



**City of Boiling Spring Lakes
Board of Commissioners Monthly Meeting
June 2, 2020
City Hall – 6:30 p.m.**

PLEASE TURN OFF CELL PHONES

1. **Call to Order ~ Mayor Craig Caster**
2. **Pledge of Allegiance ~ Mayor Craig Caster**
3. **Attendance ~**

| | |
|--|---------------------------|
| Mayor Craig Caster | Commissioner Steve Barger |
| Commissioner Tom Guzulaitis | Commissioner Teagan Hall |
| City Manager Jeff Repp | Commissioner Dana Witt |
| Police Chief Greg Jordan | City Clerk Jane McMinn |
| Planning & Zoning Administrator, Nicole Morgan | |

4. **Approval of the Regular Agenda ~**

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall approving the agenda for the Board of Commissioner Meeting of June 2, 2020.

Vote ~ 5 ~ 0

5. **Public Hearing ~ proposed Fiscal Year 2021 Budget – [Comments are limited to 5 minutes per speaker]**

A ***motion*** was made by Commissioner Witt, a ***second*** by Commissioner Hall to move into the Public Hearing of the Proposed Fiscal Year 2021 Budget.

Vote 5 ~ 0

No public comments were heard

A ***motion*** was made by Commissioner Witt, a ***second*** by Commissioner Hall to move out of Public Hearing and back into the Regular Board of Commissioners meeting dated June 2, 2020.

Vote ~ 5 ~ 0

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

No Public Comments were heard.

7. Approval of Minutes ~

- a. Board of Commissioners Executive Closed Session Minutes of May 5, 2020
- b. Board of Commissioners Regular Meeting of May 5, 2020
- c. Board of Commissioners Sewer Study Workshop of May 19, 2020

A *motion* was made by Commissioner Witt, a *second* by Commissioner Guzulaitis to approve the Board of Commissioners Executive Closed Session Minutes of May 5, 2020; Board of Commissioners Regular Meeting Minutes of May 5, 2020 and Board of Commissioners Sewer Study Workshop Minutes of May 19, 2020.

Vote ~ 5 ~ 0

8. Consent Agenda ~

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

Vote ~ 5 ~ 0

9. Committee / Board Reports and Minutes ~

Community Appearance Commission ~ Mrs. Zelma Rygg ~ Chair

Commissioner Witt reported there was no meeting held in May due to Covid19, however the Commission has been communicating electronically and continue to do property recognitions.

Planning Board ~ Mr. Bill Clark, Chair

No report was given for the Planning Board.

Parks & Recreation Advisory Board ~ Mr. Bruce Pennington

Commissioner Guzulaitis reported no meeting was held in the month of May.

Special Events ~ Mrs. Jackie Barker, Chair

Commissioner Hall reported the Committee held a “trunk meeting” to discuss how they could recognize the graduating senior class of 2020. The transfer of funds from the Eggstravaganza were appreciated for the purchase of the banner, which was displayed in front of the Police Department; and for the ribbons to decorate the trees along State Highway 87 for the graduating class. The committee also greeted the seniors during the parade, which was held on May 15, 2020.

The next scheduled event will be the Mayors Cup Golf Tournament, which is scheduled for August 1, 2020. The committee will plan accordingly along with Steve from the Lakes Country Club.

Library Commission ~ Mrs. Frances Thomas, Chair

Commissioner Witt reported the Library Commission will hold a virtual meeting for the month of June 11, 2020 at 10:00 a.m. If anyone would like to log on, you can request the link and it will be sent to you. The May meeting was not held due to Covid19.

Boiling Spring Lakes Fire / Rescue ~ Chief Theresa Tickle

Commissioner Barger reported there was no meeting held for the month of May.

10. City Manager's Report ~ Mr. Jeff Repp

City Manager Repp reported:

- The city had cash and investments for the month of April in the amount of \$2,100,415;
- Sales tax revenue was 7.9% ahead of schedule after 10 months of the fiscal year;
- Property tax collections are at 96.5% as of April 30, 2020 for the fiscal year;
- The city had three residential building permits issued for the month of April making a total of 46, our budgeted number is 50;
- June 3, 2020 the City will be opening the Community Center. Summer camp begins on June 15, 2020 depending on Phase 3 being announced; the gym is scheduled to open on June 29, 2020 with limited participants.
- The Police Department has two openings with one offer extended to one of the applicants, and seven applicants are being considered for the additional position.
- Public Works currently has two openings, one is a mechanics position, which is currently being advertised, and the second is an equipment operator. Depending on the decision of the budget, positions will remain frozen until the January timeframe until a decision is made to proceed to fill that position.
- Parks & Recreation received a resignation from Sue McKenzie, which will be effective July 7, 2020. Mary Green will begin the process of filling that position at the Community Center;

