



**City of Boiling Spring Lakes
Board of Commissioners Monthly Meeting
December 1, 2020
City Hall – 6:30 p.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

2. Pledge of Allegiance ~ Herb Glidden

3. Attendance ~

Mayor Craig Caster
Commissioner Teagan Hall
City Manager Jeff Repp
Police Chief Greg Jordan

Commissioner Tom Guzulaitis
Commissioner Dana Witt
City Clerk Jane McMinn
Planning & Zoning Admin. Nicole Morgan

4. Approval of the Regular Agenda ~

Commissioner Guzulaitis requested adding letter ~ **g** ~ to the agenda for monthly stipends to the ABC Board for the Chair, Vice Chair and Secretary.

A **motion** was made by Commissioner Witt, a **second** by Commissioner Hall to approve the agenda as amended.

Vote ~ 4 ~ 0

5. Public Hearing ~ Zoning Map Amendment ~ R-1 & R-5 Recreation

A **motion** was made by Commissioner Guzulaitis, **second** by Commissioner Hall to move into Public Hearing.

Vote ~ 4 ~ 0

- a. One written comment was submitted via email from Lynn T. Henry, 1191 Bream Rd.

That the written comment is hereby made by reference a part of these minutes.

That the Zoning Map Amendment is hereby incorporated and made a part of these minutes.

A **motion** was made by Commissioner Hall, a **second** by Commissioner Witt to move back into the regular meeting.

Vote ~ 4 ~ 0

6. **Public Comment ~ [Comments are limited to 5 minutes per speaker]**

No public comments were heard.

7. **Approval of Minutes ~**

A ***motion*** was made by Commissioner Witt, a ***second*** by Commissioner Hall approving the Minutes of the Board of Commissioners meeting dated November 4, 2020.

Vote ~ 4 ~ 0

8. **Consent Agenda ~**

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

Vote ~ 4 ~ 0

9. **Committee / Board Reports ~**

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

Ms. Hollingsworth thanked city staff for the Christmas decorations and the Special Events Committee for trimming the tree in front of City Hall. We are working on the entries for the Christmas properties. Entries must be in by December 15 and judging will be held on December 16 through December 18, 2020. Ms. Hollingsworth welcomed the new committee member, Barbara Reynolds. We hope to have information on the flags we are planning to place at the entrance walls. More information on that will be forthcoming. The Commission will not meet in January.

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

Ms. Morgan reported the meeting took place on November 17, 2020; the zoning map amendment was reviewed for residential to C-1. Also reviewed were various UDO and text amendments and reviewed parking lot requirements for a major site plan.

c. **Parks & Recreation Advisory Board ~ Barbara Bennett Snyder, Chair**

Sheryl Johnson, Vice Chair reported the meeting was held on November 18, 2020. Seven Hundred and Fifty (750) residents participated in the Trunk or Treat event. Sara Goodwin of the Parks & Recreation department started a wellness and weight loss challenge; the winner should be announced around the New Year. Members discussed the Pedestrian Plan and we are all excited to see this project completed. The pancake breakfast has been cancelled due to Covid.

d. **Special Events Committee ~ Jackie Barker, Chair**

No report was given.

e. **Library Commission ~ Sherrie Kuzian, Chair**

No report was given.

f. BSL Fire / Rescue ~ Chief Theresa Tickle

Chief Tickle reported the department responded to 41 EMS calls with 33 fire related calls. We are holding our Christmas tree sale, which is our largest fundraiser of the year, and it has been well received and appreciate all the support from the community. The Santa parade is Friday at 6:00 PM. If there are any questions regarding the route, give us a call.

Mayor Caster announced Commissioner Hall would be the Liaison to the Fire Department until further notice.

