



**City of Boiling Spring Lakes
Board of Commissioners Monthly Meeting
July 7, 2020
City Hall – 6:30 p.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

2. Pledge of Allegiance ~ Bill Clark

3. Attendance ~

Mayor Craig Caster	Commissioner Steve Barger (Excused)
Commissioner Tom Guzulaitis	Commissioner Teagan Hall
City Manager Jeff Repp	Commissioner Dana Witt (Excused)
Police Chief Greg Jordan	City Clerk Jane McMinn
Planning & Zoning Administrator, Nicole Morgan	

4. Pledge of Allegiance ~ Bill Clark

5. Roll Call ~ City Clerk

Present ~ Mayor Caster, Commissioner Guzulaitis, Commissioner Hall, Chief Jordan and City Manager Jeff Repp

6. Approval of the Regular Agenda ~

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall approving the agenda for the Board of Commissioners Meeting of July 7, 2020.

Vote ~ 3 ~ 0

7. Public Hearing ~ – [Comments are limited to 5 minutes per speaker]

- a. Article 5 ~Section 5.3 Preliminary Zoning Districts ~ Minimum Square Footage
- b. Article 5 ~ Section 5.5 Table of Permitted/Conditional Uses

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

Vote 3 ~ 0

No public comments were heard referencing ~

- a. Article 5 ~Section 5.3 Preliminary Zoning Districts ~ Minimum Square Footage

b. Article 5 ~ Section 5.5 Table of Permitted/Conditional Uses

A *motion* was made by Commissioner Hall, a *second* by Commissioner Guzulaitis to move out of Public Hearing and back into the Regular Board of Commissioners meeting dated July 7, 2020.

Vote ~ 3 ~ 0

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

a. John Scarbrough ~ 574 Eagle La.

Mr. Scarbrough explained there are two items he would like to address.

A neighbor at 598 Eagle La. has taken possession of the cul-de-sac property at the end of Eagle La. He has installed a sprinkler system, has run a water hose to the property across the street and has put a sign stating "in-ground sprinkler system please do not drive or mow." He has contacted public works requesting they not mow this property.

Mr. Scarbrough also stated concerns regarding the property at 451 Masters Dr., commenting there is so much debris in front of his house, such as a metal storage unit, there are more than a dozen rolls of what appears to be fiber material and much more.

7. Approval of Minutes ~

- a. Board of Commissioners Budget Workshop dated May 19, 2020
- b. Board of Commissioners Regular Meeting dated June 2, 2020

A *motion* was made by Commissioner Guzulaitis a *second* by Commissioner Hall to approve the Board of Commissioners Budget Workshop dated May 19, 2020, and Board of Commissioners Regular Meeting dated June 2, 2020.

Vote ~ 3 ~ 0

8. Consent Agenda ~

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

Vote ~ 3 ~ 0

9. Committee / Board Reports and Minutes ~

Community Appearance Commission ~

No report was given for the Community Appearance Commission.

Planning Board ~ Mr. Bill Clark, Chair

No report was given for the Planning Board.

Parks & Recreation Advisory Board ~ Mr. Bruce Pennington

Commissioner Guzulaitis reported the Board did not meet in June. Listed on the agenda tonight is the approval for a new member on the Advisory Board, there are three openings available. The pedestrian plan is in the final draft form and should be finalized by the end of July and brought to the BOC for approval.

Special Events ~ Mrs. Jackie Barker, Chair

Commissioner Hall reported the ribbons were removed from the trees on NC Highway 87 along with the banner in front of the Police Department. The ribbons were in honor of the 2020 graduating class of South Brunswick High School. Special Events is working on the Mayors Cup Golf Tournament, which will be held on August 1st at the Lakes. Special Events is hopeful they can plan further community activities in 2020, depending on health concerns.

Library Commission ~ Mrs. Frances Thomas, Chair

Mrs. Samson reported, our meeting will be held this week, July 9, 2020. We have several new books and they have been inventoried and are available for anyone who is interested. We have one opening for an alternate position.

