



**Board of Commissioners Minutes**  
**Tuesday, December 7, 2021 at 6:30 PM**  
**City Hall**

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

Mayor Caster called the meeting to order at 6:30 p.m.

**Attendance:**

Mayor Craig Caster

Commissioner Bill Clark

Commissioner Tom Guzulaitis

Commissioner Teagan Hall

Commissioner Dana Witt

City Manager David Andrews

Police Chief Greg Jordan

Planning and Zoning Administrator Nicole Morgan

City Clerk Nancy Sims

Mayor Caster acknowledged that December 7th is to be remembered as the day Pearl Harbor was attacked.

Mayor Caster announced the passing of former Commissioner Charlie Carroll.

Mayor Caster thanked Judge Jason Disbrow and State Representative Charlie Miller for being here tonight.

**2. Pledge of Allegiance ~**

State Representative Charlie Miller led the Pledge of Allegiance.

**3. Approval of Regular Agenda ~**

Commissioner Guzulaitis requested that Item No. 4, Legislative Hearing, be continued until the January 2022 BOC meeting, as well as Item 15.3, the corresponding Ordinance.

Commissioner Guzulaitis also requested that Item No. 15.5, Resolution in Support of Individual Freedom Over Personal Vaccination Status, be pulled from the agenda.

All other items will be renumbered as ordered.

**Motion to approve the December 7, 2021 agenda as amended.**

*Moved by:* Tom Guzulaitis

*Seconded by:* Teagan Hall

**Motion Carried.**

**4. Legislative Hearing ~ Amend the City's Unified Development Ordinance by Amending Section 11.2.8 of the City's Flood Damage Prevention Ordinance**

This hearing was continued to the January 4, 2022 BOC Meeting.

**5. Public Comments**

Pamela Johnson, 101 Northeast Street, Oak Island is here representing New Brunswick Baptist Church to present bibles to each of the new BOC members.

Jerry Wolf, 1059 Arcadia Drive is here to keep his name out there and to let staff know he appreciates their efforts. He invited the new BOC members to work hard at stormwater.

Mike Forte, 829 Sanders Road, is here to let Craig Caster know it was an honor to serve on this board with you for 4 years and there is no finer man. Thank you for your 16 years of service to Boiling Spring Lakes.

**6. Approval of Minutes ~**

**Motion to approve the October 26, 2021 Regular Meeting Minutes and the November 3, 2021 Citizens Forum Minutes as presented.**

*Moved by:* Dana Witt

*Seconded by:* Tom Guzulaitis

**Motion Carried**

**7. Consent Agenda ~**

Staff Reports for each of the departments were distributed with the agenda packet and are incorporated herein.

- 7.1. Public Works
- 7.2. Public Safety / Animal Control
- 7.3. Parks and Recreation Department
- 7.4. Finance Department
- 7.5. Planning and Zoning
- 7.6. Building Inspections / Code Enforcement

**Motion to approve the Consent Agenda as presented.**

*Moved by:* Teagan Hall

*Seconded by:* Bill Clark

**Motion Carried.**

**8. Committee / Board Reports and Minutes ~**

The approved minutes of the various boards and committees were distributed with the agenda packet and are incorporated herein.

**8.1. BSL Fire / Rescue**

CeCe McConnell reported there was a total of 63 calls last month. There was also a total of 241 hours of training. She reported they sold all the Christmas trees they had and the parade was a success.

**8.2. Community Appearance Commission**

Ann Hollingsworth wanted to thank staff members Bill Rockenhauser and Cody Neville for the Christmas lights around the city. Also thanks to Special Events for the Christmas tree. There are 20 entries so far for the Christmas contest this year. She made a special presentation to outgoing Commissioner Dana Witt who served as liaison to the Community Appearance Commission.

**8.3. Planning Board**

Nicole Morgan, Planning/Zoning Administrator, advised the board met to discuss the ordinance pertaining to the legislative hearing that was continued. There was nothing else on the agenda.

**8.4. Parks & Recreation Advisory Board**

Barbara Bennett Snyder reported the board met on November 17. Muse Park is open and the ribbon cutting will be in Spring. Mary Green announced her retirement. The board will be monitoring the dog park at Spring Lake so we will know if it is working and folks are complying. Myriam Conley wrote a grant for senior transportation and won a \$10,000 grant. This was her first time writing a grant. The Learning Garden is moving along and the next meeting is January 11th. The garden has been winterized and is ready to be turned over in February.

