



City of Boiling Spring Lakes  
Board of Commissioners Monthly Meeting  
March 4, 2020  
City Hall – 6:30 p.m.

PLEASE TURN OFF CELL PHONES

---

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

2. **Pledge of Allegiance ~ Mr. Dale Richardson**

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 ~**

Commissioner Guzulaitis requested to add **under letter ~ d ~ Resolution for the 2020 Census Partnership**

A *motion* was made by Commissioner Barger, a *second* by Commissioner Witt approving the amended Agenda.

*Vote ~ 5 ~ 0*

5. **Fiscal Year Audit Report 2019 ~ Wayne Berry, Berry, Padgett & Chandler**

Mr. Berry reported on the General Fund, Capital Reserve Fund, Spillway Capital Project Fund and Fifty Lakes Drive Capital Improvement Project.

*That the Excerpts from the Annual Audit are hereby incorporated and made a part of these minutes.*

6. **Public Comments ~**

No Public Comments were heard.

7. **Approval of Minutes ~**

- a. Board of Commissioners Regular Meeting dated February 4, 2020
- b. Board of Commissioners Workshop/Special Meeting dated February 19, 2020

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Witt to approve the Board of Commissioners Regular Meeting minutes dated February 4, 2020, and the Board of Commissioners Workshop/Special Meeting minutes dated February 19, 2020.

*Vote ~ 5 ~ 0*

**8. Consent Agenda ~**

A ***motion*** was made by Commissioner Barger, 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**

- Mrs. Rygg reported all the property recognition signs have been refurbished and look wonderful and we are ready for the new season.
- We had more than our usual amount of welcome packages to deliver.
- We also discussed some new project items and we will resume those discussions at our next meeting and report to the board.

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

Mr. Clark reported the Planning Board did not meet in the month of February 2020.

**Parks & Recreation Advisory Board ~ Mr. Bruce Pennington**

- Mr. Pennington reported last year at this time the Community Center had a revenue of \$58,700.00, this year the revenue has increased to \$74,102.00. These figures show the Community Center is up by over \$15,000.
- The senior lunch program is averaging 43 seniors on Monday, Wednesday, and Friday. This is considered very well for the Brunswick County Sponsored Program.
- The City Pedestrian plan is moving ahead. Plans for the redevelopment of Muse Park have been completed and will be sent to the Planning Board for their approval.
- The Community Garden will have a new look; plans are underway to add a wild flower garden. The Parks & Recreation Advisory Board has two open positions.
- If anyone is interested, please apply.

**Special Events ~ Mrs. Jackie Barker, Chair**

- Mrs. Lucille Launderville reported for Mrs. Barker.
- The Special Events Committee has been working on the Hitting the Road for the Veterans Bike Run on March 14, 2020.
- We started plans for our Easter Eggstravaganza on April 4, 2020.
- Tonight we have representatives with us from the South Brunswick Key Club. These students contribute so much to all of our events. Without their assistance, we could not do what we do. The Key Club was presented a check for \$250.00 as a sincere thank you for all their hard work and dedication.

**Library Commission ~ Mrs. Frances Thomas, Chair**

- Mrs. Thomas reported at the last meeting we held a brief business meeting, and then proceeded to do library maintenance.
- We will be going on our annual book-buying trip on April 9, 2020.
- The Library Commission will host a Meet the Author Event at the Community Center on Thursday April 16, 2020 at 10:30a.m. We hope to have a good turnout. We purchased a small laptop to help with our inventory.

**Boiling Spring Lakes Fire / Rescue ~ Chief Theresa Tickle**

- Chief Tickle reported there were 41 medical calls in February and 28 fire related calls. One of the calls was a structure fire, which took place on Greensboro. Officer Megan Wells was on patrol, saw the fire on Greensboro, and reported the incident. Officer Wells was able to rescue the pets.
- We had training on our new ladder truck for three (3) days. We also held two certification classes this month.
- We have ordered our UTV (side by side) which has been purchased with 100% fundraising contributions.
- We will have another fundraiser on March 28, 2020 offering a chicken bog plate sale. It will start at noon and will run from \$7.00 to \$12 a plate.
- We have ordered the green address signs that attach to the mailboxes.
- We have received approval from the insurance company to replace the roof on Station #2. We will be receiving a check from FEMA for \$20,530 for the deductibles we have paid out of pocket; that will be our last FEMA funding.

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

- Mr. Repp reported the cash balance for the city at the end of January was \$3,191,110.00.
- After seven (7) months of the fiscal year, our sales tax revenue is 7.14% ahead of schedule. If that percentage remains for the year, that estimated amount would be \$92,831.00.
- At the end of January, 93% of the property taxes have been collected by Brunswick County.
- We had nine (9) residential building permits issued by the end of January.
- The bank property survey was completed on January 17, 2020. The Phase #1 Environmental was completed on January 23, 2020. First National Bank has issued the title commitment work to be performed and submitted to our attorney to perform the title review. Once that is completed, the closing documents will be prepared.
- Regarding the hurricane damage, the Board met on February 19, 2020 and reviewed the preliminary analysis report with McGill Associates with the proposed work to be completed in the next phase. The Board adjourned from the workshop, went into a Special Meeting, and approved Task Order #2 for the design permitting and bidding for that work. Since that time, aerial surveying of the lakes has been performed. Geotechnical work firms will be in the city doing initial groundwork for the completion of the design work.
- On February 28, 2020, we received the title opinion from NCDOT that shows Reeves Telecom still owning the land under E. Boiling Spring Road. We have

supplied this information to FEMA and will be meeting with them on Friday to discuss this issue and others regarding the dams.

