



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
November 6, 2019
City Hall – 6:30p.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

2. Attendance ~

Mayor Craig Caster
Commissioner Mark Stewart
City Manager Jeff Repp
Chief Greg Jordan
Planning and Zoning Nicole Morgan

Commissioner Steve Barger
Commissioner Guy Auger
Commissioner Dana Witt
City Clerk Jane McMinn

3. Pledge of Allegiance ~ Dale Richardson

4. Approval of Regular Agenda ~

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt to approving the agenda of November 6, 2019.

Vote ~ 5 ~ 0

5. Public Hearing ~

A ***motion*** was made by Commissioner Barger, ***second*** by Commissioner Witt to move into Public Hearing.

Vote ~ 5 ~ 0

- a. Public Hearing to consider a text amendment to reduce the minimum front setback requirement in the Recreation District.

No comments were heard.

- b. Public Hearing to consider a text amendment to update design standards for non-residential and multi-family buildings.

Candice Alexander ~ Calten Co.

I am here this evening to answer any questions you may have about the text amendment regarding the commercial piece of property that we are requesting. The actual site plan

will go to the Planning Board next week. The majority of the building will be brick; however, we would like to use a copper color metal, which is the reason for the requested text amendment.

A ***motion*** was made by Commissioner Auger, a ***second*** by Commissioner Barger to move out of Public Hearing and back into the regular meeting.

Vote ~ 5 ~ 0

6. Hurricane Florence Update ~ City Manager Rep

Mr. Repp reported there are two financial items we are waiting for from FEMA; payment from the Lake Hastie/Reeves Storm Drain project, all that paperwork has been submitted. We have submitted the final paperwork for the debris pickup. The capital project that is not dam related is Lakeview Dr. at North Lake Park. That project is currently out for proposals to replace the road that was damaged during the hurricane. As far as the dams are concerned there is a meeting scheduled for November 20, 2019 with Dam Safety to review all the preliminary work. We are waiting to hear from USDA about the release of the grant funds for debris removal and bank stabilization.

Mr. Repp commented on the pending road paving. This project is approximately \$1.2M for the FEMA roads and non-FEMA roads. We must have a minimum of three (3) bids for any work that is over \$500,000. We only received two (2) bids initially. The city had to request bids again for this work, however we are then only required to have one (1) bid. Bids received will be opened on Thursday, November 14th and an award bid will be given. We expect that work to begin in the January to March timeframe dependent on the weather.

A full copy of the FEMA Project Status is hereby made a part of these minutes.

7. Public Comment ~

Mary Green ~ 112 Rich Inlet Dr., Wilmington, NC ~ BSL Director, Parks & Recreation

Ms. Green again, expressed her reasons for approaching the Board of Commissioners regarding the pending approval of the updated personnel policy. On behalf of herself and the five (5) employees who have given many years of continued service to the city, and were hired with the understanding those benefits, specifically the supplemental plan, would be in place upon retirement. Ms. Green requested the Board of Commissioners to grandfather those five (5) employees with the benefit they have been working for and committed to the work they are doing for Boiling Spring Lakes.

Ms. Green's statement is hereby included and made a part of these minutes.

Roger Samson ~ 651 Trevino Rd.

Mr. Samson commented he supports growth for the city, but expressed concerns with the PRD putting 350 multi-family units in a small area. Concerns about the amount of traffic, the roads, the density. Again, concerns putting a corrugated metal building is not for

beautification but for reduction of cost. If this is the face of the development, I then question the quality of the housing.

David Diehl ~ 927 Trevino Rd.

We understand the need for planned development in BSL. We do not understand why this massive Audubon development is coming at the expense of our neighborhood. I request the Mayor and Commissioners to address these community concerns prior to the approval of the master development plan. We are requesting a traffic study of our neighborhood. Who will address our concerns on Stormwater management and flooding? In addition, this includes the impact on the value of our homes. It is premature without addressing these issues prior to approval.

Ronnie Ratliffe ~ 471 S. Shore Dr.

