

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

**OCTOBER 10, 2017**

**ATTENDING:** Mayor David Cleveland  
Council Members: John Barnes, Sandy Coughlin, 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 October 10, 2017 Regular Session Council meeting to order.

**INVOCATION:** James Record 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 September 12, 2017 Regular Session Council Minutes and Closed Session Minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Sandy Coughlin made the motion to adopt the October 10, 2017 Council Meeting Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Rucker shared that there were 71 calls for service in September and 325 self-initiated calls. There were 7 alarm calls, 2 disturbance or nuisance, 3 larceny theft, 2 suspicious vehicles, 1 dog complaint and 23 traffic stops.

Johnny Blythe, Hemby Bridge Fire Chief shared that he would like to start attending a Council meeting once a quarter. The Fire Study Committee will be meeting either October 30 or 31 to discuss the Fire Study findings. Over the last three months, the Hemby Bridge Fire Department has responded to 488 calls, 60% of those were medical. The Hemby Bridge Fire Department is responsible for 22 square miles – basically from the Mecklenburg County line to Monroe. One of the issues that the Fire Study is looking into is where to build a satellite station. The fire department owns land on Rocky River Road and Faith Church Road. Both pieces of property are the same size. The satellite station will be at least 2 bays possibly 2 1/2 bays.

**SALE OF VILLAGE PROPERTY:** Based upon Council’s discussion last month, Attorney Ken Swain prepared a Resolution Authorizing the Upset Bid Process and emailed it to Council. The Village has received the required 5% deposit from Robert and Karen Faulkner along with all the proper paperwork. Sandy Coughlin made the motion to approve the Resolution Authorizing Upset Bid Process. Pam Jack seconded the motion. Vote – Unanimous.

**VOLP FIVE YEAR DEVELOPMENT PLAN:** Mayor David Cleveland shared that the Safety Committee met in September and have determined that traffic control and lighting are the two biggest safety concerns. The committee will be meeting again in October.

Sandy Coughlin shared that the Communication Committee hopes to present their action plan at the December Council meeting. The committee plans to meet again in October.

Fabian Szarko shared that the Curb Appeal Committee met on September 26<sup>th</sup> and discussed the landscaping at the neighborhood signs, the mature landscaping throughout the Village and enhancing all the entrances to Lake Park not just the main entrance. The next meeting is on Tuesday, October 24<sup>th</sup> at 6:30.

Mayor David Cleveland shared that the Animal Control Committee does not feel that animal control should be part of the Strategic Plan because there is an active goose population program and animal control ordinance in the Village. Sandy Coughlin shared that she thinks that Animal Control belongs in the Strategic Plan because of the continued education needed to support the existing programs and the ordinance.

Pam Jack shared that the Perception Committee met in September and discussed the ponds and the desire for more fountains, new government buildings or additions, signage, additional events and expanding the newsletter. The committee is working on its’ short term, medium and long range goals.

Mayor David Cleveland shared that as the committees work on the Strategic Plan to be aware of the importance of making the plan concise, clear and establishing obtainable goals.

**FINANCE OFFICER’S REPORT:** Cheryl Bennett shared that the Village has received the last quarter state shared payments for fiscal year 2016 – 2017. The audit is currently under way for fiscal year 2016 – 2017.

	Sep 17	Jul - Sep 17	YTD Budget	% of Budget
<b>General fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
<b>Ad valorem current year</b>	14,054.3			
<b>Utility ad valorem</b>	6	64,190.55	545,742.00	11.76%
<b>Motor vehicle tax</b>	0.00	0.00	6,307.00	0.0%
<b>Ad valorem prior years</b>	7,911.20	16,268.26	78,389.00	20.75%
	0.00	593.59	3,000.00	19.79%

