1. **Call to Order**

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

**Attendance:**

Mayor Jeff Winecoff

Mayor Pro Tem David Mammay

Commissioner Kim Sherwood

Commissioner Teagan Hall

Commissioner Justin Lovin

Police Chief Kevin Smith

Finance Director Brandon Stevens

Chief Code Enforcement Dixon Ivey

Assistant City Manager Nicole Morgan

City Clerk Tanya Shannon

**Excused:** Manager Hargrove

1. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

1. **Approval of the Agenda**

Commissioner Sherwood made a motion to approve the agenda with the Amendment to remove agenda item 11.1, the Hydrological Dam Study Analysis, which was seconded by Commissioner Hall. ***Unanimous Vote; Motion Carried.***

1. **Potential Conflict of Interest/Association Disclosure**

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

1. **Public Comments**
2. **Shannon Van Deren,**  320 Pine Lake Road, commented that after reading the Planning Board notes from the November meeting, she said they want to build a Food Lion with little shops and parcels along Highway 87. Is that agreement for Food Lion contingent upon that, or is that just a wish list? Mayor Winecoff stated that there is no agreement with Food Lion. Ms. Van Deren said there was a proposal, and Mayor Winecoff noted there was discussion but not a formal proposal. She asked about the people who did the clearing, if they had done the chipping, and if that was required. Mayor Winecoff said they planned to do the chipping, but then the storm pushed everything back. She questioned if it was correct that the DOT was not offering to install a stoplight where the supermarket would be planned. Mayor Winecoff said we are not even part of that discussion yet.

Ms. Van Deren questioned if a drainage study had been completed before any tree removal was done. Commissioner Mammay pointed out that you cannot figure out a drainage plan until you know what you're putting in and where you are putting it. This will determine how everything will have to drain. So they can't do that until they know what is coming and where it will go. Once they have a plan of where everything will go, they will conduct a drainage study to determine where detention ponds will go, etc. He said that everything has a step in the process. Ms. Van Deren is very concerned that it was cleared without any drainage study. Mayor Winecoff reiterated that Food Lion has made no commitment here, and everything is premature.

Commissioner Sherwood expressed a desire to hold a meeting, possibly at the citizen's forum, to have the developers attend so that they can ask them questions. She said the Planning Board has been able to ask them many questions, and she would appreciate it if they would come and speak to the entire Board. Ms. Van Deren agreed.

1. Thad Brewer, 1761 Raeford Rd., is sponsoring the Lions Club. He noted that most of the funds raised by the Lions Club are dedicated to vision screening programs. A vision screening event will take place at the Community Center on March 29th. While the specific time for the event has not yet been determined, it will be announced and posted soon. He encourages parents to sign up their children for this free appointment. More information regarding sign-up procedures and appointment times will be provided shortly.
2. Assistant City Manager Nicole Morgan introduced the new Chief Code Enforcement Officer, Dixon Ivey.
3. **Public Hearings.**

7.1 **Legislative Hearing – Text Amendment - UDO Article 5; Section 5.5**

Ms. Morgan provided the background of the proposed Amendment. The City has initiated a request to amend Article 5 of the Unified Development Ordinance to correct a clerical error and remove Mini Storage Units (indoor) as a permitted use in the C-1 Commercial Mixed Use Zoning District.

Commissioner Sherwood made a motion to open the public hearing, which was seconded by Commissioner Lovin. ***Unanimous Vote; Motion Carried.***

 There was no public comment.

Commissioner Sherwood made a motion to close the Public Hearing, which was seconded by Commissioner Hall. ***Unanimous Vote; Motion Carried.***

7.2 **Legislative Hearing – Text Amendment – UDO Article 9, Section 9.2**

 Ms. Morgan gave an overview of the proposed Amendment. The City has initiated a request to amend Article 9, Section 9.2 of the Unified Development Ordinance (UDO) to revise plot plan requirements. Article 9 of the City's UDO establishes the process for development within the City of Boiling Spring Lakes. It is intended to provide a clear and comprehensible development process that is fair and equitable to all interests. Procedures and requirements for development review are separated into the following four categories: plot plans, minor site plans, major site plans, and special use permits.

Plot plan review is required for review of the following development types:

1. Accessory structures.
2. Any enlargement of a principal building by less than 20% of its existing size, provided such enlargement will not result in parking or landscaping improvements.
3. Single-family detached and two-family residential development.

Currently, the ordinance requires plot plans to include existing and proposed structures, setbacks, and total impervious calculations. In order to better ensure the layout and design of these development types are compatible with and meet the requirements of the ordinance, the proposed amendments would require additional site features to be included on the plot plan and would require plot plans for accessory structures over 400 square feet to be completed by a licensed surveyor.

