



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
August 7, 2018
City Hall – 6:30 pm**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

The Board of Commissioners Meeting was called to order at 6:30 pm.

2. Attendance ~

Mayor Craig Caster
Commissioner Mark Stewart
City Manager Jeff Repp
Police Chief Brad Shirley

Commissioner Steve Barger
Commissioner Guy Auger
Commissioner Dana Witt
City Clerk Jane McMinn

3. Pledge of Allegiance ~ Commissioner Mark Stewart

4. Approval of Regular Agenda ~

A *motion* was made by Commissioner Stewart, a *second* by Commissioner Barger to approve the agenda of August 7, 2018.

Vote ~ 5 ~ 0

5. Presentation ~ Joint Grant Application Multi-Modal Greenway Trail ~ Kirstie Dixon, Planning Director and Jennifer Dickinson, Planning Technician ~ Brunswick County

Ms. Kirstie Dixon presented and explained the Grant Application that Brunswick County made to the US Department of Transportation for the Multi-Modal Greenway Trail.

A copy of the presentation is hereby made a part of these minutes.

6. Public Comments ~

Zelma Rygg ~ 267 Holly Rd.

Mrs. Rygg explained all the difficulties she has experienced over the last ten years with the continual flooding that occurs nearly every time it rains.. We have spent our time and money pumping water. We were expecting the newly installed pump on Holly Road to alleviate the need to pump water across our property, across the street and across the neighbor's property. We have pumped water for 9 years and the only year we did not pump water was the year we had a drought.

Lynn Wilkens ~ 1298 Long Leaf Rd.

Mrs. Wilkens explained her road has since been paved since she moved in back in the 1980's. The road is higher than her home and the water continually drains down on the property. I have been pumping water out of my yard for 12 days. We had to purchase a pump to drain our property. The city needs to fix the current problems before taking on any new projects.

Pam Summerlin ~ 1342 Spring Lake Rd.

Mrs. Summerlin commented that Mrs. Wilkens has been battling the flooding at her property for 18 years; water has been in her home. Mrs. Summerlin asked the board to help all the citizens who are struggling with flooding issues. We need the city to help fix this problem for everyone who lives here.

Susan Price ~ 781 Lumbee Rd.

Mrs. Price stated Pinecrest and Greeview roads were flooded; there was a large sinkhole on Lumbee Rd, I was unable to get to my house. I was informed the pumps needed to be turned off at 8:00 at night, please find someone who can run the pumps continually when we have these types of flooding problems. Our family was trapped, if there is an emergency there is no way anyone can get through to help us. This is a dangerous situation for all citizens.

Bichson Bush ~ 150 Pine Lake Rd.

Mrs. Bush clarified her request of the Board is for intervention to assure that the city properly address systems that use all lakes for water irrigation supply. My request is to insure consideration to neighbors when installing professional systems for water supply. Currently there are no regulations for installing these systems. There are no regulations pertaining to noise reduction, electrical panels, no placement on property lines and no limitation on the piping that runs into the lake water.

Mrs. Bush is making the request to the Board to have these regulations put into place.

7. Approval of Minutes ~

a. Approval of BOC July 10, 2018 meeting minutes.

A *motion* was made by Commissioner Barger, a *second* by Commissioner Auger approving the BOC meeting minutes of July 10, 2018.

Vote ~ 5 ~ 0

8. Consent Agenda ~

Commissioner Auger requested clarification on work performed by Public Works under the current situation, particularly with responsibility as to driveway culverts and the maintenance of the driveways by property owners. Mr. Repp explained as the current

ordinance reads the property owner is responsible for their driveway and for the culvert. Mr. Repp requested the Board schedule a workshop on the topics of driveways, right-of-ways, culverts, piping, flooding and more.

A *motion* was made by Commissioner Barger and a *second* by Commissioner Witt to run the pumps 24 hours a day in times of emergency by a city employee.