Penalties and interest	69.71	577.34	2,500.00	23.09%
	<u>22,035.2</u>			
Total Property Taxes	7	81,629.74	635,938.00	12.84%
<b>Other Taxes</b>				
Stormwater Fees- current year	1,190.00	5,485.00	42,830.00	12.81%
Stormwater fees - prior years	<u>0.00</u>	<u>90.00</u>	<u>250.00</u>	<u>36.0%</u>
Total Other Taxes	1,190.00	5,575.00	43,080.00	12.94%
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	6,500.00	0.0%
Sales and use tax	3,446.37	3,446.37	187,000.00	1.84%
Telecom. Sales Tax	-83.80	-83.80	2,000.00	-4.19%
Elec. Sales Tax	1,071.48	-1,071.48	100,000.00	-1.07%
Video Prog. Sales Tax	194.91	194.91	20,500.00	0.95%
Piped Gas Sales Tax	744.26	744.26	7,000.00	10.63%
Solid Waste Disposal Tax	<u>0.00</u>	<u>581.99</u>	<u>3,300.00</u>	<u>17.64%</u>
Total State Shared Revenues	3,230.26	3,812.25	326,300.00	1.17%
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	104.00	340.00	1,500.00	22.67%
Facility Rentals	430.00	755.00	2,500.00	30.2%
Daily swim fees	218.00	11,499.00	12,000.00	95.83%
Season pass pool fees	<u>-95.00</u>	<u>660.00</u>	<u>50,000.00</u>	<u>1.32%</u>
Total Parks & Recreation Revenue	657.00	13,254.00	66,000.00	20.08%
<b>Other revenues</b>				
Zoning Permits	75.00	581.00	1,000.00	58.1%
Approp. Fund Balance	0.00	0.00	91,521.00	0.0%
Civil Penalties	0.00	70.00	300.00	23.33%
Investment revenue	355.11	1,024.15	1,500.00	68.28%
Miscellaneous	<u>2,069.60</u>	<u>2,069.60</u>	<u>1,000.00</u>	<u>206.96%</u>
Total Other revenues	<u>2,499.71</u>	<u>3,744.75</u>	<u>95,321.00</u>	<u>3.93%</u>
	<u>29,612.2</u>	<u>108,015.7</u>	<u>1,166,639.0</u>	
Total Income	4	4	0	9.26%
	<u>29,612.2</u>	<u>108,015.7</u>	<u>1,166,639.0</u>	
Gross Profit	4	4	0	9.26%
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
Economic Development	479.53	537.53	3,300.00	16.29%
Contingency	0.00	0.00	18,785.00	0.0%
<b>Stormwater Expense</b>				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	0.00	250.00	0.0%
Prof. Fees - Engineering	4,381.25	6,655.87	14,000.00	47.54%
Repairs & Maint. Services	<u>0.00</u>	<u>1,459.59</u>	<u>28,730.00</u>	<u>5.08%</u>
Total Stormwater Expense	<u>4,381.25</u>	<u>8,115.46</u>	<u>43,080.00</u>	<u>18.84%</u>

