Article 6**

The proposed amendment will amend Article 6 to make minor changes to what constitutes certain districts in regards to small scale and large scale activities.

**Text Amendment 2019-03: Article 8**

The proposed amendment will amend Article 8 by modification of use regulations regarding prohibitions and allowances of such. The primary form of these amendments being modification of the use tables contained within the UDO.

**Text Amendment 2019-04: Article 9**

The proposed amendment will amend Article 9 to add development regulations and standards associated with telecommunications facilities.

**Text Amendment 2019-05: Appendix**

The proposed amendment will amend the Appendix to the Unified Development Ordinance by modifying or adding definitions.

James Record made the motion to call for a Public Hearing on the proposed text amendment changes to the UDO at 7 pm on March 12, 2019 prior to the Council Meeting. Pam Jack seconded the motion. Vote – Unanimous.

**STRATEGIC PLANNING:** Mayor Cleveland discussed the Strategic Plan as a living document that needs to be periodically reviewed and updated. In the 2018 – 2019 budget, funds were set aside for projects that were identified in the current Strategic Plan. Mayor Cleveland encouraged the committees to meet prior to the March Council meeting and update their plans.

**COMMUNICATIONS:** Kristen Bowman shared that the official Village of Lake Park Facebook page is live. After reviewing the Social Media Comments Policy, the VOLP for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms and the existing Lake Park Web Site Policy, Kristen Bowman and Attorney Ken Swain do not think that the documents should be combined into one document. Kristen Bowman made the motion to rescind the previous Village of Lake Park Social Media Comments Policy adopted at the January 8, 2019 meeting. James Record seconded the motion. Vote – Unanimous. Council discussed The Village of Lake Park’s Social Media Comments Policy with the verbiage change to the second paragraph, fourth sentence, “Once posted, the Village reserves the right to take appropriate measures in reference to comments that are:”. Kristen Bowman made the motion to approve the new policy. Pam Jack seconded the motion. Vote – Unanimous. Council decided to delay voting on the “Village of Lake Park Policy for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or Professional Social Media Platforms” document until March.

Kristen Bowman shared that the new resident mixer was a success. The Communication Commission plans to host the mixer once a quarter.

**PARKS AND RECREATION:** James Record shared that the Landscaping RFP should be ready in the next two weeks. In the current contract, P&R budgeted for mulch twice a year. James Record is requesting up to \$14,000 for mulch to be installed in the common areas. Fabian Szarko seconded the motion. Vote – Unanimous.

There are several areas in the Village that need plant replacements. P&R would like to spend up to 3,360 for plant replacements in the following areas: Entrance to Lake Park, Founders

Park, Hoover Monument, Kite Girl Monument, common area between Balsam and Garden Ponds and a few other spots. James Record made the motion to spend up to \$3,360 for plant replacements. Pam Jack seconded the motion. Vote – Unanimous.

All of the Christmas lights have been removed.

Kiker Tree Service has removed 3 trees in Mathisen Square that were dead, 3 diseased trees in Azalea Park, 2 dead trees in the sitting area on Balsam Street, limbed up several trees in common area on Mother Teresa and removed the dead tree on Carol Avenue - \$1,625. All of the stumps were also removed. James Record made the motion to approve paying \$1,625 to Kiker Tree Service. Kristen Bowman seconded the motion. Vote – Unanimous.

The cul-de-sac on Denise Drive has been damaged more than three times this year. If the Village were to remove the remaining plants and dirt, install a thick layer of compacted crushed rock, fabric material to help control weed growth, and fill with river rock the cost would be \$1,862. P&R allocated \$2,000 for cul-de-sac maintenance. James Record made the motion to approve up to \$1,900 to refurbish the Denise Drive cul-de-sac. Kristen Bowman seconded the motion. The project will be funded out of Cul-de-sac Maintenance. Vote – Unanimous.

It is the recommendation of the P&R Commission that Pool Membership Rates remain the same for the 2019 season. The doors to the white pool house do need to be replaced. James Record made a motion to approve up to \$1,500 to replace the doors. Pam Jack seconded the motion. Funds for the repair will come out of the Pool Operations line item. Vote – Unanimous.

