



**Board of Commissioners Meeting Minutes
Tuesday, April 14 , 2026, at 6:30 PM
City Hall**

1. Call to Order

Mayor Winecoff called the meeting to order at 6:30 pm.

Attendance:

Mayor Jeff Winecoff
Commissioner Kim Sherwood
Commissioner Todd Ausborn
Commissioner Justin Lovin

Assistant City Manager Nicole Morgan
Police Chief Kevin Smith
Brandon Stevens, Finance Director
City Clerk Tanya Shannon

Absent:

Commissioner Teagan Hall (excused)
City Manager Gordon Hargrove

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

A motion to excuse Commissioner Hall from the meeting was made by Commissioner Ausborn and seconded by Commissioner Sherwood. **Vote 4-0; Motion Carried.**

3. Approval of the Regular Agenda

Commissioner Sherwood moved to approve the agenda with the amendment to remove agenda item 5, Audit Presentation. Commissioner Lovin seconded the motion. **Vote 4-0; Motion Carried.**

4. Potential Conflict of Interest/Association Disclosure

No BOC member indicated any conflict or association with any item on this evening's agenda.

5. ~~Audit Presentation~~

6. Public Comments – NONE

7. Consent Agenda

7.1 March 3 Regular Minutes

March 3 Closed Session (sealed)

March 19 Special Meeting

March 19 Citizens Forum

7.2 Public Works

7.3 Public Safety/Animal Control

7.4 Parks and Recreation Department

7.5 Finance Department

7.6 Planning, Zoning & Code Enforcement

7.7 Building Inspections

7.8 Stormwater Department

8. Committee / Board Reports and Minutes

8.1 BSL Fire/Rescue

Assistant Chief Schaeffer reported that last month was busy, with a total of 97 calls—64 of which were fire-related and the rest EMS. He mentioned that the department is planning some training exercises involving extinguishing a fire in a small garage with an attached room. He explained that these drills are extremely beneficial for young and new firefighters. He also thanked the city for its ongoing support. Mayor Winecoff expressed gratitude for the teamwork demonstrated by the fire department during their assistance with the Winnabow fire.

8.2 Planning Board

Chair Launderville reported that at last month's meeting, the board once again discussed pending foundation requirements. The board also agreed to change the date for the Planning Board's May meeting. She noted that, with the surge in proposed data centers, the board received information about them and was advised that Shallotte has now included data centers in their UDO. Copies of Shallotte's information were provided. It was agreed that data centers must be included in our UDO, and work on this topic will continue at our meeting this week.

8.3 Parks and Recreation

Ms. Conely reported that the Parks and Recreation Advisory Board met in March. With the help of our dedicated facilities committee, they have been vigilant in monitoring the parks and their facilities. She noted that mole activity rivals that of The Great Escape! The buildings and grounds crew have addressed most, if not all, of the issues our committee has raised, and we are grateful for their responsiveness. The summer camp for kids is full and has a waiting list—something you may have already heard in the Director's Report, but it bears repeating. The staff is doing a phenomenal job, attracting more and more children to our programs. Upcoming events include a teen focus group to gather ideas from local teens about what programs they would like to see, allowing us to start working toward those goals. On May 30, we will host the Spring Fling, an event to raise awareness and support for the Venus Flytrap Trail, which is part of the Nature Trail at the Community Center. She encouraged everyone to attend and expressed her gratitude for everyone's support.

8.4 Special Events Committee

Chair Hogan reported that the committee would like to thank all the residents who came out to support our town at the Eggstravaganza. She said it was the biggest turnout yet, with 107 children and many wonderful parents and grandparents joining. Next year, the event will be improved by organizing age groups. She mentioned that they received some great ideas from parents, and she expressed her gratitude for their input. Chair Hogan also thanked the Public Works Department and Virgil for bringing the trailer, noting that it hadn't taken a long trip in years but made it this time. She thanked the Police Department and staff for ensuring traffic safety. Looking ahead, she

said the committee will be preparing blue bows to display along Cougar Drive in honor of the SBHS Class of 2026. She reminded everyone to check the Special Events display cabinet in the City Hall lobby and announced that Saturday, August 8, is the date for the Mayor's Cup.