Vote ~ 5 ~ 0

9. Committee / Board Reports and Minutes ~

a. Community Appearance Commission ~ Ann Hollingsworth, Chair

Ms. Hollingsworth reported property recognitions have been placed on the website and welcome packages have been delivered. Our city employees are still working on our Christmas decorations and trying to be creative in the refurbishment for city hall and the police department.

b. Planning Board ~ Bill Clark, Chair

Mr. Jeremy Sexton reported for Bill Clark.

Last month at the Planning Board meeting, which was held on July 12, 2018, the board reviewed lake-pumping regulations and approved text amendments for lake drawdown irrigation systems with numerous provisions. The board appointed Adrian Iapalucci as our representative to the Bicycle & Pedestrian Task Force. We held discussions regarding the operation of mobile food trucks.

c. Parks & Recreation Advisory Board ~ Bon Cantrell, Chair

Mr. Bruce Pennington reported for Bon Cantrell.

At the July meeting, we continued working on the Brunswick County Greenway Project and the NCDOT Bike and Path Trail and North Lake property acquisitions. We also discussed the Muse Park grant project. We expect to hear something back in September. Discussions allowing dogs in the park were held and discussions on the Parks & Recreation Master Plan. Improvements at the Community Center are almost complete and a new roof will be put on the building sometime in the near future. Stormwater issues are being addressed and the handrail at Alton Lennon Park has been repaired.

d. Special Events ~ Connie Ruehl, Chair

Mrs. Lucille Launderville reported for Connie Ruehl.

Special Events has been working on the upcoming Mayor's Cup, which will be held at the Lakes Country Club on August 18, 2018. We are also working on the 9/11 Bike Run, which will be held in September. Last month we cleaned out the Special Events trailer. A special thank you to the city crew who helped dispose of the cleanup items.

e. **Library Committee ~ Frances Thomas, Chair**

Mrs. Thomas reported no meeting was held in the month of July. Our August meeting will be held on August 9, 2018. We will be discussing the meet the author event, at the next BOC meeting in September I will have the date and author announcement.

f. **Boiling Spring Lakes Fire / Rescue ~ Commissioner Stewart**

Commissioner Stewart reported for the month of July there were 50 EMS calls, and 20 fire calls, and 275.5 training hours held.

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

Mr. Repp reported:

- As of June 31, 2018 the city had \$2,232,798 in cash and investments
- The city ended the year 1% ahead of schedule for tax revenue at approximately \$1.72M
- Brunswick County is currently seeking a Request for Information for firms to perform a citywide sewer system study. The deadline for submission is 5:00 pm on September 10, 2018. A review committee will be formed to select a consultant for that work and incorporate the city's comments.
- Paving was completed on various roads in the month of July.
- Two new residential building permits were issued in the month of June, making a total of 51 for the fiscal year 2018. We budgeted for 45. New construction value for the fiscal year was \$8.1M. The total value for the month of June was \$1.5M.
- As of August 21, 2018, all water and sewer permits were submitted to the State for construction permits for the special taxing district on Fifty Lakes and Goldsboro.
- Based on the direction of the board, we did send out letters to property owners on either side of North Lake Park asking for a donation of those lots to the city. We have not heard back from them. City staff will send a follow-up letter.

11. **Old Business ~**

No old business was listed.

12. **New Business ~**

- a. **Resolution** ~ Supporting the Brunswick County Greenway Trail Project FY 2018 Build Discretionary Grant Program Application.

A *motion* was made by Commissioner Stewart, a *second* by Commissioner Barger Supporting the Brunswick County Greenway Trail Project FY 2018 Build Discretionary Grant Program Application.

Vote ~ 5 ~ 0

- b. **Order** ~ authorizing the Mayor to execute the attached contract for the audit of City accounts and engagement letter *with Berry, Padgett & Chandler, LLC of Southport, NC* in the estimated amount of *Twenty Five Thousand Eight Hundred Dollars and No Cents (\$ 25,800.00)* for professional services involving the FY 2018 financial year.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Stewart authorizing the Mayor to execute the attached contract for the audit of City accounts and engagement letter with ***Berry, Padgett & Chandler, LLC*** of Southport, NC in the estimated amount of ***Twenty Five Thousand Eight Hundred Dollars and No Cents (\$ 25,800.00)*** for professional services involving the FY 2018 financial year.