The Village has received payment for the Crepe Myrtle that was damaged in the Queens and Hoover island. James Record made a motion to appropriate \$620 from Miscellaneous Income to Park Maintenance. Kristen Bowman seconded the motion. Vote – Unanimous.

The Teen Self-defense class that is being held every Thursday evening in February has experienced great response from the community. April 12<sup>th</sup> the Village is partnering with Union County for a movie night in Mathisen Square. April 13<sup>th</sup> is the annual Clean Sweep and July 1<sup>st</sup> is the Village's 25<sup>th</sup> anniversary. P&R is planning a celebration in conjunction with the annual Fourth of July festivities.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett discussed GovPayNet which is a credit card processor for government agencies. There are multiple payment options: on-site, online and by phone. All major credit cards are accepted. The customer is charged 2.65% for every transaction. If the customer uses the pay by phone option, they also pay an additional \$2.50 per transaction. The Village would incur no charges for the credit card transactions. James Record made a motion to approve the use of the GovPayNet system subject to contract review by the attorney. Pam Jack seconded the motion. Vote – Unanimous. James Record made a motion to approve the Finance Officer opening a new bank account just for GovPayNet transactions with the Mayor, Mayor Pro Tem and Finance Officer as the designated signatures on the account. Kristen Bowman seconded the motion. Vote – Unanimous.

At the end of January, 98% of the Tax Ad Valorem had been collected.

	Jan 19	Jul '18 - Jan 19	Budget	% of Budget
<b>General fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	86,184.61	560,862.22	571,266.00	98%
Utility ad valorem	3,341.64	6,996.00	7,134.00	98%
Motor vehicle tax	4,896.15	40,644.15	83,545.00	49%
Ad valorem prior years	0.00	1,213.14	3,000.00	40%
Penalties and interest	318.48	793.80	2,500.00	32%
<b>Total Property Taxes</b>	<b>94,740.88</b>	<b>610,509.31</b>	<b>667,445.00</b>	<b>91%</b>
<b>Other Taxes</b>				
Stormwater Fees- current year	11,339.12	61,404.12	62,137.00	99%
Stormwater fees - prior years	0.00	0.00	250.00	0%
<b>Total Other Taxes</b>	<b>11,339.12</b>	<b>61,404.12</b>	<b>62,387.00</b>	<b>98%</b>
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	16,575.92	69,138.40	200,000.00	35%
Telecom. Sales Tax	0.00	377.89	1,825.00	21%
Elec. Sales Tax	0.00	28,876.29	101,000.00	29%
Video Prog. Sales Tax	0.00	4,502.56	20,100.00	22%
Piped Gas Sales Tax	0.00	1,578.25	7,100.00	22%
Solid Waste Disposal Tax	0.00	1,192.08	3,750.00	32%
<b>Total State Shared Revenues</b>	<b>16,575.92</b>	<b>105,665.47</b>	<b>347,775.00</b>	<b>30%</b>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	143.00	401.00	1,500.00	27%
Facility Rentals	465.00	2,425.00	2,500.00	97%
Daily swim fees	0.00	9,408.10	12,000.00	78%
Season pass pool fees	0.00	385.00	50,000.00	1%
<b>Total Parks &amp; Recreation Revenue</b>	<b>608.00</b>	<b>12,619.10</b>	<b>66,000.00</b>	<b>19%</b>
<b>Other revenues</b>				
Zoning Permits	100.00	681.00	1,200.00	57%
Approp. Fund Bal. Stormwater	0.00	0.00	55,000.00	0%
Approp. Fund Balance	0.00	0.00	58,983.00	0%
Civil Penalties	50.00	90.00	500.00	18%
Investment revenue	3,026.30	7,611.27	3,600.00	211%
Miscellaneous	645.00	2,729.90	1,500.00	182%
<b>Total Other revenues</b>	<b>3,821.30</b>	<b>11,112.17</b>	<b>120,783.00</b>	<b>9%</b>
<b>Total Income</b>	<b>127,085.22</b>	<b>801,310.17</b>	<b>1,264,390.00</b>	<b>63%</b>
<b>Gross Profit</b>	<b>127,085.22</b>	<b>801,310.17</b>	<b>1,264,390.00</b>	<b>63%</b>

Expense

General Government

Other Expenditures

Contingency	0.00	0.00	10,500.00	0%
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Stormwater Expense