8.5 Library Commission

Ms. Kathy Haves announced that she has just joined the Library Commission and asked for patience as she gets up to speed. She reported that Thursday's committee meeting focused on the library's preparations to open this Saturday. The project is nearly complete, thanks to the relentless efforts of many commission members. The grand opening will be held this Saturday from 11:00 a.m. to 2:00 p.m., with media coverage by the State Port Pilot and Southport Magazine. The committee also discussed new business, including staffing considerations and the scheduling of library hours and days of operation.

9. City Manager's Monthly Report

Mayor Winecoff stated that no report is available at this time, as Mr. Hargrove is out of town.

10. Old Business- none

11. New Business

11.1 Resolution Adopting the Southeastern North Carolina Regional Hazard Mitigation Plan.

Ms. Morgan explained that the City of Boiling Spring Lakes is part of the Southeastern North Carolina (SENC) Regional Hazard Mitigation Plan. The plan covers Brunswick, New Hanover, Pender, and Onslow Counties and their participating municipalities. It helps communities prepare for and recover from natural disasters by identifying risks and developing strategies to reduce them.

In 2025, these counties and their partners began updating the plan. The update included a review of local risks, impacts, and mitigation actions from the previous plan. ESP Associates, the consultant, held public meetings and conducted surveys to gather community input on risks and mitigation strategies.

Federal law (Section 322 of the Disaster Mitigation Act of 2000) requires local governments to have a current hazard mitigation plan to qualify for certain state and federal disaster funding. Plans must be updated and adopted every five years. The current plan expires on April 18, 2026. Without an approved plan, the City will not be eligible for some disaster funding. Adoption does not create new regulations or financial commitments. Staff recommends adopting the updated plan to keep the City eligible for disaster assistance and reimbursement.

Commissioner Sherwood moved to approve the Resolution adopting the Southeastern North Carolina Regional Hazard Mitigation Plan. Commissioner Lovin seconded the motion.

Vote 4-0; Motion Carried.

11.2 Resolution Accepting the Streets Within the Brooke Ridge Lane Subdivision Into the City of Boiling Spring Lakes Municipal Street System.

Ms. Morgan explained that the Brooke Ridge Lane Subdivision received approval from the City of Boiling Spring Lakes in accordance with subdivision regulations. Section 8-18 of the City's Unified

Development Ordinance that prohibits creating more than four (4) lots with frontage on a private street. Therefore, the final plat for the Brooke Ridge Lane Subdivision, which was duly recorded with the Brunswick County Register of Deeds on January 7, 2026, dedicates the street shown to public use. In accordance with NCGS 160D-806, the dedication of streets shown on a recorded plat does not obligate the municipality to accept maintenance responsibility until the governing board formally accepts the dedication. Upon acceptance, the City will be responsible for maintaining Brooke Ridge Lane, which will be added to the City's Powell Bill street listing (.19 miles paved). The developer has provided a performance guarantee to secure the installation of the required sidewalk, which has not yet been completed. Stormwater facilities within the subdivision will remain the responsibility of the HOA. Staff recommends the adoption of the resolution formally accepting Brooke Ridge Lane into the municipal street system.

Commissioner Sherwood asked Ms. Morgan whether all the roads met the required standards. Ms. Morgan confirmed that they did.

