



**City of Boiling Spring Lakes  
Board of Commissioners Regular Meeting Minutes  
November 8, 2017  
City Hall – 6:30 pm**

**PLEASE TURN OFF CELL PHONES**

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

*Mayor Caster thanked Commissioner Stilwell for attending the meeting tonight and extended condolences on behalf of everyone here on the loss of her husband Terry Stilwell.*

The Board of Commissioner meeting was called to order at 6:30 p.m. Wednesday November 8, 2017.

Mayor Caster welcomed Boy Scout Troop # 238 of Southport and Leader Hank Troscianiec; the scouts are working on their Communications Merit Badge.

**2. Attendance - in attendance at the meeting were ~**

|                           |   |
|---------------------------|---|
| Mayor Craig Caster        | Commissioner Mark Stewart                   |
| Commissioner David Putnam | Commissioners Mary Stilwell                 |
| City Manager Jeff Repp    | Code Enforcement Officer Ruth Bek           |
| Police Chief Brad Shirley | Administrative Assistant Maggie Della Badia |

Excused: City Clerk Jane McMinn

**3. Pledge of Allegiance ~ World War II Veteran William Sraver**

**4. Approval of Regular Agenda ~**

Commissioner Putnam requested to remove under Old Business ~ Discussion of Sidewalks in the central business district from the agenda.

A *motion* was made by Commissioner Stilwell and a *second* by Commissioner Stewart as amended removing discussion of sidewalks in the central business district.

*Vote ~ 4 ~ 0*

**5. Presentation ~ Library Commission ~ Donna Morgan**

Ms. Morgan introduced Frances Thomas Chair of the Library Commission who presented Mr. Robert Johns with a plaque of appreciation for the donation of one thousand books to the Boiling Spring Lakes Library.

6. **Public Hearing ~ Authorizing the Negotiation of an Installment Financing Contract for the new Police Department.**

A *motion* was made by Commissioner Putnam and a *second* by Commissioner Stilwell to move into Public Hearing.

*Vote ~ 4 ~ 0*

**Barbara Glidden ~ 402 North Shore Dr.**

Mrs. Glidden commented on the installment contract for the proposed police department with an estimated cost of not to exceed \$3.5M dollars which includes the refinancing of city hall. Bids were received for the demolition of the old police department and the construction of the new police department with the lowest bid coming in at \$2,976,542. The current debt on the 2007 refinancing of the existing city hall is \$900,000. The estimated cost of the refinance of city hall and the new police department would bring the estimated total up to \$3,876,542. I suggest the public hearing be deemed null and void due to the exceeding the estimated cost of \$376,542. Mrs. Glidden stated the citizens realize the need of the police department but not at this magnitude. Mrs. Glidden commented Commissioner Putnam said he would not go forward with the construction if the bid came in at more than \$1.6M dollars.

Commissioner Putnam stated he would not approve the financing of the police department on anything over \$3.5M dollars. Costs for square foot have gone up over the last 3 to 4 years, I stand by my statement.

A *motion* was made by Commissioner Stewart and a *second* by Commissioner Stilwell to move back into the regular BOC meeting.

*Vote ~ 4 ~ 0*

7. **Public Comment ~**

**Richard Sparks ~ 2030 Gastonia Rd.**

Mr. Sparks informed all BSL citizens and elected city officials in writing that his first amendment rights have been violated under the United States Constitution and the North Carolina State Constitution. I have continued to be ignored with respect to my requests. I would ask that all actions be placed on hold until our new city officials are seated regarding any action which pertains to our police department.

Street Paving ~ I inquired how I can make a request to have a street paved; at that time I was informed that the city no longer has an engineer. Does the city have a form to complete for submission for a street to be paved and what department should receive this request?

Code Enforcement ~ why are junk vehicles allowed on developed property which are eye sore's to other property owners. In addition, why are commercial businesses allowed to

operate on public residences, and equipment and tools used allowed to be littered on the fronts and sides of property.

**Barbara Glidden 402 North Shore Dr.**

Mrs. Glidden inquired about the change request of the ordinance for Parks & Recreation to provide a new time and day for meetings. Mrs. Glidden inquired how the public would know what day and what time the Parks & Recreation Advisory Board would meet, noting that many of our citizens work and meeting in the evenings would be the only time they would have to volunteer and/or attend the meeting.

**John Ganey ~ 1096 Fifty Lakes Dr.**

Mr. Ganey commented on four (4) separate issues ~

- Mr. Ganey inquired how the city plans to clean up all the abandon trailers and abandon vehicles on peoples property;
- Also Mr. Ganey inquired about the dogs across the street from his house and questioned if they have ever been vaccinated and do they have a dog license;
- Mr. Ganey also commented about the new house on Souchak and Fifty Lakes Drive referencing the lack of drainage in their driveway and stated the water backs up onto the road and floods the street; and
- At the corner of Fifty Lakes Drive and NC Highway 133 the speed limit should be lowered to decrease the amount of accidents that happen there; or install a traffic light at that intersection. Mr. Graney requested the city bring this to the attention of the NC DOT.

