



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
November 5, 2014
City Hall – 6:30 pm**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

Mayor Caster called the meeting to order at 6:30pm

2. Attendance ~ in attendance at the meeting were

Mayor Craig Caster	Commissioner Barbara Glidden
Commissioner Mike Forte	Commissioner David Putnam
Commissioner Mary Stilwell	City Clerk Jane McMinn
City Manager Jeff Repp	City Engineer William Murphy
Chief Brad Shirley	

3. Pledge of Allegiance ~ Bill Sraver lead the Pledge of Allegiance

4. Approval of Regular Agenda ~

Commissioner Forte requested to add to the agenda a report on the Fire Department meeting that was held on October 15, 2014 under Committee / Board Reports and Minutes item **f ~ Fire Department**

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam to approve the agenda with the addition of the Fire Department Report under Committee / Board Reports and Minutes item **f ~ Fire Department**

Vote ~ 5 ~ 0

5. Public Comments ~

Charlie Carroll ~ 221 Darnell Rd.

Charlie commented on the survey he completed on animal control. He stated that he was happy to see that the board is addressing the issues of animal control and working on making changes. Charlie urged the board to look further into issues pertaining to free roaming cats and feral cats and the damage they cause and the health risk they pose to other animals and songbirds. Boiling Spring Lakes is an animal refuge. Charlie suggested having workshop to look further into this prevailing situation in our city.

Norman Carathanasis ~ 1281 Spring Lake Dr.

Norman gave an example using Boiling Spring Road and the amount of trash that is along the roadside and referenced Rt. 87 too and the amount of trash just on these two roads. He stated that it would be difficult for our city to attract businesses when there is trash along the main roads.

Commissioner Forte inquired about state inmates working along the roadside and picking up the trash. Chief Shirley will check with the sheriff's office to see if something can be scheduled.

5. Approval of the Minutes ~

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Forte to the approve the minutes of the October 6, 2014 Citizen Forum, October 7, 2014 BOC Regular Meeting and October 23, 2014 BOC Workshop Capital Projects.

Vote ~ 5 ~ 0

6. Consent Agenda ~

Commissioner Putnam stated at the last workshop on capital projects we were supposed to discuss the beaver dams in the City and we overlooked that topic. Commissioner Putnam requested to add the beaver dams to the December agenda.

Commissioner Stilwell asked Mary Green on the P&R report about the refunds on rentals and questioned if this happens a lot. Mary Green stated that there is a very structured policy regarding building refunds. Anything that is more than 4 weeks out we supply a refund, if it is less than 4 weeks out we refund a percentage. Commissioner Stilwell suggested that some thought should be given to extending the time a little longer for the building.

7. Committee / Board Reports and Minutes ~

Community Appearance Commissioner ~ Ann Hollingsworth

Ann reported that they are getting ready for their Christmas property recognition and there is a form available if anyone would like to complete one. We have three or four entries already.

Planning Board ~ Bill Clark

Due to some minor illnesses and conflicts we were unable to form a quorum therefore there was no business transacted for the month of October.

Parks & Recreation Advisory Board ~ Robert Stanley

We are awaiting quotes for the lighting of our tennis and basketball courts. The committee discussed private events and other committees scheduling events in the parks of more than 50 people that they would have to supply additional porta johns. We are

still working on our surveys and the results will be provided by January 1, 2015. The board also discussed the Christmas flotilla for the 2015 holiday. We discussed co-hosting a chili cook off with Special Events for next year, and discussed pets in the park; and board members voted to make recommendations to the board. Flyers regarding alligators are available at the Community Center for pick-up any time. The Board discussed replacing the park benches which cost about \$750 to \$800, it was suggested that we look into local businesses to support the city by purchasing a bench for our parks with their business displayed on the bench. One of our members mentioned the big pine tree at the Big Lake that is ready to come down and it was suggested that the City may need to get someone to take a look at that.

