



**City of Boiling Spring Lakes  
Board of Commissioners Regular Meeting Minutes  
April 1, 2014  
City Hall – 6:30pm**

***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  
Police Chief Brad Shirley  
Building Inspector Jim Nichols  
City Manager Jeff Repp ~ not in attendance  
City Clerk Jane McMinn

**3. Pledge of Allegiance**

Jack Redmond led the Pledge of Allegiance

**4. Approval of Regular Agenda**

Commissioner Glidden requested to add under New Business, schedule e., the scheduling of the budget meeting.

A **motion** was made by Commissioner Glidden and seconded by Commissioner Putnam to amend the agenda with the addition under New Business, schedule e., the scheduling of the budget meeting.

Vote ~ 5 ~ 0

**5. Public Hearing**

a. Unified Development Ordinance ~ Review of Article 6 Supplemental Regulation, Section 6.2 Lake Front Regulations, Section 6.6.1 Building Restrictions

There were no public comments. Mayor Caster closed the Public Hearing

**6. Presentation**

a. Appearance Committee Recognition ~ Ann Hollingsworth

Ann Hollingsworth recognized Beth Bigford for her efforts and dedication in helping to keep our City clean and beautiful and presented her with a certificate of appreciation. Commissioner

Stilwell also recognized Beth's efforts and volunteering over the last 12 years for the good for our City.

**b. Police Department Officer of the Year ~ Chief Shirley**

Chief Shirley recognized Officer Kevin Smith as Police Officer of the Year. Chief Shirley relayed comments from his peers stating "as a supervisor he has made my job easy and helped me with my career. "I consider Kevin a great officer and an asset to the community." Another officer commented "he is patient and willing to teach, he made me a better officer and he is the kind of partner I want to have and want to be." Chief Shirley stated that Officer Smith is compassionate and dedicated and we are very fortunate to have him in our City.

**c. Police Department Volunteer Recognition ~ Chief Shirley**

Chief Shirley recognized Jerry Bland who has volunteered at our Police Department for over a year. Jerry has stepped right in and helps wherever and whenever he is needed. Jerry is dependable, friendly, engages well with the community and a great asset to the agency. We are very fortunate to have him

**7. Public Comments**

Ed Wilkie ~ 142 Pike Rd.

Mr. Wilkie told the board that he has spoken with Jeff Necessary who was a contractor when our house was being built and was my neighbor. Mr. Wilkie stated that Mr. Necessary built most of the docks on the lake. When Mr. Necessary built the docks he built them with 16" clearance between the batter board and the lake. The city needs to address the problem with the residents that have low lake levels and those of us who have flooding issues.

**8. Approval of Minutes**

A **motion** was made by Commissioner Putnam and seconded by Commissioner Forte to approve the minutes of February 20, 2014 BOC Citizens Forum, March 4, 2014 BOC Regular Meeting and March 6, 2014 BOC 2014 Strategic Planning Retreat.

**Vote ~ 5 ~ 0**

**9. Consent Agenda**

Mayor Caster asked if anyone wanted to pull anything from the Consent Agenda. There was no response from any board member.

**10. Committee/Board Reports and Minutes**

Appearance Committee ~ Ann Hollingsworth

Ann reported that the committee is still reviewing what they are going to put under their tent at the Spring Fling at the Lakes on May 10, 2014. We now have our magnets that we ordered from the proceeds from the sale of our calendars. Ann thanked Commissioner Putnam for his assistance in obtaining the color magnets for the same price as black and white.

Planning Board ~ Bill Clark

Bill reported that there was a great deal of time spent on reviewing the long range plan and questionnaires'. We will be doing a final review next week and after the review it will be forwarded to the board.



Parks and Recreation Advisory Board ~ Melissa Thomas

Melissa reported that they welcomed their new member Bon Cantrell to the board. Each member of the board submitted survey questions. Mary Green has compiled those into a rough draft survey and at our next meeting this month we hope to finalize the Parks and Recreation Board Survey.

Special Events ~ Michelle Hennessy

Michelle reported that the Bicycle Ride will be this Saturday, April 5, 2014. Registration starts at 9:00am, however we are holding off the start time until 10:30 so if anyone wants to go to the Breakfast with the Bunny they will be able to come to the Bicycle Ride. There are flyers in the lobby if anyone needs one. The Spring Fling and the Wings Cook Off is on May 10, 2014 and the Committee has voted that for the Wings Cook Off they would like to donate their money to the Appearance Committee.

Spillway Committee ~ Bob Brooks

Bob reported that he gave a presentation to the Brunswick County Board of Commissioners on March 17, 2014 and gave a brief history of why we started this project and where we are today. Mr. Brooks stated that he asked Senator Rabon and Representative Iler that if the county and city came to them it would be harder for our elected officials to turn us down. The county agreed that they are going to look for ways to help. One of which is getting funding from the ¼ percent sales tax increase. Bob thanked Commissioner Stilwell for helping to contact Senator Rabon and Representative Iler. Commissioner Putnam complimented Bob and his committee for the hard work and effort they put into this presentation. Commissioner Stilwell encouraged everyone to vote yes for the ¼ percent tax increase and we will all benefit from this.

