



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
March 1, 2016
City Hall – 6:30 pm**

PLEASE TURN OFF CELL PHONES

Announcement ~ Mayor Caster announced openings on the following Boards/Committees ~

Board of Adjustment ~ Planning Board ~ Library Commission

1. Call to Order ~ Mayor Craig Caster

The Board of Commissioner Meeting was called to order at 6:30 p.m.

2. Attendance ~ in attendance at the meeting were ~

Mayor Craig Caster
Commissioner Mary Stilwell
Commissioner David Crawford
City Manager Jeff Repp
Police Chief Brad Shirley

Commissioner Mark Stewart
Commissioner David Putnam
City Clerk Jane McMinn
City Engineer William Murphy

3. Pledge of Allegiance ~ Ricky Rygg

4. Presentation ~ Police Department Annual Report ~ Chief Brad Shirley

Chief Shirley highlighted in his presentation the Boiling Spring Lakes Police Department was recognized as the 17th Safest City in North Carolina in 2015 by safewise.com; and the 28th Safest City in North Carolina in 2015 by creditdonkey.com. Chief Shirley also covered population and square mileage of the City and current staffing; calls for service; traffic services; criminal investigations; animal services; community relations; grant funding and the addition of the Rx Drop Box located in the lobby of the Police Department.

Chief Shirley announced there will be a Police Department Community Meeting on Thursday, March 10, 2016 at City Hall at 6:30 p.m.

A copy of the Presentation is hereby incorporated by reference and made a part of these minutes.

5. Approval of Regular Agenda ~

Commissioner Stilwell requested to add under New Business letter e.) Appointment to the Library Commission.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam to approve the agenda adding under New Business letter e.) Appointment to the Library Commission.

Vote ~ 5 – 0

6. Public Comment ~

Anna LaRocca ~ 293 Walnut Rd.

Mrs. LaRocca thanked Ann Hollingsworth for the Welcome Package that was given to her at her home. Mrs. LaRocca also commented that she is looking forward to the time when her property will be dry and she can walk outside without getting wet.

Ricky Rygg ~ 267 Holly Dr.

Mr. Rygg questioned when the decision would be made after two presentations to solve the flooding problems on Holly Dr.

City Engineer Bill Murphy responded stating there has been an electrician looking at the panel at the existing pump station and within a short amount of time we should have an upgrade put in at the pump station on Redwood. The Sungate proposal made recommendations, the final recommendation is a series of ditches and pipes from the Holly Road area to the wetland, to the MOTSU drainage swale with an estimated cost of \$136,000, however, this does not include permitting. Sungate is not anticipating permitting charges.

City Manager Repp detailed before anything can take place as far as either alternative for Holly Rd., whether it is the Sungate proposal or the pump station, a requirement of acquisition of right-a-ways across private property will need to take place. The city attorney has begun the research of who owns the properties, whether the city can get those properties at not cost or whether the city will have to pay for them, those will be the factors presented to the Board to make a determination.

It was suggested that updates on this topic be provided in the Engineers Corner and also Mr. Repp does provide information in his monthly report which is online in the agenda package.

Mr. Rygg suggested changing the name of Holly Dr. to Holly Lane, stating there are three Holly Drives in our zip code. Mr. Repp commented this is a major issue that would be handled by the post office.

Al Noble ~ 297 North Hills Dr.

Mr. Noble commented he has lived in BSL for 15 years and loves the beauty and the nature that surround the city. I travel up and down NC Rt. 133 and NC Rt. 87 between Wilmington and Southport going to work every day. The amount of trash that has accumulated along both of these roads is very unsightly. There is so much trash along these two roads. It is very unsightly, especially at a time when we are trying to get

businesses to move here. Mr. Noble suggested possibly putting some 'no littering' signs up along the roadways with possible 'littering fines'. Mr. Noble gave an example of Pine Rd. and E. Boiling Spring Rd., at the stop sign there are approximately 25 cans at that location.

Commissioner Stilwell requested that Mr. Nobel contact his legislature and ask for implementation of a Bottle Bill in our State. This bill will take care of part of this type of issue concerning cans and bottles. Mayor Caster stated the roads that were mentioned are all State roads. Commissioner Crawford inquired about the Adopt a Highway Program. Mr. Repp was not sure about the program however in the past we have made requests of the Sheriffs Department to use inmate labor and we can certainly make that request again. Mr. Nobel offered to help in any way he can and stated this is our town and our problem, we need to do something. Commissioner Putnam stated he will visit the county and find out what the process is for Adopting a Roadway for local communities. Maybe we can have an initiative in each neighborhood to take part in this.

Audrey Carathanasis ~ 1281 Spring Lake Dr.

Mrs. Carathanasis stated there are a number of things on the agenda for this year and there are a lot of things left from last year. Mrs. Carathanasis inquired how the city is going to pay for all of this plus all the legal fees. Mayor Caster commented that this will all be addressed in our budget talks that are just getting started.

