



**City of Boiling Spring Lakes  
Board of Commissioners Executive Closed Session Meeting  
5:30 p.m. May 5, 2020**

**Regular Board of Commissioners Meeting  
6:30 p.m. May 5, 2020**

**PLEASE TURN OFF CELL PHONES**

---

**Mayor Caster called the Executive Closed Session Meeting to Order at 5:30 p.m.**

A *motion* was made by Commissioner Barger pursuant to NCGS 143-318.11(6) that the Mayor and Board of Commissioners move into Executive Closed Session for discussing, a personnel matter involving the Boiling Spring Lakes Police Department.  
The *motion* was seconded by Commissioner Witt.

*Vote ~ 5 ~ 0*

A motion was made by Commissioner Barger pursuant to NCGS 143-318.11(6) that the Mayor and Board of Commissioners move out of Executive Closed Session back into the Regular Board of Commissioners Meeting dated May 5, 2020.  
The *motion* was seconded by Commissioner Witt.

*Vote ~ 5 ~ 0*

Mayor Caster announced the Board of Commissioners agreed to have the city manager request an independent investigation into the allegations made against the Boiling Spring Lakes Police Department.

**1. Call to Order ~ Mayor Caster**

Mayor Caster called the Board of Commissioners Regular Meeting to order at 6:30 p.m.

**2. Pledge of Allegiance ~ Commissioner Barger**

**3. Approval of the Regular Agenda ~**

A *motion* was made by Commissioner Barger, a *second* by Commissioner Hall approving the Regular Agenda for the Board of Commissioners meeting of May 5, 2020.

*Vote ~ 5 ~ 0*

**4. Public Hearing ~**

a. Goldsboro/Fifty Lakes Final Assessment Roll

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Barger to move into Public Hearing.

***Vote ~ 5 ~ 0***

- Mrs. Candice Alexander of BSL Land Holding submitted a statement, which is added as testimony to the Public Hearing, held on May 5, 2020.
- Entered into the record, as testimony, is the city clerk's certification of the mailing of notices to the property owners. This was done for the hearing that is scheduled tonight.
- The Public Notice that was issued in the State Port Pilot on April 22, 2020 which was a requirement to be submitted 10 days prior to the public hearing.

These documents will be entered into the Public Record.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Hall to move out of the Public Hearing and back into the Regular Board of Commissioners Meeting of May 5, 2020.

***Vote ~ 5 ~ 0***

**5. Public Comments ~ [Comments are limited to 5 minutes per speaker]**

No Public Comments have been submitted

**6. Approval of Minutes ~**

- a. Board of Commissioners Regular Meeting dated March 4, 2020
- b. Board of Commissioners Strategic/Planning Retreat dated March 13, 2020

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt approving the Board of Commissioners Regular Meeting dated March 4, 2020; and the Board of Commissioners Strategic/Planning Retreat dated March 13, 2020.

***Vote ~ 5 ~ 0***

**7. Consent Agenda ~**

Commissioner Barger thanked the Police Chief with respect to the letter received from NCDOT and making a quick turnaround of increasing enforcement of the speeds on the roads in BSL.

Commissioner Guzulaitis thanked Michael Mack, Public Works Director for the presentation of the Pavement Assessment and Management Plan.

A *motion* was made by Commissioner Barger, a *second* by Commissioner Guzulaitis approving the Consent Agenda.

*Vote ~ 5 ~ 0*

**8. Committee / Board Reports and Minutes ~**

- a. Community Appearance Commission
  - b. Planning Board
  - c. Parks & Recreation Advisory Board
  - d. Special Events Committee
  - e. Library Commission
  - f. BSL Fire / Rescue
- 
- a. Commissioner Witt reported for the **Community Appearance Commission** stating the last time they met, the Commission sent cheerful cards to the residents of Elmcroft Assisted Living of Southport. The Commission started back in April with their Property Recognitions. The Commission has not yet started the Information Package delivery to new residents, however they plan to resume as soon as they are able.
  - b. Commissioner Barger reported the **Fire Department** did not meet, however we thank them for their hard work and dedication to the City.
  - c. Commissioner Hall informed the citizens that the **Special Events Committee** has put the banner up in honor of all the graduating seniors of South Brunswick High School; they are also working on a parade route for the seniors.
  - d. Commissioner Guzulaitis reported the **Parks & Recreation Commission** did not hold their meeting; however, they are continuing to work on their Pedestrian Plan and hope to have the final plan completed by June.
  - e. Chief Jordan reported for the **Police Department** reporting there have been several suggestions for the parade route for the graduating seniors. Currently nothing has been finalized at this time.

**9. City Manager's Monthly Report ~ Mr. Jeff Repp**

**City Manager Repp reported:**

- Sales tax revenue for the last month of April is running 8.46% ahead of schedule after the last 9 months. If the percentage holds we will be approximately \$120,000.00 from what we have budgeted for the fiscal year.
- As of April 30, 2020, 96% of property taxes have been collected for the current fiscal year.
- As of April 30, 2020, the City has \$2,718,223 in cash and investments.
- The City has issued seven new residential construction permits making the total number of homes at 43 for fiscal year 2020. We have budgeted 50 homes, which we should be able to achieve.



