



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

PLEASE TURN OFF CELL PHONES

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

Mayor Craig Caster
Commissioner Tom Guzulaitis
City Manager Jeff Repp
Police Chief Greg Jordan

Commissioner Steve Barger
Commissioner Teagan Hall
Commissioner Dana Witt
City Clerk Jane McMinn

4. **Pledge of Allegiance ~ Commissioner Barger**
5. **Approval of the Regular Agenda ~**

A ***motion*** was made by Commissioner Hall requesting to add ***item ~ e*** ~ discussion for appointment to the open seat in November; a ***second*** by Commissioner Barger approving the agenda as amended.

Vote ~ 5 ~ 0

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

No items were heard under Public Comments

7. **Approval of Minutes ~**

- a. Board of Commissioners Closed Session minutes dated May 19, 2020
- b. Board of Commissioners Regular Meeting dated August 18, 2020

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt approving the Board of Commissioners Closed Session minutes dated May 19, 2020; and the Board of Commissioners Regular Meeting dated August 18, 2020.

Vote ~ 5 ~ 0

8. Consent Agenda ~

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

Vote ~ 5 ~ 0

9. Committee / Board Reports and Minutes ~

Community Appearance Commission ~ Ms. Ann Hollingsworth, Chair

Ms. Hollingsworth reported the Appearance Commission did not meet in August.

Planning Board ~ Mr. Bill Clark, Chair

No report was given for the Planning Board.

Parks & Recreation Advisory Board ~

Commissioner Guzulaitis reported the Board toured the old police building to review the usable space. The last public meeting with the Steering Committee for the Pedestrian Plan was held, and we believe the plan will be coming before the Board by the next meeting.

Special Events ~ Mrs. Jackie Barker, Chair

Special Events did not hold a meeting in August.

Library Commission ~ Mrs. Frances Thomas, Chair

No report was given by the Library Commission

Boiling Spring Lakes Fire / Rescue ~ Chief Theresa Tickle

Chief Tickle reported for the month of August, the Department received 20 EMS calls; we are still limited at this time to Delta & Echo calls. We also received 21 fire related calls and 34 hurricane calls during August 3rd to August 4th. These calls were mainly related to downed trees and power lines. Chief Jordan assisted with these calls during that time. The smoke alarm canvas will be held on September 5th and 6th. We ask you call to schedule an appointment at 910-845-2818. Our supply is limited, however we will be able to order more alarms. On September 19, 2020 from 10:00 AM to 2:00 PM, we will be holding an Open House Recruitment Drive. We welcome anyone who would like to stop by and meet the firefighters and learn what we do. We always need more volunteers. Masks and distancing will be required.

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

City Manager Repp reported:

- The city has \$1,881,646 in cash and investments as of July 31, 2020.
- Sales tax revenue for the first two months of fiscal year are running a little ahead of schedule. If we look at September and October, which are the City's two biggest months, this will give us a good gauge of where we will be.

- 7.1% of property tax collections have been received as of July 31, 2020. This is within the normal range for this time of year.
- Nine (9) residential building permits have been issued for the month of July. We have permits budgeted for 50 this fiscal year. Last year we ended with 56.
- We have received information from the State on Monday, August 31, 2020 that our population is now at 7,200. In July of 2019, our population was 6,928. That is an increase of 272 people. Clearly our City is continuing with its growth.
- The 2019/2020 paving projects have been completed as of July 31, 2020. The total cost of the project is \$1,249,237.39. That is \$15,953.14 less than what was anticipated, based on the unit costs that we have done. A change order was done which shows the pluses and minuses that reduced us down and the project came in slightly less than we anticipated.
- The architects working on the Police Department will be coming back to us with a number of designs. The hope is by the end of the month we will have a design build package. At that point, we will be able to start solicitations in October for contractors to be pre-selected for this project.
- City personnel remains frozen with two vacancies in Public Works and one vacancy in Parks & Recreation. The Police Department is now fully staffed with all members sworn in.