7. Approval of Minutes ~

- a. 1/26/2016 BOC Police Department Feasibility Workshop Meeting
- b. 1/28/2016 BOC Public Works Workshop Meeting
- c. 2/2/2016 BOC Regular Meeting
- d. 2/10/2016 BOC Police Department Public Meeting
- e. 2/12/2016 BOC Visioning Retreat

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stewart to approve the minutes from the five meetings that were scheduled from January 26, 2016 through February 12, 2016.

Vote ~ 5 ~ 0

8. Consent Agenda ~

A motion was made by Commissioner Stilwell and seconded by Commissioner Crawford to approve the Consent Agenda.

Vote ~ 5 ~ 0

9. Committee / Board Reports ~

a. Community Appearance Commission ~ Ann Hollingsworth

Ms. Hollingsworth presented a Certificate of Appreciation to the Boiling Spring Lakes Police Department for the outstanding efforts made by our officers for our businesses and residents. We all hear such positive things about our Police Department, and we thank you very much.

b. Planning Board ~ Bill Clark

Mr. Clark reported the Planning Board met on February 9, 2016 and Wes MacLeod, new project manager of the CFCOG was present. The Board reviewed multi-use / multi-family residential development from a staff report from the COG. We also discussed the Planning Board consistency statements and reviewed Chapter's 1-3 of the Land Use Plan. Chapter 4 is currently under review. The Board elected a Co-Chairman, Gene Fiorvante. We defined what was required for an additional Planning Board meeting for situations that call for more than just one meeting a month when needed. A second meeting was held on February 18, 2016 at the Police Department Training Room to discuss multi-use development for sub-divisions in Chapter 8 which we are still reviewing. Under other business we were asked by the staff to define a farmer's market which we did and will be included in the UDO.

c. Parks & Rec Advisory Board ~ Bob Stanley

Mr. Stanley reported at the last meeting the Board discussed the 2016 / 2017 budget. We also discussed the comprehensive master plan, the North Lake pier project and plans to stock the lake with fish; and our 4th of July annual event. The Advisory Board is moving forward with many of our projects.

d. Special Events ~ Michelle Hennessey

Ms. Hennessey reported the Events Committee is working on the Spring Bicycle Run which will be on May 9th and the Spring Fling on May 14th. Ms. Hennessey announced that she is stepping down as chairperson but will continue to be a member on the Special Events Committee. Melissa DeBruhl will be our new chairperson.

e. Library Commission ~ Frances Thomas

Commissioner Stilwell reported there was a Library Awareness Evening which was very successful and the library received a donation after Frank Williams discussed his book 'After the Republic;' and people were able to purchase copies of the book that evening. The Library Commission intends to do this type of event on a regular basis and recognize local authors, have them come in and tell us about their books and invite the public. The Commission is in the process of purchasing new books for the Library and taking out the old books. Our Library Commission has worked very hard and you will certainly see a difference when you come out and visit.

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

Mr. Repp reported the city has \$2,865,694 in the general fund as of January 31, 2016. Sales tax revenue continues at 2.8% ahead of schedule after 7 months of the year.

Property tax collections at the end of January were at 90% and by the end of the fiscal year we should be at 95%. The site visit planned by the contractor for the grass removal on the Big Lake was delayed due to bad weather on a site in Texas. The estimated time for the project to begin is sometime the beginning of April. Contact was made with Reeves Telecom with regard to Crystal Lake and we are working through some issues with additional properties as to whether the City would accept them. This topic will most likely be on the April agenda. Work began today on Graham and Palmer streets which have been anticipated for about six months with the replacement of a drainage pipe in that area. City staff has begun working on the 2017 budget. I will be meeting with Mrs. Thompson our Finance Director next week to review the staff requests. The BOC has received a schedule for the budget process. One important date is highlighted, the date of April 15th at 9:00 a.m. BOC and staff will review the budget with the department heads present. The City had approximately \$791,000 worth of construction activity in the last month which included six new homes, one on Greenmoss, North Lake Keziah, 2 on Pinehurst, Albemarle and Woodcrest, which brings us to a total of 26 homes for the fiscal year. We budgeted for 27 however with five months remaining we should exceed that number.

Commissioner Stilwell requested Mr. Repp speak on the Stormwater Ordinance.

Mr. Repp explained in your packets there is a proposal from Sungate Engineering that will be included in the FY 2017 budget of approximately \$33,000 of engineering services for work that will need to be done as we develop the Stormwater Management Ordinance that would be included in the UDO as we begin that adoption process. Commissioner Stilwell inquired how this would impact building. Mr. Repp stated that a lot can be built upon where drainage is dealt with as part of the construction, in each case it all centers around what the builder must do to comply with the regulations that will be established which will come from the Stormwater Management Ordinance.

11. Old Business ~

a. **Planning Commission Recommendation** ~ Adding New Zoning District C-2 ~ Mixed Use and Multi-Family Residential

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell to add at the next BOC meeting on April 5, 2016 a Public Hearing on New Zoning District C-2 ~ Mixed Use and Multi-Family Residential.