Vote ~ 5 ~ 0

- c. ***Order*** ~ Appointing one applicant to the Parks & Recreation Advisory Board completing the term ending June 30, 2019; and appointing one applicant to the open position for a 3 year term

A ***motion*** was made by Commissioner Stewart, a ***second*** by Commissioner Barger appointing Ms. Jodi Moon to the three year (3) position; and Ms. Sheryl Johnson completing the term ending June 30, 2019 to the Parks & Recreation Advisory Board.

Vote ~ 5 ~ 0

- d. ***Order*** ~ authorizing the City Manager to accept a proposal from ***Terracon of Greensboro, NC*** for construction observation and contract administration for the Sanford Dam Spillway project in the amount not to exceed ***Two Hundred and Ten Thousand Dollars and No Cents (\$ 210,000.00)***.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt authorizing the City Manager to accept a proposal from ***Terracon of Greensboro, NC*** for construction observation and contract administration for the Sanford Dam Spillway project in the amount not to exceed ***Two Hundred and Ten Thousand Dollars and No Cents (\$ 210,000.00)***.

Vote ~ 5 ~ 0

- e. ***Order*** ~ authorizing the City Manager to accept a software license and service agreement for Finance, Payroll, Human Resources, Special Assessment Billing and other related programs with ***Edmunds & Associates of Northfield, NJ*** in the estimated amount of ***Forty Thousand Six Hundred and Thirty Five Dollars and No Cents (\$ 40,635.00)***.

A ***motion*** was made by Commissioner Stewart, a ***second*** by Commissioner Barger authorizing the City Manager to accept a software license and service agreement for Finance, Payroll, Human Resources, Special Assessment Billing and other related programs with ***Edmunds & Associates of Northfield, NJ*** in the estimated amount of ***Forty Thousand Six Hundred and Thirty Five Dollars and No Cents (\$ 40,635.00)***.

Vote ~ 5 ~ 0

- f. Order ~ authorizing the City Manager to accept the proposal of **Capital Ford, Inc.** to purchase a **2018 Escape S** with Government price concession offered by **Ford Motor Company** in the amount of **Twenty Thousand Five Hundred and Thirty Eight Dollars and No Cents (\$20,538.00)**.*

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt authorizing the City Manager to accept the proposal of **Capital Ford, Inc.** to purchase a **2018 Escape S** with Government price concession offered by **Ford Motor Company** in the amount of **Twenty Thousand Five Hundred and Thirty Eight Dollars and No Cents (\$20,538.00)**.

Vote ~ 5 ~ 0

- g. Order ~ amending the 2019 Fee Schedule for the City of Boiling Spring Lakes, NC to include Before and After School Program Fees.*

A ***motion*** was made by Commissioner Auger, a ***second*** by Commissioner Barger amending the 2019 Fee Schedule for the City of Boiling Spring Lakes, NC to include Before and After School Program Fees.

Vote ~ 5 ~ 0

- h. Order ~ adopting the **2018 ~ 2023 Parks, Recreation and Open Space Master Plan for the City of Boiling Spring Lakes, NC.***

A ***motion*** was made by Commissioner Stewart, a ***second*** by Commissioner Barger adopting the **2018 ~ 2023 Parks, Recreation and Open Space Master Plan for the City of Boiling Spring Lakes, NC.**

Vote ~ 5 ~ 0

- i. Scheduling two (2) Public Hearings for ~*

- a. Lake Pumping Regulations; and
- b. Mobile Food Trucks

Lake Pumping Regulations ~

Mr. Repp explained the Planning Board has been requested to review the non-existence of lake regulations regarding irrigation pumping. The Planning Board has forwarded you their recommendation and upon your review and approval will be added to the UDO. Highlights are: a permit would be required to put in an irrigation pump, along with an electrical permit; floodplain development permits would possibly be required, these fees could be quite substantial. The recommendation is this requirement be retroactive.

A discussion followed and a motion was made to hold the Public Hearing.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Auger to hold the Public Hearing on Lake Pumping Regulations at the next Board of Commissioners meeting on September 4, 2018.