10. City Manager's Monthly Report ~ Jeff Repp, City Manager

Mr. Repp reported:

- As of October 31, 2020, the City had \$1,895,404 million dollars in cash and investments.
- Sales tax revenue is 17.8% ahead of schedule, which is approximately \$151,000 in revenue.
- Property tax collections have fallen behind; however, November is the big month, which has yet to be reported, as well as December.
- Through the five-month period, which just ended, we received 25 new building permits this year. This is considerably ahead of schedule compared to the previous years. We should exceed 50 by a good margin by the time we get to July 2021.
- Police Department renovations continue. We expect to have the 35% design criteria package this week. The design will be submitted to the USDA for their approval.
- City personnel updates, Mr. Repp announced Suzanne Tungate is our new Finance Director from Elizabeth City. The Police Department hired Kristin Walsh who has started on November 23, 2020 as the new Administrative Assistant; Travis Duchene will be starting on December 10, 2020 as our new Animal Control Officer.
- Public Works, Jerry Edwards will be starting on December 7, 2020 as the new Maintenance Operator. Mr. Repp shared a reorganization of the Public Works Department.
- Dam update – the dams have been split into two different projects, North Lake Dam and Pine Lake Dam. The NC Department of Public Safety standards determined by FEMA are not to FEMA standards. FEMA will only participate to a level of rebuilding to the past specs. The Board requested letters to be sent to our Senators and Congressman for their assistance. McGill is preparing revised numbers and will be submitting these numbers to FEMA for their review and determination. We will continue moving forward with our schedule as planned.

That the Dam Update/Contractor Schedule and Dam Schedule is hereby incorporated by reference and made a part of these minutes.

11. Old Business ~

No old business was listed.

12. New Business ~

a. Selection of Mayor Pro-Tempore ~

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Witt nominating Commissioner Guzulaitis as Mayor Pro-Tempore.

Vote ~ 4 ~ 0

b. Order ~ appointing Brittany Tapp to the Special Events Committee as 2nd alternate completing the term ending July 10, 2021.

A ***motion*** was made by Commissioner Witt, a ***second*** by Commissioner Hall to approve the Order.

Vote ~ 4 ~ 0

c. Order ~ declaring the following 2004 JCB 214 Backhoe Serial # SLP214TC44090413 be declared as surplus and authorizing the sale of same to the highest bidder on GovDeals.

A ***motion*** was made by Commissioner Hall, ***second*** by Commissioner Witt to approve the Order.

Vote ~ 4 ~ 0

d. Ordinance ~ amending Chapter 2 – Administration, Article II – Mayor and Board of Commissioners of the Code of Ordinances for the City of Boiling Spring Lakes by Deleting Conflicting Language with the City Charter.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Witt to approve the Ordinance.

Vote ~ 4 ~ 0

e. Request for Public Hearing ~ Zoning Map Amendment – Parcel ID 156MB00202.

Commissioner Guzulaitis requested to be recused from voting stating there is a conflict of interest.

A ***motion*** was made by Commissioner Witt, a ***second*** by Commissioner Hall approving the Public Hearing.

Vote ~ 3 ~ 0 (Commissioner Guzulaitis recused)

f. Request for Public Hearing ~ UDO Article 2, Article 7 & 8 ~ Text Amendment

A ***motion*** was made by Commissioner Witt, a ***second*** by Commissioner Hall approving

the public hearing.

Vote ~ 4 ~ 0

g. Order ~ ABC Board Stipend Increase Request ~

Pursuant to NCGS Chapter 18, Article 7, Section 18B-700 (g) the Board of Commissioners here by approve the monthly compensation of the members of the Boiling Spring Lakes Alcohol Beverage Commission board as follows effective 1, 2021.

Chairman - \$115.00 to \$150.00; Vice Chairman - \$50.00 to \$100.00; Secretary - \$50.00 to \$75.00.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall approving the Order.

Vote ~ 4 ~ 0

13. Discussion ~ FY 2022 Enterprise Vehicle Lease Program

Mr. Repp reviewed the issues with Enterprise receiving the cars that have been on order since last July when the budget was approved. Almost a year has gone by with no delivery due to COVID issues with manufacturing and future ordering for replacement. At the end of the discussion, the Board agreed to replace four (4) of the vehicles and not the original six (6) as approved. Enterprise has requested placing the order early in January 2021 due to the backlog.

14. Announcements ~

- a. Mayor Caster announced Ann Hollingsworth has received the 2020 Governor's Service Award for Outstanding Volunteer Service at Doshier Hospital, Southport, NC.
- b. Commissioner Hall reported the Board has received seven (7) letters of interest for the vacant commissioner seat. The deadline is December 4, 2020 at 4:00PM. The City Clerk will contact the applicants to schedule a meeting with members of the Board. We hope to announce the replacement at our January 2021 meeting.
- c. Commissioner Witt thanked the Public Works Department and Special Events Committee for all the Christmas decorations in the City and at City Hall.