Mr. Ratliffe suggested the Board review the code enforcement plan for the areas divided within the city to come up with a revision to make the process move along in a more expeditious way. I have met with the city manager and the mayor about the slow process of the repair to the dams. Mr. Ratliffe expressed the difficulty he and many others have understanding the Gantt chart which is included in the hurricane update packet. Mr. Ratliffe also stated again his disappointment of the lack of progress on the repair of the dams.

8. Approval of Minutes ~

- a. Board of Commissioners Meeting Minutes ~ October 1, 2019
- b. Board of Commissioners Workshop Minutes ~ October 14, 2019

A *motion* was made by Commissioner Barger, a *second* by Commissioner Stewart approving the Board of Commissioners Meeting Minutes of October 1, 2019; and Board of Commissioners Workshop Minutes of October 14, 2019.

Vote ~ 5 ~ 0

9. Consent Agenda ~

A *motion* was made by Commissioner Witt, a *second* by Commissioner Barger to approve the Consent Agenda.

Vote ~ 5 ~ 0

10. Committee / Board Reports and Minutes ~

Community Appearance Commission ~ Zelma Rygg, Chair

Mrs. Rygg reported the Commission has received their first refurbished sign, and everyone was very pleased. We hope to bring more signs for repairs as time goes on. We continue to deliver our information packages and stress the importance of signing up for the Code Red. The Candidate Forum went very well, and we thank the Special Events Committee and the Library Commission for all the help to set up for the evening.

Planning Board ~ Bill Clark, Chair**Mrs. Lucille Launderville reported for Mr. Clark.**

Mrs. Launderville reported the Planning Board met on October 8, 2019 as scheduled. We had a brief discussion on House Bill 675, which is a zoning ordinance regarding minimum square footage regulations on one and two family dwellings. We also reviewed both of the text amendments, which were discussed this evening during the Public Hearing.

Parks and Recreation Advisory Board ~ Tom Guzulaitis, Chair

Mr. Guzulaitis reported the Board met, however we were short a quorum. We discussed the North Lake property acquisition; one of which has been completed, the second one is in the process. There are additional lots available, which would help fill out the entire peninsula, which would be a great benefit to the city as one centralized park. We also discussed the pedestrian plan. There is a survey on the city website. We encourage every citizen to take part in the survey. There is a paper survey, which is available at City Hall and also the Community Center. Muse Park redevelopment is still in process. We hope to see that started in early 2020. We discussed wake boats and would like to have a proactive discussion with citizens prior to the lake being filled.

Special Events ~ Jackie Barker, Chair**Mrs. Lucille Launderville reported for Mrs. Barker.**

Special Events held the Fall Festival and Haunted Trail on October 26th. The event was heavily attended and a great success. We raised \$546.56 in our food tent. Our scene winner was BSL Fire / Rescue. A special thank you to our Police Department and Fire / Rescue for their attendance and support of the event. A special thank you to Captain Spencer for the help moving our trailer.

Library Commission ~ Frances Thomas, Chair

Mrs. Thomas stated the Commission would not be holding their November meeting. The commission members will be going on our fall book buying purchasing to Barnes and Nobel. We discussed holding a book sale at some time in the future. Mrs. Thomas requested that people be very selective of the books they donate; we have limited space to hold books. The Commission will be participating at the annual Christmas Festival on December 6, 2019.

BSL Fire / Rescue ~ Chief Theresa Tickle

Chief Tickle reported in October we had 37 fire related calls, 25 EMS calls. We held training for CPR certification class, a rope certification class along with EMS Continuing Education with the county. We had our Bar-B-Q sale which was received very well, we attended the County Halloween Festival; we also did the Haunted Trail with Special Events; we participated in Trunk or Treat with Parks & Recreation. We have our Christmas tree sale starting the week of Thanksgiving, the delivery date is November 26th. We are working with the Police Department for the route for the Santa Parade. Station #3 is now complete; we will have training on the new cardiac monitor LP15. The grant money for the LED sign start date is December 10, the sign is for recruitment, however, the sign will

automatically update for any type of alerts for our area. The ladder truck is completed and we are waiting for county approval, which we expect on November 14, 2019.