Library Committee ~ Marge Pennington

Marge reported that the committee did not meet in March but they are planning to meeting in April.

**11. City Manager's Report and Presentation of Monthly Financial Reports – Jeff Repp**

Jane McMinn, City Clerk briefly reported for City Manager Repp who is on vacation at this time. Jane reported that as of February 28, 2014 the City has \$2,730,129 in cash and investments, after eight months of collections City sales tax revenue is .04% (\$4,488) behind schedule...basically on schedule to achieve the budgeted amount of \$1,246,844. As of February 28, 2014 the City has collected via Brunswick County \$607,357 in real estate taxes which is 92.85% of our current fiscal year levy.

**12. Old Business**

**a. Spring Lake**

Commissioner Forte stated he requested adding Spring Lake to the Agenda with the intent of making a comment; but after the workshop last week with the engineering firm it seems the consensus of the board is to move forward with the engineering study.

A **motion** was made by Commissioner Putnam and seconded by Commissioner Stilwell authorizing the City Manager to enter into an engineering services agreement with Sungate Design Group of Raleigh, NC for services involving Spring Lake Water Level and Discharge area to North Lake in the estimated amount of Ten Thousand Five Hundred Dollars and No Cents (\$10,500.00).

**Vote ~ 5 ~ 0**

### 13. New Brunswick

#### a. Summer Camp ~ Bus Issues

Mary Green reported on the current situation of transportation for summer camp. On March 20, 2014 we received an email from the director of Brunswick County Schools informing us that bus leasing is no longer possible effective immediately due to lack of fleet, and changing laws. Registration for summer camp is this Saturday, April 5<sup>th</sup> with no secured way for transportation. This leaves us with not knowing how many children we can accept. Mary informed the board that she has a 14 passenger mini bus and a 7 passenger van. Mary presented 6 different options to review and to hopefully make a decision. The memo of summer camp transportation options is hereby incorporated by reference and made a part of these minutes. Mary stated that the cost of camp per week is all inclusive.

A **motion** was made by Commissioner Glidden and seconded by Commissioner Forte choosing option #3 with the addition of two (2) 15 passenger rental vehicles.

**Vote ~ 5 ~ 0**

Commissioner Glidden asked Mary prior to next years' budget to gather all the information so the board could possibly consider a better long term plan.

b. **Order** ~ authorizing the City Manager to enter into a contractual agreement with Castle Hayne Excavating of Watha, NC in the amount of Twenty Seven Thousand Eight Hundred and Thirty Dollars and No Cents (\$ 27,830.00) to perform the 2014 Spring Clean Up within the city limits.

A **motion** was made by Commissioner Stilwell and seconded by Commissioner Glidden authorizing the City Manager to enter into the contractual agreement with Castle Hayne Excavating of Watha, NC in the amount of Twenty Seven Thousand Eight Hundred and Thirty Dollars and No Cents (\$ 27,830.00) to perform the 2014 Spring Clean Up within the city limits.

**Vote ~ 5 ~ 0**

c. **Order** ~ appointing Zelma Rygg and Frances Thomas to the Appearance Commission for a term of 4 years beginning April 2, 2014

A **motion** was made by Commissioner Putnam and seconded by Commissioner Stilwell to appoint Zelma Rygg and Frances Thomas to the Appearance Commission for a term of 4 years beginning April 2, 2014.

**Vote ~ 5 ~ 0**

#### e. Budget Meeting

Commissioner Glidden commented that the City Manager has not obtained the insurance quotes and he has requested that we move the original dates scheduled for April 15<sup>th</sup> to April 23<sup>rd</sup> at 9:00am to include department heads and tentatively the second budget meeting to be held on April 30<sup>th</sup> at 6:30pm.

A **motion** was made by Commissioner Glidden and seconded by Commissioner Forte to schedule the budget meeting for April 23, 2014 at 9:00am and tentatively April 30, 2014 at 6:30pm.

**Vote ~ 5 ~ 0**

**14. Adjourn**

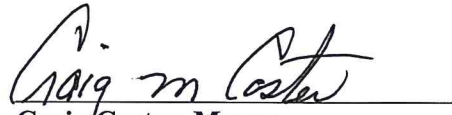
A **motion** to adjourn the meeting was made by Commissioner Putnam and seconded by Commissioner Forte.

**Vote ~ 5 ~ 0**

The meeting was adjourned at 7:18pm

**ATTEST:**

  
Jane McMinn, City Clerk

  
Craig Caster, Mayor

  
Date