Boiling Spring Lakes Fire / Rescue ~ Chief Theresa Tickle

Chief Tickle reported, for the month of June we received 31 EMS calls and 28 fire calls. The department has begun to holding training, however only in the firehouse on Tuesday evening. The address sign sales are going very well. We have installed approximately 100 signs at this point. The LED sign grant has been received and the sign should be completed very shortly. The fire department has continued to be active; we have participated the graduation parade, birthday parades and we are there whenever the public needs assistance. We have the smoke alarm canvas going on. It will not be the same due to Covid-19, but we will be making appointments for installation.

10. City Manager's Report ~ Mr. Jeff Repp

City Manager Repp reported:

- The city has \$2,018,489.00 in cash and investments as of May 31, 2020.
- Sales tax revenue is running 8% ahead of schedule after 11 months. If that holds until the final month of the year, we will generate approximately \$135,356.00 more than we have budgeted.
- Property tax collection is very good at 97.2% as of May 31, 2020.
- Three new home construction permits were issued in May 2020.
- On June 3, 2020, the Community Center opened with summer camp and other activities. We are awaiting the governor's decision on June 17, 2020 if the state will be moving to Phase 3. If that were to take place, the gym will be opened for use on a limited basis..
- Personnel Action/Openings ~ at the last board meeting as part of the budget approval the board froze positions, excluding the Police Department. There is one

opening in the Police Department and we expect that position to be filled very shortly. Prior to the hiring freeze, Public Works made an offer to Dean Nelson as an equipment operator/mechanic replacing Joe Johnson and he started on July 7th. We currently have two positions in Public Works that are frozen, one is the equipment operator that was discussed as part of the budget process, and the other is the maintenance technician. John Braxton who resigned for another position the day after the budget was approved.. Parks & Recreation we have one frozen position for the Community Center Supervisor. All these positions will be reviewed in December 2020 depending how sales tax revenues are presenting.

- A site visit was done on the paving project with the engineers and contractor.. Most of the paving has been completed, however, the shoulder work must be completed along with the stripping of the roads.
- The county notified us they have received their allocation from the State for the CARES Act Funding from the Federal Government. In June the county allocated \$87,299.00 based on a distribution formula the County uses for sales tax distribution to cities and towns. This money can be used for expenses directly related to Covid-19. Mr. Repp reported a second grant might be issued this month from the State. The city may receive an additional grant. The funds are restricted for expenses related to the Covid-19 virus.
- I have recently sent an email to the Board requesting input for the purchase of the Raleigh Road Property offer of \$2,000 per lot. I suggested the board to set a purchase price of \$3,420.00 per lot. If the board is in agreement of the price, I will contact the property owner. If they are willing to go forward then we will begin the legislative process to sell those two lots.

After a brief discussion by the Board, they were in agreement using the minimum bid at \$3,420.00 per lot.

With respect to the offer to purchase the Bass Road property, we discussed this at the last board meeting and this property is deed restricted for park use only.

Dam(s) Updates ~

As the Dam project moves along, we have scheduled a meeting on July 20, 2020 with Dam Safety to review the completion of the 60% design drawings by McGill Associates. For this specific project, we are looking at construction beginning in April 2021 with a completion date of November 2022.

Lastly, the USDA project will continue and we will be meeting with the Army Corps as well as the engineers later this month to discuss the Middle Dam and the replacement of that Dam.

11. Old Business ~

- a. **Order ~** authorizing the City Manager to execute the Master Equity Lease Agreement and Amendment to the Master Equity Lease Agreement with Enterprise FM Trust for the lease of city vehicles.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall authorizing the City Manager to execute the Master Equity Lease Agreement and Amendment to the Master Equity Lease Agreement with Enterprise FM Trust for the lease of city vehicles.

Vote ~ 3 ~ 0

12. New Business ~

- a. **Order** ~ appointing Jackie Barker to the Special Events Committee for a term of three years beginning July 7, 2020; ***and*** approving Chastity Rosebrock to the Parks & Recreation Advisory Board for a term of three years beginning July 7, 2020.

