



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
May 3, 2016
City Hall – 6:30 pm**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

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

2. Announcement ~

Mayor Caster introduced three students from South Brunswick High School on assignment for their Civics Class ~ John Pratt, Caroline Bland and Beth Lee Jones

Chief Johnson from the U. S. Coast Guard Station, Oak Island; and
Commander Jack Gordon, Flotilla Commander, U. S. Coast Guard Station, Oak Island

3. Attendance ~ in attendance at the meeting were ~

Mayor Craig Caster
Commissioner Mary Stilwell
City Manager Jeff Repp
Police Chief Brad Shirley
City Engineer William Murphy

Commissioner Mark Stewart
Commissioner David Putnam
Commissioner David Crawford
City Clerk Jane McMinn

3. Pledge of Allegiance ~ Chief Johnson, U. S. Coast Guard Station, Oak Island

4. Presentation ~ Life Saving Award ~ Chief Shirley

Chief Shirley reported on April 2, 2016 three officers from the Boiling Spring Lakes Police Department responded to a reported overdose. Our officers were on the scene and began CPR and administered multiple doses of Naloxone (Narcan). After the administration of the Narcan, the victim regained consciousness and was taken to the hospital and has since recovered.

It is my pleasure to introduce the officers who were involved in saving this persons life. This was the first time our officers had to use Narcan. Chief Shirley presented the Life Saving Award along with a Life Saving Pin to be worn on their uniforms. These awards were presented to; Officer Troy Baker, Officer Colton Cyphers and Corporal Thomas Moore.

5. Presentation ~ Community Service Award ~ Chief Shirley

Chief Shirley commented about the Police Department survey that was sent out earlier this year, and then introduced Dr. Kirsten Kinzer, Assistant Professor of International

Affairs at the University of North Carolina, Wilmington. Dr. Kinzer offered to help us with the survey and made this a class project having her students evaluate the responses. Chief Shirley introduced Dr. Kinzer who then gave a short presentation about the survey that our citizens completed.

Chief Shirley then presented to Dr. Kinzer on behalf of the Boiling Spring Lakes Police Department the Community Service Award along with a donation for the UNCW MPA Trust Fund.

6. Proclamation ~ May 16 – 22, 2016 as National Safe Boating Week

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam declaring May 16 – 22, 2016 as National Safe Boating Week.

Vote ~ 5 ~ 0

7. Approval of Regular Agenda ~

Commissioner Stilwell requested adding under New Business *item g*) Parks & Recreation 5 Year Master Plan.

Commissioner Stewart requested adding under Committee / Board Reports and Minutes *item f*) Fire Department Report.

Commissioner Stewart requested adding under New Business *item h*) Budget Revision for Volunteer Fire Department Donation.

A motion was made by Commissioner Crawford and seconded by Commissioner Stewart to add under New Business *item g*) Parks & Recreation 5 Year Master Plan; and *item h*) Budget Revision for Volunteer Fire Department Donation; and Under Committee & Board Reports and Minutes *item f*) Fire Department Report.

Vote ~ 5 ~ 0

8. Public Hearing ~ Proposed 2016 – 2017 Fiscal Year Budget ~

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Crawford to move into Public Hearing

Vote ~ 5 ~ 0

There were no public comments made for the Public Hearing Proposed 2016 – 2017 Fiscal Year Budget.

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Stilwell to adjourn the Public Hearing.

Vote ~ 5 ~ 0

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Stewart to move back into the Regular Board Meeting ~ May 3, 2016.

Vote ~ 5 ~ 0

9. Public Comments ~

Chris Grace ~ Chief BSL Fire & Rescue Department

Chief Grace reported on February 29, 2016 the BSL Fire Department had their OSFM (Office of the State Fire Marshall Ratings Inspection Response) inspection and reported the results on the inspection were an ISO (Insurance Services Office) Rating of 4, which we are very proud to receive. I encourage all the residents and owners of businesses here in BSL to research what the number 4 means to everyone in the City. This rating represents hundreds of thousands of dollars in savings on insurance premiums by receiving that rating. In the State of North Carolina out of 1300+ fire departments in the State only 146 have the rating of a 4. Chief Grace reported he has presented the City Manager with the original Inspection Certification.

Joan Kinney ~ 793 S. Shore Dr.

Mrs. Kinney thanked the volunteers of the BSL Fire & Rescue Department on achieving a 4 rating for us again. We all should remember to thank our volunteer Fire & Rescue for a job well done.

Ed Wilkie ~ 142 Pike Rd.