Commissioner Barger informed the public that the Brunswick County Fire Department Advisory Board must approve the purchase of the ladder truck. Commissioner Barger requested the Board members to write a letter in support of the Fire Department for this purchase.

11. City Manager's Report ~ City Manager, Jeff Repp

Mr. Repp reported:

- The cash balance for the city as of September 30, 2019 was \$2,591.165.00.
- Property tax collection through June 30, 2019 was 18.3%.
- After three months, sales tax revenue is running 11.4% ahead of schedule.
- We had five new residential building permits issued in September bringing a total of 13 for the fiscal year. We have 50 budgeted for the fiscal year.
- We are waiting for the Stormwater Management Permit from the state for Muse Park. Once that is received, we will then be issuing bids for that project. We have received the State Erosion & Sediment Control Permit. We are getting closer to the start of the actual construction.
- Phase II of the Storm Water Management Plan is nearing completion with the final surveying this week. We will be meeting with Sungate upon submission of Phase II and review both Phases. We will come up with a matrix for the actual work that has been proposed in both of those areas. When we go into the FY 20/21 budget, we will have specific projects that will be budgeted. Sungate will begin the surveying of Phase III very soon for the areas that are identified on the map.

Commissioner Auger requested an update on the pending purchase of the new Police Department Building.

Mr. Repp explained it appears that both attorneys will be speaking this week. With the pending call, we hope to resolve any remaining issues with the sale of the property. Based on the conference call, I hope to have the contract signed within the next two weeks.

12. Old Business ~

a. Resolution ~ Adopting the 2019 City of Boiling Spring Lakes Personnel Manual

Commissioner Witt discussed the proposed removal of the Medicare Supplement for retiring city employees going forward and requested the Board to consider amending the policy to allow employees hired prior to September 1, 2009 be exempt from this change. Discussion ensued with no other member supporting this position.

A *motion* was made by Commissioner Stewart, a *second* by Commissioner Barger to approve the Adopted Personnel Manual as of November 6, 2019.

Vote ~ 4 ~ 1 (opposed by Commissioner Witt)

13. New Business ~

- a. **Order** ~ authorizing the payment of a one-time Longevity Bonus as budgeted for the FY 2020 Adopted Budget to all full and part-time employees.

Commissioner Auger asked what the estimated cost of this item was to the City and City Manager Repp responded that it was in the range of \$ 18,000 for all city employees.

A **motion** was made by Commissioner Barger, a **second** by Commissioner Witt Authorizing the payment of a one-time Longevity Bonus as budgeted for the FY 2020 Adopted Budget to all full and part-time employees.

Vote ~ 4 ~ 1 (opposed Commissioner Auger)

- b. **Order** ~ Approving the 2020 Board of Commissioners Meeting Schedule and the 2020 Holiday Schedule for the City of Boiling Spring Lakes, North Carolina.

Commissioner Stewart inquired why three (3) days were being taken around Christmas and the City Clerk responded that those were the usual days taken and consistent with the County holiday schedule.

A **motion** was made by Commissioner Stewart, a **second** by Commissioner Auger Approving the 2020 Board of Commissioners Meeting Schedule and the 2020 Holiday Schedule for the City of Boiling Spring Lakes, North Carolina.

Vote ~ 5 ~ 0

- c. **Order** ~ Approving Board and Committee Members

Approving Barbara Snyder to the Parks & Recreation Advisory Board completing the term ending August 8, 2020 and;

Approving Stephen Dunn to the Parks & Recreation Advisory Board for a term of three (3) years beginning November 6, 2019 and;

Approving Patricia Elliott as 1st Alternate to the Library Commission for a term of three (3) years beginning November 6, 2019.

