



*City of Boiling Spring Lakes*  
Board of Commissioners Regular Meeting Minutes  
Tuesday ~ December 3, 2013  
City Hall ~ 6:30 PM

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**1. Call to Order**

Mayor Richard White called the meeting to order at 6:30pm and asked District Attorney Jon David to lead the Pledge of Allegiance.

**2. Attendance:** In attendance at the meeting were:

Mayor Richard White  
Commissioner Charlie Carroll  
Commissioner Mike Forte  
Commissioner Barbara Glidden  
Commissioner Craig Caster  
City Manager Jeff Repp  
Building Inspector Jim Nicholas  
City Clerk Jane McMinn  
Police Chief Brad Shirley

**3. Approval of Regular Agenda**

A **motion** was made to accept the agenda by Commissioner Carroll and seconded by Commissioner Forte

**Vote ~ 5 ~ 0**

**4. Public Comment [Comment is limited to 3 minutes per speaker]**

Richard Harvey stated he and his family have been living on Baymeade Rd. for the last 35 years. At the July meeting of 2013 there was a road paving petition that was submitted to the Board for signatures for almost all the residents. The study represented the needs for traffic improvement on the four streets to include Baymeade, Glen Oak, Blueberry and North Hills Dr. Those roads currently are not paved. As of this meeting the petitioners have received no information as to the status of that petition. However in a recent issue of the State Port Pilot it was stated that the City Manager would address the topic of road paving. My purpose here is to remind the Board of the petition that was submitted in July and to inform the newly elected officials. I have 3 suggestions; organize a field trip to examine the areas that are outlined in this petition see for yourself what the conditions are and where they are. I

would ask that you seriously consider developing a policy that clearly states what the criteria are for paving roads in the residential sections of Boiling Spring Lakes. Finally, when a decision has been made you notify the petitioners in writing.

## **5. Approval of Minutes**

- a. November 12, 2013 BOC Regular Meeting Minutes
- b. October 17, 2013 BOC Closed Session Minutes

A **motion** was made to accept both sets of minutes by Commissioner Carroll and was seconded by Commissioner Forte

**Vote: 5 ~ 0**

## **6. Consent Agenda**

A **motion** was made by Commissioner Carroll to accept the Consent Agenda and was seconded by Commissioner Glidden

**Vote ~ 5 ~ 0**

## **7. Committee / Board Reports and Minutes**

### **a. Community Appearance Committee**

Ann Hollingsworth thanked the city employees for continuing to do such a beautiful job on our lights for Christmas; our city is starting to look really nice. Our Christmas Property Recognition is planned for December 16<sup>th</sup> and we have 3 prizes, \$25 each and we also have 3 honorable mention prizes. If you have not signed up there are forms at the Community Center and City Hall.

### **b. Planning Board**

Bill Clark reported that the Planning Board met at the appropriate time. We discussed Article 6 Supplement Regulations, water front properties specifically, recommendations have been forwarded to the Board.

### **c. Parks and Recreation Advisory Board**

Melissa Thomas reported Steve Molar from Recreation Resource Services facilitated a training for the Board. We will begin outlining plans to update the 2008 master plan starting this month at our meeting. Melissa reminded everyone to check the city website for dates and times of upcoming holiday events.

### **d. Special Events Committee**

Michelle Hennessey had a request ~ the committee would like to change the “spring bike run” into a “community bike run” the Board had no issues with the request.

**e. Library Committee**

Marge Pennington reported that there were no new updates at this time.

**f. Spillway Committee**

Mayor White stated that Bob Brooks is in a two day training session for tax preparation to assist people that cannot afford to pay for accounting services. Mayor White reported that Mr. Brooks complimented Jayson Tyson on the article in the State Port Pilot reflecting all the work that Mr. Brooks has done as Chairman of the Spillway Committee.