Dam(s) Updates ~

- There were many activities happening in August and September. We had a meeting in the middle of September with NCDOT and FEMA regarding Pine Lake and North Lake, which were declared to be ineligible projects by FEMA, as they were originally part of the NCDOT project. However, based on this most recent meeting, FEMA has changed their opinion and are now considering them to be eligible projects. Prior to the storm both Pine Lake and North Lake were considered exempt dams by Dam Safety. Dam Safety is now considering them to be high hazard dams. We must now design to a higher standard of what existed previous to the storm. FEMA will only allow us to design up to what the dams were before Hurricane Florence. We are now open to receiving mitigation funding, which is additional FEMA money. The biggest issue from the conference call which was held today; if FEMA will allow NCDOT's expenses as temporary repairs. Those expenses from DOT will now be considered in our costs. We will be able to claim much more in mitigation as one large project.
- Mr. Repp commented Industry Day will be held on September 18, 2020 in the morning. Mr. Repp suggested the Board may want to hold a Workshop on that same date with McGill Engineering at 1:30 to review the slide show which was used for the meeting with Dam Safety and review the project up to this point. At that time any questions you may have for the engineering team can be asked. We are on time with our schedule. We are looking at 18 months for construction from start to finish on Sanford Dam. We want to properly sequence Pine Lake and North Lake into that 18 months to shorten that time period. The Streambank & Shoreline Stabilization project with the USDA-NRCS is moving long within the scheduled time-line. Meetings have been conducted with the Army Corps regarding the Middle Dam to make sure the permitting projects will be streamlined. LDSI

Engineers have met with McGill Associates to continue the work on the Middle Dam. All of this information is posted on the City webpage.

- Three weeks ago the City started a program at the Community Center with the Parks & Recreation Staff to create a satellite learning center for 24 children. These 24 children have been able to attend this learning center with staff assisting with remote learning. In addition, this provides assistance to parents who must go to work everyday and an additional resource essentially acting in part as a daycare center. State Law with regard to operating a daycare center provides us a limitation with what we are able to do at the Community Center. We have requested from the Board of Education to pass a Memorandum of Understanding that will allow us to become a satellite facility of the Board of Education, which would then exempt us from the daycare requirements from the restrictions that are currently in place. At this point, we have not received that MOU. We are hopeful when the Board of Education meets this evening they will approve the MOU request. If that would not be approved, the City would most likely have to terminate this program on September 18, 2020 which is the deadline for the City not to violate the State Law. We are looking at some alternatives if the Board of Education does not approve the MOU at their meeting tonight.

That the City Manager's September 1, 2020 monthly report is hereby made a part of these minutes.

11. Old Business ~

No old business was listed.

12. New Business ~

- a. **Order** ~ appointing Marsha Stone to the Parks & Recreation Advisory Board completing the term ending June 30, 2021.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall appointing Marsha Stone to the Parks & Recreation Advisory Board completing the term ending June 30, 2021.

Vote ~ 5 ~ 0

- b. **Order** ~ appointing Jeff Roberts to the Parks & Recreation Advisory Board completing the term ending November 11, 2020.

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Witt appointing Jeff Roberts to the Parks & Recreation Advisory Board completing the term ending November 11, 2020.

Vote ~ 2 ~ 3 (opposed, Mayor Caster, Commissioner Barger, Commissioner Guzulaitis – for, Commissioner Hall, Commissioner Witt ~ motion fails)

- c. **Order** ~ authorizing the City Manager to accept the proposal of Port City Sound Security for the purchase and installation of audio and visual equipment for the City Hall Board Room in the estimated amount of *Seventy Six Thousand Two Hundred and Thirty Two Dollars and Ninety Eight Cents (\$ 76,232.98)* from CARES Act funding for COVID-19.

A *motion* was made by Commissioner Guzulaitis, a *second* by Commissioner Barger authorizing the City Manager to accept the proposal of Port City Sound Security for the purchase and installation of audio and visual equipment for the City Hall Board Room in the estimated amount of *Seventy Six Thousand Two Hundred and Thirty Two Dollars and Ninety Eight Cents (\$ 76,232.98)* from CARES Act funding for COVID-19.

Vote ~ 5 ~ 0

- d. **Resolution** ~ Declaring September 11, 2020 As a Day of Remembrance

A *motion* was made by Commissioner Barger, a *second* by Commissioner Witt Declaring September 11, 2020 as A Day of Remembrance.

Vote ~ 5 ~ 0

- e. **Discussion** ~ discussion for appointment to the open Board of Commissioners seat in November.

Commissioner Hall stated in the event that Commissioner Barger is elected in November for the Brunswick County School Board, I would like to suggest if any citizen who would be interested in filling the vacancy, they could submit a resume of interest to the City Clerk, Jane McMinn rather than just hand picking someone. The Board was supportive of this suggestion. Mayor Caster suggested tabling this discussion to review with the Board members.

