

**MINUTES**  
**VILLAGE OF LAKE PARK**  
**PARK AND RECREATION COMMISSION MEETING**  
**3801 LAKE PARK ROAD, LAKE PARK, NC**  
**MARCH 26, 2018**

**Commission Members Present:** James Record, Fabian Szarko, Wil Ortiz, Kevin Pimentel and Julian Mercer.

**Events Coordinator:** Angie Figiel

**Village Administrator:** Cheri Clark

**Call to Order:** James Record called the March 26, 2018 Parks and Recreation meeting to order.

**Public Comments:** Judy Taul – 3801 Alden Street – The Versailles sign going out of Lake Park has a Lorepetalum that needs to be removed because it is blocking the sign.

**Approval of Minutes:** Fabian Szarko made the motion to approve the February 26, 2018 P&R minutes as presented. Julian Mercer seconded the motion. Vote – Unanimous.

**Changes to the Agenda:** Julian Mercer made the motion to approve the Agenda as presented. Wil Ortiz seconded the motion. Vote – Unanimous.

**Council Actions:** Council approved up to \$3,000 for Mathisen Square Memorial plaques and \$13,000 for new Community Center flooring. The door in the rental room will be replaced at the same time - \$608.

**Budget Report:** James Record reviewed committed funds that have not cleared and funds that are available. The following list reflects changes to line items and projects funded:

1. Sod - \$1,000 to CC Maintenance for Flooring
2. Sidewalk Additions & Repairs - \$3,000 to CC Maintenance for Flooring.
3. Tennis & Basketball Court Maintenance - \$500 to Pool Supplies for re-strapping of furniture.
4. Repainting lettering - \$1,500 to Pool Supplies for re-strapping.
5. Bean Bag Courts - \$2,000 to Pool Supplies for painting & miscellaneous pool repairs.
6. Miscellaneous - \$5,000 to CC Maintenance for Flooring.
7. Benches, Tables, Etc. - \$2,000 to Pool Supplies for pool furniture.

**Mathisen Memorial:** Mayor David Cleveland had the two plaques for Mathisen Square re-quoted since it had been more than six months since the original quote. The price for the plaques has increase by \$300 including tax. Wil Ortiz made a motion to approve the additional \$300 for the two plaques. Julian Mercer seconded the motion. Under discussion, Judy Taul asked if there were plans for a dedication ceremony for Mathisen Square. Vote – Unanimous.

**Facilities:** The new floors and rental room door will be completed over the weekend. Patchman completed the brick work at Town Hall which was Option one on their quote. The following work has also been quoted by Patchman.

Pricing for the Mathisen Square repairs and Founders Park repairs are option two. The second option consists of the first brick gazebo. For the gazebo Patchman will need to completely replace two of the bullnose brick that have been chipped on the end. This will require them to bring in new brick and match the existing brick to the best of their ability. On the opposite side of the steps on the gazebo are four

bullnose brick that have a gray concrete coating surrounding the brick. They will grind out the existing concrete and relay the brick with new mortar so they will match with the existing steps. Patchman proposes to level up the brick pavers on that same side as well to eliminate any tripping hazards. There are three steep cracks on the side of the gazebo that they will tuck-point as well. The second option also includes two chipped brick on a brick wall and one set of brick steps that needs tuck-pointing in an empty mortar joint. In Founders Park brick pavers need to be lifted and leveled out to eliminate safety hazards. The second location is the gazebo that needs tuck-pointing on several places, where the mortar has fallen out and is missing \$1,800.

Queens and Hoover is option three. This location consists of two separate brick steps that have a combined total of eleven chipped bricks Replacing these brick will increase the price, and once again Patchman will do their best to find a brick that matches the existing brick. In the same area there are another six bricks that are chipped and need to be replaced as well - \$1,250.

Clock Tower - Patchman will grind down the following cracks located on the clock tower:

1. All 4 corners of the tower.
  2. A crack that stretches through the entire side facing Town Hall.
  3. A crack that stretches half way through the right side and a crack that runs vertically through several brick.
  4. Approximately a 4 ft. crack located on the backside.
  5. 6 separate places located inside of the clock tower.
  6. Once clean, Patchman will tuck point with new mortar.
- Cost of the project - \$1,500.