<b>Total Other Expenditures</b>	4,860.78	8,652.99	65,165.00	13.28%
<b>Planning and Zoning</b>				
<b>Zoning Admin. Services</b>	1,057.32	3,171.96	12,688.00	25.0%
<b>Code Enforcement Services</b>	0.00	0.00	600.00	0.0%
<b>Consulting Fees</b>	0.00	0.00	1,600.00	0.0%
<b>Legal Services</b>	344.00	344.00	10,000.00	3.44%
<b>Advertising</b>	0.00	0.00	220.00	0.0%
<b>Postage</b>	0.00	0.00	80.00	0.0%
<b>Supplies</b>	0.00	0.00	300.00	0.0%
<b>Training</b>	0.00	0.00	800.00	0.0%
<b>Total Planning and Zoning</b>	1,401.32	3,515.96	26,288.00	13.38%
<b>Gen. Govt. Personal Services</b>				
<b>Adm Assistant</b>	522.00	2,578.50	12,600.00	20.46%
<b>Clerk/Tax Collector</b>	5,618.76	16,856.28	67,425.00	25.0%
<b>Council</b>	3,201.50	3,201.50	12,806.00	25.0%
<b>Finance Officer</b>	1,455.92	4,367.76	17,471.00	25.0%
<b>Mayor</b>	1,313.25	1,313.25	5,253.00	25.0%
<b>Payroll Expenses</b>	1,007.43	2,408.94	9,875.00	24.39%
	13,118.86			
<b>Total Gen. Govt. Personal Services</b>	6	30,726.23	125,430.00	24.5%
<b>Professional Fees</b>				
<b>Engineering Fees</b>	0.00	0.00	0.00	0.0%
<b>Auditing Services</b>	0.00	0.00	4,720.00	0.0%
<b>Legal Services</b>	2,892.50	2,892.50	11,000.00	26.3%
<b>Total Professional Fees</b>	2,892.50	2,892.50	15,720.00	18.4%
<b>Supplies and Materials</b>				
<b>Office</b>	767.73	1,177.91	6,000.00	19.63%
<b>Total Supplies and Materials</b>	767.73	1,177.91	6,000.00	19.63%
<b>Services</b>				
<b>Advertising</b>	0.00	79.60	100.00	79.6%
<b>Membership and dues</b>	0.00	4,851.00	5,200.00	93.29%
<b>Bank charges</b>	104.74	290.94	950.00	30.63%
<b>Elections</b>	0.00	0.00	3,500.00	0.0%
<b>Insurance/bonds</b>	7,083.75	15,597.42	8,515.00	183.18%
<b>Miscellaneous oper. exp.</b>	0.00	0.00	1,000.00	0.0%
<b>Website/flyers</b>	12.00	12.00	1,500.00	0.8%
<b>Printing &amp; Delivery Newsletter</b>	110.00	290.20	2,400.00	12.09%
<b>Postage</b>	153.59	153.59	600.00	25.6%
<b>Property Tax</b>	0.00	231.13	500.00	46.23%
<b>Strategic Planning</b>	0.00	0.00	500.00	0.0%
<b>Tax collection</b>	195.77	418.11	2,500.00	16.72%
<b>Telephone</b>	417.48	1,371.84	5,200.00	26.38%
<b>Training</b>	0.00	0.00	1,200.00	0.0%

Travel	78.23	121.06	2,000.00	6.05%
<b>Total Services</b>	<b>8,155.56</b>	<b>23,416.89</b>	<b>35,665.00</b>	<b>65.66%</b>
<b>Capital Outlay</b>				
Waste Bin Screening & S/W	0.00	2,000.00	6,000.00	33.33%
Russell Park Sidewalk	0.00	5,540.00	7,500.00	73.87%
Laptop	0.00	0.00	2,000.00	0.0%
Sidewalk repairs	12,446.00	0	25,000.00	49.78%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%
	12,446.00			
<b>Total Capital Outlay</b>	<b>0</b>	<b>19,986.00</b>	<b>50,500.00</b>	<b>39.58%</b>
	43,642.75			
<b>Total General Government</b>	<b>5</b>	<b>90,368.48</b>	<b>324,768.00</b>	<b>27.83%</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	18.22	250.00	7.29%
Food/Provisions - events	0.00	1,359.26	2,500.00	54.37%
Pool Supplies	0.00	8.38	3,000.00	0.28%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>0.00</b>	<b>1,385.86</b>	<b>6,750.00</b>	<b>20.53%</b>
<b>Parks/Rec Services</b>				
Pool management fee	2,559.00	12,795.00	52,430.00	24.4%
Pool Operations	275.00	275.00	17,500.00	1.57%
Comm. center maintenance	344.14	1,030.09	10,900.00	9.45%
Seasonal Decorations	0.00	0.00	14,900.00	0.0%
Events Services	0.00	596.44	2,400.00	24.85%
Water/Sewer	0.00	805.33	8,000.00	10.07%
Natural Gas	27.92	84.62	700.00	12.09%
<b>Total Parks/Rec Services</b>	<b>3,206.06</b>	<b>15,586.48</b>	<b>106,830.00</b>	<b>14.59%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	10,833.33	32,499.66	148,550.00	21.88%
Park maintenance	456.15	3,034.84	48,425.00	6.27%
Pond maintenance	1,381.50	4,483.68	19,600.00	22.88%
Electric Maintenance	0.00	407.73	10,500.00	3.88%
Repairs of Common Areas	0.00	274.50	2,000.00	13.73%
	12,670.98			
<b>Total Maintenance of Common Areas</b>	<b>8</b>	<b>40,700.41</b>	<b>229,075.00</b>	<b>17.77%</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>
	15,877.04			
<b>Total Parks &amp; Recreation</b>	<b>4</b>	<b>57,672.75</b>	<b>357,655.00</b>	<b>16.13%</b>
<b>Public Services/Safety</b>				

