



**City of Boiling Spring Lakes  
Board of Commissioners Workshop Meeting  
BSL Police Department Workshop  
June 17, 2015  
City Hall – 11:00 a.m.**

**PLEASE TURN OFF CELL PHONES**

**Please note ~ audio recording of meetings are available on our website  
Under Minutes and Agendas tab**

---

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

Mayor Caster called the workshop to order at 11:00 a.m.

**2. Attendance ~ in attendance at the meeting were**

|                            |                              |
|----------------------------|------------------------------|
| Mayor Craig Caster         | Commissioner Barbara Glidden |
| Commissioner Mike Forte    | Commissioner David Putnam    |
| Commissioner Mary Stilwell | City Engineer William Murphy |
| City Clerk Jane McMinn     | Chief Brad Shirley           |

Excused ~ City Manager Jeff Repp

**3. Presentation ~ Chief Brad Shirley**

Chief Shirley during a slide presentation stated Boiling Spring Lakes has a population of 5,878 with a 9% population increase between 2010 to 2015 with 23.3 square miles. BSL is the largest community in Brunswick County with the third largest year round population. We have also been rated the 17th safest city in North Carolina by Safewise.com. Chief Shirley showed slides of the current BSL Police Department showing views of the building from all sides.

Chief Shirley pointed out the main entrance to the building and also the gravel pathway which is used by the officer to enter the building which is the training room/locker room/storage which is also used to take public complaints, speaking with witnesses and more. This presents confidentiality issues not being able to provide privacy. Chief Shirley pointed out several security issues, as an example the low windows with no alarm which invites easy access. In the main entrance to the PD there is a reception window with no barrier just open space which is a safety concern for all staff. Not everyone who enters the PD comes in on friendly terms. Chief Shirley pointed out the evidence room which has a patched wall where a window was removed and also the air supply and the air return are located in the same room which does not supply clean air flow. There are contaminants in the evidence room and over time can create mold. There is no clean air ventilation which can cause health issues over time. Chief Shirley commented on the

restricted work space in all the rooms; as an example we have 3 officers using a shared office, we have equipment in a storage room with uniforms, documents which we need to keep confidential because of sensitive/confidential information. We have no one central file room. Our interview room holds a refrigerator for evidence storage with blood test kits and we also store files in the evidence room.

Chief Shirley reviewed the available space in City Hall and found 2 offices that were not being utilized. Upstairs on the second floor, one area is used for document storage due to the records and retention schedule. The other side is currently being used for janitorial supply storage.

Commissioner Putnam inquired if there has been anyone that has gotten ill due to the lack of clean ventilation in the evidence room. Chief Shirley stated we had one staff member who was out of work thought to be from possible mold contamination from working in that room. Commissioner Putnam also stated the building was built in 1971 and at that time the city did not have a police department. What is most disturbing is the front entrance; the vulnerability of access to anyone that is in the front portion of the building. Workplace violence toward police officers has escalated, placing a piece of bullet proof glass is not going to stop a bullet from going through a piece of dry wall. A posting was made very recently to the PD Facebook Page with an unspecified, unverified threat to our police officers. Commissioner Putnam commented that we need to correct the mistakes of the past and bring things up to current standards.

Commissioner Glidden commented that she feels there is more space in City Hall which includes the current office being used by Chief Shirley, also the vacant office next to the library as well as the vacant office next to inspections and the empty office next to the mayor's office. Commissioner Glidden also commented we should be using all the available space in City Hall when considering ways to move forward with new improvements.

Chief Shirley suggested reviewing the functionality of the space and how it could or could not function properly as a PD to cover all the needs, privacy and security issues.

Commissioner Stilwell verified that there are 5 lockers for 12 officers. Chief Shirley stated that it is possible that some officers may share a locker but understand that there is no facility available if an officer becomes contaminated from body fluids, the officer must go home to shower. Commissioner Stilwell stated the storage of all the files is in every room and there is no central file room due to lack of available space. She also commented on the walls are very thin and the privacy issue that it represents, specifically when interviewing a possible suspect or someone coming in to file a complaint. There is a lack of office space and Chief Shirley stated that at times there are 3 officers sharing one office and our lieutenant must have a private office which left me to move over to City Hall. Commissioner Stilwell confirmed that the population of BSL is 5,878 which grows during the school year with more people coming in to work in the schools and businesses which puts more responsibility on the PD and FD.

Commissioner Forte questioned why all the records are not done electronically. Chief Shirley stated that they are doing a lot of storing electronically, however on the other hand there is an issue of time devoted to doing this and also there is the records and retention schedule that we must adhere to with that time frame.

Commissioner Putnam requested Mr. Stumbo to comment on the matter of bringing a building up to code.

Mr. Stumbo stated that in general with the new NC building code there are alteration levels 1, 2 and 3. He further explained that a level 1 would consist of very minimum changes such as floor tiles or bathroom sinks. The BSLPD is at a level 2 or 3 as far as renovations are concerned. If we are only addressing specific rooms such as the evidence room or the bathrooms this would probably fall into a level 2. When we start addressing some of the functional things such as moving walls we come under a level 3. We will need to spend a specific number of construction dollars to bring the building up to code. This includes making the building ADA compliant. Codes require buildings to be brought up to code as far as plumbing, electrical and HVAC.