13. **Announcements** ~

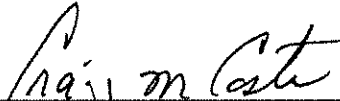
- a. Commissioner Guzulaitis reiterated Commissioner Barger's comments of last month stating we are willfully behind in our 2020 Census count, this region stands to lose millions of dollars. Commissioner Guzulaitis reminded all the citizens of Boiling Spring Lakes to complete the Census, remind your friends, family and neighbors to be counted. This is extremely important.
- b. Mayor Caster commented he had the pleasure of attending the farewell gathering for Chaplain Eiss. Chief Jordan explained Chaplain Eiss is moving back to Monroe to be closer to his son who is the Police Chief in Waxhaw. Chaplain Eiss was a big help in many ways for those who were in need and he will be missed.

15. Adjourn ~

A *motion* was made by Commissioner Barger, *second* by Commissioner Witt to adjourn the Board of Commissioner meeting of September 1, 2020.

Vote ~ 5 ~ 0

The Board of Commissioner meeting of September 1, 2020 adjourned at 7:10 P.M.

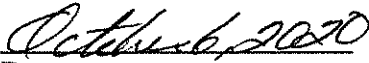


Craig M. Caster, Mayor

ATTEST:



Jane McMinn, City Clerk

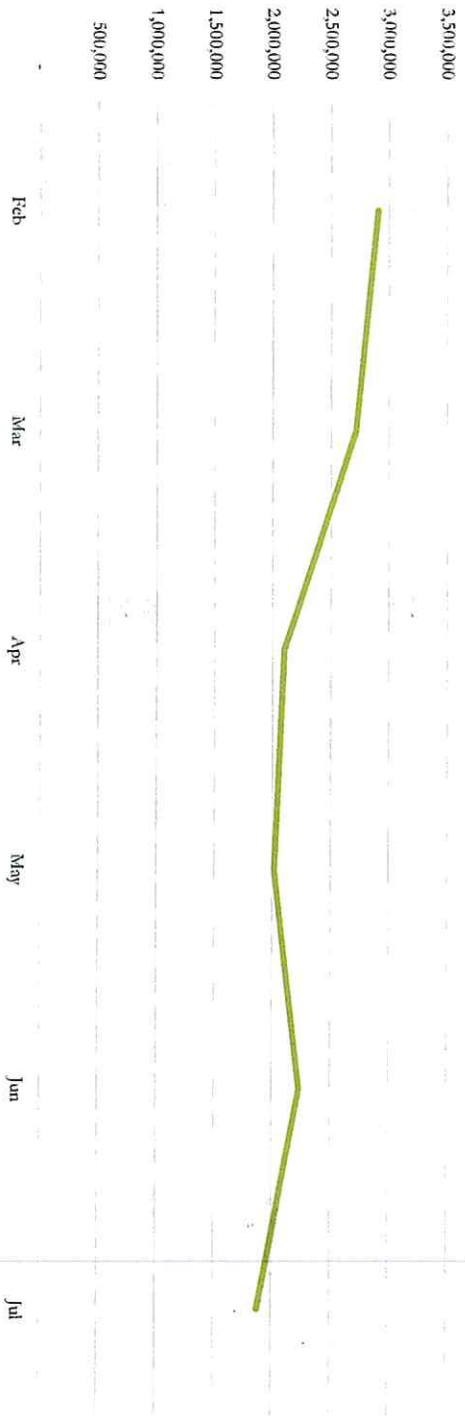


Date



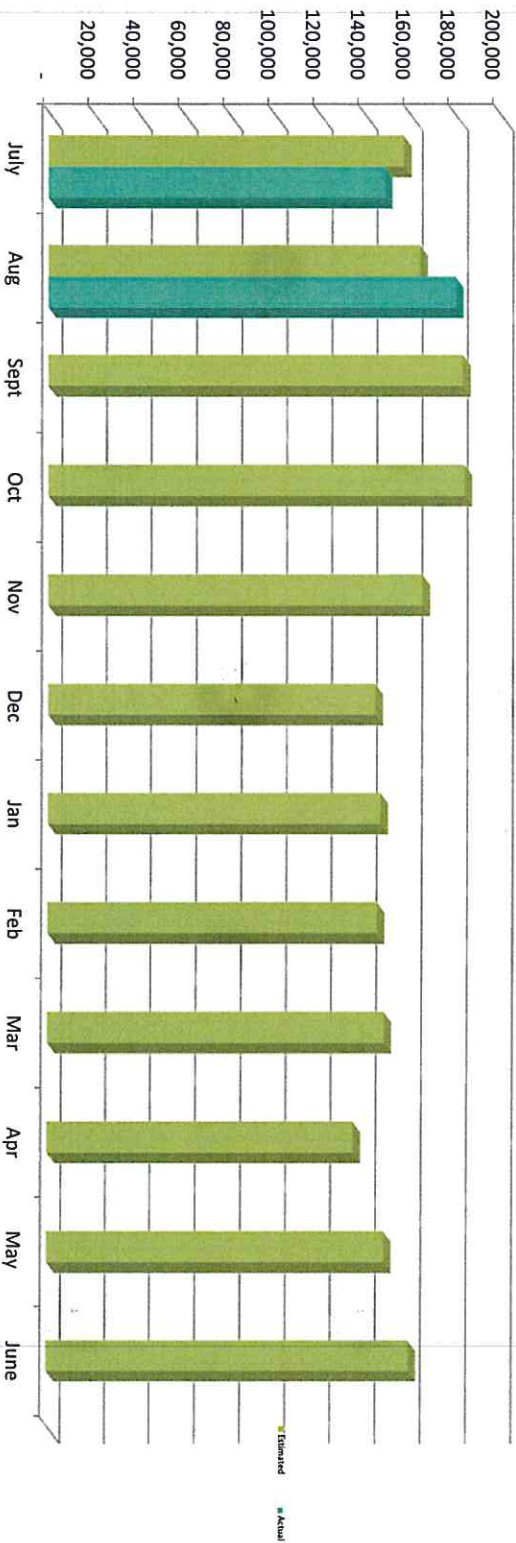
City Manager's Report

\$ 1,881,646 as of 7/31/20



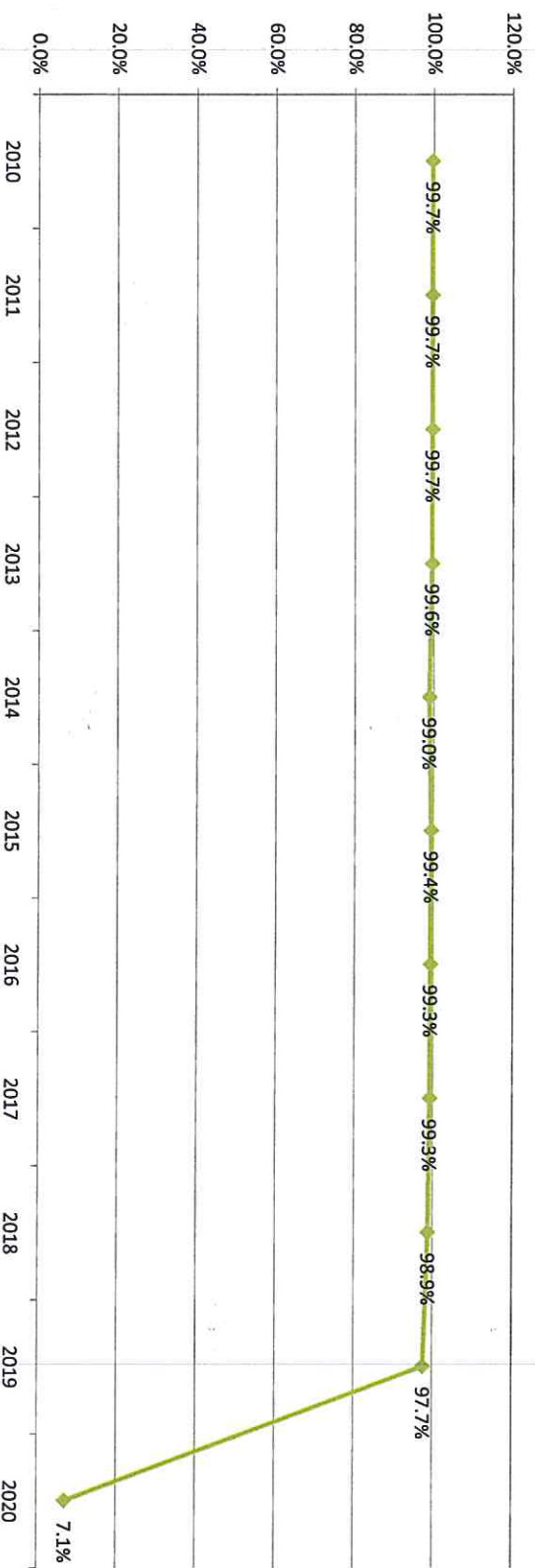
City Manager's Report

5.13% (\$ 16,781) ahead of schedule after 2 months



City Manager's Report

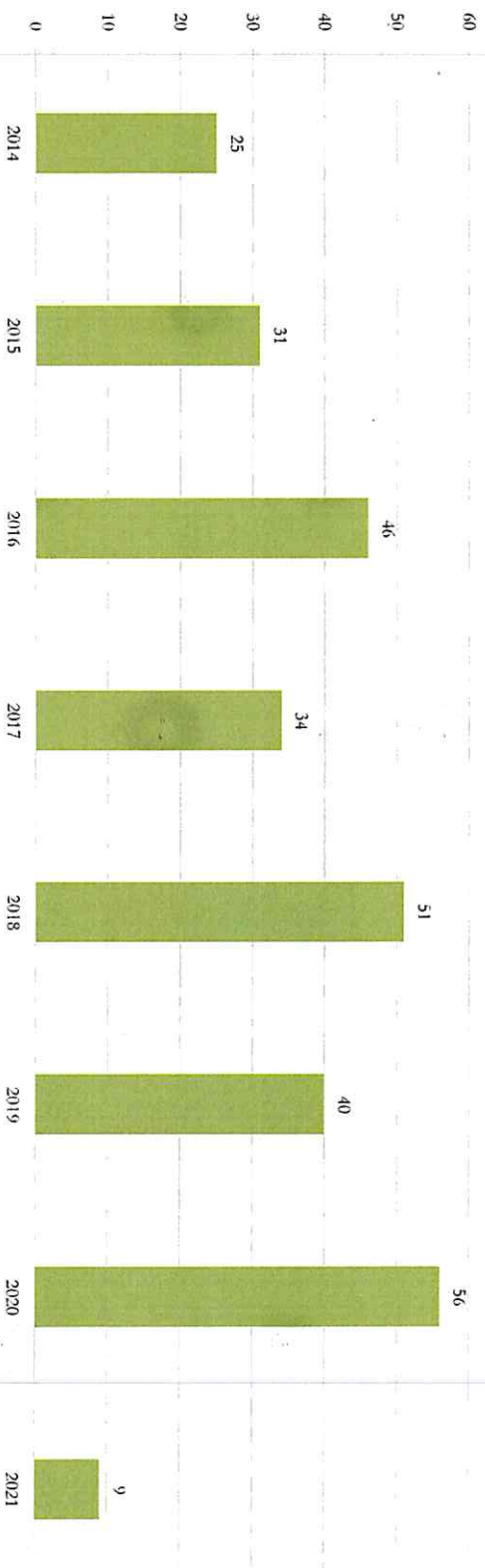
7.1% of property taxes collected as of 7/31/20