A **motion** was made by Commissioner Stewart, a **second** by Commissioner Auger Approving Barbara Snyder to the Parks & Recreation Advisory Board completing the term ending August 8, 2020 and;

Approving Stephen Dunn to the Parks & Recreation Advisory Board for a term of three (3) years beginning November 6, 2019 and;

Approving Patricia Elliott as 1st Alternate to the Library Commission for a term of three (3) years beginning November 6, 2019.

Vote ~ 5 ~ 0

- d. **Order** ~ Approving the Master Development Plan for Audubon Park (19-637), subject to compliance with staff recommendations/comments.

A ***motion*** was made by Commissioner Stewart, a ***second*** by Commissioner Auger approving the Master Development Plan for Audubon Park (19-637), subject to compliance with staff recommendations/comments.

A discussion followed regarding the traffic impact study. Mr. Sanders of Calten Co. stated the DOT could also include other streets within the city. Mr. Sanders stated the developer would take responsibility for the payment of the traffic study.

Mr. Sanders also addressed that there could be a mix of buildings such as patio homes, multi-family homes, duplexes and townhomes. It could be a variety of these. The building area will come in as a separate pod keeping one design to that pod.

Mrs. Morgan of Planning and Zoning confirmed the city would be requiring a traffic impact analysis, which is a requirement of the UDO.

A ***motion*** was made by Commissioner Stewart, a ***second*** by Commissioner Auger ***amending*** the motion Approving the Master Development Plan for Audubon Park (19-637), subject to compliance with staff recommendations/comments; also to include the full payment of the required traffic study by the Developer, Calten Co.

Vote ~ 5 ~ 0

- e. **Ordinance** ~ to amend the City's official zoning map; R-1 Residential to Planned Residential Development (PRD).

A ***motion*** was made by Commissioner Auger, a ***second*** by Commissioner Stewart to amend the City's official zoning map; R-1 Residential to Planned Residential Development (PRD).

Vote ~ 5 ~ 0

- f. **Ordinance** ~ To amend Article 5: Section 5.7 Table of Area, Setback, Living Area and Height Requirements.

A ***motion*** was made by Commissioner Auger, a ***second*** by Commissioner Stewart to amend Article 5: Section 5.7 Table of Area, Setback, Living Area and Height Requirements.

Vote ~ 5 ~ 0

- g. **Ordinance** ~ to amend Article 7: Section 7.5.3 Non-residential and Multi-family Buildings.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Stewart, to amend Article 7: Section 7.5.3 Non-residential and Multi-family Buildings.

A discussion followed changing the wording with respect to ***building facing a front or side yard.***

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt to amend the wording of Section 7.5.3 to read as follows:

(F) No portion of a building facing a street shall be constructed of unadorned (unfaced) concrete masonry units. No more than 40% of the façade of a building facing a street shall be constructed of corrugated and/or sheet metal upon approval of the UDO Administrator.

Vote ~ 5 ~ 0

h. Resolution ~ Designation of Applicant's Agent.

Mr. Repp explained this is a requirement of FEMA after any federally declared event such as a hurricane and with the filing of the paperwork the Board needs to designate an individual who will sign the paperwork. This resolution designates myself and the finance manager as the secondary person who can sign and submit documents for reimbursement and that this was for Hurricane Dorian in which the City had approximately \$ 13,000 in eligible expenses that could be recovered.

A ***motion*** was made by Commissioner Stewart, a ***second*** by Commissioner Barger approving the Resolution with the correction of the date to November 6, 2019 instead of November 7, 2019.

Vote ~ 5 ~ 0

14. Announcements ~

Commissioner Barger suggested we all thank our city clerk for doing her best to keep up with the discussions by the Board.

Mayor Caster reminded everyone Veterans Day will be Monday, November 11, 2019 and invited everyone to the Veterans Day Ceremony at the VFW Post 10400.

15. Adjourn ~

A ***motion*** to adjourn was made by Commissioner Stewart, a ***second*** by Commissioner Barger to adjourn the Board of Commissioners meeting of November 6, 2019.

Vote ~ 5 ~ 0

The Board of Commissioners meeting of November 6, 2019 adjourned at 8:00p.m.




Craig M. Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date