Patchman has provided \$4,550 of brick and mortar repairs in the common areas. Wil Ortiz made a motion to approve up to \$5,000 for repairs. Kevin Pimentel seconded the motion. Vote – Unanimous.

Byrum Pressure Washing has provided a quote of \$750 to clean all the playground equipment in Lake Park – five playgrounds - \$450; Lake Charles Pier - \$125; Founders Park Gazebo - \$75; Community Center entrance including brick and columns – no sidewalk - \$100. Mathisen Square Gazebo, Queens & Hoover Park and the clock tower need to also be pressure washed. Wil Ortiz made a motion to approve up to \$1,500 for pressure washing in the Village. Julian Mercer seconded the motion. Vote – Unanimous.

There is a broken window in the Community Center rental room that needs to be replaced.

**Landscaping:** Lucas Landscaping has provided a quote to replace the playground mulch at the Veterans Pond Playground and Azalea Park Playground - \$4,200. Angie Figiel would like to add the Azalea Park Playground mulch to the Clean Sweep. Angie Figiel will get pricing for playground mulch for the next P&R meeting.

P&R budgeted \$2,000 for cul-de-sac renovations. James Record has discussed with Lucas Landscaping the cost of removing the existing landscaping in two of the smaller cul-de-sacs and installing river rock - \$800 per cul-de-sac and \$24 per juniper plant. P&R would also like to have an estimate to remove a cul-de-sac. Cheri Clark will reach out to H&S Paving for an estimate. The two potential cul-de-sacs are Mayhurst and Esther.

James Record shared that there is one more tree that needs to be replaced in the Garden District on Sages Avenue. Julian Mercer made the motion to approve up to \$350 for the tree and installation. Wil Ortiz seconded the motion. Vote – Unanimous. Wil Ortiz will get a quote to add two more trees on Lake Park Road.

Banner Signs has provided two quotes for the new welcome signs. A sign just like the existing one on Lake Park Road is cast and precision tooled with an embossed face. One sign and installation - \$8,652. A less expensive alternative would be the same pole, crown and acorn on top with the same size face and shape but the face would be flat like the decorative directional signs around town. One sign and installation - \$1,335.

It is time to replace the spring flowers. Per the Lucas Landscaping contract, spring flowers are \$1,750. Wil Ortiz made a motion to approve the spring flowers. Julian Mercer seconded the motion. Vote – Unanimous.

**Ponds:** The fountain in Connie's Pond is working however it is not level. Lucas Landscaping will be addressing the issue. The Versailles Pond sign is turned around. James Record will go by and determine if the sign just needs to be turned around or if it is the pole.

Council requested that James Record get two bids to have a fountain installed in either Sages Pond or Lake Charles. Foster Lake and Pond Management has provided bids for two different types of Airmax Ecoseries fountains. Both fountain styles can move up to 240 gallons per minutes (GPM). Pricing for the fountains do not include the power supply - \$3,955 to \$5455. Lucas Landscaping is also working on quotes for the fountains.

**Pools:** Angie Figiel provided P&R with a quote of \$502 to paint the six metal pool doors on the older building. P&R after discussing colors decided to paint the doors Bayside to match the new furniture strapping and mushroom water feature. Wil Ortiz made the motion to approve the painting of the doors and the color Bayside. Julian Mercer seconded the motion. Vote – Unanimous.

**Events:** Angie Figiel shared that she is preparing for the Clean Sweep Event – May 5th. Both the Girl Scouts and the Boy Scouts are planning to participate in the event. Instead of doing t-shirts, Angie Figiel will be handing out goodie bags. In addition to the trash pickup, the volunteers will be painting the ten worst fire hydrants in the Village and spreading mulch in Azalea Park. Angie Figiel will revamped the flyer and then e-mail it to the Commissioners for approval.

The theme for the Memorial Day Ceremony is “In Flanders Field.” Angie Figiel has the MC, Pastor and Soloist lined up and she is working on speakers and volunteers. The banners also need to be ordered. A videographer has not been scheduled and we may decide to not record the event due to the cost - \$600. Angie Figiel plans to advertise the event in the local papers and put up banners in the Village.

Fourth of July is around the corner. Angie Figiel requested that P&R be thinking about candidates for the Hometown Hero Award. Common Heart's Firecracker Race has been approved.