**7. Approval of Minutes ~**

- a. Approval of August 18, 2017 BOC Workshop Development Proposal
- b. Approval of September 5, 2017 BOC Closed Session Minutes
- c. Approval of September 5, 2017 BOC Regular Meeting

A ***motion*** was made by Commissioner Stewart and a ***second*** by Commissioner Stilwell approving the minutes of August 18, 2017 Workshop Meeting, September 5, 2017 Closed Session Meeting and September 5, 2017 BOC Regular Meeting.

***Vote ~ 4 ~ 0***

**8. Consent Agenda ~**

Commissioner Putnam requested an update from Ruth Bek, Chief Code Enforcement Officer on the process of removing abandon trailers.

Ms. Bek stated the only one we are currently working on is in review with the city attorney. This is a time consuming and expensive process. Prior to taking legal action, we send letters, place door hangers and try to get in touch with the owner. I would like to

point out this does not only pertain to trailers but also to individual homes with high grass.

Commissioner Stilwell complimented Officer John Hutt of the BSL Animal Control on the work he does for the citizens of the city.

A ***motion*** was made by Commissioner Putnam and a ***second*** by Commissioner Stewart to approve the Consent Agenda.

*Vote ~ 4 ~ 0*

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

**a. Community Appearance Commission ~ Chair Ms. Ann Hollingsworth**

Ms. Hollingsworth thanked the Library Commission for inviting the Community Appearance Commission to their Fall Festival. The Commission is working on our Christmas property recognitions.

**b. Planning Board ~ Chair Bill Clark**

Mr. Clark reported the Board discussed Article 10 ~ Signage; we also reviewed Article 11 and 12 which will be approved at our next meeting. The board will finalize the definition section of the UDO. We will then start an overall review and submit the UDO no later than the February BOC 2018 meeting.

**c. Parks & Recreation ~ Chair Bon Cantrell**

Mary Green reported for Mr. Cantrell. The Parks & Recreation Master Plan updates for forms and interviews have been completed; the open space survey is now active on the Parks & Rec website; we encourage everyone to take the survey. The change in our meeting time will stay the third Wednesday of the month, however we have moved the time to 6:00 p.m.

**d. Special Events ~ Chair Michelle Hennessey**

Kathleen Caric reported for Ms. Hennessey. The 911 Bike Run was held on September 9, 2017; we had 26 motorcycles participating and raised \$609.00 for this event; proceeds have been split between the fire department and the police department. We sent thank you letters to all the vendors who helped support this event. Three new tents have been purchased. The Christmas tree lighting will be held the first Friday in December.

**e. Library Commission ~ Chair Frances Thomas**

Mrs. Thomas reported the Family Fun and Safety Event continues to be small, we will review this again next year and see if we can find ways to improve participation. We will be making book donations to the prison; the commission will be involved in the Christmas Festival. The Commission has decided collectively to change our meeting time to the last Thursday of the month at 10:00 a.m.

**f. BSL Fire / Rescue ~ Commissioner Stewart**

Commissioner Stewart reported for the month of October there was a total of 71 calls, 30 fire related and 41 medical related. Two firefighter certification classes were held. A water supply class of 20 hours; and a health and wellness class for 8 hours. The BSL FD hosted the Hunted Trail at the Community Building and participated at the Trunk or Treat at Spring Lake and attended the festivities at Bolivia Elementary.

**10. City Manager Monthly Report ~ Jeff Repp**

- Mr. Repp reported the city had as of September 30, 2017 \$2,085,207 in cash and investments;
- As of the end of September the city is 2.56% ahead of schedule in sales tax after three months;
- As of October 4<sup>th</sup> 19% of the property taxes have been collected by Brunswick County;
- In August and September the city had 13 new homes in construction at a value of \$2,336,491; building continues at a robust rate;
- Today we received the estimate for the Holly Road Pump Station which came in at approximately \$36,000. This information will be put before the board along with the installation at the December meeting for your vote; and
- Lastly with regard to the police department facility the bids were opened yesterday, they range from \$2.9 million to \$3.5 million. We received five (5) bids which were above the engineers estimate. We will work with the low bidder to see if we can bring the estimate more inline. This process will be ongoing for the next 60 days. The financing proposal we received is good until December 25, 2017.

Commissioner Stilwell requested an update regarding the Spillway. Mr. Repp reported we were asked to make some revisions to our submission by the State. The revisions were submitted to FEMA, we are waiting for FEMA to give us their final blessing.

**11. Old Business ~**

There was no Old Business discussed.

**12. New Business ~**

- a. **Order** ~ accepting the resignation of Commissioner David Crawford retroactive to 12:01 a.m. September 6, 2017.