Mr. Wilkie requested a street light be placed down by the hard turn as you cross the rail road tracks on E. Boiling Spring Rd. I have been informed that school children stand out there in the morning in the winter when it is very dark. One of these children are going to be injured. This is about safety for the children and we all need to be mindful of this potentially serious situation.

Jason Tyson ~ Start Port Pilot Newspaper

Mr. Tyson addressed the Board of Commissioners, City Staff and the citizens of Boiling Spring Lakes and thanked everyone he has worked with and come to know. Mr. Tyson stated this is the last meeting he will be covering and commented he will be working in Raleigh in communications.

10. Approval of Minutes ~

- a. April 4, 2016 BOC Approval of Minutes
- b. April 5, 2016 Public Hearing Police Department Feasibility Study
- c. April 15, 2016 BOC Budget Workshop

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stewart to approve the minutes of; April 4, 2016 BOC Regular Meeting; April 5, 2016 Public Hearing Police Department Feasibility Study; and April 15, 2016 BOC Budget Workshop.

Vote ~ 5 ~ 0

11. Consent Agenda ~

Commissioner Stilwell announced the Community Center received a perfect score from the Health Department of 100%. We are so proud of the work they do.

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

Vote ~ 5 ~ 0

12. Committee / Board Reports and Minutes ~

Community Appearance Commission ~ Ann Hollingsworth

Ms. Hollingsworth reported the Commission is getting ready for their Spring Fling, we are placing our pictures of homes from the past years on a board for display. As a reminder, our property recognitions are on our website if anyone would like to look at them. We have enhanced our welcome packages with some flower seeds, jar openers and we are laminating all the important phone numbers to add to our welcome packages.

Planning Board ~ Bill Clark

Mr. Clark reported he was not in attendance at the last meeting; however the meeting was chaired by Nancy Crawford. As an overview, there was a presentation by Mr. Otis Johnson of Green Shelters. Mr. Johnson manufactures housing up to 1500 sq. ft. Staff report was given by Wes MacLeod; Chapter 5 was reviewed and a draft of a definition of a Farmer's Market was tabled until the next Planning Board Meeting on May 10, 2016.

Parks & Recreation Advisory Board ~ Bob Stanley

Mr. Stanley reported discussions on the Dog Park Survey were reviewed; Parks & Recreation Fee Schedule is being reviewed; discussions on the budget for 2016 / 2017; and discussions on the Greenway updates and the lake testing schedule. We are still working on our sub-committee goals.

Special Events ~ Melissa Waller-DeBruhl ~

Mrs. DeBruhl reported April 9th was the Spring Bike Run, however we only had 6 riders; the committee is reviewing ideas to have more people involved next year. All the proceeds from the Bike Run were donated to the Small Fry Fishing Tournament. Spring Fling at the Lakes will be our next event on Saturday, May 14, 2016 from 11:00 a.m. to 4:00 p.m. We also have two openings on Special Events.

Library Committee ~ Frances Thomas ~

Mrs. Thomas reported in lieu of the April Meeting the Library Committee hosted their second meet the author who was K. Robert Campbell who is a local author in North Carolina. He spoke about the 5 mystery books he has written. Mr. Campbell autographed some of his books and donated them to the library. We look forward to having more meet and greet the authors in the future.

Fire Department Report ~ Commissioner Stewart ~

Commissioner Stewart reported on April 29, 2016 the Fire Department received their rating from ISO. The BSL Fire Department is one of 116 volunteer fire departments out of approximately 1300 in the State that have a 4 or better rating. There are only 37 that have a better rating than our fire department does. This is a direct reflection on homeowner and business owner fire insurance ratings; which mean more dollars in your pocket. In the first quarter of 2016 and the third operating quarter for the fire department, they received 191 calls; 113 were EMS calls; 78 were fire calls and 47 were EMS calls during the night shift; which does not include all the hours spent in training. If you review the report there were no deficiencies in the report according to the ISO.

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

Mr. Repp reported cash and investments as of March 31, 2016 was \$2,799,318. Sales tax revenue is running about 2.64% ahead of schedule after 9 months of the year. 93.2% of the property tax revenue has been collected by the County through March 31, 2016. The City had \$666,437 in construction activity in the month of February; new homes were constructed on Lumberton, Albemarle, Wimberley and Pierce. In the middle of April we had lake treatments performed along with testing to be done and anticipated results to be back on Friday, May 6, 2016 with the hope that residents can use the lake water again for irrigation.