Vote ~ 5 ~ 0

Commissioner Putnam inquired when there is a public hearing is it necessary that the BOC wait an additional month to place the topic back on the agenda? City Manager Repp replied there is no requirement by State Law that the BOC could not take action upon the public hearing that same evening, however the purpose of the public hearing is to hear the public comments and consider those comments and decide if you would like to make changes based on those public comments.

b. FY 2016 Street Paving Recommendation

Engineer Bill Murphy commented on the budget for paving this year which is \$135,000. Mr. Murphy recommended slurry sealing Alton Lennon Rd. which will preserve the road at a cost of \$25,000. In the 2017 budget I recommend that we use the base reclamation method for Eden Rd. which is in need to repair. With available money from Powell Bill I would recommend paving Cardinal Rd., Washington, Hickory and Heron. To recap, pave these roads this year and slurry seal Alton Lennon and in 2017 base reclamation process for Eden Rd. at a cost of \$250,000 which would be financed over a 10 year period.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam to approve the paving of Cardinal, Washington, Hickory and Heron Roads and to also include the repair of Alton Lennon Road.

Vote ~ 5 ~ 0

c. Set time/date for 3rd public workshop on Police Department Facility

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell to hold a public workshop on April 6, 2016 at 6:30 p.m. for the Police Department Feasibility Study.

Vote ~ 5 ~ 0

12. New Business ~

a. Order ~ appointing Jeff Roberts to the Parks & Recreation Advisory Board completing the term of Janet Wall ending June 30, 2017

Mayor Caster asked for a motion to appoint Jeff Roberts to the Parks & Recreation Advisory Board ~ **no motion for approval was made.**

b. Order ~ authorizing the planning grant application for \$15,000 to the Division of Coastal Management for Local Planning and Management to update the City's Uniform Development Ordinance upon the completion of the Comprehensive Land Use Plan update and agreeing to a matching contribution of at least 25% of the project cost with at least half of the local contribution being a cash match.

City Manager Repp explained we are currently updating our Land Use Plan with the Cape Fear COG. We estimate this project to be completed this fall; we would then like to take on the project of updating the Unified Development Ordinance because the UDO is as outdated as the Land Use Plan. We are looking for the BOC to pass this order which will authorize staff to apply for the grant to update UDO, which will be in next year's budget. We must make this application by April 1, 2016 for funding after July 1,

2106. This authorization for funding is actually for next year but must be approved this year, being April 1, 2106.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Stewart authorizing the planning grant application for \$15,000 to the Division of Coastal Management for Local Planning and Management to update the City's Uniform Development Ordinance upon the completion of the Comprehensive Land Use Plan update and agreeing to a matching contribution of at least 25% of the project cost with at least half of the local contribution being a cash match.

Vote ~ 5 ~ 0

c. **Order ~** authorizing the City Manager to accept the proposal of **Coastal Carolina EZ Dock, 3028 Raleigh Street, Wilmington, NC 28412** for a floating fishing dock for North Lake in the estimated amount of **Forty Five Thousand Eight Hundred and Seventy Four Dollars and Sixty Cents (\$45,874.60)**.

Manager Repp explained the City received a \$29,000 grant for this project which is basically half of the total of \$60,000 which is being paid by the State. There will be a fishing pier and we will also be creating a parking area across from the pier.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam authorizing the City Manager to accept the proposal of **Coastal Carolina EZ Dock, 3028 Raleigh Street, Wilmington, NC 28412** for a floating fishing dock for North Lake in the estimated amount of **Forty Five Thousand Eight Hundred and Seventy Four Dollars and Sixty Cents (\$45,874.60)**.

Vote ~ 5 ~ 0

d. **Order ~** authorizing the City Manager to accept the proposal of **Superior, 102 Brandtview Dr., Cheraw, SC 29520** for the purchase and installation of Playground Equipment (Pirate Theme) for the Community Center in the estimated amount of **Forty Three Thousand Six Hundred and Seventy Nine Dollars and Eighty Five Cents (\$43,679.85)**.

City Manager Repp explained in the FY 2016 budget the BOC approved this purchase as well as the hopeful application for grant funds to match this purchase to be used for additional work at the Community Center. Unfortunately the General Assembly did not cooperate with us last year and pushed the budget process back and applications that would have been made in the fall, those will not be until this spring. We do have this money in the budget from the capital improvement fund for this project.

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Stilwell authorizing the City manager to accept the proposal of **Superior, 102 Brandtview Dr., Cheraw, SC 29520** for the purchase and installation of Playground Equipment (Pirate

Theme) for the Community Center in the estimated amount of **Forty Three Thousand Six Hundred and Seventy Nine Dollars and Eighty Five Cents (\$43,679.85)**.

Vote ~ 5 ~ 0

e. Order ~ appointing Sherrie Kuzian to the Library Commission

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Crawford appointing Sherrie Kuzian to the Library Commission.

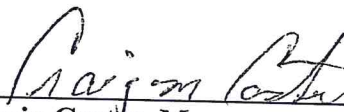
Vote ~ 5 ~ 0

13. Adjourn ~

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Crawford to adjourn the Board of Commissioner meeting of March 1, 2016.

Vote ~ 5 ~ 0

The meeting was adjourned at 7:35 p.m.




Craig Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date