Paving update ~

- Paving has been completed on Pine Lake Drive. The shoulder work and painting remain to be completed;
- Paving has been completed on Nassau and Crystal, however the shoulder work and painting remain to be completed;
- Paving has been completed on Blueberry and, the preliminary shoulder work was just finished today, the painting remains to be finished; and
- Beaufort is scheduled to be completed by June 22, 2020; however, no work has begun as of the current date.

Dam update ~

The City is currently in the design/permitting phase which runs from February 2020 to December 2020. We are hoping to be at the 60% phase by the month of July, however we are running approximately three weeks behind due to Covid19 related permitting issues. We had a conference call today with FEMA, the Department of Public Safety and received some preliminary guidance as to what the decisions may be. One of the biggest items will be the Department of Public Safety to request a meeting with the Department of Transportation, the City and Dam Safety referencing North Lake and Pine Lake. Sanford and the Upper Dam are on a different track and are proceeding as scheduled;

however, FEMA seems to be dragging their feet. The design work is proceeding on schedule. The project completion date is estimated to be November 2022. We hope to be under construction by April 2021. Sanford and the Upper Dam will be completed first, followed by Pine Lake and North Lake. We will have Alton/Lennon open upon that completion to be able to detour traffic when work is started on Pine and North Lake.

That the Dams Construction/Reconstruction Project Schedule is hereby made a part of these minutes.

11. Old Business ~

No Old Business was reported.

12. New Business ~

a. Ordinance ~ Establishing the Fiscal Year 2021 Budget for the City of Boiling Spring Lakes

Following a discussion by the BOC with regard to purchasing versus leasing of vehicles with no previous history, the BOC discussed adjusting the number of vehicles the city would lease versus purchasing. The BOC agreed to adjust the budget.

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Guzulaitis to adjust the capital purchases for the vehicles by purchasing two police vehicles as the City has done historically, and lease two police vehicles and two pickup trucks, one for Public Works and one for Inspections.

Vote ~ 5 ~ 0

Commissioner Hall suggested given the current situation of Covid19 and the unknown certainty of what may possibly lay ahead, I would request the Board to consider a hiring freeze until the beginning of January 2021 with the exception of the Police Department.

Mr. Repp commented the only known position right now is the position of Parks & Recreation/Community Center Manager which will be vacant as of July 7, 2020. That position will be frozen until the time period of January 2021 as suggested.

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Barger to place a hiring freeze until January 2021 with the exception of the Police Department.

Vote ~ 4 ~ 1 (opposed, Commissioner Guzulaitis)

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Witt Approving the Fiscal Year 2021 Budget as amended.

Vote ~ 5 ~ 0

b. **Order** ~ approving Gene Fiorvante to the ABC Board for a term of three (3) years beginning July 1, 2020.

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Witt approving Gene Fiorvante to the ABC Board for a term of three (3) years beginning July 1, 2020.

Vote ~ 5 ~ 0

Order ~ approving Bruce Pennington to the Parks & Recreation Advisory Board for a term of three (3) years beginning July 1, 2020.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall approving Bruce Pennington to the Parks & Recreation Advisory Board for a term of three (3) years beginning July 1, 2020.

Vote ~ 5 ~ 0

c. **Order** ~ authorizing the Mayor to sign the letter to the Brunswick County. Commissioners regarding the Special Assessment District requirements for any city-wide sewer system owned and operated by Brunswick County.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Witt authorizing the Mayor to sign the letter to the Brunswick County Commissioners regarding the Special Assessment District requirements for any city-wide sewer system owned and operated by Brunswick County.

Vote ~ 5 ~ 0

d. **Order** ~ authorizing approval to the revised Fee Schedule for the Fiscal Year July 1, 2020 to June 30, 2021 for the City of Boiling Spring Lakes.

Commissioner Barger requested the Administrative Services revision adding a cancelled check fee also be included in the revised Fee Schedule for the Fiscal Year July 1, 2020 to June 30, 2021
2021.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall approving the revised Fee Schedule for the Fiscal Year July 1, 2020 to June 30, 2021.