City Manager's Report

9 for July 2020

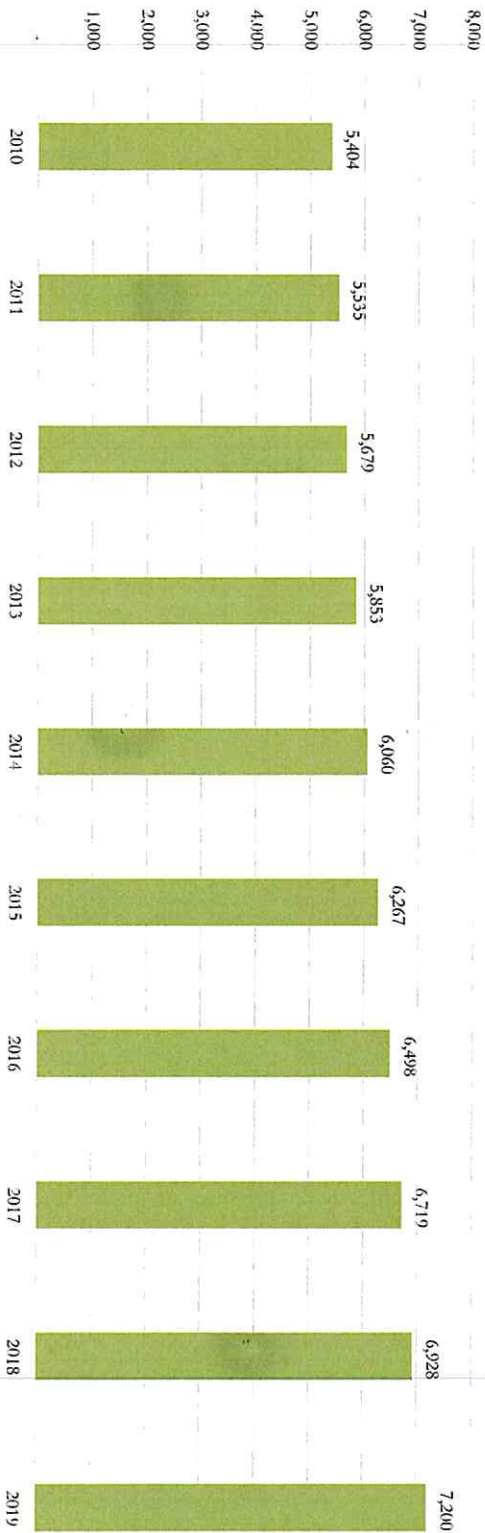
New Residential Building Permits



City Population Estimate

NC Office of State Budget and Management
Dr. Michael Cline - State Demographer

BSL Population - as of July 1st



2019/2020 Paving Projects

as of 7/31/20

Highland Paving Company	Date	Check #	Total	Invoice Total	Retainage	Amount paid	Change Orders	Balance to Finish
Invoice #1	3/12/2020	36186	1,265,190.52	136,597.96	3,847.57	132,750.39	-	1,132,440.13
Invoice #2	3/31/2020	36186	1,132,440.13	258,734.84	12,936.74	245,798.10	-	886,642.03
Invoice #3	4/30/2020	36243	886,642.03	51,297.22	2,564.87	48,732.36	-	837,909.67
Invoice #4	5/31/2020	1287	837,909.67	358,209.77	17,910.49	340,299.28	-	497,610.39
Invoice #5	6/30/2020	1288	497,610.39	357,127.79	17,856.39	339,271.40	-	158,338.99
Invoice #6	7/31/2020		158,338.99	87,269.80	7,345.80	79,924.00	(15,953.14)	62,461.86
Invoice #7	7/31/2020		62,461.86	62,461.86	-	62,461.86	-	-
Totals						1,249,237.39		