14. Old Business ~

a. Police Department Architectural Services ~ Option 2

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stewart to have the City Manager prepare a Request for Proposal for Option #2 of the Feasibility Report as revised with the new square footage of 7,187 square feet for selected architectural firms to respond.

A discussion followed siting next steps. Commissioner Putnam stated at the last BOC meeting we were provided updates with the revised square footage of 7,187 by Chief Shirley. Commissioner Putnam stated this next step will provide a cost for Option #2 which we do not have right now. However, we know this amount could go up or down. This RFP process will give us figures to show what we may potentially be looking at.

Vote ~ 5 ~ 0

b. Discussion ~ update regarding purchase offer for “New Bern” property

Commissioner Stilwell stated the City Engineer and the Code Enforcement Officer have determined the New Bern property is of no use to our City. Mr. Fincher wishes to purchase the property and continue to maintain the property and pay taxes. We do not know if the property perks and there are no plans to build a house on it. The reason Mr. Fincher would like to obtain this parcel is for an addition to his own property.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam to allow Kendall Fincher to purchase 261 New Burn Rd. at the cost of \$3,000.

City Manager Repp stated at the next BOC Meeting on June 7, 2016 the Board will consider a resolution putting this property up for sale at the requested price of the purchaser of \$3,000; this is called an upset bid. Mr. Repp explained persons wishing to upset the offer that has been received shall submit a sealed bid; any person may raise the bid by not less than 10% of the first \$1,000, and so on until the time period for bidding has expired. At which time the council can accept the offer and sell the property or council they may also reject all offers if they so decide.

Vote ~ 5 ~ 0

15. New Business ~

a. Resolution ~ accepting a Deed of Dedication from Peter Metz on behalf of Reeves Telecom Limited Partnership to the City of Boiling Spring Lakes for Certain Parcels of Land.

A motion was made by Commissioner Putnam and seconded by Commissioner Stewart accepting a Deed of Dedication from Peter Metz on Behalf of Reeves Telecom Limited Partnership to the City of Boiling Spring Lakes for Certain Parcels of Land that consist of six (6) parcels.

Mayor Caster stated he was opposed to the adoption of Crystal Lake previously. These lakes are not the cities responsibility, if we start taking over these lakes and treating them, this equates to more expense for the city. I see this as being an added expense for the city. Commissioner Stilwell questioned if these parcels are something the city can use, for example by Public Works. Mr. Repp explained these were the only parcels that Reeves Telecom still owns that we thought were of any value to the City. No taxes have been paid on these parcels.

Vote ~ 4 ~ 1 (Mayor Caster opposed)

b. Order ~ authorizing the City Manager to accept the construction contract with *Norris Construction Company, Inc. of Wilmington, North Carolina* in the amount of *One Hundred Ten Thousand, Three Hundred and Seventy Six Dollars and No Cents (\$110,376.00) for Construction Roadway Paving.*

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Putnam authorizing the City Manager to accept the construction contract with *Norris Construction Company, Inc. of Wilmington, North Carolina* in the amount of *One Hundred Ten Thousand, Three Hundred and Seventy Six Dollars and No Cents (\$110,376.00)* for *Construction Roadway Paving*.

City Engineer Bill Murphy explained we have four (4) roads from the original plans to pave this year, they are; Cardinal, Washington, Hickory and Heron. We requested bids on this paving project and received a proposal back from Norris Construction of \$18.00 a square yard. This is the same contractor we used last year; they have done a very good job for the City. This work is funded through our Powell Bill money. Mr. Repp mentioned this proposal for work was also sent to two other companies but they did not respond.

Vote ~ 5 ~ 0

c. Order ~ appointing Donna Baxter to the ABC Board for a term of three (3) years beginning July 1, 2016.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Crawford appointing Donna Baxter to the ABC Board for a term of three (3) years beginning July 1, 2016.

A **motion** to amend the previous **motion** was made by Commissioner Stilwell and seconded by Commissioner Crawford to add as Chairman, Donna Baxter to the ABC Board for a term of three (3) years beginning July 1, 2016.

Vote ~ 5 ~ 0

d. Order ~ appointing Robert Stanley to the Parks & Recreation Advisory Board for a term of three (3) years beginning July 1, 2016.

A **motion** was made by Commissioner Crawford and **seconded** by Commissioner Stilwell appointing Robert Stanley to the Parks & Recreation Advisory Board for a term of three (3) years beginning July 1, 2016.

Vote ~ 5 ~ 0

e. Order ~ rescinding Order #2015-26 and issuing a new Order authorizing the City Manager to accept the proposal of *Swamp Thing LLC of Coldwater MI* in the estimated amount of *Sixty Seven Thousand and Three Hundred Dollars and No Cents (\$67,300.00)* for *Aquatic Weed Mechanical Harvesting*.