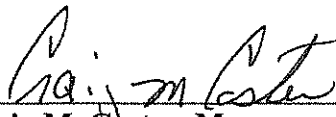
15. Adjourn ~

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Witt to adjourn the Board of Commissioners meeting of December 1, 2020.

Vote ~ 4 ~ 0

The Board of Commissioner meeting adjourned at 7:30PM.

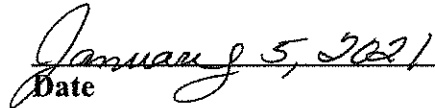
ATTEST:



Craig M. Caster, Mayor

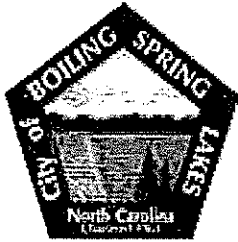


Jane McMinn, City Clerk



Date





ORDER pursuant to NCGS Chapter 18, Article 7, Section 18B-700 (g) the Board of Commissioners hereby increase the monthly compensation of the members of the Boiling Spring Lakes Alcohol Beverage Commission board as follows effective January 1, 2021:

	<u>Current</u>	<u>New</u>
Chairman	\$ 115.00	\$ 150.00
Vice Chairman	\$ 50.00	\$ 100.00
Secretary	\$ 50.00	\$ 75.00

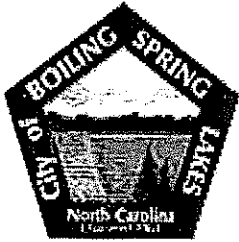
Craig M. Caster
Mayor

ATTEST:

Jane E. McMinn
City Clerk

Date





ORDER ~ declaring the following 2004 JCB 214 Backhoe Serial # SLP214TC440904113 be declared as surplus and authorizing the sale of same to the highest bidder on GovDeals:

A handwritten signature in black ink, reading "Craig M. Caster".

Craig M. Caster
Mayor

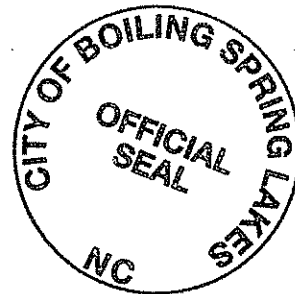
ATTEST:

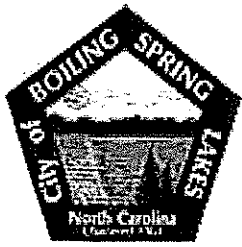
A handwritten signature in black ink, reading "Jane E. McMin".

Jane E. McMin
City Clerk

DATE

December 1, 2020





ORDER #: 2020-35

Order ~ appointing Brittany Tapp to the Special Events Committee as 2nd Alternate
completing the term ending July 10, 2021.

A handwritten signature in cursive script, reading "Craig M. Caster".

Craig M. Caster
Mayor

ATTEST:

A handwritten signature in cursive script, reading "Jane E. McMinn".

Jane E. McMinn
City Clerk

DATE:

A handwritten date in cursive script, reading "December 1, 2020".



Jane McMinn

From: The City of Boiling Spring Lakes, NC <notifications@cognitoforms.com>
Sent: Monday, November 9, 2020 12:47 PM
To: Jane McMinn
Subject: Appointment to Boards & Committees - Brittany Tapp

Be Advised: This email originated from outside of the City of Boiling Spring Lakes, NC

The City of Boiling Spring Lakes, NC

Appointment to Boards & Committees

[View full entry at CognitoForms.com.](#)

Entry Details

WHICH BOARD/COMMITTEE WOULD YOU LIKE TO APPLY FOR? Special Events Committee

ARE YOU CURRENTLY SERVING ON ANY OTHER BOARD? No

YOUR NAME: Brittany Tapp

SPOUSE'S NAME: Jason Tapp

HOME ADDRESS: 60 Pine Lake Road, BOILING SPRING LAKES, North Carolina 28461

CELL PHONE NUMBER: (720) 346-2546

EMAIL ADDRESS: btapp@hotmail.com

RESIDENT OF BSL: Yes

HOW MANY YEARS HAVE YOU BEEN 1
A RESIDENT?