**Budget for 2018 – 2019 fiscal year:** P&R discussed the proposed 2018 – 2019 budget.

**Parks/Rec Supplies & Materials** – Flag Replacements, Janitorial/Cleaning Supplies and Pool Supplies remained the same. Foods/Provisions Events increased 60% to \$4,000. Pool Furniture increased 580% to \$17,000. Items in the Pool Furniture line item include a new junior Olympic pool cover - \$9,500, Virginia Graham Baker drain cover replacements - \$1,500, table umbrellas - \$1,200, re-strapping of the other half of the pool furniture - \$3,000 and dining chair replacements - \$500.

Total proposed increase to **Parks/Rec Supplies & Materials** – 237% - \$22,750.

Angie Figiel expressed concerns about the limited funding for events. Without an increase in funding, additional events cannot be added to the calendar. P&R decided to increase Events including food and provisions - \$7,500.

**Parks & Recreation Services** – Utilities – Natural Gas increased 43% - \$1,000, Community Center Maintenance – Cleaning Service, Security System, Pest Control no increase. Mechanical Systems & Misc. – 124% - \$5,600 – window replacement \$200 and building maintenance. Painting – 600% - interior & outside painting/chalking. Total proposed increase to **Community Center Maintenance – 65% - \$18,000.**

**The Pool Management fee and Pool Operations remain the same – 0% - \$69,930.**

**Seasonal Decorations** – Christmas Lights- increased 37% - \$18,500. Install and removal labor – \$12,000. Lift rental - \$1,500, New LED lights - \$4,500 for Tree, Entrance and miscellaneous spots in the Village. Real Tree and stand - \$500. Changing Seasonal Banners - \$7% - \$1,500. Total proposed increase to **Seasonal Decorations – 34% - \$20,000.**

**Event Services** – Memorial Day increased 50% - \$600, Fourth of July increased 50% - \$600, National Night Out – 50% - \$600 and Other – 42% - \$1,700. Total **Event Services – 46% - \$3,500.**

**Maintenance of Common Areas** – Landscaping Contract – 0% - \$148,550. Park Maintenance – Tree & Shrubbery additions – 0% - \$4,500. Tree Removal and stump grinding – 0% - \$5,000. Playground mulch – 0% - \$4,000. Cul-de-sac Renovations – 300% - \$8,000. Sod – 0% - \$2,000. Sidewalk additions & repairs – 0% - \$3,000. Fountain Maintenance – 0% - \$4,000. Pressure Washing – 0% - \$1,500. Tennis & Basketball Court Maintenance – 0% - \$500. Entrance Enhancements – 30% - \$6,500 – two welcome signs. Community Center Front Entrance Enhancement – \$5,000 – new landscaping. Repainting lettering – 0% - \$1,500. Urban Forester – 0% - \$1,425. Miscellaneous – 8% - \$13,000 – Founders Park, cement base under benches, update Town Center kiosk - \$2,000. Total **Park Maintenance – 24% - \$59,925.**

**Pond Maintenance** – Chemical Treatments – 0% - \$16,600. Aerators/Fountains – 333% - \$13,000 – adding two fountains. Total **Pond Maintenance – 51% - 29,600.**

**Electric Maintenance** – James Record will talk to John Barnes in reference to his budget – 0% - \$10,500.

**Repairs of Common Areas** – 0% - \$2,000.

**Total Maintenance of Common Areas – 9% - \$250,575.**

**Park/Rec Capital Outlay** – Benches, Tables, etc. – 400% - \$10,000 – Office remodel – furniture, cabinets and countertop. Tennis Court Resurfacing - \$15,000. Connie's Pond Walkway - \$10,000. Replacement of Playground equipment - \$10,000. Total **Capital Outlay - \$58% - \$45,000.**

**Proposed Park & Recreation Expenses - \$18% - \$438,755.** James Record will check the formulas on the spreadsheet and then email the proposed budget to the Commissioners for final review and feedback. P&R can review the proposed budget in April before the Council Budget Workshop on April 24<sup>th</sup>.

**Adjourn:** Fabian Szarko made the motion to adjourn. Kevin Pimentel seconded the motion. Vote – Unanimous.

Respectfully Submitted,

*Cheri Clark*

Cheri Clark  
Village Administrator