Vote ~ 4 ~ 1 ~ (Mayor Caster opposed)

Mobile Food Trucks ~

Mr. Repp explained the city occasionally has requests from food truck vendors to sell outside of public parks, outside of events planned by the Special Events and more. There is a request to have guidelines in place so the city is prepared when the food truck vendors start selling in the city. The biggest issue is insuring they have their health safety permits.

A discussion followed and it was decided to hold a Public Hearing at the next Board of Commissioners meeting on September 4, 2018.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt to hold a Public Hearing on Mobile Food Trucks at the next Board of Commissioners meeting on September 4, 2018.

Vote ~ 3 ~ 2 ~ (Mayor Caster and Commissioner Stewart opposed)

j. Discussion ~

a. Authorizing the City Manager to secure funding for the police department.

Commissioner Stewart stated we received bids for the construction of the police department last November in 2017. The BOC has done nothing since that time. We have gotten design estimates and met with the Police Department, and held workshops. Commissioner Stewart stated the price is not going to go down, it will continually keep rising. He also requested the Board to authorize the city manager to secure funding to build the proposed police department from the design plans we currently have.

Commissioner Auger spoke with a design firm and received a design proposal, I would like to go back and meet with them again and see if we can get the cost down. Commissioner Barger agrees we need to move forward with the police department but the city needs to work within a budget.

Mr. Repp cautioned, the firm must stay within the State guidelines and if the cost exceeds \$30K, the city must publicly advertise.

Commissioner Barger suggested to keep this process transparent we should have our city manager handle this process. Commissioner Stewart stated at the end, our city manager will be the one who will sign the contract for the city.

After a discussion by the Board, Commissioner Auger will take the plans to a design group and explain the needs without changing the plans but look at what we can do to cut some of the cost. It was agreed upon to have Commissioner Auger take the plans back to a design firm and review the changes and cost estimate. The timeframe will be approximately three to four months.

b. Sale of residential lots owned by the city.

Commissioner Auger stated the city is currently holding approximately 30 residential lots. I would like to request confirmation from the city manager the correct number of lots the city owns and a map of their location. I would like to propose the city sell these lots.

Mr. Repp will supply a list of city owned lots along with a map showing the locations.

c. Cleaning of all city ditches throughout the city.

The Board agreed to set a workshop for this topic.

A workshop is scheduled for Tuesday, September 14, 2018 at 6:30 pm at City Hall.

d. Closing of Public Right of Way / Laurinburg Road Closure Petition ~

Commissioner Barger suggested we bring the petition back to close the right of way between Gastonia Road and Laurinburg Road with the revision of the utility easement going through that area.

Mr. Repp explained there is a provision of State Law for the proposing of a State Right of Way. Half of the right of way would go to one property owner and the other half to the other property owner. The city has the ability to retain a utility easement. Mr. Repp stated if the BOC would like to add this to the agenda, the property owners will need to pay the \$500 fee again to the city. We can then add this to the agenda and pass a preliminary resolution which would then set a public hearing. The public will then have the opportunity to voice their opinion before any additional action would be taken.

A *motion* was made by Commissioner Barger, a *second* by Commissioner Witt to add to the September 4, 2018 agenda the Closing of Public Right of Way / Laurinburg Road.

Vote ~ 3 ~ 2 ~ (Mayor Caster and Commissioner Stewart opposed)

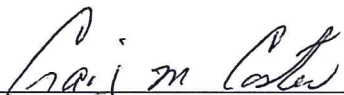
13. Announcements ~

Mayor Caster complimented the Public Works employees for the work they have done over the last few weeks. Public Works only has three (3) employees and they were out there working all day and into the night. They deserve a lot of credit and support for the job they do.

Mayor Caster also announced the city has openings for volunteers needed on Special Events and Library Commission.

14. Adjourn ~

A *motion* was made by Commissioner Stewart, a *second* by Commissioner Barger to adjourn the Board of Commissioner Meeting of August 7, 2018 at 8:20 pm.




Craig M. Caster, Mayor

ATTEST:



Jane E. McMinn, City Clerk



Date