**8. City Manager’s Report and Presentation of Monthly Financial Report – Jeff Repp**

City Manager Repp reported that as of October 31, 2013 the City had \$2,564,312 in cash and investments in various financial institutions. Sales tax revenue after 4 months is running about 3% ahead of schedule, if we were to end the year it would be an additional \$30,000 in unanticipated revenue with only 4 months being collected at this point. Property tax collections are about right on schedule, we have about 12% collected through the end of last month which was reported by the county which is about normal for this time since taxes are due, and will be collected in the November through January time period. The finance officer and I met with the city auditor on November 25<sup>th</sup> and reviewed the preliminary audit for the city of the last fiscal year. Wayne Berry will be appearing at the January 7<sup>th</sup> meeting of the Board to make his presentation of the audit. There are no surprises in the audit, everything is going as projected. Copies will be available to the mayor and the new board. It will also be posted on the web page which should be done within the next couple of weeks. Lastly on Monday, January 13, 2014 at 5:30 here at City Hall the Brunswick County Public Utilities Commission will be holding a public hearing on the methodology for the special assessment to be used for the sewer district. As you know the Brunswick County commissioners in the very near future will be setting into law the methodology for the special assessment for the sewer district. This is a required public hearing that will be held here at City Hall to receive public comment on the methodology that has been recommended to the commissioners.

Commissioner Carroll inquired about the wage study that he spoke about a while ago and asked the City Manager for an update.

City Manager Repp stated that a short time after he was hired Commissioner Carroll brought to his attention that there was a need for the city to review the existing wage rates and ranges for city employees. The city had two ways to do that, one would be to bring in a contractor to do that work and make a recommendation to the city. We are

fortunate here in Brunswick County that the County and Oak Island were going through a similar wage and compensation study. City Manager Repp will compile that information and present it during the budget process to the new board to give them an idea of what some of the ranges should be for positions we have here in the city that were covered in those studies.

## **9. Old Business**

### **a. Road Paving Update**

City Manager Repp commented on the update of road paving stating ~ at the last meeting there was considerable discussion with regards to paving Baymeade which was one of the roads that was brought up during the budget process to get a price, along with the other roads that were being considered in the schedule within the next few fiscal years. This year the board budgeted \$145,905 for paving. The two roads that were chosen were Prospect and Salisbury from the existing list that the board had been working from and that Baymeade was added to determine if it could be funded at the same time. When the original budget came in for the paving activity it appeared at that time Prospect and Salisbury were the two roads that could be paved and Baymeade was removed from the list because it would put it over the budgeted amount for the paving. At the last meeting there was considerable discussion, though a lot of the numbers were still being discussed, we had not received the final numbers for the hauling, as well as the base material that the city was putting down in anticipation of the Norris contract to pave in the amount of \$87,600 that had been awarded by the Board. We had originally budgeted about \$50,000 for base material on Salisbury and Prospect. That number now came in at about \$17,907. There were some unanticipated hauling costs due to some equipment malfunction which cost \$6,750 to have a third party hauling agency. Out of the \$145,905 it looks like we will be spending \$112,257 leaving \$33,648 in the budget for paving in this fiscal year. In a previous memorandum to the board I have suggested they could go back to Baymeade or to the original list to be reviewed and pick one of those streets, there are possibly 3 or 4 streets that could be done for that amount; or you could just simply do nothing with that money and let it lapse over into the next fiscal year for the new board to reallocate when they consider their new paving projects.

Commissioner Caster commented that Baymeade was never on the paving list and that it was something that was added. Considering the money that is left over Commissioner Caster stated that there are flooding issues on both sides of town and with the money that is left over, approximately \$39,000 these funds can support the north and south side of town.

City Manager Repp stated that the engineering proposal that was submitted will be considered by the new board at their work session. There are two areas of town that

were considered, Holly and Trevino; the combined engineering cost for that was right around \$39,000. Commissioner Caster stated that it is his understanding that there are two houses on Baymeade; on the other hand, we are talking about two complete neighborhoods. One on the south side of our city and one on the north side of our city. Commissioner Caster stated that it would not be right to not use these funds to carry through what we promised our citizens we were going to do for these two sections of town. Commissioner Caster stated that he strongly disagrees and the funds should be used to help the people in both areas of town and that Baymeade be added for another date since Baymeade was not even on our list of roads to begin with.

