



# BSL SNAPSHOT

CITY OF BOILING SPRING LAKES

QUARTERLY NEWSLETTER  
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B. Cavanaugh :  
Photo Credit

# BSL SNAPSHOT

Welcome to the eighth edition of the City of Boiling Spring Lakes quarterly newsletter aptly named BSL Snapshot!! We hope you are enjoying the quarterly department spotlights. This quarter we continue our focus on the Administration Department. This newsletter will focus on the City Manager and City Clerk positions.

We welcome your feedback on this newsletter so that we can make the newsletter informative, fun, and something the citizens will want to read.

Happy Spring!!

# City Manager

The city manager plays a vital role in City government. Under the council-manager form of government the city manager works under the direct supervision of the governing board and is considered manager of the City. The city manager statutorily is tasked with hiring and firing all city employees not directly appointed by the Board of Commissioners (“BOC”) and directs and supervises all departments within City Hall. He manages and provides organizational leadership to the staff and the BOC. In a lot of ways the city manager helps bridge the gap between politics and administration. The city manager also makes sure all laws and regulations are executed within the City and prepares the annual budget and capital project’s list. Please see the below statutes and ordinances pertaining to the City Manager duties:

## **Article II of the City Ordinances Sec. 2-27. - Powers and duties.**

(a) The powers and duties of the board of commissioners (“BOC”) shall be as set out in the General Statutes of North Carolina, the Charter and the ordinances of the City.

(b) The mayor and board of commissioners shall appoint a city manager. The city manager shall be under the direct supervision of the governing board and considered manager of the City and shall:

(1) Appoint and suspend or remove all City officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, in accordance with general personnel rules, regulations, policies, or ordinances as the BOC may adopt.

(2) He shall direct and supervise the administration of all departments, offices, and agencies of the City, subject to the general direction and control of the BOC, except as otherwise provided by law.

# City Manager cont.

(3) He shall attend all meetings of the commission and recommend any measures that he deems expedient.

(4) He shall see that all laws of the State, the City Charter, and the ordinances, resolutions, and regulations of the commission are faithfully executed within the City.

(5) He shall prepare and submit the annual budget and capital program to the BOC.

(6) He shall annually submit to the commission and make available to the public a complete report of the finances and administrative activities of the City as of the end of the fiscal year.

(7) He shall make any other reports that the BOC may require concerning the operations of City departments, offices, and agencies subject to his direction and control.

(8) He shall perform any other duties that may be required or authorized by the BOC.

**§ 160A-148. Powers and duties of manager.** (a) The manager shall be the chief administrator of the City. The manager shall be responsible to the council for administering all municipal affairs placed in the manager's charge by the council, and shall have the following powers and duties:

(1) He shall appoint and suspend or remove all City officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the city attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt.

# City Manager cont.

(2) He shall direct and supervise the administration of all departments, offices, and agencies of the City, subject to the general direction and control of the council, except as otherwise provided by law.

(3) He shall attend all meetings of the council and recommend any measures that he deems expedient.

(4) He shall see that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the City.

(5) He shall prepare and submit the annual budget and capital program to the council.

(6) He shall annually submit to the council and make available to the public a complete report on the finances and administrative activities of the City as of the end of the fiscal year.

(7) He shall make any other reports that the council may require concerning the operations of city departments, offices, and agencies subject to his direction and control.

(8) He shall perform any other duties that may be required or authorized by the council.

(9) The manager shall receive a minimum of six clock hours of education upon the occurrence, or within six months of the occurrence, of any of the following:

a. The Local Government Commission is exercising its authority under Article 10 of Chapter 159 of the General Statutes with respect to the city.

b. The city has received a unit letter from the Local Government Commission due to a deficiency in complying with Chapter 159 of the General Statutes.

# City Manager cont.

c. The city has an internal control material weakness or significant deficiency in the most recently completed financial audit.

d. The city is included on the most recently published Unit Assistance List issued by the Department of State Treasurer.

(b) The education shall incorporate fiscal management and the requirements of Chapter 159 of the General Statutes. The education may be provided by the Local Government Commission, the School of Government at the University of North Carolina, the North Carolina Community College System, the North Carolina League of Municipalities, the North Carolina Association of County Commissioners, or other qualified sources at the choice of the governing board and upon the prior approval of the Local Government Commission. The clerk to the governing board shall maintain a record verifying receipt of the education by the manager and shall provide this information, upon request, to the Secretary of the Local Government commission.