Commissioner Sherwood motioned to open the public hearing, which Commissioner Mammay seconded. ***Unanimous Vote; Motion Carried.***

 Mr. Gregory Holland, 1131 N. Shore Drive, questioned the purpose of showing a survey of all the trees on the lot for a 400 ft. accessory building, which a survey can be costly for the homeowner. Ms. Morgan said any tree removal over eight inches requires a tree permit, and the fish and wildlife in a woodpecker-protected zone require that information. She said they need to know how many pine trees are on the lot that are eight inches or larger to protect the pine basal area. Mr. Holland disagrees with obtaining a survey of the whole lot.

There were no further comments. Commissioner Sherwood made a motion to close the Public Hearing, seconded by Commissioner Hall. ***Unanimous Vote; Motion Carried.***

1. **Consent Agenda**

Items on the consent agenda are considered routine in nature. Monthly Reports for each of the departments were distributed with the agenda packet and are incorporated herein.

* 1. Approval of BOC Minutes

December 3 Regular Minutes

December 5 Citizens Forum Minutes

8.2 Public Works

8.3 Public Safety / Animal Control

8.4 Parks & Recreation Department

8.5 Finance Department

8.6 Planning and Zoning planning-zoning-november-2024-sheet

8.7 Building Inspections / Code Enforcement

A motion was made by Commissioner Lovin to approve the Consent Agenda and seconded by Commission Sherwood. ***Unanimous Vote; Motion Carried.***

1. **Committee/Board Reports and Minutes**
	1. **BSL Fire/Rescue**- no report
	2. **Community Appearance**- no report
	3. **Planning Board**- December Meeting Cancelled
	4. **Parks and Recreation Advisory Board***-* Ms. Kathy Curtis provided the report:
* Senior Citizens Update: Attendance at senior lunches is increasing. Please sign up in advance for food planning. Generous donations from seniors contributed $500 for holiday gifts for youth program children.
* Recent Events: Thanksgiving Potluck: 50+ participants.

Railroad to the Holidays: Over 300 attendees, including 175 kids. The event will be repeated next year, with funds supporting youth camps.

* Pancake Breakfast: 175 served, with proceeds aiding the Senior Sunshine Fund for trips.
* Boys’ Program: New program successfully completed by 7 boys, who participated in the 10K Battleship Run. A similar program is planned for 2025.
* Upcoming Events: Junk in the Trunk. Community yard sale at the community center in April: $10 for 2 spaces.
* Youth Trips: Planned visits to the Aquarium in Myrtle Beach and Wonder Works in 2025. Check the Parks and Rec website for more details.
* P&R Advisory Board: Sara will review the master plan and set 2025 priorities based on community needs.
	1. **Special Events Committee**- no report
	2. **Library Commission** *-*Ms. Sherrie Kuzian provided the report:
* The library will remain closed for two to three months due to carpet replacement in City Hall following flooding from PTC #8.
* The book inventory is complete, but further actions are on hold until reopening. The Little Free Library procedures will be updated, and a Libib.com functionality workshop is scheduled for January.
* City Manager Gordon Hargrove reported that the Architect's rendering for the new library space has been approved and will be prepared for construction bids, expected to be finalized by late spring.
* A Facebook account named "Boiling Spring Lakes Library" has been created, and access for all members will be arranged. New book orders are ongoing and stored at Martha Samson's home until reopening.
* The library received children's book donations from the Children of Fallen Heroes Organization, and a request for shelving donations will be made once the library reopens. Additionally, $4.86 was donated at The Office Coffee and Wine Bar, and a $200 book order was placed in October.
	1. **Grants Committee**- Commissioner Sherwood mentioned that she requested Annette to include on the next agenda a discussion about the 2025 grants that will be available. The focus will be on potential applications. Additionally, they should consider determining how much they will need for matching funds to have a clear idea during the budget hearings.
1. **Manager's Monthly Report**

Assistant City Manager Morgan provided the report in the absence of Manager Hargrove.

**DAMS UPDATE:** Sanford Dam: Work continues on Sanford Dam. Tropical Cyclone # 8 repairs have been completed, and construction progress continues. Quality control testing will take place over the next 30 days, and stage 3 remediation for the cutoff wall will continue.

* North Lake: Contractors are continuing to finish the concrete walls and getting everything ready to backfill the structure.
* Pine Lake: Contractors have poured the inlet and outlet slabs, culvert slabs, and 3 outlet walls. They will continue to pour structural concrete walls, culvert slabs, and culvert walls.
* Upper Lake Dam: Contractors installed the control of water around the breach, excavated the breach, and began placing backfill.

**TROPICAL CYCLONE #8**

Point of Clarity: FEMA has approved our request for assistance for damages to roads. We are continuing to work with FEMA to determine the scope of work for the roads and other damages. FEMA has not approved any assistance for damage to the dams. The contractor is responsible for using its insurance for repairs to the dams. Once their insurance is depleted, FEMA will determine if and how much assistance they will provide. Please understand these are two different projects at this point.