Commissioner Carroll stated that we actually paved Gum Road that was not on the list we had the money left so we went ahead and paved that road. Previous boards did not pave any roads and this board has started something good and I want to see us pave another road.

Commissioner Forte stated that he agrees with Commissioner Caster. There is a list that we as a board approved for paving and it was unanimous 5 ~ 0 for these roads. There are 10 roads on this list that can be fixed and have been approved. These people have been waiting a long time. How do we serve the most people with the dollars that we have, Baymeade has two homes that are permanent residents. We could pave Hickory, Heron, and Crystal which combined serves 24 homes. It just seems we should spend the money we have where it does the most good. If we are going to use the money for paving lets do what we can for the larger majority of citizens. Commissioner Forte also commented that it would be the right thing to do to use these funds for the engineering study which we all asked for, and we could possibly solve the problems of our flooding issues. The paving will go on next year's budget. Baymeade will just have to wait just like everyone else has to wait. Baymeade is not even on the approved list. If we do this the citizens on the list will be very upset. Commissioner Glidden stated that we are not just serving 2 households, there are 2 or 3 roads that have to get out of there somehow, so we are helping other citizens, not just the 2 permanent residents on that street. As far as the engineering, I think that is a matter that has to be handled by our new board. We took this money and put it into road paving, now that I see we do have the money we do not have to go into any contingency fund. We all agreed to use the \$145,000 for paving and I would like to see it continued and pave Baymeade.

Commissioner Caster asked if we really want to tap into our contingency funds for the citizens that are in these flooded areas that we said we would help. Why strip the funds now if we have money to help our neighbors and do these engineering studies, then we do not have to pull funds from any other account.

A **motion** was made to pave Baymeade by Commissioner Carroll and was seconded by Commissioner Glidden

**Vote ~ 3 ~ 2 (opposed ~ Commissioner Caster and Commissioner Forte)**

**10. New Business**

- a. *Swearing in* of Mayor Elect Craig Caster by City Clerk Jane McMinn
- b. *Swearing in* of new Board of Commissioner, Mary Stilwell by Rep. Frank Iler
- c. *Swearing in* of new Board of Commissioner, David Putnam by City Clerk Jane McMinn
- d. Mayor Caster presented Richard White and Charlie Carroll each a plaque honoring their years of service to Boiling Spring Lakes from 2009 to 2013 from the Board of Commissioners and citizens of Boiling Spring Lakes
- e. **Committee Liaison Appointment**

Fire Department ~ Commissioner Mike Forte  
Conservancy ~ Commissioner David Putnam  
Special Events ~ Commissioner Barbara Glidden  
Spillway Committee ~ Vacant  
Parks & Recreation Advisory Board ~ Commissioner Mary Stilwell

**f. Selection of Mayor Pro-Tem**

David Putnam commented that Commissioner Glidden was the only one who approached him with the interest and enthusiasm that wanted to be Mayor Pro-Tem. Commissioner Putnam stated he spoke with Commissioner Glidden at length and I felt that she would do a good job.

A **motion** was made to appoint Barbara Glidden as Mayor Pro-Tem by Commissioner Putnam and was seconded by Commissioner Stilwell

**Vote ~ 4 ~ 1 (opposed Commissioner Forte)**

- g. **Order** ~ amending the Uniform Development Ordinance Article 6, adding Section 6.38 Recreational Vehicle Park and Campsites to the Supplement Regulations