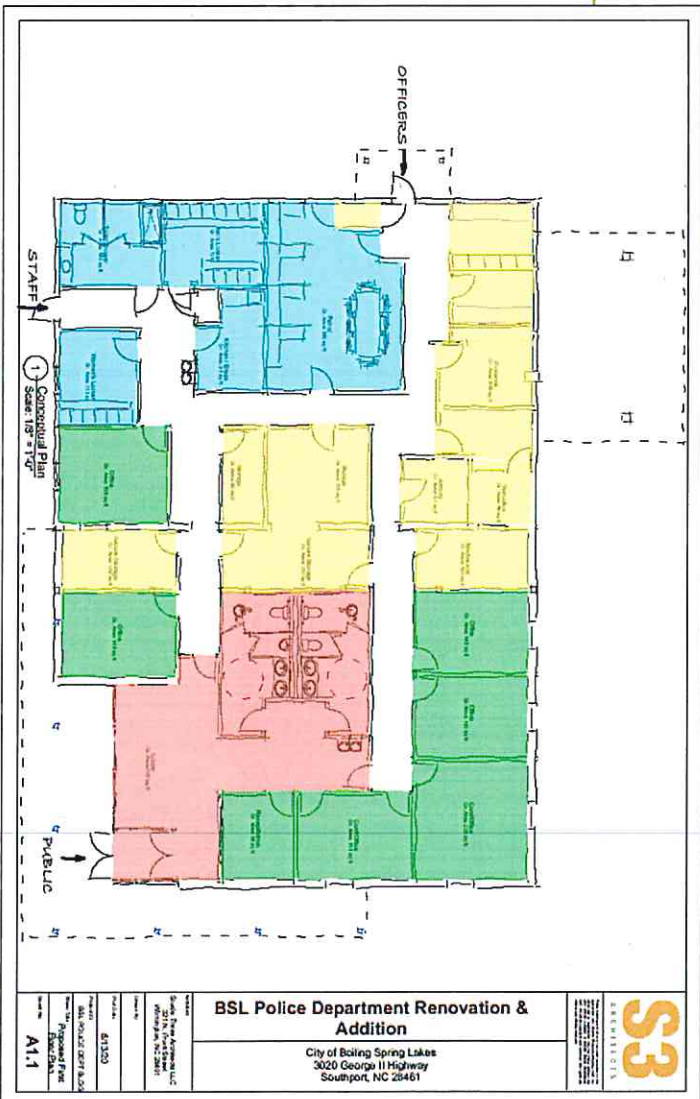
Change Order #1

CHANGE ORDER BREAKDOWN

STREET	Description	Quantity	Unit	Unit Price	Total
Nassau Road 16'	Intersections	79	SY	\$ 10.10	\$ 797.90
Beauford Road	Intersections	221	SY	\$ 10.10	\$ 2,232.10
Curb & Wedge Pine	Asphalt Curb and Wedge at Overflow	20.56	TN	\$ 150.00	\$ 3,084.00
Centerlane Striping		33378	LF	\$ 0.30	\$ 10,013.40
Stop Bar		14	EA	\$ 175.00	\$ 2,450.00
Line Item #8	Centerlane Striping	-14541	EA	\$ 0.30	\$ (4,362.30)
Line Item #9	Stop Bar	-13	EA	\$ 175.00	\$ (2,275.00)
				\$	
Deduct Bluberry		-489	SY	\$ 38.00	\$ (18,590.36)
Deduct Patching		-31	SY	\$ 75.00	\$ (2,325.00)
Deduct Pine Road Patching		-14	SY	\$ 425.00	\$ (5,950.00)
Deduct Overpayment	Pay Application No. 5	-1	EA	\$ 1,027.88	\$ (1,027.88)
				\$	\$ (15,953.14)

Police Department Renovation Update

Task	Duration (days)	Proposed Schedule
RFP Issued	17	February 3, 2020
RFP Response Submitted	43	February 20, 2020
A/E Proposal Submitted	32	April 3, 2020
BSI Board Approval of Contract	10	May 5, 2020
PO Issued / Initial Site Visit	52	May 15, 2020
A/E Project Start	21	July 6, 2020
Rural Development Architectural / Feasibility Report	30	July 27, 2020
Design Review Meeting	7	August 26, 2020
Design Revisions & Development	1	September 2, 2020
Design Review Meeting	14	September 3, 2020
35% Design Criteria Package Completion	2	September 17, 2020
Issue Package for Design-Build Project	30	September 19, 2020
Design-Build Bid Opening	7	October 19, 2020
DB Bid Evaluation	14	October 26, 2020
Award DB Contract	1	November 9, 2020
DB Start	1	November 10, 2020
Substantial Construction Completion	365	November 10, 2021

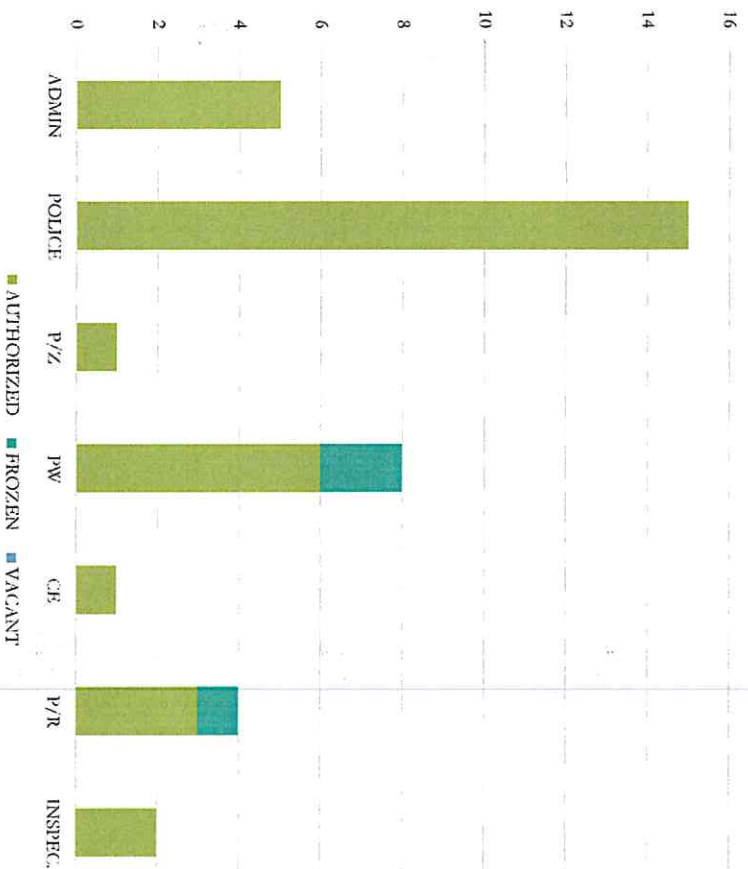


CITY PERSONNEL

Public Works - Frozen/Vacancies

- Maintenance Technician
 - Equipment Operation
- Parks & Recreation - Frozen/Vacancies**
- Community Center Supervisor