Advertising	0.00	0.00	100.00	0%
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Dues and Permits	0.00	750.00	750.00	100%
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Prof. Fees - Engineering	0.00	1,167.41	18,000.00	6%
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Repairs & Maint. Services	1,619.85	92,188.13	98,537.00	94%
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<b>Total Stormwater Expense</b>	<b>1,619.85</b>	<b>94,105.54</b>	<b>117,387.00</b>	<b>80%</b>
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Planning and Zoning

Zoning Admin. Services	1,089.08	7,623.56	13,069.00	58%
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Code Enforcement Services	0.00	0.00	600.00	0%
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Consulting Fees	0.00	0.00	4,000.00	0%
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Legal Services	232.00	528.00	7,000.00	8%
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Advertising	0.00	0.00	220.00	0%
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Postage	0.00	6.70	80.00	8%
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Supplies	0.00	99.08	300.00	33%
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Training	0.00	150.00	800.00	19%
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<b>Total Planning and Zoning</b>	<b>1,321.08</b>	<b>8,407.34</b>	<b>26,069.00</b>	<b>32%</b>
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Gen. Govt. Personal Services

Adm Assistant	935.75	7,543.00	13,300.00	57%
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Clerk/Tax Collector	5,731.08	40,117.56	68,773.00	58%
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Council	0.00	6,403.00	12,806.00	50%
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Finance Officer	1,514.17	10,599.19	18,170.00	58%
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Mayor	0.00	2,626.50	5,253.00	50%
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Payroll Expenses	709.17	5,773.34	10,150.00	57%
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<b>Total Gen. Govt. Personal Services</b>	<b>8,890.17</b>	<b>73,062.59</b>	<b>128,452.00</b>	<b>57%</b>
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Professional Fees

Auditing Services	0.00	4,820.00	4,820.00	100%
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Legal Services	2,200.00	3,840.00	12,000.00	32%
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<b>Total Professional Fees</b>	<b>2,200.00</b>	<b>8,660.00</b>	<b>16,820.00</b>	<b>51%</b>
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Supplies and Materials

Office	906.96	2,571.71	6,100.00	42%
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<b>Total Supplies and Materials</b>	<b>906.96</b>	<b>2,571.71</b>	<b>6,100.00</b>	<b>42%</b>
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Services

Communications	21.34	534.34	3,000.00	18%
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Advertising	0.00	0.00	300.00	0%
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Membership and dues	0.00	5,152.00	5,200.00	99%
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Bank charges	56.82	466.88	950.00	49%
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Elections	0.00	0.00	0.00	0%
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Insurance/bonds	0.00	9,930.23	9,931.00	100%
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Miscellaneous oper. exp.	0.00	33.89	969.00	3%
Website/flyers	0.00	900.00	1,500.00	60%
Printing & Delivery Newsletter	280.79	1,380.69	2,350.00	59%
Postage	206.70	420.16	660.00	64%
Property Tax	0.00	261.69	400.00	65%
Tax collection	171.84	1,168.28	2,000.00	58%
Telephone	487.45	3,407.77	5,760.00	59%
Training	0.00	0.00	600.00	0%
Travel	70.88	286.65	1,200.00	24%
<b>Total Services</b>	<b>1,295.82</b>	<b>23,942.58</b>	<b>34,820.00</b>	<b>69%</b>
<b>Capital Outlay</b>				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	2,874.00	25,000.00	11%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>2,874.00</b>	<b>42,000.00</b>	<b>7%</b>
<b>Total General Government</b>	<b>16,233.88</b>	<b>213,623.76</b>	<b>382,148.00</b>	<b>56%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	1,000.00	0%
Janitorial /Cleaning Supplies	93.69	158.22	250.00	63%
Food/Provisions - events	82.76	1,607.97	3,500.00	46%
Pool Supplies	0.00	4,937.63	6,500.00	76%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>176.45</b>	<b>6,703.82</b>	<b>11,250.00</b>	<b>60%</b>
<b>Parks/Rec Services</b>				
Pool management fee	4,355.50	17,150.50	52,430.00	33%
Pool Operations	0.00	510.00	7,100.00	7%
Comm. center maintenance	758.58	3,768.34	9,400.00	40%
Seasonal Decorations	1,118.17	12,476.17	18,000.00	69%
Events Services	26.85	2,655.75	3,000.00	89%
Water/Sewer	564.12	3,359.43	8,000.00	42%
Natural Gas	105.68	325.05	700.00	46%
<b>Total Parks/Rec Services</b>	<b>6,928.90</b>	<b>40,245.24</b>	<b>98,630.00</b>	<b>41%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	10,833.33	78,103.31	150,550.00	52%
Park maintenance	1,921.45	14,104.11	47,925.00	29%
Pond maintenance	1,381.50	9,670.50	19,600.00	49%
Electric Maintenance	0.00	4,777.00	10,500.00	45%
Repairs of Common Areas	0.00	0.00	2,000.00	0%
<b>Total Maintenance of Common Areas</b>	<b>14,136.28</b>	<b>106,654.92</b>	<b>230,575.00</b>	<b>46%</b>
<b>Parks/Rec Capital Outlay</b>				
Two Welcome Signs	0.00	0.00	5,000.00	0%
Reserve for Tennis Court	0.00	0.00	10,000.00	0%