STATE & COUNTY OF LEGAL
RESIDENCE:

Brunswick County, NC

EDUCATION AND EXPERIENCE
WHICH WILL BENEFIT YOUR CHOICE
OF COMMITTEE/BOARD:

Project management (my previous career) is centered around making sure schedules are maintained and hundreds of moving pieces are lined up so as not to delay any projects. I'm working part time for Parks and Rec right now but I would love the opportunity to get involved with our community more and teach my boys about being civic minded and helping out where they can. This committee seems like a good place to help out so hopefully my experience would be useful.

PRESENT EMPLOYER / TITLE:

BSL Parks & Rec (After School Assistant)

SIGNIFICANT PAST EMPLOYMENT:

Project Manager at Consolidated Electrical Distributors in Denver for 15+ years prior to moving here.

DO YOU ANTICIPATE ANY
CONFLICTS OF INTEREST IF
APPOINTED?

No



AN ORDINANCE AMENDING

CHAPTER 2 – ADMINISTRATION, ARTICLE II – MAYOR AND BOARD OF COMMISSIONERS OF THE CODE OF ORDINANCES FOR THE CITY OF BOILING SPRING LAKES BY DELETING CONFLICTING LANGUAGE WITH THE CITY CHARTER.

WHEREAS, the Board of Commissioners is required to appoint a sitting commissioner to serve as Mayor Pro-Tem; and

WHEREAS, the City Charter, adopted in 1977, specifies the duties and term of the Mayor Pro-Tem in Article III, Section 3.2; and

WHEREAS, the Code of Ordinances of the City is in conflict with the City Charter and the Board of Commissioners desire to amend the below sections of the Code of Ordinances to remove said conflict;

NOW, THEREFORE, BE IT ORDAINED, THAT:

Section 1. That the following sections of the Code of Ordinances are amended as follows:

Sec. 2-29. - Mayor pro tempore.

~~At the first meeting of each calendar year, the board of commissioners shall select one (1) of its number to act as mayor pro tem. The mayor pro tem shall have a fixed term of office for one (1) year, but as such shall perform all the duties of the mayor in the mayor's absence or disability.~~

[The Board of Commissioners shall choose one of its members to act as Mayor Pro Tempore, and he/she shall perform the duties of the Mayor in the Mayor's absence or disability. The Mayor Pro Tempore as such shall have no fixed term of office, but shall serve in such capacity at the pleasure of the remaining members of the Board.]

[] New text

Ordinance # 2020-29

Section 2. This ordinance shall become effective upon its adoption.

Adopted this this 1st day of December, 2020.

CITY OF BOILING SPRING LAKES

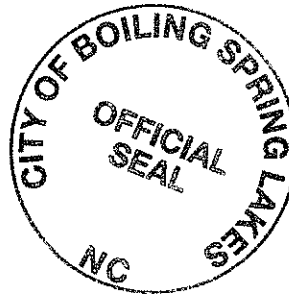
Craig M. Caster

Craig M. Caster, Mayor

ATTEST:

Jane McMinn

Jane McMinn, City Clerk



Jane McMinn

From: Rose Henry <rjhenry28@gmail.com>
Sent: Monday, November 30, 2020 3:54 PM
To: Jane McMinn
Subject: Public Comment - Zoning BSL lake property from R-1 to Recreation

Be Advised: This email originated from outside of the City of Boiling Spring Lakes, NC

Lynn T. Henry, 1191 Bream Rd., Southport, NC 28461 (910-351-8031)

Initially, I am not against changing the Zoning Designation from R-1 to Recreational for Lake Reeves (PID 173BP001) - Bream Rd. property. However, I would have reservations about doing this zoning change, if, additional development and land clearing is proposed for this site near me on Bream Rd. and some of the other proposed lake front sites. I periodically string trim a small portion of the Bream Rd. Site to allow for ease of community use and lake access. I do fully support public access to our BSL lakes. Thanks, Lynn Henry