Mayor Caster stated that all the commissioners have gone through and understand all the issues that have been brought to our attention.

**Chief Shirley introduced Mr. Jim Stumbo of Steward – Cooper – Newell Architects**

Mr. Stumbo explained during a slide presentation a well functioning police department is secure, there is safety for all employees, inviting to the public, security for the different processes, security for evidence storage. Also incorporated is adequate work space, correct heating and cooling and ventilation. Mr. Stumbo explained the current building structure has been maintained and is in semi-good condition, however the size and interior do not provide functioning work space. This introduces serious security and safety issues. Proper storage of evidence must be taken very seriously and stored appropriately. Included in that is the interview room which must be very secure. The existing building is 3,241 sq. ft., the estimated recommendation is 8,800 sq. ft.

Mr. Stumbo explained that there are 3 options for improvement. Option #1 is to continue using the existing building and renovate the 3,241 sq. ft. renovating the building to add another 5,587 sq. ft. which would have a cost of \$1.6M.

Option #2 is attaching the police department to existing City Hall. This option gives us the advantage of using existing space by changing some areas. The police department requires a large training room and briefing room that can be renovated in the space that exists here in City Hall. Option #2 would allow for a reduction of square footage by only adding 7,700 sq. ft. and doing minor renovations in City Hall. A cost for this option would be \$1.785M.

Option #3 would be to completely demolish the current police department and build a new one adjacent to City Hall but not an attached building. That would be 8,800 sq. ft. which would be at a cost of almost \$2M.

There are advantages and disadvantages to each option. Option #1 by adding on to the existing building it would provide the continued use of the building short term while the renovations are being done. The cost for the renovation is the least and one move for the staff.

Option #2 is the one I recommend by providing the benefit of the most function at the least cost. We can make everything work the way it should. We have the advantage of lowering the cost because we are sharing the space here in City Hall.

Option #3 gives you the advantage of a self contained building but not connected with City Hall. The cost for this option is the highest, \$1.996M.

Option #4 is the same as Option #3 with the exception the new building would be built on a new piece of property in a different location. The city could utilize the existing building for some other purpose.

Commissioner Stilwell confirmed her understanding that Option #2 would provide all the functions and meet all standards that are necessary at the least cost.

Commissioner Putnam questioned the assessment of the wiring in the existing police department. Mr. Stumbo stated that the wiring could meet electrical standards but it is not typically what we see in a commercially built building.

Commissioner Forte requested clarification of the need for 8,800 sq. ft. which seems excessive, even with the average of 420 sq. ft. per full-time employee and future growth. Mr. Stumbo explained it is not all future growth when you look at a small department, the square footage numbers become somewhat skewed. Given the averages that were used to include all the rooms we bring this department in at a low of 7,000 sq. ft. to a high of 9,000 sq. ft. Long term the 8,800 sq. ft. falls where it should be.

Commissioner Glidden stated the city manager gave a 10% addition of the engineering fees. With the other options would that 10% still be what the engineering fees would be. Mr. Stumbo stated that the 10% would change depending on the option that was chosen. There are construction costs, architectural and engineering studies, surveys, technical studies, legal costs, possible furniture costs. So the big picture for each option would be a little higher. Commissioner Glidden agreed that we need to do something. I would suggest that possibly we bring this up as a referendum.

Mr. Stumbo commented that 80% is building and construction and about 20% is in fees. The city needs to be wise in their spending.

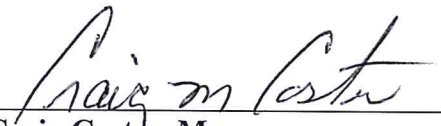
Commissioner Putnam suggested that we get the input from our citizens and suggested having a workshop and have Chief Shirley hold an open house to take our citizens through the existing police department. There are still a lot of things we need to review.

Commissioner Forte asked approximately how long it would take for this project to be completed. Mr. Stumbo explained that there are two pieces, design and construction. Construction would be anywhere from 10 months to 12 months.

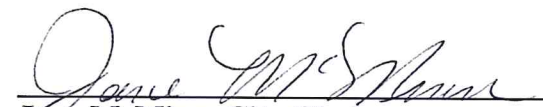
Commissioner Stilwell commented this is not up to us but up to our citizens and we as a board need to keep an open mind making safety the priority.

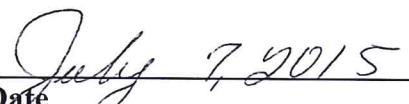
Mayor Caster summarized, we have learned and gained a lot of information and this issue will be addressed again with the public and anyone requesting a visit to the police department will certainly be able to go through and view the PD with Chief Shirley.

**The workshop was adjourned at 12:17 p.m.**

  
\_\_\_\_\_  
**Craig Caster, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**Jane McMinn, City Clerk**

  
\_\_\_\_\_  
**Date**