



**City of Boiling Spring Lakes  
Board of Commissioners Regular Meeting Minutes  
October 7, 2014  
City Hall – 6:30 pm**

**PLEASE TURN OFF CELL PHONES**

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**1. Call to Order ~ Mayor Craig Caster**

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

**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 Snyder lead the Pledge of Allegiance**

**4. Approval of Regular Agenda ~**

Commissioner Putnam requested to make some changes to the agenda. Commissioner Putnam requested under **Order c** ~ to change the wording from Commissioner to Commission; and requested to add to the agenda **Order ~ f** amending **Order #2014-20** and adopting a revised Fee Schedule for Towers and Wireless Facilities. Commissioner Glidden requested to table under New Business **Order ~ e** for further review. Commissioner Glidden requested to add under New Business ~ **g** Citizens Forum.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Forte to accept the agenda with changes.

**Vote ~ 5 ~ 0**

**5. Public Comments ~**

There were no public comments heard.

**6. Approval of Minutes ~**

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Glidden to approve the minutes with the correction to the Workshop Minutes of August 21, 2014 in regard to Mary Green's statement that a unanimous vote was taken with respect to allowing dogs in all parks that do have a swimming area. After reading the minutes of

the Parks & Recreation Advisory Committee there was a discussion but no official vote. I would like to mention that a park for children is not necessarily a safe place to allow dogs. Commissioner Stilwell also stated that Ms. Green attended the Workshop at my suggestion to state the recommendations of the Parks & Recreation Committee. As liaison, I know the Committee is in favor of this, as noted, the final vote is made by the Board of Commissioners. However the Parks & Recreation Committee vote at their meetings to determine where they stand as a unit. The Committee is aware that it must be voted on by the Board. The minutes of August 21, 2014 BOC Workshop were approved with the changes along with the minutes from September 2, 2014 BOC Regular Meeting and the September 8, 2014 Citizen Forum / BOC Workshop.

**Vote ~ 5 – 0**

**7. Consent Agenda ~**

Commissioner Glidden thanked Chief Shirley for the numbers from the previous year which gives us an idea of how we are doing as a comparison from the year before. I would also like to ask Buildings & Grounds and Parks & Recreation to include numbers from the previous year.

**8. Committee / Board Reports and Minutes ~**

**Ann Hollingsworth ~ Community Appearance Commission**

Ann stated that she has a certificate of appreciation that our committee does when a volunteer leaves. City staff made the certificate and Ann Hollingsworth presented the certificate to Eleanor Terry on behalf of the Committee and thanked Eleanor for all the work she has done. Ann also reported that the Committee had 7 newcomers to welcome and 4 property recognitions this month.

**Bill Clark ~ Planning Board**

Bill reported that the Planning Board reviewed and made some changes to the patio homes, duplexes and multi-use homes. We will review this next week and the final draft will be presented to the Board at the November meeting.

**Robert Stanley ~ Parks & Recreation Advisory Board**

Robert reported that Parks & Rec. will continue to receive surveys until the January 1, 2015. We also discussed lighting for the tennis and basketball courts. At this time we are assessing the cost and how to get funds to support this. We discussed the topic of dogs in the park and park rental fees and refunds for cancellations. The Board also had discussion on the bathroom facilities. The committee talked about having enough facilities for the amount of people in the parks with respect to sanitation. There will be the Murder Mystery Event on October 21<sup>st</sup> at the Community Center. December 6<sup>th</sup> will be a fundraiser with the Police Department for the annual pancake breakfast. October 18<sup>th</sup> will be the haunted hayride. Commissioner Glidden commented that at the last meeting there would be a hand out during the Trunk or Treat with reference to feeding alligators. Commissioner Glidden suggested giving a copy to the Appearance Commission to be added to their welcome baskets.



**Michelle Hennessy ~ Special Events Committee**

Michelle reported that the Bar-B-Q Sale was in place of the Bike Run and we raised \$934.00 to be split between the Police Department and the Fire Department. The Hay Ride will be on October 18, 2014. Special Events will adopt a family at Christmas and use the golf proceeds, if anyone knows a family they would like to recommend to let us know. On a side note, Sandra Carosi will be holding a yard sale at 2495 Lumberton Rd. on Saturday, October 11, 2104 to raise money for a 6 year old, Lathyn Elmer who has been diagnosed with a glioma tumor. If you have anything you would like to donate you can contact me for Sandra's phone number. Commissioner Stilwell commented that the Special Events Committee did an outstanding job with the golf tournament.

**Joan Kinney ~ Business Development Committee**

There was no meeting of the Business Development Committee for the month of August.