**BUDGET**

Budget season is upon us. Please watch our webpage for posted workshop dates if you wish to follow the budget process.

 Mayor Winecoff explained that the delays in fixing and repairing road damage are due to waiting for FEMA assistance. Ms. Morgan emphasized that this is all part of a process. The first step involves requesting assistance, an exploratory call, and the upcoming recovery call.

1. **Old Business**
	1. ~~Hydrological Dam Study Analysis~~  The agenda was amended and approved to remove this agenda item.
2. **New Business**

12.1 **Budget Amendment # 1 Ordinance FY-24-25**

Mr. Stevens explained that the budget amendment is for the leasing of six police vehicles and the necessary up-fitting for the police fleet as part of the Enterprise Fleet Management Agreement. This agreement was approved during the regular Board of Commissioners meeting on December 3, 2024. \*\*Financial Impact:\*\* There is no net financial impact from this Amendment. These changes simply transfer funds from the contingency into the Police Department's budget. The increase in revenue and expenditure of $16,754 is due to the amount received from insurance following the total loss of one vehicle and its equipment in the current 2024-2025 fiscal year.

Commissioner Mammay motioned to approve Budget Amendment #1 Ordinance FY 24-25 and was seconded by Commissioner Sherwood. ***Unanimous Vote; Motion Carried.***

1. **Mayor and Commissioners Report**

Commissioner Lovin wished everyone a Happy New Year and hopes for a great 2025.

Commissioner Hall stated that the meeting was productive. She noted that there are many upcoming meetings, including the Town and State Dinner in Raleigh, which presents a valuable opportunity to connect with State Representatives. Additionally, the CityVision classes will be held in Greenville in April. Commissioner Hall expressed that we are off to a good start this year in terms of communication and engagement with our representatives.

Commissioner Mammay addressed concerns on Facebook about the timeline for road repairs. He emphasized that the City is focusing on proper stormwater management before paving roads, as inadequate drainage can lead to road washouts. Many roads were poorly constructed in the 1960s and 1970s, contributing to their deterioration. He noted that repairs can be costly, such as the $300,000 expense for a small turn lane at the end of 50 Lakes Drive, within a $6 million budget. The City aims to complete these projects efficiently while keeping taxes low and ensuring the work is done correctly to avoid future repairs.

Commissioner Sherwood mentioned that they are currently awaiting the blueprints for the Senior Center. She pointed out that there are approximately 20-30 parking spaces available around City Hall. Even if employees working there park further away, there will still be about 20 available for seniors. She suggested having a conversation with the neighboring church about potentially using their parking lot for overflow if necessary. She noted that typically, around 50 people attend events at the Senior Center, making it important to explore this option in case additional parking spaces are needed.

She also addressed the condition of the BSL Natural Trail, which is state property, stating that it has been heavily damaged. Many residents have approached her, expressing concerns about the trail's safety for walkers. She requested that a letter be sent to the appropriate authorities, urging them to clean up the area, as it is frequently used by the public. She noted that all the bridges along the trail have washed away into the woods.

Additionally, Commissioner Sherwood brought up the issue of off-street parking. She shared that many residents have complained about boats and cars being parked in the right of way and left there indefinitely. She requested that this situation be addressed.

Finally, she proposed that all contractors, developers, and businesses working with the town should communicate through the City Manager, Assistant City Manager or Staff rather than directly approaching the Board. She expressed that the Board deserves to see what these individuals are discussing and to have the opportunity to ask questions and hear their input collectively rather than just hearing from individual members. Commissioner Hall mentioned that she always directs inquiries to Staff or the City Managers when she receives calls. Commissioner Sherwood believes this would serve as a courtesy as the City continues to attract more businesses.

Mayor Winecoff stated that as the new year begins, they will be focusing on the budget. He mentioned that he is frequently in contact with Representative Miller to discuss various matters. He expressed his appreciation for Representative Miller's willingness to listen and collaborate on important issues. Mayor Winecoff emphasized the importance of looking ahead to ensure progress and accomplish their goals this year.

1. **Announcements**

14.1 All City Buildings will close on January 20, 2025, in honor of

Martin Luther King Jr. Day

14.2 The following committees have openings: Library Commission and Grants Committee. Please see the City's website for further information.

14.3 The next regular Board of Commissioners meeting will take place on Tuesday, February 4, 2025, at 6:30 p.m.

14.4 The Board of Commissioners will hold a Budget Workshop at City Hall on Wednesday, January 15, 2025.

1. **Adjourn**

A motion was made by Commissioner Sherwood to adjourn and was seconded by Commissioner Hall. ***Unanimous Vote; Motion Carried.***

—7:09 p.m.

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 Mayor, Jeff Winecoff

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 Attest://City Clerk, Tanya Shannon