Electric bills	9,311.86	27,783.15	109,600.00	25.35%	
Street Signs	65.00	65.00	7,500.00	0.87%	
Waste Collection	15,447.8	2	30,895.64	191,000.00	16.18%
Law enforcement	0.00	44,029.00	176,116.00	25.0%	
	24,824.6	102,772.7			
<b>Total Public Services/Safety</b>	8	9	484,216.00	21.23%	
<b>Total</b>	84,344.4	250,814.0	1,166,639.0		
<b>Expense</b>	7	2	0	21.5%	
	-	-			
<b>Net General fund</b>	54,732.2	142,798.2			
<b>Powell</b>	3	8	0.00	100.0%	
<b>Bill</b>					
<b>Other Income</b>					
Interest - Powell Funds	0.00	106.46			
	48,033.2				
<b>Powell Bill Revenue</b>	2	48,033.22	96,800.00	49.62%	
	48,033.2				
<b>Total Other Income</b>	2	48,139.68	96,800.00	49.73%	
<b>Other Expense</b>					
Street Exp. - Powell Bill	0.00	10,778.50	96,800.00	11.14%	
	0.00	10,778.50	96,800.00	11.14%	
<b>Total Other Expense</b>					
<b>Net Powell</b>	48,033.2				
<b>Bill</b>	2	37,361.18	0.00	100.0%	
	-	-			
<b>Net Excess of Rev. over Exp.</b>	<u>6,699.01</u>	<u>105,437.1</u>	<u>0.00</u>	<u>100.0%</u>	

**PLANNING BOARD:** Cheri Clark shared that Planning Board would like to recommend Harrison Walser to fill the unexpired term on the Planning Board and Board of Adjustments created when Heather Rodney resigned. Harrison Walser introduced himself to Council and shared that he would like to give back to the community by serving on the boards. Fabian Szarko made the motion to appoint Harrison Walser to the Planning Board and Board of Adjustments. John Barnes seconded the motion. Vote – Unanimous.

**STORMWATER:** Cheri Clark shared that Eagle Engineering has completed the plans to reshape the Kristofer Channel. The Village will be requesting bids from qualified vendors.

**PARKS AND RECREATION:** Mayor David Cleveland shared that Sandy Coughlin gave a presentation to the Parks & Recreation Commission at their September meeting for suggestions on the Chris Mathisen memorial plaques. Initial quotes were high for the plaques and P&R requested that she get additional bids. There was also a discussion about using the Village logo or the Village seal on the Lake Park information plaque. The Commissioners were about evenly split between the two designs. Council decided that the Village logo was more representative of the values in Lake Park not the seal.

P&R approved the removal of dead shrubs in the Mimosa Street cul-de-sac and the replacement of dead shrubs in the adjacent walkway. Lucas will do this work for \$390 which will be funded out of Park Maintenance.

P&R approved up to \$500 for clearing the woods to the left of Lake Park Road at the front entrance. This work was completed last Friday. It is our plan to elevate the limbs on the trees closest to the road and plant Crepe Myrtles in this area.

Last week vandals broke nine posts on the Founders Park playground fence. Due to safety concerns, we approved a quote from Matthews Fence to repair these posts at a cost of \$1190. These repairs were completed last Saturday. The repairs will be charged to the Repairs of Common Areas line item. Sandy Coughlin made the motion to approve \$1,190 to repair the fence. John Barnes seconded the motion. Vote – Unanimous.