Sent from my iPad

ZONING MAP AMENDMENT
CITY OWNED PROPERTIES

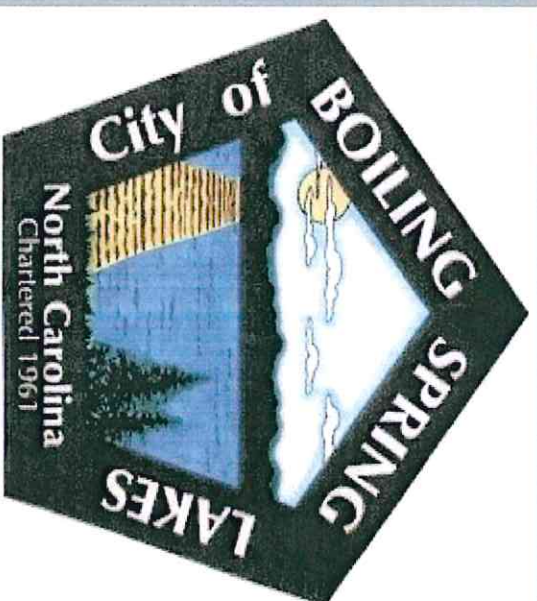
Public Hearing

December 1, 2020

BACKGROUND

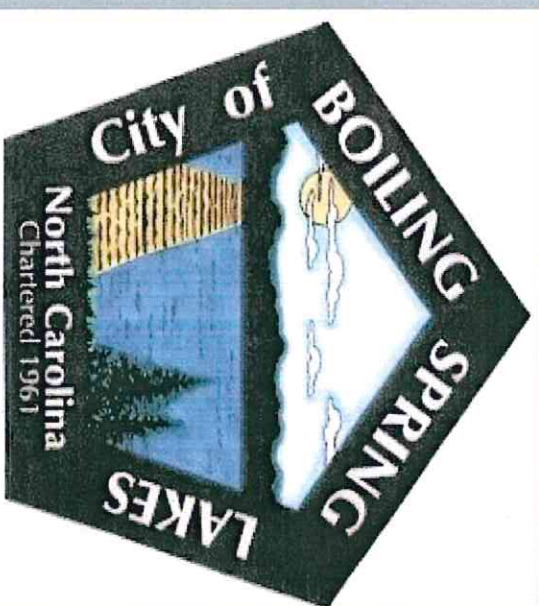
In an effort to align with one of the City's goals to "ensure that adequate open space and/or recreational areas are provided for, and enhanced to serve the growing population," as stated in the 2017 Comprehensive Land Use Plan, City staff has a initiated request to rezone several City owned properties from Residential to Recreation. Parcels to be considered for rezoning in this public hearing include:

- Lake Middleton – 3 parcels
- Lake Reeves – 1 parcel
- Lake Hastie – 2 parcels
- Schneider's Park – 2 parcels
- Mirror Lake Park – 2 parcels



DESCRIPTION

- This is the second of two public hearings to be held for the proposed rezoning of a total of thirty-two (32) City owned properties from Residential to Recreation.
- December 1, 2020 public hearing to consider the rezoning of ten (10) of the thirty-two (32) properties.
- Of the ten (10) properties included in this public hearing, the area is currently comprised of six (6) parcels zoned Residential 1 and four (4) parcels zoned Residential 5.
- All parcels in the request to rezone are City owned properties on lakes and/or parks.
- Parks and recreation areas may be located in all Residential zoning districts.
- Recreation district is intended to preserve future public and private recreation/open space land. Residential development is not permitted.
- No development is currently being proposed on any of the parcels included in the proposed rezoning.



LAND-USE COMPATIBILITY 2017 COMPREHENSIVE LAND USE PLAN

- Future Land Use Map
 - Future land classification area for all ten (10) properties listed as Residential
- Future Land Use Classification Guidelines
 - Desired uses in Residential include -
 - Single-family Residential & Duplex
 - Institutional & Education Uses with Limited Traffic Generation
 - Recreation & Open Space
- Goals & Policies
 - Ensure that adequate open space and/or recreational areas are provided for and enhanced to serve the growing population
 - Reduce the flooding danger to property and human health by managing density and structure setbacks in flood hazard areas.
 - CAMA Natural Hazard Areas Goal: Conserve and maintain barrier dunes, beaches, floodplains, coastal wetlands, and other coastal features for their natural storm protection functions and their natural resources giving recognition to public health, safety, and welfare issues
 - Of the ten (10) parcels considered in this rezoning, six (6) are located in a mapped flood hazard area.