Connies Pond Walkway	0.00	0.00	5,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Cover and Drain	0.00	7,795.11	11,000.00	71%
Basketball court resurfacing	0.00	0.00	0.00	0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>7,795.11</b>	<b>36,000.00</b>	<b>22%</b>
<b>Total Parks &amp; Recreation</b>	<b>21,241.63</b>	<b>161,399.09</b>	<b>376,455.00</b>	<b>43%</b>
<b>Public Services/Safety</b>				
Capital Outlay Radar Speed Sign	0.00	3,683.00	4,000.00	92%
Electric bills	8,557.45	62,989.17	112,888.00	56%
Street Signs	385.00	7,091.00	7,500.00	95%
Waste Collection	15,373.32	92,388.92	189,000.00	49%
Law enforcement	96,199.20	144,298.80	192,399.00	75%
<b>Total Public Services/Safety</b>	<b>120,514.97</b>	<b>310,450.89</b>	<b>505,787.00</b>	<b>61%</b>
<b>Total Expense</b>	<b>157,990.48</b>	<b>685,473.74</b>	<b>1,264,390.00</b>	<b>54%</b>
<b>Net General Fund Powell Bill</b>	<b>-30,905.26</b>	<b>115,836.43</b>	<b>0.00</b>	<b>100%</b>
<b>PB Income</b>				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	1,150.38	200.00	575%
Powell Bill Revenue	0.00	95,256.67	96,050.00	99%
<b>Total Other Income</b>	<b>0.00</b>	<b>96,407.05</b>	<b>271,250.00</b>	<b>36%</b>
<b>PB Expense</b>				
Street Exp. - Powell Bill	0.00	138,701.55	271,250.00	51%
<b>Total Other Expense</b>	<b>0.00</b>	<b>138,701.55</b>	<b>271,250.00</b>	<b>51%</b>
<b>Net Powell Bill</b>	<b>0.00</b>	<b>-42,294.50</b>	<b>0.00</b>	<b>100%</b>
<b>Net Excess of Rev. over Exp.</b>	<b>-30,905.26</b>	<b>73,541.93</b>	<b>0.00</b>	<b>100%</b>

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** Mayor David Cleveland requested a newsletter article to get feedback from the residents on sidewalk and pothole repairs.

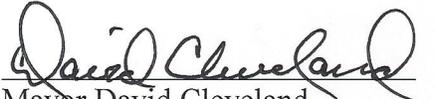
Pam Jack shared that the Waste Collection contract remained basically the same with a few verbiage changes to the Inflation Factor/CPI Adjustment. The contract should be ready for the Mayor to sign next week.

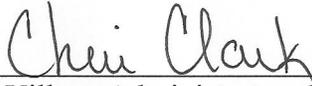
**COMMUNICATION INFORMATION:** Kristen Bowman shared that topics for the next newsletter include P&R Events, Public Hearing for the Text Amendment changes to the UDO, Communication Mixer, HOA Town Hall, Sidewalk and Pothole repairs and Pet waste clean-up.

**COUNCIL COMMENTS:** Kristen Bowman thanked James Record and Mayor David Cleveland for attending the Communication mixer.

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

Respectfully submitted,

  
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Mayor David Cleveland

  
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Village Administrator, Cheri Clark