**9. City Manager's Report and Presentation of Monthly Financial Reports ~ Jeff Repp**

City Manager Repp reported as of August 31, 2014 the city had \$2,231,567 in various investment funds and cash. Mr. Repp reported that the City heard back from Sunny Point with regard to the area by the railroad tracks, and Sunny Point has given us permission to proceed. The seal coating work has been completed at City Hall and the Community Center. Both of these projects came in substantially less than what had been budgeted, the total value was \$8,440, we budgeted about \$30,000. City Manager Repp commented that we will be calling for a work session later this month on some other capital projects. One of the things we would suggest is allocating some of the money to the fishing pier expansion at Alton Lennon Park as well as looking into replacing the fishing pier at North Lake. At the end of August we had about \$381,000 in construction with a total of 15 permits including 2 new residential single family homes.

**10. Old Business ~**

**a. City Manager's Recommendations ~ Storm Water Management Studies**

**Trevino/Souchak/Fifty Lakes Drive ~**

City Manager Repp stated his recommendation regarding Trevino would be to facilitate a meeting with the property owners privately to try to see if they can do something together to find a solution to the problem with the ditch in their rear yards. This would prevent the city from having to become involved, because as we are all aware the problem is not Trevino flooding it is the fact that the properties sit so low.

**Holly/Crabapple/Redwood ~**

City Manager Repp commented that the city engineer has also come up with a couple of ideas and I would like to request we schedule the work session to talk about that and the paving we have on the agenda tonight. We can review what money is available from the Powell Bill and how best to allocate those monies.

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Glidden for the Board of Commissioners to direct city staff to facilitate a meeting among all property owners to explain and hopefully find concurrence on the ditch in the rear yard scenario.

Commissioner Glidden asked if any of the Board members should be present and City Manager Repp stated that he would make the Board aware of the meeting and if any member wanted to attend they could.

**Vote ~ 5 ~ 0**

Commissioner Putnam commented with regard to the Holly/Crabapple/Redwood report that he is aware that our city engineer has been working on some things he would like to present and talk about so I agree that a workshop would be the best way to do this. Commissioner Putnam also suggested discussing the beaver issues within the City, along with the Powell Bill money distribution.

It was decided by the Board that the workshop will be held on Thursday, October 23, 2014 at 10:00am at City Hall.

**b. Code of Ordinances ~ Animal Control**

City Manager Repp stated after the workshop we had for animal control the Board asked for the input of the Police Department how that would affect the existing language in the code of ordinances, relating to animal control and noise ordinance. I have modified the language and the draft has been sent to the Board after putting in the changes the Police Department requested. We are at a point right now of how you would like to solicit additional information from the public. Some options are to hold another workshop, post the changes on the website and provide an opportunity for written comment to be received. We can take the comments and bring them to the next board meeting for your consideration.

Commissioner Glidden recommended that we post it on the website and give them time to respond. The Mayor and Commissioners were in agreement to put this on the website.

Mayor Caster had concerns about the trapping and baiting traps. Chief Shirley responded that the traps are very humane and do not harm the animals. We instruct homeowners not to trap over the weekends, and our preference is to call Animal Control. Chief Shirley offered to do some research with other municipalities and see how they handle this type of situation.

**c. Appearance Commission Revised Ordinance ~**

Commissioner Putnam commented that everyone received a copy of the revised ordinance. It is complete right now and we will go over this with the Appearance Commission. If anyone has any comments we would welcome them. The Mayor and Commissioners were satisfied with the way the ordinance reads and Commissioner Putnam requested this to be put on the Agenda for November.



**d. 2015 Street Paving ~**

City Manager Repp commented that we can discuss this at the workshop that is scheduled for October 23, 2015 street paving will be included in the capital project.

**11. New Business ~**

**a. Resolution ~** approving the third year of participation with the North Carolina Governor's Highway Safety Program Grant.

A **motion** was made by Commissioner Glidden and **seconded** by Commissioner Forte to approve the third year of participation with the North Carolina Governor's Highway Safety Program Grant.

**Vote ~ 5 ~ 0**

**b. Order ~** authorizing the City Manager to declare the surplus items listed below and pursuant to G.S. 160A-270 (c) accepts the bids by electronic sale ([www.GovDeals.gov](http://www.GovDeals.gov)) of same.

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Forte authorizing the City Manager to declare surplus items listed below and pursuant to G.S. 160A-270 (c) accept the bids by electronic sale ([www.GovDeals.gov](http://www.GovDeals.gov)) of same.

**Vote ~ 5 - 0**

**c. Order ~** appointing Anne Boyle to the Community Appearance Commission completing the term of Eleanor Terry ending December 31, 2016.

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell to appoint Anne Boyle to the Community Appearance Commission completing the term of Eleanor Terry ending December 31, 2016.