- WK Dickson submitted their City-Wide Sewer Study yesterday, May 4, 2020 to the county commissioners. The intent will be to make that same presentation to the City Board of Commissioners. We can discuss a date and time the Board members would be available to review the presentation.
- Street paving update ~ Crystal Road, Nassau Road and Queens Road are to be completed by May 11, 2020.  
Pine Lake Road is to be completed by Monday, May 25, 2020.  
Beaufort Road and Blueberry Road are to be completed by Monday, June 22, 2020.
- The Mayor is scheduled to rescind the State of Emergency, which was issued on March 25, 2020 with a start date of May 8, 2020. This will allow the parks to be open for the weekend. The park picnic tables and benches will be set up, and bathrooms will be cleaned and sanitized. City Hall will open to the public on Monday, May 11, 2020, and Police Department lobbies. We are working on plans to open the Community Center on June 1, 2020 with some restrictions, such as social distancing and safety.

#### **10. Old Business ~**

No Old Business reported.

#### **11. New Business ~**

##### **a. Setting a date for the Budget Workshop(s)**

The Board of Commissioners requested to hold the presentation from WK Dickson and following the presentation begin the Budget Workshop. The Board agreed to schedule the presentation for Tuesday, May 19, 2020 beginning at 9:00 a.m. with the presentation from WD Dickson followed by the Budget Workshop until 12:00 p.m.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Hall to hold the Presentation by WK Dickson at 9:00 a.m. followed by the Budget Workshop until 12:00 p.m.

***Vote ~ 5 ~ 0***

##### **b. Proclamation ~ Building Safety Month ~ May 2020**

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Guzulaitis approving the Proclamation ~ Building Safety Month.

***Vote ~ 5 ~ 0***

##### **c. Resolution ~ Confirming Assessment Roll and Levying Assessments**

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Barger approving the Resolution Confirming the Assessment Roll and Levying Assessments.

*Vote ~ 5 ~ 0*

- d. **Order** ~ authorizing the City Manager to execute a Deed of Dedication between the City of Boiling Spring Lakes and Brunswick County for the conveyance of sewer transmission pipes, water lines and associated apparatus under and along Cougar Drive, Goldsboro Road and Fifty Lakes Dr.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Hall authorizing the City Manager to execute a Deed of Dedication between the City of Boiling Spring Lakes and Brunswick County for the conveyance of sewer transmission pipes, water lines and associated apparatus under and along the Cougar Drive, Goldsboro Road and Fifty Lakes Dr.

*Vote ~ 5 ~ 0*

- e. **Resolution** ~ A Resolution authorizing the City Manager to Negotiate a Professional Services Contract with S3 Architects.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt authorizing a Resolution by the City Manager to Negotiate a Professional Services Contract with S3 Architects.

*Vote ~ 5 ~ 0*

- f. **Order** ~ authorizing the City Manager to enter into a design services contract for the renovation of the former bank building at 3020 George II Highway, into the Boiling Spring Lakes Police Department with Studio Three Architects, 321 N Front St. Wilmington, NC in the estimated amount of ***Thirty-One Thousand, Five Hundred Dollars and No Cents (\$ 31,500.00)*** for design and bidding services.

Both Commissioner Guzulaitis and Commissioner Witt requested clarity from the city manager on the amount that was discussed for the purchase and the renovation.

Mr. Repp explained at the January 22, 2020 BOC meeting the Board agreed to go from the revised budget of \$800,000 back to \$1.2M with \$300,000 for the purchase of the building and the \$900,000 for the engineering and renovations that will be needed for the building. Any money saved from the renovations would be applied to the old Police Department was the direction of the Board at that time.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt authorizing the City Manager to enter into a design services contract for the renovation of the former bank building at 3020 George II Highway into the Boiling

Spring Lakes Police Department with Studio Three Architects, 321 N Front St. Wilmington, NC in the estimated amount of *Thirty-One Thousand, Five Hundred Dollars and No Cents (\$ 31,500.00)* for design and bidding services.

*Vote ~ 5 ~ 0*

**12. Discussion ~**

No discussions were heard.

**13. Announcements ~**

- a. Mayor Caster and the Board congratulated all the graduating seniors and their proud families.
- c. Commissioner Barger, Mayor Caster and the Board were happy to see the parks opening for the weekend.

**14. Adjourn ~**

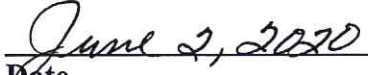
A *motion* was made Commissioner Barger, *a second* by Commissioner Hall to adjourn the Board of Commissioners Meeting of *May 5, 2020 at 7:15 p.m.*

*Vote ~ 5 ~ 0*

  
\_\_\_\_\_  
Craig M. Caster, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Jane McMinn, City Clerk

  
\_\_\_\_\_  
Date