- As far as the detour roads and the paving projects we have currently, the contractor has started work on Pine Lake Rd. I sent an email to the Board earlier today requesting guidance regarding the 20' wide width on the detour roads. The previous board wanted to expand Pine Lake, Nassau and Crystal to a 20' width with an 18" shoulder on each side of the road. As we have moved forward with the project, specifically on a portion of Nassau and almost all of Crystal, we are finding the road to be in some cases only 16' wide and in other cases only 18' wide. Substantial ditch work would be required to get to the full 20'. We will be able to get to 18' everywhere. Pine Lake we can get to 20' without a problem; half of Nassau can be 20' and half could be 18'. The recommendation from the engineers would be to take this option as opposed to substantial ditch work and driveway relocation as opposed to the actual paving of roads. Staff is looking for direction from the Board on how you would like to move forward.

The Board agreed to move in the direction recommended by the engineers.

- With respect to the USDS Grant and Hurricane Florence, the engineers on that project have completed all the survey work on eight (8) of the nine (9) projects. They are currently finishing the survey work on Hunters Road and the design work has already been started on the eight (8) sites.
- Per the direction of the Board at the February meeting, letters have been sent to the five (5) property owners with regard to the brick entrances. To date, I have not received any response. We requested they donate the property or provide a perpetual easement for those areas for the city to have control for future improvements.
- We have completed all our paperwork for Hurricane Dorian with FEMA and will be receiving a check for \$15,777.16 in reimbursement in overtime and storm related costs.
- The storm drainage plan, Phase III has been completed by Sungate Engineering and we have posted to the website today the first three (3) phases. I will be sending out a request to the Board for dates toward the end of March or early April for a workshop with Sungate to review those three (3) Phases and receive your input.
- We have begun communications with the County Health Department regarding the Coronavirus. The Health Department has begun making preparations. A very large amount of information has been sent out today via email and press release. The Health Department will be the lead agency in the county. Southport Public Safety staff has taken the lead in coordinating with the Health Department to come up with an Incident Action Plan, which will be shared, with Boiling Spring Lakes. Other municipalities will be able to use this as their model to create their plan.

11. **Old Business ~**

**No items were listed under Old Business.**

12. **New Business ~**

- a. **Order** ~ authorizing the City Manager to approve the Rural Operating Assistance Program Public Transportation Grant by the North Carolina Department of Transportation for older adults in the amount of *Nine Thousand Dollars and no cents (\$ 9,000.00.)*

A *motion* was made by Commissioner Barger, a *second* by Commissioner Witt authorizing the City Manager to approve the Rural Operating Assistance Program Public Transportation Grant by the North Carolina Department of Transportation for older adults in the amount of *Nine Thousand Dollars and no cents (\$ 9,000.00.)*

*Vote ~ 5 ~ 0*

- b. **Resolution** ~ setting a time and date for a Public Hearing and Consideration of a Preliminary Assessment Roll for Goldsboro/Fifty Lakes Special Assessment District.

A *motion* was made by Commissioner Guzulaitis, a *second* by Commissioner Barger setting a time and date for a Public Hearing and Consideration of a Preliminary Assessment Roll for Goldsboro/Fifty Lakes Special Assessment District.

The Board agreed to hold the Public Hearing at the April 7, 2020 Board of Commissioner Meeting.

*Vote ~ 5 ~ 0*

- c. **Appointment ~ Liaison to the Library Commission and Community Appearance Commission ~ Mayor Caster**

Mayor Caster appointed Commissioner Witt to the Community Appearance Commission and the Library Commission

- d. **Resolution ~ 2020 Census Partnership ~**

A *motion* was made by Commissioner Barger, a *second* by Commissioner Hall approving the Resolution for the 2020 Census Partnership.

*Vote ~ 5 ~ 0*

- e. **Discussion** ~ review of benefits for the employees hired before 2009 ~ Commissioner Hall

Commissioner Hall read from a written statement requesting the Board to review and discuss the retirement benefits for the four (4) employees who were hired prior to 2009. Commissioner Hall requested the Board to reconsider amending the policy for the four (4) employees.

City Manager Repp explained the action taken by the Board at the time of the effective date of the policy; new employees were to contribute 20% of their health insurance policy up until their retirement age. If they chose to retire before the age of 65, they could continue with their health insurance still contributing 20%. Employees hired prior to the adoption stayed at 100%. Supplement insurance that was provided to retirees at 65 and beyond was removed except for the people who are currently receiving the supplement. Therefore, any employee who is currently employed with the city would not be provided this supplement insurance upon their retirement.