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Guzulaitis appointing Jackie Barker to the Special Events Committee for a term of three years beginning July 7, 2020; ***and*** approving Chastity Rosebrock to the Parks & Recreation Advisory Board for a term of three years beginning July 7, 2020.

Vote ~ 3 ~ 0

- b. **Order** ~ authorizing the City Manager to enter into Financial Advisory Agreements between the City of Boiling Spring Lakes, NC and Davenport & Company LLC for assistance with interim financing for (1) USDA loan for the Police Department Facility and (2) FEMA dams reconstruction projects for Sanford, North, Pine and Upper Dam(s).

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall authorizing the City Manager to enter into Financial Advisory Agreements between the City of Boiling Spring Lakes, NC and Davenport & Company LLC for assistance with interim financing for (1) USDA loan for the Police Department Facility and (2) FEMA dams reconstruction projects for Sanford, North, Pine and Upper Dam(s).

Vote ~ 3 ~ 0

- c. **Order** ~ authorizing the City Manager to accept Task Order # 14 for design and bidding services for the replacement of a 24" storm culvert under MOTSU Railroad at Fifty Lakes and 15" storm culvert at Cardinal Drive with ***McGill Associates, P.A. of Shallotte, NC*** in the lump sum amount of ***Thirty Three Thousand One Hundred Dollars and No Cents (\$ 33,100.00)***.

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Guzulaitis authorizing the City Manager to accept Task Order # 14 for design and bidding services for the replacement of a 24" storm culvert under MOTSU Railroad at Fifty Lakes and 15" storm culvert at Cardinal Drive with ***McGill Associates, P.A. of***

Shallotte, NC in the lump sum amount of *Thirty Three Thousand One Hundred Dollars and No Cents (\$ 33,100.00)*.

Vote ~ 3 ~ 0

- d. **Order** ~ authorizing the City Manager to accept the quote from **Business and Legal Resources of Brentwood, TN** for the Optimal Plan (two years) human resource-training module in the lump sum amount of **Six Thousand Two Hundred and Nineteen Dollars and No Cents (\$ 6,219.00)**.

A *motion* was made by Commissioner Hall, a *second* by Commissioner Guzulaitis authorizing the City Manager to accept the quote from **Business and Legal Resources of Brentwood, TN** for the Optimal Plan (two years) human resource training module in the lump sum amount of **Six Thousand Two Hundred and Nineteen Dollars and No Cents (\$ 6,219.00)**.

Vote ~ 3 ~ 0

- e. **Resolution** ~ amending the 2019 City of Boiling Spring Lakes Personnel Manual – Retiree Medicare Supplement Benefit.

A *motion* was made by Commissioner Guzulaitis, a *second* by Commissioner Hall amending the 2019 City of Boiling Spring Lakes Personnel Manual – Retiree Medicare Supplement Benefit.

Vote ~ 2 ~ 1 (Mayor Caster ~ opposed)

- f. **Resolution** ~ of Support to Local Delegation for Re-establishment of Local Requirements for Minimum Square Footage for Residential Structures.

A *motion* was made by Commissioner Guzulaitis, a *second* by Commissioner Hall of Support to Local Delegation for Re-establishment of Local Requirements for Minimum Square Footage for Residential Structures.

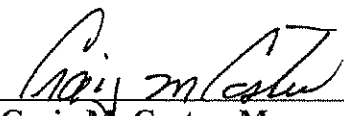
Vote ~ 3 ~ 0

13. **Discussion** ~ No discussion was received.
14. **Announcements** ~ No announcements were stated.
15. **Adjourn** ~

A *motion* to adjourn the Board of Commissioners meeting dated July 7, 2020 was made by Commissioner Hall, a *second* by Commissioner Guzulaitis.

Vote ~ 3 ~ 0

The Board of Commissioners meeting dated July 7, 2020 adjourned at 7:20 p.m.

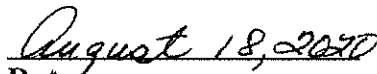


Craig M. Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date