P&R is requesting approval for \$13,500 for Christmas lights. This will cover a quote from Henry Antonsanti for \$10,949 for the installation of the lights plus the purchase of additional lighting this year. Mr. Antonsanti is requesting a deposit of \$1500 to begin this work which will be funded out of Seasonal Decorations budget line item. James Record made the motion to approve the Christmas lights. Pam Jack seconded the motion. Vote – Unanimous.

At the suggestion of Attorney Ken Swain, P&R discussed whether or not we should include drone regulations in our Park Ordinance. The Commission unanimously agreed that we should regulate drones in the Common Areas. If Council agrees, then the question is to what degree drones should be regulated. Attorney Ken Swain also suggested that if Council is going to address drones that the Village take the opportunity to update the Parks Ordinance. Council decided to table the drones' discussion until November.

Fabian Szarko shared that the annual Chili Cook-Off will be held on Saturday, November 11<sup>th</sup> from 6:00 PM to 8:00 PM at the Community Center. We still need chefs to share their favorite recipes.

The Toys for Tots campaign has kicked off and will run until December 3<sup>rd</sup>. Donation boxes are located in the Community Center lobby.

The annual Christmas Tree lighting ceremony will be held in Mathisen Square on December 3<sup>rd</sup> from 5:30 PM to 6:30 PM.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that the EDC is recommending Sharon Williams be appointed to another term on the commission. Sandy Coughlin made the motion to appoint Sharon Williams to another three year term on the EDC. Fabian Szarko seconded the motion. Vote – Unanimous.

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** James Record shared that Precision Sidewalk has addressed the severest sidewalk trip hazards in the Village. The restriping of the crosswalks, parking spaces and speed bumps is also complete. James Record has also received one bid to seal the cracks in the roads and hopes to have at least one more by the next meeting. Banner Signs has completed Phase One of the street and regulatory signs project. There are two more places that need to have sidewalk replacements – 6005 Amber Court and 3603 Alden Street - \$3,725. James Record made the motion to approve

the sidewalk replacements on Amber Court and Alden Street. Sandy Coughlin seconded the motion. Vote – Unanimous.

John Barnes shared that the entry platform membrane inside the Clocktower is leaking. John Barnes has met with three different companies trying to get bids to repair/replace the membrane. The platform is 10'x10'. Two of the three companies decided not to bid the project. Griffin Roofing supplied a bid of \$2,200 to replace membrane and remove any rotten plywood. John Barnes made the motion to spend up to \$2,500 from the Park Maintenance line item to replace the membrane. Pam Jack seconded the motion. Vote – Unanimous.

**COMMUNICATION:** The deadline for articles and information for the November newsletter is Friday, October 13<sup>th</sup> at 5 p.m. Topics to be included: Sages, Alzheimer's Proclamation, Chamber folding chairs for sale, Chili Cook-off, Garden Club, Bridge Club, Toys for Tots, Fire Department, Tax Deadline and Waste Collection.

**COUNCIL COMMENTS:** James Record thanked Harrison Walser for his willingness to serve on the Planning Board and Board of Adjustments.

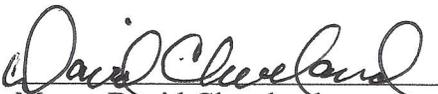
Fabian Szarko encouraged everyone to vote on November 7<sup>th</sup> and congratulated Harrison Walser.

Pam Jack shared that the Garden Club is hosting its' Christmas Tea on Saturday, December 2<sup>nd</sup>. There will be three settings.

Mayor David Cleveland shared that October is both Breast Cancer Awareness Month and Domestic Violence Month. The Village will have a booth at the Fall Festival which will include voting information, EDC brochures, Chili Cook-off information, e-notify and information on clubs in the Village.

**ADJOURN:** Fabian Szarko made the motion to adjourn. James Record seconded the motion. Vote – Unanimous.

Respectfully submitted,

  
Mayor David Cleveland

  
Village Administrator, Cheri Clark