#### 8.5. Special Events Committee

Lucille Lauderville reported the Special Events Committee, with the help of Fire/Rescue, decorated the holiday tree in front of the current Police Station in November. We purchased new lights this year and are very proud of how great the tree looks. A vast improvement from prior years. The help of the fire department with their ladder truck was greatly appreciated. Our tree lighting last Friday was followed by the fire department's Santa parade and both were great events and well attended. It is wonderful to once again be able to get the wheels turning on Special Events.

#### 8.6. Library Commission

Martha Samson reported the commission met on November 4th. Over a dozen new books have been added recently, which brings the total to about 2 1/2 dozen new books in the past month. They will be requesting larger library space in the old police building. Their inventory workshop is scheduled for January. They will not meet in December.

### 9. **City Manager's Monthly Report ~ City Manager ~ David Andrews**

The City Manager's Report consisted of updates on the following:

- North Carolina Dam Safety Program
- FEMA Environmental Assessment
- MOTSU
- Conditional Letter of Map Revision (CLOMR)/Floodplain Permit
- NC Legislature - Administrative Approval
- Estimated Cost & Funding Sources
- Timeline
- Railroad Culverts
- Streambed Restoration Project
- Other:
  - Working on contract for BSL PD building construction;
  - Developing checklist to address dilapidated properties;
  - Public Works facility;
  - Recommendation/Proposal for Lakebed Vegetation Management;
  - Consideration to Develop a City Center Master Plan;
  - Drainage Projects;
  - Calendar Year 2022 Paving Projects;
  - Dam Workshop – January 11, 2022

all of which is incorporated herein.

Mayor Caster introduced State Representative Charlie Miller. Representative Miller stated he started at the General Assembly a year ago. Since then he and his mentor, Senator Bill Rabon, worked very hard on this project. Even though Boiling Spring Lakes was not his district at the time he knew they needed to do something about those dams. He met with Mayor Caster in Raleigh lobbying for the dams all through the budget process. Boiling Spring Lakes was not officially his district but now he is the representative for BSL. With the new district line Representative Miller lost some areas and picked up Bolivia and Boiling Spring Lakes. This is home. I am your voice so please use me. Representative Miller then presented a check for 14 Million Dollars to the Board of Commissioners.

**10. Old Business ~ None**

**11. Recognition of Outgoing Board of Commissioners Members**

11.1. Mayor Caster presented a plaque to outgoing Commissioners Bill Clark and Dana Witt.

Mayor Pro Tem Tom Guzulaitis presented outgoing Mayor Craig Caster with a recognition plaque.

Outgoing Mayor Craig Caster offered his blessing to the new board members and thanked the citizens for acknowledging his 16 years of service.

**12. Swear In Incoming Board of Commissioners Members**

12.1. Mayor-Elect Jeff Winecoff was sworn in by Judge Jason Disbrow.  
Commissioner-Elect David Mammay was sworn in by State Representative Charlie Miller.

Commissioner-Elect Kimberly Sherwood was sworn in by City Clerk, Nancy Sims.

**13. Elect Mayor Pro Tem**

**Motion to nominate Tom Guzulaitis for another term as Mayor Pro tem.**

*Moved by:* Teagan Hall

*Seconded by:* Kim Sherwood

**Motion Carried.**

**14. Mayor Appointments**

- 14.1. Community Appearance Commission  
Mayor Winecoff appointed Commissioner Teagan Hall as BOC Liaison to the Community Appearance Commission.
- 14.2. Parks and Recreation Board  
Mayor Winecoff appointed Commissioner Tom Guzulaitis as BOC Liaison to the Parks and Recreation Advisory Board.
- 14.3. Special Events Committee  
Mayor Winecoff appointed Commissioner David Mammay as BOC Liaison to the Special Events Committee.
- 14.4. Library Commission  
Mayor Winecoff appointed Commissioner Kimberly Sherwood as BOC Liaison to the Library Commission.
- 14.5. Cape Fear Council of Government Delegate and Alternate  
Mayor Winecoff appointed himself as the Cape Fear Council of Government delegate.
- 14.6. Fire Department  
Mayor Winecoff appointed Commissioner David Mammay as BOC Liaison to the Fire Department.

**15. New Business ~**

- 15.1. Ordinance to amend the FY 2021-22 Budget for the City of Boiling Spring Lakes  
Mr. Andrews advised that this budget amendment is to reflect a Grant awarded to the Parks and Recreation Department; to increase the budget in the new fiscal year for projects not complete as of June 30; to re-allocate the budget for salaries using salary savings, and to increase legal fees.

**Motion to approve Ordinance to amend the FY 2021-22 Budget for the City of Boiling Spring Lakes.**

*Moved by:* Kim Sherwood

*Seconded by:* Teagan Hall

**Motion Carried**

15.2. Ordinance Establishing Budget for Project Funded by The American Rescue Plan Act of 2021 (ARPA).

Mr. Andrews said the City was awarded a total of \$2,003,650 in ARPA funding. We have received half already and are suggesting, after thorough review, to devote the rest to stormwater capital projects. Staff will come back in January to recommend the highest priority projects.