For any questions contact City Manager Gordon Hargrove at [ghargrove@cityofbsl.org](mailto:ghargrove@cityofbsl.org)

# City Clerk

The clerk also plays a vital role in city government. The clerk's most significant statutory duties concern the preparation, filing, and safeguarding of important local government records. For example, the clerk keeps full and accurate minutes of meetings of the board of commissioners ("BOC"). The city clerk is expressly charged with providing notice of BOC meetings. The city clerk is by law the "custodian of all city records". See below ordinances and statutes:

## **Article IV of the City Ordinances 2-136. – City Clerk**

The city manager shall appoint a city clerk [It shall be the duty of the city clerk to:]

- (1) Act as secretary to the board of commissioners;
- (2) Keep a true record of all the proceedings of the board of commissioners;
- (3) Keep the original of all ordinances in a book especially provided for that purpose; and
- (4) Act as custodian for all the books, papers, records and journals of the board of commissioners.

## **§ 160A-171. City clerk; duties.**

There shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council.

# City Clerk cont.

A variety of other statutory provisions impose ancillary duties on the clerk. *E.g.*, G.S. 143-157.1 (city clerk must annually submit a report to Secretary of State showing the number of appointments by gender to specified city or county boards). The clerk also organizes and maintains city ordinances. Clerks typically draft meeting agendas, schedule and provide notice of public hearings, and compile the often voluminous supporting materials that BOC members must consider. Who appoints the clerk can depend on the City's form of government or on the city's charter. In our Code of Ordinances it specifically says the city manager shall appoint the city clerk.

For any questions, please contact City Clerk Nancy Sims at [nsims@cityofbsl.org](mailto:nsims@cityofbsl.org).





# New Employees



Bree Harrison – New Animal Services Officer

Robert (Bo) Osborne – New Police Officer

Kristina Michell – New After School Assistant

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# Dams Reconstruction

## Update as of March 2024

The dams reconstruction project is currently on schedule. Sequoia has been working on installing CSM panels, dewatering the principal spillway area, fueling the dewatering pump and generators of the dewatering system at Sanford Dam and performing erosions controls at both North Lake Dam and Pine Lake Dam. In addition water stops for the floor slab and walls are being installed at Upper Lake Dam and forms are being built for the construction joints.

Public works has been adjusting the detours signs as needed during the work.

The City also continues to explore options to control the growth of vegetation in the lakebeds. Staff continues to review processes and will report more in the coming months. The pictures on the following pages show the activity taking place at the dam site.

# Dams Reconstruction Update cont.

## Sanford Dam Dewatering System Discharge



# Dams Reconstruction Update Cont.

## Water Stop Ahead of Concrete Pour at Upper Dam



## Spillway Outlet Wall Number 2 at Upper Dam



# Dams Reconstruction Update Cont.

## Upper Dam Spillway Form



# Dams Reconstruction Update Cont.

## Upper Dam Spillway Form Overview



# Dams Reconstruction Update Cont.

## Weekly Inspection of Pine Lake Erosion Control



# Other Projects

Staff from the City and the County will start to work on developing the City's sewer system plan in the near future. BSL Commissioners Sherwood and Mammay, as well as Mayor Winecoff will also be involved. Updates will be provided.





# Other Projects Cont.

The City's Street Paving project for 2024 is underway. The Nicklaus Road patchwork has been completed and the Salisbury and Tarheel Roads' full rebuild started in early March and should be just about complete. If money is available, alternate roads are S. Greensboro Road, Raeford Road, Argonne Road, Fieldcrest Road, N. Laurinburg Road, Sanford Road and Pierce Road.



# Other Projects Cont.

The City's Public Works Department recently completed repairs to the public works fuel containment. They repaired the containment walls, and prepped and painted two diesel fuel tanks.



# Other Projects Cont.

More pictures of the repair to the containment diesel fuel tanks.