Vote ~ 5 ~ 0

c. Request for Public Hearing ~

1. Table of Permitted/Conditional Uses & Lake Regulations Text Amendment
2. Minimum Square Footage Text Amendment

A *motion* was made by Commissioner Witt, a *second* by Commissioner Guzulaitis approving the request for two public hearings to be placed on the July 7, 2020 Boiling Spring Lakes Agenda.

1. Table of Permitted/Conditional Uses & Lake Regulations Text Amendment; and
2. Minimum Square Footage Text Amendment

Vote ~ 5 ~ 0

13. Discussion ~

a. Sale of City Property ~

Mr. Repp explained since the last meeting the City has received two (2) requests for the purchases of parcels owned by the City. One is on Bass Road; the second is on Raleigh Road. These are the first requests that have come before this Board. Every board has received requests in the past. Previous boards have been willing to sell city property that is available, and some boards have decided they did not want to sell city property. This is a request for guidance from this Board how you would like City Staff to handle these particular requests when they are received. In the past when we have sold property we have used the State's Authorized Upset Bid process, which is, a person comes in, makes an offer on the property, has to post a bond based on the percentage of the estimated sale price. We then go through a legislative process requiring adoption of a resolution. We are then required to go through the legal advertising, the public then has the ability to submit an offer above the advertised amount. That process will continue until there are no more offers made. This Board can determine what the minimum bid will be.

Mr. Repp informed the Board he will research the assessed value of the property and the Board can then determine the amount of the beginning sale price.

Commissioner Guzulaitis commented the Bass Road parcel is a 1.7-acre property, which we could potentially use for the public in some form. The City is growing and the use of this parcel can be a valuable asset. The Board was in agreement not to entertain the sale of the Bass Road parcel; however, the parcels on Raleigh Road do not seem to be an issue.

b. Minimum Square footage requirements for new homes ~

Commissioner Guzulaitis explained there have been some constituents that have expressed displeasure with regard to the approved House Bill #675 that the General Assembly put

into place removing the minimum square footage requirements which the City was based on, as well as our neighborhoods. I am asking the Board to approve a Resolution at our next Board of Commissioners meeting in opposition to the State Law House Bill #675.

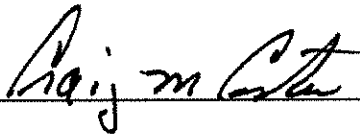
That the statement read by Commissioner Guzulaitis is hereby made a part of these minutes.

The Board of Commissioners are in agreement to have a Resolution asking that the City be grandfathered and allowed to be able to establish minimum square footage standards.

14. Announcements ~

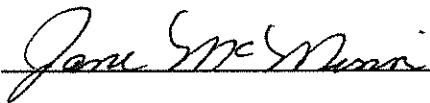
- a. Commissioner Guzulaitis requested the public to wear their masks when out and about, also maintaining social distancing. We need to be part of the solution and not the problem.
- b. Mayor Caster informed the citizens when placing your trash can at the curb; place the handle toward the house and not the street. This has been a request put forward from Waste Management.

The Board of Commissioners meeting adjourned at 7:15 p.m.

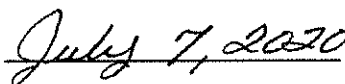


Craig M. Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date



Dam Update

City of Bowling Spring Lakes
Dams Construction/Reconstruction Project
Updated Schedule per Design Contract
5/26/2020

| Task Name | Duration | Start | Finish | Next Task |
|--|----------|--------------|--------------|---|
| 8 Sanford and Upper Lake Dams | 0 days | Mon 2/24/20 | Mon 2/24/20 | 2020 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2021 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2022 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2023 |
| 9 Design & Permitting | 213 days | Mon 2/24/20 | Wed 12/16/20 | 2/24 |
| 11 Submittal and approval of an Application and Emergency Action Plan | 65 days | Thu 12/17/20 | Wed 3/17/21 | 12/17 |
| 12 Phase 3 - Procurement Bidding, Bid Evaluation and Recommendation | 43 days | Thu 3/18/21 | Mon 5/17/21 | 3/18 |
| 13 Phase 4 - Construction Management Construction (Pine Lake dam, North Lake dam and Upper dam) | 390 days | Tue 5/18/21 | Mon 11/14/22 | 5/18 |
| 15 Pine Lake and North Lake Dams | 0 days | Mon 2/24/20 | Mon 2/24/20 | 2/24 |
| 16 Design & Permitting | 213 days | Mon 2/24/20 | Wed 12/16/20 | 2/24 |
| 17 Submittal and approval of an Application and Emergency Action Plan | 65 days | Thu 12/17/20 | Wed 3/17/21 | 12/17 |
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