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell for discussion.

Commissioner Stewart along with the Board members referred to the original order for the work at \$25,000 which was approved by the previous Board. It was suggested that we see exactly how much work is accomplished using the original approved agreement of \$25,000.

Mr. Repp explained both the revised contract and the original contract included a per day amount beyond the original estimate. Mr. Repp suggested if the Board would like; to authorize staff to accept the proposal with the daily contract, if Swamp Thing is performing good work we would then award some additional days on to the original contract of \$25,000. If we are not satisfied with the work or feel it is taking them to long we can then stop the work at that point. Mr. Repp explained if the Board decides to go forward with the other three areas; then the work would most likely run the \$67,300 that has been proposed; of course this is based on the quality of work that has been originally agreed upon for \$25,000.

A **motion** was made by Commissioner Putnam and **seconded** by Commissioner Stilwell to **amend the previous motion** to continue with Swamp Thing as voted upon by the previous Board and table the additional proposal until the work has been reviewed.

Vote ~ 5 ~ 0

f. Discussion ~ Parks & Recreation Recommendation to change “Taxpayer/Non-Taxpayer” vs. “Resident/Non-Resident” for fee purposes.

Commissioner Stilwell would like to see the wording changed from Taxpayer/Non-Taxpayer to Resident/Non-Resident stating people who are renting in the City pay their rent to the landlord who in turn pays taxes with that rent money. This seems like the right and fair thing to do for those people who rent and shop here in our City.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Putnam to change the verbiage on the Fee Schedule under Community Center from Taxpayer/Non-Taxpayer to Resident/Non-Resident.

Vote ~ 5 ~ 0

g. Discussion ~ Parks & Recreation Five Year Master Plan

Commissioner Stilwell commented during the Budget Workshop a request for a Five Year Master Plan was included in the budget; however during discussions this was removed. The last Master Plan was adopted in 2009. The City has increased from 3,800 to 6,000 since the Community Center has opened. A population estimate for 2024 is 9,800. An updated plan is imperative to apply for any grant. Parks & Rec. has worked very hard to get an estimate of \$6,000 for this plan. Commissioner Crawford questioned if there is a possibility to use a portion of the \$13,000 which is allocated for equipment to fund the Master Plan.

Mary Green, Director of Parks & Recreation stated having a Master Plan in place is essential to apply for a grant. We need the public's input to hear what they would like in their parks. Without this input we would be questioned why are we are even writing a grant. City Engineer Bill Murphy also commented as a grant writer; if we do not have a master plan in place the grant would not even be considered. Ms. Green stated the picnic tables in the parks need to be replaced at a cost of \$400 to \$600 per table. It is time; the picnic tables and benches are all the original ones and can no longer be maintained. The signs in the parks all still have our old phone number on them and updated rules need to be added.

A **motion** was made by Commissioner Stilwell and seconded by **Commissioner Putnam** to add an additional \$6,000 to the 2016/2017 budget for the Parks & Recreation Five Year Master Plan.

Vote ~ 4 – 1 (Commissioner Crawford opposed)

h. Budget Revision ~ BSL Fire Department Donation

Commissioner Stewart commented he requested \$25,000 be placed in the budget to support the Fire Department which was not added. Based on the recent successful recertification with the Department of Insurance, the BSL Fire Department has a rating of 4, which has given the citizens a significant savings in their fire insurance.

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Putnam to allocate a \$25,000 donation to the Boiling Spring Lakes Fire Department.

The Board requested the Fire Department submit the invoices to the BOC so they are aware of how the monies are being spent.

Vote ~ 4 ~ 1 (Commissioner Stilwell opposed)

16. Announcements ~

Mayor Caster informed the public that our City Engineer Bill Murphy will be leaving and moving back to Connecticut for family reasons.

Also Mayor Caster thanked Jason Tyson, reporter for the State Port Pilot who has covered Boiling Spring Lakes for the last few years will be moving to Raleigh, NC working in a communications position.

Both Bill Murphy and Jason Tyson thanked the Board of Commissioners and Citizens of Boiling Spring Lakes for the opportunity to work with everyone.

17. Adjourn ~

A **motion** was made by Commissioner Crawford and **seconded** by Commissioner Stilwell to adjourn the meeting.


Vote ~ 5 ~ 0

The meeting was adjourned at 8:23 p.m.

ATTEST:


Jane McMinn, City Clerk


Craig Caster, Mayor


Date