FULL TIME POSITIONS - 36





Dam(s) Update

August

- On-going coordination with permit agencies
- Met with City to discuss implications of Dam Safety meeting on July 31, 2020
- Met with FEMA regarding eligibility for PLD and NLD. FEMA determined that NCDOT and the City can both have eligible projects at these locations, but cannot duplicate efforts.
- Completed SOW for PLD and NLD and submitted to FEMA.
- Continued preparation of the CLONR documentation.
- Receive comments on 60% design documents
- Initiated 90% design
- Coordinated Industry Day and published invitation
- Coordinated with City on pre-qualification of bidders and prepared draft resolutions for Board.

September/Critical Path Issues

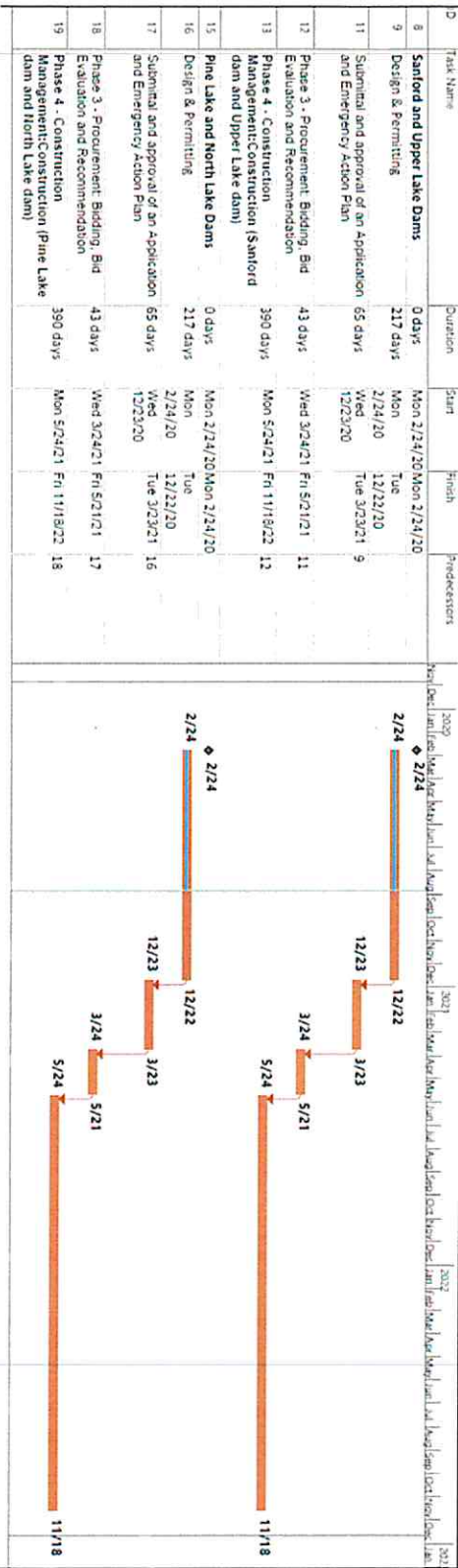
- Facilitate Industry Day – 9/18/20
- Coordinate with City on Board adoption of resolutions for pre-qualification
- Continue 90% design
- Coordinate utility relocations and easements

Critical Path Issues

- McGill continues to await a response from FEMA CRC on the SOW with codes and standards references and PAR estimate of probable construction cost for Sanford and Upper Dams (submitted May 2020).

Dam Schedule

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



USDA-NRCS STORM DEBRIS REMOVAL PROJECT - September Update

- Completed 50% Drawings (Permitting)
- Conducted a meeting with USACE, to obtain direction on permitting direction
- Met with McGill and obtained their HeckRAS and HeckMS models
- Conducted additional site inspections to ensure feasibility of design
- Modeled the Dam Road site
- Developed preliminary/conceptual outlet configurations to achieve 1/2 PMP
- Obtained geotechnical engineer's evaluation of sites
- Project team has revised the 50% submission and plans to submit to the City, USACE, and NRCS prior to the end of the week.
- In the next couple weeks, the team plans to finalize the preliminary outlet designs and submit to NC Dam Safety for preliminary review.