A **motion** was made by Commissioner Putnam and a **second** by Commissioner Stewart accepting the resignation of Commissioner David Crawford retroactive to 12:01 a.m. September 6, 2017.

**Vote ~ 4 ~ 0**

- b. **Order** ~ authorizing Christmas bonus / longevity pay for full and part time employees for the City of Boiling Spring Lakes for the calendar year 2017.

A **motion** was made by Commissioner Stilwell and a **second** by Commissioner Putman authorizing Christmas bonus / longevity pay for full and part time employees for the City of Boiling Spring Lakes for the calendar year 2017.

*Vote ~ 4 ~ 0*

- c. **Order** ~

- Appointing Frances Thomas and Tammy Sollenberger to the Library Commission for a term of three (3) years beginning November 8, 2017;
- Appointing Kevin Metzker to the Special Events Committee for a term of three (3) years beginning December 1, 2017;
- Appointing Coni L. Roush to the Planning Board as 2<sup>nd</sup> Alternate completing the term ending January 10, 2019;
- Appointing Jackie Barker to the Special Events Committee filling the unexpired term of James Stein ending June 30, 2020; and
- Appointing Tom Guzulaitis to the Parks & Recreation Advisory Board beginning November 8, 2017 ending November 8, 2020.

A **motion** was made by Commissioner Stewart and a **second** by Commissioner Stilwell approving appointments to the Library Commission, Special Events, Planning Board and Parks & Recreation.

*Vote ~ 4 ~ 0*

- d. **Order** ~ approving the Schedule of Periodic Fire Inspections per Section 106 NC State Fire Prevention Code.

A **motion** was made by Commissioner Stewart and a **second** by Commissioner Putnam approving the Schedule of Periodic Fire Inspections per Section 106 NC State Fire Prevention Code.

*Vote ~ 4 ~ 0*

- e. **Order** ~ accepting the 2016-2017 Settlement of Year End Property Tax Report from the City Manager.

A **motion** was made by Commissioner Stilwell and a **second** by Commissioner Putnam accepting the 2016-2017 Settlement of Year End Property Tax Report from the City Manager.

*Vote ~ 4 ~ 0*

- f. Ordinance* ~ amending Chapter 2 – Administration, Parks and Recreation Advisory Board providing for new time and day for meetings.

A *motion* was made by Commissioner Putnam and a *second* by Commissioner Stilwell amending Chapter 2 – Administration, Parks and Recreation Advisory Board providing for new time and day for meetings.

*Vote ~ 4 ~ 0*

- f. Resolution* ~ of the City of Boiling Spring Lakes, North Carolina Authorizing the Negotiation of an Installment Financing Contract for new Police Department.

A *motion* was made by Commissioner Putnam and a *second* by Commissioner Stewart accepting the resolution of the City of Boiling Spring Lakes, North Carolina Authorizing the Negotiation of an Installment Financing Contract for new Police Department.

Mayor Caster stated that in conversation with the City Attorney he was told that since an award of the project was not being made at tonight's meeting that this item did not have to be acted upon this evening. City Manager Jeff Repp advised the board that he had spoken with the City Attorney several times today and that no comment had been made to him. He further advised that the resolution only gave the board authorization to negotiate an installment financing agreement at a future date for this project and that approval does not constitute an award of an agreement to any financial institution.

*Vote ~ 3 ~ 1 (opposed ~ Mayor Caster)*

- g. Resolution* ~ authorizing Negotiated Offer and Upset Bid Process for 130 Catawba Rd.

A *motion* was made by Commissioner Putnam and a *second* by Commissioner Stewart authorizing Negotiated Offer and Upset Bid Process for 130 Catawba Rd.

*Vote ~ 4 ~ 0*

- h. Discussion* ~ Road Paving ~ Windover, Willets and N. Shore Dr.

Commissioner Stewart commented after the county installed the sewers it took quite a while for the roads to be repaired. We understand the streets do need to be repaved, however the streets for repaving have been confirmed using this years Powell Bill funds. The estimate for the repaving of Windover, Willets and N. Shore have not been included in the budget, the estimate is \$182,000, of which the county will allocate \$16,000 toward that cost. The Board agreed the city would hold off on any repaving of these roads at this time.

13. **Announcements ~**

The Board wished everyone a Happy Thanksgiving.

Commissioner Stilwell extended an invitation for the Celebration of Life for Terry Stilwell on Friday, November 10, 2017 at 1:00 p.m. at the First Baptist Church.

12. **Adjourn ~**


A *motion* was made by Commissioner Putnam and a *second* by Commissioner Stewart to adjourn the Board of Commissioner meeting, November 8, 2017 at 7:30 p.m.

*The meeting was adjourned at 7:30 p.m.*

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

ATTEST:

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

  
\_\_\_\_\_  
Date