City of Boiling Spring Lakes, NC:

Comprehensive Land Use Plan



Dam(s) Update

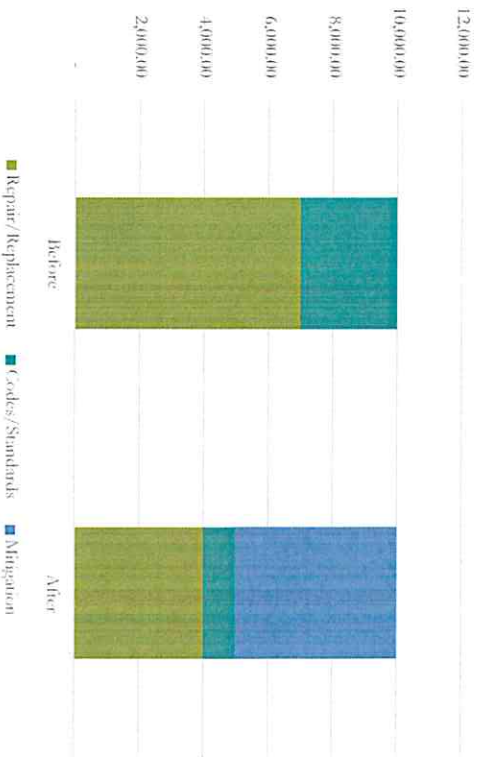
Sanford and Upper Dams - DR-4393 #68141

- 11/15/20 - Conference call with FEMA & NCDDPS regarding FEMA HQ state-wide determination made regarding NC codes/standards.
- 11/30/20 - Conference call with FEMA & NCDDPS and FEMA mitigation to receive input on how to submit for mitigation.
- McGill preparing revised numbers and submitting to FEMA for review/determination.
- Workshop with BOC to review?

North Lake Dam and Pine Lake Dam - DR-4393 #126563

- 9/1/20 - FEMA HQ Ruling on Codes/Standards, waiting clarification on implications of this decision as is directly related to this project. Waiting Clarification to proposed tasks beyond replacement of Water Control Structure.

FEMA Funding Methods



Contractor Schedule

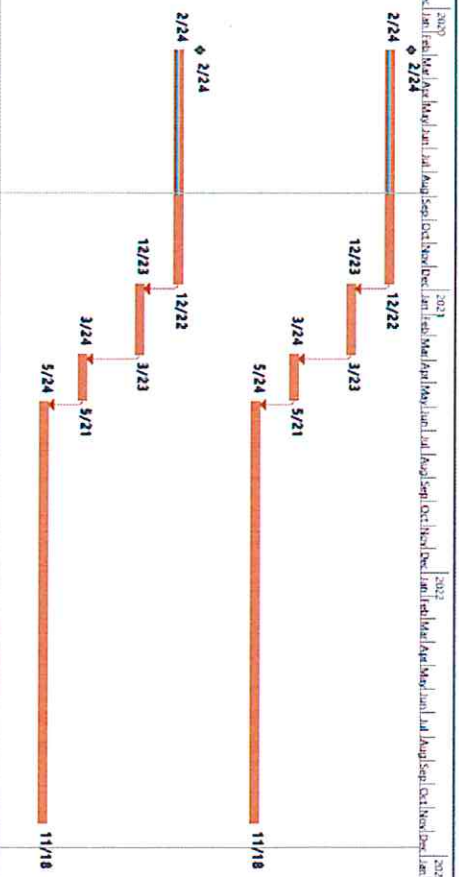
Prequalification Schedule

RFQ Issue Date	Wednesday October 14, 2020
Due Date for Requests for Clarification (RFCs)	Wednesday October 28, 2020
Responses to RFCs Issued	Wednesday November 11, 2020
Due Date for Applications	Friday December 18, 2020
Responses to Applications Issued	Friday January 22, 2021

Dam Schedule

City of Boiling Spring Lakes
Dams Construction/Reconstruction Project
Updated Schedule per Design Contract
Thu 8/27/20