Commissioner Forte requested that this motion be tabled at the present time. I respect the work that the Planning Board has done. We don't know where this

park will be located. I am not sure that the city would want an RV park / campsite along the commercial corridor, the area for this park has not been designated or zoned. I think this needs to be studied a little more so we are sure. I would like to put this off for another month and have an opportunity to study it and take a closer look. Commissioner Putnam stated that he has read through this, it was also on the agenda last month, and there was no public comment made. The discussion was to hold off on the vote until the December 3<sup>rd</sup> meeting. The Planning Board went through this every step of the way. The location of the park has setbacks and vegetation, it cannot be seen from the road. Anyone who would want to start an RV Park in this City would have to have a significant amount of money. We should be ready and prepared if and when such an opportunity presents itself. Commissioner Glidden commented that the majority of the Board is still in office and we have had discussions and a public hearing on this topic before. Being pro-active when opportunities present themselves is the direction we should be going. From what I was told a park such as this would go in the light industrial area, which is designated on that end of town. Bill Clark, President of the Planning Board stated the area falls within a C-1 which is designated at 5 acres to be a light industrial area. Commissioner Stilwell added that this is a legitimate business and I do not see a problem with this.

Mayor Caster commented that he is in favor of doing some additional study and review to make sure this is what we want to do. Commissioner Forte added that the setback is only 30' I think that needs to be looked at. Commissioner Forte also stated that he read the UDO Article 6, Supplement 6.38 and no where did he read about the zoning, that is not in print, and I think it should be. Commissioner Glidden felt it is time we start moving forward; we can always make changes if the Board recommends it.

A **motion** was made to approve the UDO Article 6, adding Section 6.38 Recreational Vehicle Park and Campsites to the Supplement Regulations by Commissioner Glidden and seconded by Commissioner Putnam

**Vote ~ 3 ~ 2 (opposed Mayor Caster and Commissioner Forte)**

- h. Order** ~ accepting the recommended 2014 Board of Commissioners Schedule for the City of Boiling Spring Lakes

A **motion** was made to accept the recommended 2014 Board of Commissioners Schedule for the City of Boiling Spring Lakes by Commissioner Glidden and seconded by Commissioner Stilwell

**Vote ~ 5 ~ 0**

- i. Order** ~ to approve the 2014 Holiday Schedule for the City of Boiling Spring Lakes

A **motion** was made to approve the 2014 Holiday Schedule for the City of Boiling Spring Lakes by Commissioner Forte and seconded by Commissioner Glidden

**Vote ~ 5 ~ 0**

- j. **Order** ~ appointing Ray Rumsey to the Planning Board for a term of 2 years' effective January 2014

The City Manager made the Board aware that an additional applicant for consideration had submitted her name for consideration if the Board so wished to consider.

A **motion** was made appointing Ray Rumsey to the Planning Board for a term of 2 years' effective January 2014 was made by Commissioner Putnam and was seconded by Commissioner Stilwell

**Vote ~ 5 ~ 0**

- k. A **motion** was made by Commissioner Glidden to wait until the January 2014 meeting to appointment the alternate position to the Planning Board this was seconded by Commissioner Forte

**Vote ~ 5 ~ 0**

- l. **Order** ~ authorizing closing of city offices at noon on December 24, 2013

A **motion** was made authorizing the closing of city offices at noon on December 24, 2013 by Commissioner Forte and seconded by Commissioner Glidden

**Vote ~ 5 ~ 0**

- m. **Request** ~ to set a time and date for a Workshop on Storm Water Engineering proposals and Animal Control

A **motion** was made to hold a Workshop on Storm Water Engineering proposals and Animal Control on January 13, 2014 at 9:00 am by Commissioner Glidden and seconded by Commissioner Forte

**Vote ~ 5 ~ 0**

- n. **Request** ~ was made by Commissioner Putnam and Commissioner Stilwell for a special meeting to be held following the workshop on Storm Water Engineering on Spring Lake to deal with the water issues on January 13, 2014

A **motion** was made to hold a special meeting at 10:00 am on Spring Lake following the workshop scheduled on January 13, 2014 by David Putnam and seconded by Commissioner Glidden



**Vote ~ 5 ~ 0**

**11. Adjourn**

A **motion** was made to adjourn the meeting at 7:20pm by Commissioner Putnam and seconded by Commissioner Glidden

**Vote ~ 5 ~ 0**

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**Craig Caster**  
**Mayor**

**January 7, 2014**

**ATTEST:**

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**Jane McMinn**  
**City Clerk**