Commissioner Sherwood wondered about the study that took place in 2014 and the previous problems mentioned with obtaining the easements. Mr. Andrews replied we will probably need to obtain some easements but most stormwater projects will be a lower number of easements than the dam restoration. Ms. Sherwood added in 2014 people did not want to grant the easement. Mr. Andrews replied that still could be the case, but the number will be much lower.

**Motion to approve Ordinance Establishing Budget for Project Funded by the American Rescue Plan Act of 2021.**

*Moved by:* Tom Guzulaitis

*Seconded by:* Teagan Hall

**Motion Carried.**

15.3. Resolution Adopting Operating Procedures and Protocols for City of Boiling Spring Lakes Mayor and Board of Commissioners.

Commissioner Sherwood suggested the number of Commissioners needed to place an item on agenda should be two and asked for any objections. She also wanted to strike the sentence "The Board and Staff will not answer questions or take any action on any item presented during Public Comment."

Commissioner Guzulaitis opined after attending some of the Citizens Forums they are a more appropriate place for us to have sessions back and forth with citizens. We need to keep the regular meetings on track.

Commissioner Hall added we can do quarterly forums and an open meeting will take place in January with citizen discussion

about the dam. We have been very interactive with the citizens in the past during those forums.

Motion to approve Resolution Adopting Operating Procedures and Protocols for the City of Boiling Spring Lakes with the addition of two Commissioners be needed to add an item to an agenda and to strike the sentence "The Board and Staff will not answer questions or take any action on any item presented during Public Comment"

*Moved by:* Kim Sherwood

*Seconded by:*

**Motion Amended.**

**Motion to approve Resolution Adopting Operating Procedures and Protocols for the City of Boiling Spring Lakes with the addition of two Commissioners being needed to add an item to an agenda.**

*Moved by:* Kim Sherwood

*Seconded by:* Teagan Hall

**Motion Carried.**

- 15.4. Discussion Regarding the Formation of a Grants Committee pursuant to Chapter 2, Article III, Division 8 of the Code of Ordinances.

Mayor Winecoff stated he would like to see the Grants Committee return and for the City Manager to draw up topics on what to pursue to keep the committee on track with what is facing the City now, such as streets, sidewalks and stormwater. He wants to bring this back at the January meeting with applications to appoint. All agreed the committee will have three members.

**Motion to revive grants committee with three members.**

*Moved by:* Kim Sherwood

*Seconded by:* Tom Guzulaitis



**Motion Carried.**

- 15.5. Set Tuesday, January 11, 2022 from 6:00 to 7:30 p.m. for Public Workshop on Dam Project.

**Motion to set Tuesday, January 11 from 6:00 to 7:30 p.m. for Public Workshop on Dam Project.**

*Moved by:* Tom Guzulaitis

*Seconded by:* Teagan Hall

**Motion carried.**

**16. Announcements ~**

All City Buildings will be closed the following dates: December 23, 24 and 27 for Christmas and December 31 for New Years

Face coverings are now voluntary for visitors and City staff when inside City buildings and facilities

Refreshments will be served following tonight's meeting - PLEASE JOIN US!!

**17. Adjourn**

**Motion to adjourn the meeting at 7:20 p.m.**

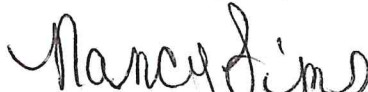
*Moved by:* Kim Sherwood

*Seconded by:* Tom Guzulaitis

**Motion carried.**



  
\_\_\_\_\_  
Jeff Winecoff, Mayor

  
\_\_\_\_\_  
Nancy Sims, City Clerk

# December 7, 2021 Public Meeting

Board of Commissioners of the City of Boiling Spring Lakes

# Call to Order

Mayor Craig Caster

# Pledge of Allegiance

Approval of the  
Regular Agenda

# Public Hearing

- Ordinance to Amend the City's Unified Development Ordinance by Amending Section 11.2.8 of the City's Flood Damage Prevention Ordinance

# Public Comments

Comments are limited to 5 minutes per speaker

# Approval of Minutes

Approving the Board of Commissioners

Meeting Minutes of November 3, 2021

Meeting Minutes from Citizens Forum October 26, 2021



# Consent Agenda

---

- a. Public Works
- b. Public Safety / Animal Control
- c. Parks & Recreation Department
- d. Finance Department
- e. Planning & Zoning
- f. Building Inspections / Code Enforcement