After a brief discussion, the Board agreed to review this at their budget workshop.

**13. Announcements ~**

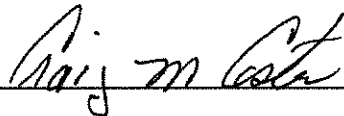
- a. Commissioner Guzulaitis informed everyone the Clean Sweep will be held on March 21, 2020, which will start at the Community Center at 9:00a.m. At our last Clean Sweep, we had 60 volunteers and collected 40 to 50 bags of litter. Hope to see a good turnout.
- b. Mr. Repp announced on Friday, March 13, 2020 starting at 8:30a.m. The Board will be meeting for a workshop for their Board Retreat to establish priorities for the next two years.

**14. Adjourn ~**

A *motion* was made by Commissioner Barger, a *second* by Commissioner Guzulaitis to adjourn the Board of Commissioners Meeting of March 4, 2020.

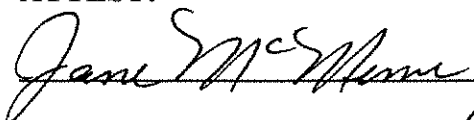
*Vote ~ 5 ~ 0*

**The Board of Commissioners meeting adjourned at 7:20p.m.**

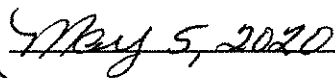
  
\_\_\_\_\_

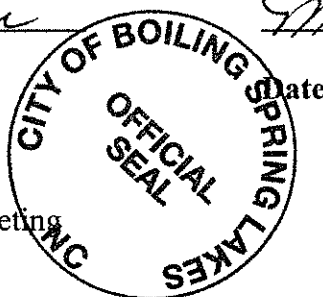
Craig M. Caster, Mayor

ATTEST:

  
\_\_\_\_\_

Jane McMinn, City Clerk

  
\_\_\_\_\_



CITY OF BOILING SPRING LAKES  
Excerpts from Annual Audit  
June 30, 2019

	Budget Current Year	Actual Current Year	Actual Prior Year
<b>GENERAL FUND</b>			
Cash		1,683,199	1,855,804
Fund balance, beginning of year		2,376,456	2,658,639
Revenues	6,374,326	6,150,333	3,739,180
Expenditures	(6,972,667)	(6,292,040)	(3,644,383)
Other financing sources (uses)-	27,615	2,000,000	(376,980)
Fund balance appropriated	570,726	-	
Net increase (decrease)	<u>-</u>	<u>1,858,293</u>	<u>(282,183)</u>
Fund balance, end of year		<u>4,234,749</u>	<u>2,376,456</u>
Allocation of fund balance:			
Restricted: Stabilization by State Statue		2,675,799	599,917
Restricted: Streets (Powell Bill)		223,198	146,273
Assigned: Subsequent year's expenditures		-	-
Unassigned		1,335,752	1,630,266
		<u>4,234,749</u>	<u>2,376,456</u>
<b>Tax levy:</b>			
Total valuation		464,154,348	456,230,210
Tax rate		0.23	0.21
Tax levy		1,067,811	958,190
		-	-
Percent collected		98.0%	97.8%
Percent collected excluding motor vehicles		97.7%	97.5%
<b>As a percent of total revenue:</b>			
Ad valorem taxes		19%	27%
Other taxes & licenses		2%	0%
Unrestricted intergovernmental revenues		37%	56%
Restricted intergovernmental revenues		38%	8%
Permits and fees		2%	3%
Sales and services		3%	4%
Investment earnings		0%	0%
Miscellaneous		1%	2%
		<u>100%</u>	<u>100%</u>
<b>As a percent of total expenditures:</b>			
General government		57%	28%
Public safety		23%	36%
Transportation		11%	18%
Health and welfare		0%	0%
Cultural and recreational		7%	14%
Debt service		2%	4%
		<u>100%</u>	<u>100%</u>

CITY OF BOILING SPRING LAKES  
Excerpts from Annual Audit  
June 30, 2019

	Budget Current Year	Actual Current Year	Actual Prior Year
<b>CAPITAL RESERVE FUND</b>			
Fund balance, beginning		31,039	29,059
Revenues	-		
Expenditures			
Other financing sources (uses)	(31,039)	-	1,980
Fund balance appropriated	31,039		
Net increase	-	-	1,980
Fund balance, ending		31,039	31,039
<b>SPILLWAY CAPITAL PROJECT FUND - PROJECT TO DATE</b>			
		Current Year	Current Year
Beginning fund balance		9,912	9,912
Revenues	79,928	3,414	-
Expenditures	(171,003)	(6,802)	-
Other financing sources (uses)	91,075	-	-
Net increase	-	(3,388)	-
Fund balance, ending		6,524	9,912
<b>FIFTY LAKES DRIVE CAPITAL IMPROVEMENT PROJECT</b>			
		Current Year	Current Year
Beginning fund balance		324,220	-
Revenues	375,000	-	-
Expenditures	(375,000)	(59,456)	(50,780)
Other financing sources (uses)	-	-	375,000
Net increase	-	(59,456)	324,220
Fund balance, ending		264,764	324,220