ID	Task Name	Duration	Start	Finish	Predecessors
8	Sanford and Upper Lake Dams	0 days	Mon 2/24/20	Mon 2/24/20	
9	Design & Permitting	217 days	Mon 2/24/20	Tue 12/22/20	
11	Submittal and approval of an Application and Emergency Action Plan	65 days	Wed 12/23/20	Tue 3/23/21	9
12	Phase 3 - Procurement Bidding Bid Evaluation and Recommendation	43 days	Wed 3/24/21	Fri 5/21/21	11
13	Phase 4 - Construction Management/Construction (Sanford dam and Upper Lake dam)	350 days	Mon 5/24/21	Fri 11/18/22	12
15	Pine Lake and North Lake Dams	0 days	Mon 2/24/20	Mon 2/24/20	
16	Design & Permitting	217 days	Mon 2/24/20	Tue 12/22/20	
17	Submittal and approval of an Application and Emergency Action Plan	65 days	Wed 12/23/20	Tue 3/23/21	16
18	Phase 3 - Procurement Bidding Bid Evaluation and Recommendation	43 days	Wed 3/24/21	Fri 5/21/21	17
19	Phase 4 - Construction Management/Construction (Pine Lake dam and North Lake dam)	350 days	Mon 5/24/21	Fri 11/18/22	18



USDA-NRCS STORM DEBRIS REMOVAL PROJECT – December Update

USDA-NRCS EWP Engineering Services

City of Bowling Springs Lakes

LCOS INC.

Sept 2020 - Update

Item Description	Actual	Planned	Actual	Planned	2020	2021
Stormwater Stabilization Projects						
K-042*	Payable	1/27/2020	7/31/2021	551		
	Actual	1/27/2020	1/24/2020	1		
Storm & Erosion Controls	Payable	1/28/2020	3/24/2020	26		
	Actual	2/3/2020	3/27/2020	43		
Design Development	Payable	4/6/2020	6/30/2020	82		
	Actual	6/10/2020	1/1/2021	162		
Permitting and Construction Documents	Payable	6/10/2020	1/1/2021	162		
	Actual	7/24/2020				
Construction	Payable	2/1/2021	7/31/2021	180		
	Actual					
Stormwater Stabilization Projects						
K-042*	Payable	1/27/2020	6/1/2021	441		
	Actual	1/27/2020	1/24/2020	1		
Storm & Erosion Controls	Payable	1/28/2020	3/27/2020	20		
	Actual	2/3/2020	3/27/2020	43		
Design Development	Payable	2/17/2020	6/30/2020	134		
	Actual	3/27/2020	7/29/2020	162		
Permitting and Construction Documents	Payable	6/30/2020	1/1/2021	162		
	Actual	7/29/2020				
Construction	Payable	2/1/2021	8/1/2021	120		
	Actual					
Dam & Levee Project						
K-042*	Payable	1/27/2020	10/31/2021	704		
	Actual	1/27/2020	1/24/2020	1		
Storm & Erosion Controls	Payable	1/28/2020	2/17/2020	20		
	Actual	2/3/2020	3/27/2020	43		
Design Development	Payable	2/22/2020	7/24/2020	150		
	Actual	3/27/2020	8/1/2020			
Permitting and Construction Documents	Payable	7/1/2020	1/1/2021	164		
	Actual	8/1/2020				
Construction	Payable	2/1/2021	12/31/2021	313		
	Actual					

The above schedule is based upon goals and/or expenditures over time and is subject to change based upon actual events over time. LCOS will update schedules and timelines to the extent possible to keep materials the above schedule.

Map: Stormwater & Levee

City of Boiling Spring Lakes

BOC ~ PUBLIC HEARING

ZONING MAP AMENDMENT

R-1 & R-5 RECREATION

Comments are restricted to 5 minutes per speaker

PLEASE PRINT

<u>Name</u> <small>write in comment</small>	<u>Address</u>
1. <u>Rose Henry</u>	<u>1191 Bream Rd., BSL</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

12-1-2020

City of Boiling Spring Lakes

Board of Commissioners Meeting Public Comment

Comments are restricted to 5 minutes per speaker

PLEASE PRINT

<u>Name</u>	<u>Address</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____