Special Events ~ Commissioner Glidden

Commissioner Glidden gave the report due to Michelle being unable to attend tonight's meeting. The hayride was a big success and they had approximately 500 riders. The winner of the best scene was Larry and Jennifer Taylor of Boliva and the prize was \$150.00 and they donated their winnings to the Adopt an Angel Program. The first annual tree lighting will be here at City Hall on December 6, 2014 from 5:00pm to 8:00pm, there will be music, singing, crafts, cookie decorating and hot chocolate. We are looking for a Santa Clause if anyone would like to volunteer. The tree lighting will be around 6:15pm and it is also on the website and we will be advertising on Facebook. Someone will donate a Christmas tree and we will do this every year as the tree gets bigger.

Commissioner Forte also mentioned that the pancake breakfast will be on the morning of December 6, 2014 at the Community Center.

Business Development Committee ~ Joan Kinney

Joan Kinney stated that Jeff Repp provided the committee with information for two retail development strategy companies who will come to our next meeting and we will keep the BOC informed with any recommendations we come up with. It will be the first of the year before we can plan a meeting with other city committees. The meeting will be facilitated by Chris Mae. We continue to discuss the importance of the city appearance such as the roof tops, and filling the vacant buildings along our commercial corridor.

Fire Department Quarterly Meeting ~ Commissioner Forte

Mike reported that there were 628 calls made to the fire department this year, 370 were emergency and 258 were fire calls. There was also a request by the fire department that on the commercial corridor businesses put what is called a nox box; it is a requirement by fire codes in most cities. If there is a fire inside the building it could take a long time for the owner to arrive, the nox box would hold the key to the building which would allow the fire department access to be building in case of an emergency. City Manager Repp will find out if we need an ordinance and what other cities do.

Commissioner Stilwell inquired how many firemen were on the roster and what our current rating is. Commissioner Forte confirmed that there are 37 firemen on the roster and our rating continues at a 4.

8. **City Manager's Report and Presentation of Monthly Financial Reports ~ Jeff Repp**
City Manager Repp reported that the City had \$2,498,661.00 in various cash and investments. Approximately 12% of the property taxes due for the year which the county has reimbursed to the City. Approximately two days ago that number is closer to 25%. Also, we had in the previous month \$914,394.00 in construction activity in the City, primarily 21 permits, 3 of those permits were for residential properties valued at \$445,594 and one was for commercial property in the amount of \$378,000. City staff has spent the last month working with the auditor preparing the audit which is due to the State.

9. **Old Business ~**

a. Citizen Forum discussion ~

Commissioner Glidden stated that the Board had done a survey which came back with mixed responses. The forum meeting in October lasted 15 minutes and the November forum meeting was 10 minutes with really no one having anything to discuss. After we have all had an opportunity to discuss this I would like to make a motion to incorporate the citizens concerns within our regular Board of Commissioners meeting giving our citizens 5 minutes on anything they wish to bring to our attention. If any citizen has a concern they are always invited to call, or email or meet with us, if there is an issue that comes about we can always call a workshop.

Commissioner Stilwell responded she was torn, then we had Monday night and it was only 10 minutes. The meeting was so short and no one had anything to really discuss.

Commissioner Forte prefers that we leave the meeting the way it is. Right now the city is quiet, there will be a hot button again I am sure. I would prefer to personally leave it as it is. If this becomes a pattern after 5 or 6 months then we could revisit the issue.

Commissioner Putnam commented for the last two months we really had no substance from anyone. We never know when there will be a big issue and we can call a special workshop when that arises. From what I have seen for the last couple of months I do not see a need to continue with the monthly forum. Commissioner Glidden added with the advent of computers and cell phones, we have the ability to quickly call a special meeting.

Commissioner Forte suggested the idea of suspending the forum for a few months. Commissioner Putnam, Glidden, Stilwell and the Mayor were all in agreement of suspending the forum for a few months and revisit this in February.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Glidden to suspend the Citizen Forum until February 2015 and revisit in the meantime allow our citizens to have 5 minutes time to speak at our regular BOC meetings.

Vote ~ 5 ~ 0

b. Animal Control / Noise Ordinance discussion ~

Commissioner Forte stated that the ordinance needs to be defined more in depth. I am of the opinion that we should do a workshop, we all need to dig deeper and do our information gathering. Commissioner Putnam stated that he was under the impression that citizens thought the whole ordinance was being reviewed, when actually it is just the leash law portion. I now agree after looking further that there are issues that need to be addressed. There are a lot of issues and it may take multiple workshops to go through every issue in the ordinance.