# Dedication of the New Police Building

Please join us as we dedicate our police building in  
memory of Fallen Officer James “Mitch” Prince



The ceremony will be held on May 14<sup>th</sup> at 10:00 a.m.  
3020 George II Highway, Boiling Spring Lakes, NC 28461  
Light refreshments will be provided after the Ceremony

# The Brunswick County Board of Elections asked us to share the below information

There will be a second primary/runoff election scheduled for Tuesday, May 14<sup>th</sup>, 2024

If no candidate in a primary receives more than 30% of the vote, the candidate who receives the second-highest vote total may demand a second primary. The top two vote-getters would be on the ballot for the second primary. In the Republican primary, NC State Auditor and Lt. Governor contests did not meet the 30% threshold and the candidate with the second-highest vote requested the runoff election.

Only registered Republicans, Unaffiliated voters who voted the Republican ballot in March and Unaffiliated voters who did not vote in the primary would be eligible to vote in the upcoming second primary. This includes those that voted via absentee by mail, early voting, or in-person voting on election day.

Per state election laws, new registration of voters and party affiliation changes are not permitted between first and second primaries. These will be processed after the second primary is certified.

The second primary election will be held on Tuesday, May 14<sup>th</sup>. Early voting will be available from Thursday, April 25<sup>th</sup> through Saturday, May 11<sup>th</sup>. Eligible Voters can choose to vote absentee by mail, at early voting or in-person on election day. Voters who voted absentee by mail in the March primary and checked the box to receive a second primary absentee ballot will be mailed their ballot when it becomes available.

For more information:

Check voter registration: <https://bit.ly/3kofHo2>

Early voting information: <https://bit.ly/3lsaeEt>

Absentee by mail portal: <https://bit.ly/3Ed15i0>

Election information: <https://bit.ly/3VnCsZl>

# Asparagus Ham Dinner for Spring

**A healthy and quick spring time dinner so you have more time to enjoy the weather!!**

## Ingredients

- 2 cups uncooked corkscrew or spiral pasta
- 6 ounces of boneless fully cooked ham, cubed
- $\frac{3}{4}$  pound fresh asparagus, cut into one inch pieces
- 1 medium sweet yellow pepper, julienned
- 1 tablespoon olive oil
- 6 medium tomatoes, diced
- $\frac{1}{4}$  cup minced fresh parsley
- $\frac{1}{2}$  teaspoon each of salt, dried oregano and dried basil
- $\frac{1}{4}$  teaspoon cayenne pepper
- $\frac{1}{4}$  cup shredded parmesan cheese

## Instructions

Cook pasta according to package directions. Meanwhile, in a large cast-iron or heavy skillet sauté asparagus and yellow pepper in oil until crisp. Add tomatoes and ham and heat through. Drain pasta, add to mixture. Stir in parsley and seasons. Sprinkle with cheese and enjoy!

**Ordinances, Resolutions and other BOC meeting approvals for This Quarter (January, February, March):**

January

- 2024-01 Capital Project Ordinance Amendment for City of Boiling Spring Lakes Dams Restoration Project
- 2024-01-R Resolution to Purchase Surveillance Camera System for Dam Project

February

- 2024-02 Ordinance to Amend Portions of Articles 5, 6 and 7, and Appendix A of the City's Unified Development Ordinance
- 2024-02-R Resolution Authorizing Purchase of Property Located at 591 South Shore Drive, Southport, NC 28461
- 2024-03-R Resolution in Opposition to the NC Rate Bureau's Request for Homeowners' Insurance Rate Increase

March

- 2024-03 Ordinance to Amend the FY 2023-2024 Budget for the City of Boiling Spring Lakes
- 2024-04-R Resolution Authorizing Financing of Property Located at 591 South Shore Drive, Southport, NC
- 2024-05-R Resolution to Award Contract For Annual Audit Firm
- 2024-06-R Resolution Authorizing The Execution of Disaster Related Debris Removal Agreement with NCDOT

\*continued on next page

**Upcoming BOC meetings (unless specified, meetings begin at 6:30 p.m. at City Hall):**

April 2, 2024 (Regular)

June 4, 2024 (Regular)

May 7, 2024 (Regular)

June 13, 2024 at 6:00 p.m. (Citizen's Forum)



\* continued

Also during the March 5th BOC meeting there was a CONSENSUS to move forward with remodeling the old police building to be used in the future for the Library Commission and the Seniors program.