Commissioner Sherwood moved to approve the resolution accepting the streets within the Brooke Ridge Lane Subdivision into the City of Boiling Spring Lakes Municipal Street System. Commissioner Ausborn seconded the motion. **Vote 4-0; Motion Carried.**

11.3 Order Authorizing the City Manager to Renew the Software Agreement with GovPilot

Ms. Morgan explained that GovPilot is a cloud-based government management platform. Order 2021-09, approved on April 6, 2021, authorized the City Manager to enter into a software agreement with GovPilot at an annual cost of \$26,664 for planning, building inspections, public works, and other reporting functions. This contract expires on June 30, 2026. Renewal terms now include a 3% annual increase for 3- to 5-year terms, or a 10% increase for a 1-year term. Staff recommends renewing the agreement for a 3-year term.

Commissioner Ausborn moved to approve the order authorizing the City Manager to renew the Software Agreement with GovPilot for a three-year term, with Commissioner Lovin seconding the motion. **Vote 4-0; Motion Carried.**

12. Mayor and Commissioners Reports

Commissioner Sherwood said she has been doing research for the sewer committee so that when they meet next with the county, they will know what has been done and discussed in the past, as well as what the county has said previously. She explained that she has conducted extensive research on the subject. In one of the reports from 2021, she noted, the minutes only included an attached presentation slide and did not contain the minutes themselves. She said she requested City Clerk Tanya Shannon to transcribe the minutes of that meeting from audio, and that these would be entered into the official record for the BOC Dam Workshop Minutes of January 25, 2021, so the sewer committee could have access to them. She added that they will be meeting again with Mr. Forte and Mr. Thompson from the county. As the Planning Board Liaison, she also noted that the Planning Board will be working on an ordinance to help protect the Venus Flytraps.

Mr. Ausborn moved to approve the transcribed minutes from the January 25, 2021, BOC Dam Workshop and to formally enter them into the record as an attachment. Commissioner Lovin seconded the motion. **Vote 4-0; Motion Carried.**

Commissioner Lovin thanked the Special Events Committee for organizing the Eggstravaganza Easter Egg Hunt, noting it was a successful event. He also congratulated Mr. Lathrop on his appointment as the full-time, paid Fire Chief, emphasizing the community's need and appreciation for this role.

Commissioner Ausborn praised the Library Commission for working very hard to get the Library ready to open. He invited everyone to come and celebrate the grand opening on Saturday.

Mayor Winecoff thanked the Special Events Committee for the Easter Egg Hunt. He and Commissioner Sherwood met with the American Flood Coalition and hosted a visit from Western North Carolina to show the city's hurricane recovery progress. He noted that FEMA and State assistance is slow and requires federal support. Later, he toured flood damage in Western North Carolina and saw the challenges firsthand. The city is being used as a model for recovery, and he thanked Chief Lathrop and the department for helping with the Winnabow fire.

13. Announcements

- 13.1 Planning Board Meeting rescheduled to Thursday, April 16, at 6:30 pm
- 13.2 Open House at the Joan Kinney Library and Senior Center on Saturday, April 18, from 11 -2 p.m.
- 13.3 Clean Sweep is Saturday, April 25th, from 8-1. Pick up supplies at the Community Center.
- 13.4 Teen Focus Group is on Monday, April 27th, at 6:30 pm at the Community Center.
- 13.5 Out-of-School Activity Day: May 1st. Sign up on RecDesk.
- 13.6 Next BOC Meeting rescheduled to May 12 at 6:30 pm.

14. Closed Session

Commissioner Lovin moved to enter into Closed Session pursuant to § 143-318.11 to consult with an attorney employed or retained by the public body for the purpose of preserving attorney-client privilege. Commissioner Ausborn seconded the motion. **Vote 4-0; Motion Carried.**

Commissioner Lovin moved to adjourn the Closed Session and reconvene in Open Session. Commissioner Ausborn seconded. **Vote 4-0; Motion Carried.**

Commissioner Lovin announced that no action was taken in Closed Session.

15. Adjourn

A motion was made by Commissioner Ausborn to adjourn and seconded by Commissioner Sherwood. **Vote 4-0 Motion Carried.**

– 7:15 p.m.

Jeff Winecoff, Mayor

Tanya Shannon, City Clerk