# Committee / Board Reports and Minutes

---

- a. BSL Fire / Rescue
- b. Community Appearance Commission
- c. Planning Board
- d. Parks & Recreation Advisory Board
- e. Special Events Committee
- f. Library Commission

# City Manager's Monthly Report

## Dam Restoration Project

- North Carolina Dam Safety Program
  - No change; responded to comments from October 19; completion estimated by December 31, 2021
- FEMA Environmental Assessment
  - No change. Requirement adds 9 months to timeline. Estimated completion by June 30 2022
- MOTSU
  - Temporary access request in process
- Conditional Letter of Map Revision (CLOMR)/Floodplain Permit
  - Technical reviews and public notices have been completed
  - Permit should be received by January 19, 2022

# City Manager's Monthly Report

## Dam Restoration Project

- NC Legislature – Administrative Approval
  - \$14 million funding for dams approved by State on November 19, 2021
  - Please reach out to Senator Rabon and Representatives Miller and Iler to thank them for working so hard to get the City those funds for our dams

# City Manager's Monthly Report

## Dam Restoration Project

---

- Estimated Cost & Funding Sources
  - State: \$14 million
  - FEMA: \$17.6 million
  - Local: \$12 million
  - Total: \$43.6 million
  - Will update cost estimates in Q1 2022

# City Manager's Monthly Report

## Dam Restoration Project

- Timeline
  - Environmental Assessment completion – June 30, 2022
  - Completion of Administrative Approvals September 30, 2022
  - Interim Financing/Construction Loan - December 31, 2022
  - Issue, Receive and Review Construction Bids – December 31, 2022
  - Award of Construction Contract – February 7, 2023
  - Construction Completion – 3 Years – February 2026
  - USDA Financing – Complete Financing around February 2026
  - Water Impoundment in Dams

# City Manager's Monthly Report

---

- Railroad Culverts
  - Add a 60" drainage pipe – 60' to 70' in length and slip line the existing 30" pipe
  - Evaluating possible change order to install two 24" pipes on Fifty Lakes Rd (\$35,000) to improve area drainage.
  - Work should be completed by April / May 2022

# City Manager's Monthly Report

---

- Streambed Restoration Project
  - Outstanding Easements: 11 properties / 8 owners
  - November 17, 2021 – Pre-bid conference & Site Visit
  - December 10, 2021 – Bid Opening
  - Award Construction Contract – January 4, 2022
  - Construction Completion – 90 days
  - Funding: \$1.7 million; 75% USDA grant / 25% NC Dept. of Agriculture



# City Manager's Monthly Report

---

- Other
  - Working on contract for BSL PD building construction
  - Developing checklist to address dilapidated properties
  - Public Works facility
  - Recommendation/Proposal for Lakebed Vegetation Management
  - Consideration to Develop a City Center Master Plan
  - Drainage Projects
  - Calendar Year 2022 Paving Projects
  - Dam Workshop – January 11, 2022

# Old Business

- No Old Business this month

# Recognition of Outgoing Board of Commissioners

---

- Mayor Craig Caster
- Commissioner Dana Witt
- Commissioner Bill Clark

# Swearing in of Incoming Board of Commissioners

---

- Mayor-Elect Jeff Winecoff
- Commissioner-Elect David Mammay
- Commissioner-Elect Kimberly Sherwood

Elect Mayor Pro Tem

# Mayor Appointments

---

- Community Appearance Commission
- Parks & Recreation Board
- Special Events Committee
- Library Commission
- Cape Fear Council of Government Delegate and Alternate
- Fire Department

# New Business

- a. Ordinance to amend the FY 2021-2022 Budget for the City of Boiling Spring Lakes
- b. Ordinance Establishing Budget for Project Funded by The American Rescue Plan Act of 2021 (ARPA)
- c. Ordinance to Amend the City's Unified Development Ordinance by Amending Section 11.2.8 of the City's Flood Damage Prevention Ordinance
- d. Resolution Adopting Operating Procedures and Protocols for City of Boiling Spring Lakes Mayor and Board of Commissioners
- e. Resolution in Support of Individual Freedom Over Personal Vaccination Status
- f. Discussion Regarding the Formation of a Grants Committee pursuant to Chapter 2, Article III, Division 8 of the Code of Ordinances
- g. Set Tuesday, January 11, 2022 from 6:00 PM to 7:30 PM for Public Workshop on Dam Project

# Announcements

- All City Buildings will be closed for the Christmas Holiday December 23, 24 and 27 and for the New Year Holiday on December 31.
- Face coverings are now voluntary for visitors and City staff when inside City buildings and facilities
- Refreshments will be served following tonight's meeting – PLEASE JOIN US!!



Adjourn