Copies of Resolutions and Ordinances can be reviewed at the below link:

<https://cityofbsl.diligent.community/Portal/DocumentLibrary>



**Founders Day will be held on  
Saturday, April 6, 2024 from  
10:00 a.m. to 5:00 p.m. at  
the Community Center  
Rain Date will be May 4th**

**Seasonal Allergy Tips**

Seasonal Allergies flare up when there is a lot of pollen in the air. These steps can help you reduce your exposure:

1. Check your local media for pollen forecasts and current pollen levels.
2. If high counts are forecasted, start taking allergy medications before symptoms start.
3. Close doors and windows at night if possible when pollen counts are high.
4. Avoid outdoor activity in the early morning when counts are highest. No mowing lawns or pulling weeds to stir up pollen.
5. Remove clothes you have worn outside and shower to rinse pollen from your skin and hair.
6. To relieve congestion rinse your nasal passages with saline solution.

The BOC and City Staff will hold a budget workshop for the FY 2024-2025 on Wednesday, April 17, 2024 at 9:00 a.m. All are welcome to attend. The public hearing for comments on the budget will be held during the regular BOC Meeting on May 7, 2024 at 6:30 p.m.





Please join us as we dedicate the new  
Police building in memory of fallen Officer  
James "Mitch" Prince on May 14, 2024  
At 10:00 a.m., 3020 George II Highway



***You can serve your community by joining one of  
our committees seeking new members:***

Board of Adjustment

Community Appearance Commission

Grants Committee

Library Commission

See City Website for applications:

<https://www.cityofbsl.org/boards-committees/boards-committees-volunteer-vacancies>

#### City Information:

#### Services available at City Hall:

- Copy charges: 25¢ per page
- Fax: \$1.00 per page
- Notary services (located at City Hall or the Police Department) free of charge
- Garbage pickup is on Tuesday. Have receptacle at curb by 6:00 a.m.
- Swimming parks are Spring Lake, Mirror Lake, Seminole Lake and Tate Lake

Visit our Facebook page for updates at  
<https://www.facebook.com/BoilingSpringLakesNC>

#### FOCUS ON PARKS & RECREATION:

##### Upcoming Events for Seniors:

Shopping at Myrtle Beach Outlets April 9th  
Horseplay Farms Tour and Picnic April 16th  
Wine Tasting at The Office April 17th  
Shalotte River Walk and Lunch April 25th

##### Upcoming Events for Youth:

Battleship April 1st  
Crossfire Nerf April 3rd  
Edventure Museum in Myrtle Beach April 5th  
Summer Camp registration starts April 1st for  
BSL residents, April 2nd for non-residents

First Concert at Spring Lake Park May 31st  
First Movie at CC June 7th

<https://bsl.recdesk.com>

Sign on and create your family account today!

## UPCOMING HOLIDAY SCHEDULE:

City Buildings & Offices will be closed on these days:

Friday, March 29 for Good Friday; Monday, May 27 for Memorial Day; Thursday, July 4 for Independence Day



Public Records Requests may be made by completing the form located at <https://www.cityofbsl.org/administration/public-records-request>

## **Important numbers:**

811 call before you dig or online <https://call811.com/811-In-Your-State/Map/State/North-Carolina>

Emergency — 911

Fire Department 845-2818

Community Center 363-0018

Duke Energy Outages – 800-419-6356

Brunswick County Tax Department 253-2729

River Road/Dosher Cutoff Recycling Center 457-9484

ATMC 754-4311

South Brunswick Middle School 845-2771

Dosher Memorial Hospital 457-3800

Police Department non-emergency 363-0011

City Hall Main 363-0025

Duke Energy – Customer Service 800-452-2777

Brunswick County Public Utilities 253-2655

Brunswick County Landfill 253-8101

Waste Industries 253-4177

Bolivia Elementary 253-6516

South Brunswick High School 845-2203

Novant Health Brunswick 721-1000

## UPCOMING COMMITTEE MEETINGS:

Planning Board (6:30 pm) – April 16; May 14; June 11

Special Events (5:30 pm) – April 10; May 8; June 12

Grants Committee (4:30 pm) – April 18; May 16; June 13

Library Commission (10:00 am) – April 11; May 9; June 13

Community Appearance - To be Announced

Parks & Recreation Board (6:00 pm) – April 17; May 15; June 19

THE PUBLIC  
IS ALWAYS  
WELCOME  
TO ATTEND!