The board decided to set a date for a workshop on animal control and another date for a workshop on the noise ordinance at the December BOC meeting for sometime in January 2015.

c. Holly / Crabapple Drainage ~

It was decided to table this subject until the December BOC meeting while additional information is being gathered.

10. New Business ~

a. Resolution ~ amending Chapter 2 – Administration – Article II Boards, Committees and Commissions of the Code of Ordinances for the City of Boiling Spring Lakes ~ Community Appearance Commission

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell amending Chapter 2 – Administration – Article II Boards, Committees and Commissions of the Code of Ordinances for the City of Boiling Spring Lakes ~ Community Appearance Commission.

Vote ~ 5 ~ 0

b. Appointment to the Library Commission ~

A **motion** was made by Commissioner Glidden and **seconded** by Commissioner Stilwell to appoint Frances Thomas and Tammy Sollenberger for the 3 year term and Nancy Allen for a 2 year term.

Vote ~ 5 ~ 0

Mayor Caster appointed Commissioner Stilwell as liaison to the Library Commission

c. Ad Hoc Committees ~

Commissioner Stilwell stated both of these committees should have all the benefits that all our other committees have. As a city committee they have the option to come to the board and ask for the tools they need to do the job the city has asked them to do. All committees should have the boards support, thoughts, ideas and suggestions. Commissioner Glidden commented that when we have a committee it should be open to anyone who would like to serve on the committee. Citizens should be able to volunteer

on these committees and they may have the expertise that the city needs. Both Mayor Caster and Commissioner Forte felt that it was important to continue the Business Development Committee which has only been formed a short time and the committee is in agreement that there is more time needed; the committee is doing a good job and working hard and coming up with ideas and gathering information. The Spillway Committee has gone as far as they can and they are looking for funding. Mayor Caster stated that the mayor has the right to form an Ad Hoc Committee; Commissioner Forte commented that the committees serve at the pleasure of the Mayor. Commissioner Glidden stated that a committee such as the Business Development Committee should be representative of the entire Board of Commissioners not just the Mayor.

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell to dissolve the Spillway Committee and the Business Development Committee and write two new ordinances establishing two new committees that will be overseen by the Board of Commissioners.

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

d. Order ~ approving revisions to the Park Reservation Policy

Mary Green explained the proposed changes establishing a cancellation for park shelter reservations for one week outside of a shelter reservation unless there is inclement weather. Mary explained the second change is a planning worksheet advising the applicant to provide portable toilets when there are more than 50 people attending the event for 1-4 hours. This applies to any event in the park by an applicant or one of our boards or committees.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam approving the revisions to the Park Reservation Policy

Vote ~ 5 ~ 0

e. Order ~ selecting a surveying firm for orphan roads

A **motion** was made by Commissioner Forte and **seconded** by Commissioner Glidden to turn the bids that have been received over to the City Manager to make the selection

Vote ~ 5 ~ 0

f. Order ~ authorizing the City of Boiling Spring Lakes participation in the Regional Hazard Mitigation Plan update

A **motion** was made by Commissioner Glidden and **seconded** by Commissioner Putnam authorizing the City of Boiling Spring Lakes participation in the Regional Hazard Mitigation Plan update

Vote ~ 5 ~ 0

g. Order ~ authorizing Christmas bonus / longevity pay for full and part time employees of the City of Boiling Spring Lakes for FY 2015 per the longevity schedule and payable by December 31, 2014

A **motion** was made by Commissioner Glidden and **seconded** by Commissioner Forte authorizing Christmas bonus / longevity pay for full and part time employees of the City of Boiling Spring Lakes for FY 2015 per the longevity schedule and payable by December 31, 2014

Vote ~ 5 ~ 0


11. Adjourn

A **motion** was made by Commissioner Forte and **seconded** by Commissioner Putnam to adjourn the meeting

Vote ~ 5 ~ 0

The meeting was adjourned at 7:45pm






Craig Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date