**Vote ~ 5 ~ 0**

**d. Order ~** authorizing the City Manager to execute the attached proposal for architectural services with Stewart, Cooper and Newell Architects of Gastonia, NC in the not to exceed amount of **Ten Thousand Dollars and No Cents (\$ 10,000.00)** for professional services involving the feasibility study for the BSL Police Department.

Commissioner Glidden made the correction referencing the State Port Pilot that the building was built in the 70s approximately 1/3 of the building was built in the 70s the other 2/3 was completed in 1999, it was inspected by Wayne Strickland who was the building inspector in Southport to assure there would be no conflict in the city. There was a new roof put on the building in 1999. In the fee schedule the firm will review the condition of the existing plumbing, electrical and so on. Commissioner Glidden asked why this cannot be done locally, not necessarily people who live in BSL but live locally,

rather than having the firm come down three times, couldn't there be someone locally who could inspect this portion. City Manager Repp stated that if this was the only work being requested then yes we could do something like that. This is only one portion of the work. The city sent out the RFQ to 3 companies who have done this type of work around the state and in Brunswick County. These are the top 3 companies that have done need assessment work. They are responsible to deliver the full report back to the board. I do not recommend having one company do one portion of the work and having another company do another portion of the work. Commissioner Glidden stated that comments from citizens stated that for \$10,000 we could have improvements made on the PD instead of spending this money for something that is 20 to 30 years down the road. City Manager Repp responded that this is an evaluation as far as law enforcement goes and the needs of the city down the road. The study will tell us how much space are we going to need for law enforcement in the very near future because they have already outgrown their current space. Commissioner Glidden then stated that other comments she has received from citizens are that we have spent over \$11,000 in computers. Most police officers use their cars as their offices, so why do we need more space today. City Manager Repp stated that the board discussed this at length at the budget meeting and the consensus was that this work needed to be done. It is not to exceed \$10,000.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Forte authorizing the City Manager to execute the attached proposal for architectural services with Stewart, Cooper and Newell Architects of Gastonia, NC in the not to exceed amount of **Ten Thousand Dollars and No Cents (\$ 10,000.00)** for professional services involving the feasibility study for the BSL Police Department.

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

**e. Order** ~ authorizing the City Manager to accept the proposal *from B. M. Long & Associates of Shallotte, NC* for surveying services for various city streets to be included in the official city street system and to stake out center lines for same in the estimated amount of *Six Thousand Dollars and No Cents (\$ 6,000.00)*.

Commissioner Glidden requested to table **Order ~ e** for further review

**f. Order** ~ amending Order # 2014-20 and adopting a revised Fee Schedule for Towers and Wireless Facilities

City Manager Repp explained that both the state and federal government regulates with regard to facilities involving wireless communications. The restructure we currently have in affect dates back to 2009 is outdated by what is authorized by the state. This current structure will be what is currently authorized by the state to charge AT&T or Verizon or whoever comes into the city because we have a company who is looking into updating the towers so we will need to update our schedule of charges.



A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Forte to amend Order # 2014-20 and adopting a revised Fee Schedule for Towers and Wireless Facilities.

Vote ~ 5 ~ 0

**g. Citizen's Forum**

Commissioner Glidden stated that she was questioned by some of our citizens who recommended moving our Forum meetings to the same evening as our current BOC meeting. The recommendation from the citizens was 30 minutes before the BOC meeting and the board recommended starting at 5:30pm.

A **motion** was made by Commissioner Glidden and **seconded** by Commissioner Stilwell that our meeting in November will be on the first Wednesday due to Election Day and thereafter the first Tuesday of the month starting in December.

A discussion was followed with comments from Mayor Caster commenting that working a contract for 4 months for Sunny Point would make it difficult for him to be able to attend. The question was posed to the audience for their comments. There were statements made with respect to people that work from 9:00am to 5:00pm and commuting home and the traffic that there would not be enough time to get here at 5:30pm. If there is a specific topic and 10 people want to speak that would not allow enough time. Commissioner Forte recommended that we put something on the website to receive the citizen's comments.

Commissioner Glidden stated that she would make another motion at the November BOC meeting once we have feedback from our citizens.

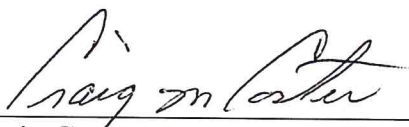
**12. Adjourn ~**

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

The meeting was adjourned at 7:18pm.


Vote ~ 5 ~ 0



  
\_\_\_\_\_  
Craig Caster, Mayor

ATTEST:

  
\_\_\_\_\_  
Jane McMinn, City Clerk

  
\_\_\_\_\_  
Date