



**City of Boiling Spring Lakes
Board of Commissioners Workshop
January 22, 2020
City Hall – 6:00 p.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

2. Attendance ~

Mayor Craig Caster
Commissioner Tom Guzulaitis
City Manager Jeff Repp
Chief Greg Jordan
Public Works Director Michael Mack

Commissioner Steve Barger
Commissioner Teagan Hall
Commissioner Dana Witt
City Clerk Jane McMinn

2. City Manager Repp reviewed the two items on the agenda for this evening's workshop.

- a. Enterprise Fleet Management Leasing vs. Purchase of City Vehicles
- b. Discussion on the renovations needed for the police station renovation cost budget for finalization of the project.

Enterprise Fleet Management ~

Mr. Repp introduced Mr. Doug Reville, Senior Account Executive, Enterprise Fleet Management.

Mr. Reville provided information and the benefits of leasing. He reviewed many different options that are offered by the Enterprise program.

The Board of Commissioners requested a comparison matrix of buying vs. leasing with cost comparisons, repairs, expense, resale, provide a copy of the lease agreement and anything additional that may be pertinent. Mr. Repp will put together this information of comparisons for the Board for their review.

Police Department Renovations ~

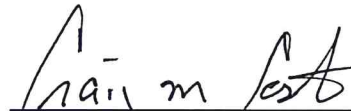
City Manager Repp presented a slide show of the police building process that began in 2013 and brings us to the present date with the purchase of the bank building and converting that building into the new police department. Following the conclusion of the slide show the Board agreed to the increase of the budget for the police department from \$800K to \$1.2M.

The BSL Police Station Summary is hereby incorporated by reference and made a part of these minutes.

A *motion* was made by Commissioner Barger, a *second* by Commissioner Witt to adjourn the workshop of January 22, 2020.

Vote ~ 5 ~ 0

The Board of Commissioner Workshop was adjourned at 7:10 p.m.

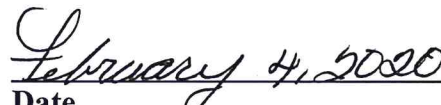


Craig M. Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date

BSL POLICE STATION SUMMARY

May 2013 - Present



<u>Year</u>	<u>Staff</u>	<u>Low</u>	<u>High</u>
2013	16	5,600	7,200
2018	20	7,000	9,000
2023	23	8,050	10,350
2028	26	9,100	11,700

Although we do not know actual square footage of the current facility that the department is working out of, it is apparent that the size is inadequate and does not come close to the estimates indicated above.

With this conclusion, you and I discussed multiple directions that the department could pursue long term to move towards a facility that is sufficient to house the department. For our discussion, we generally looked at three options: 1) A new facility of a size sufficient to meet the current and as much of the future needs as the town can afford, 2) move into available space in the existing town hall or 3) build an addition onto the existing department facility. We also discussed that a mix of the above options should also be considered.

MAY 7, 2013 STEWART-COOPER- NEWELL LETTER

- ▶ **ORDER** authorizing the City Manager to execute the attached proposal for architectural services with Stewart, Cooper and Newell Architects of Gastonia, NC in the not to exceed amount of *Ten Thousand Dollars and No Cents (\$ 10,000.00)* for professional services involving the feasibility study for the BSL Police Department.

Programming / Space Needs Analysis

- Create a program of current and future needs for the City Police Department.
- Review the condition of the existing police department, including plumbing, mechanical and electrical elements to ascertain the suitability for continued use and renovation, if desired.
- Provide options, along with associated costs, to the City for meeting the current and long term space and functional needs of the Police Department.

OCTOBER 2014 – PD FEASIBILITY STUDY

City of Boiling Spring Lakes Police Department					2/19/2016	
	Space Standard	Current Size	Size	Current Need	Future Need	
Lobby	10x20	172	200	1	200	200
Media / Report Room	10x10		100	1	100	100
Mens Public Restrooms (Maintain Exist)	TT11					
Women Public Restroom (Replace Exist)			200	1	200	200
Police Chief w/ Storage Closet, Small Table	P01	170	192	1	192	192
Administrative Assistant	P04	100	144	1	144	144
Receptionist / Admin Assistant (Future)	P05		144	1	144	144
Captain (Future)	CR7		168	1	168	168
Conference Room (6-8 Chairs)	WR1		120	1	120	120
Work Room w/ Office Supply Storage	F51	90	90	1	90	90
Secure Case File Storage	F51	90	90	1	90	90
Secure Records and Storage						
Investigations Corporal	P03	145	144	1	144	144
Investigations Detective (Space for 1 Current and 1 Future)	P03		168	1	168	168
Secure Interview Room	INT1	118	80	1	80	80
Patrol Lieutenant	P03	154	144	1	144	144
Patrol Sergeant	P05		168	1	168	168
Officer - Shift Supervisors	P05		100	1	100	100
Officer - Traffic	P05		100	1	100	100
Officer - Animal Control	P05		266	1	266	266
Patrol Room	P01	366	64	1	64	64
Patrol Storage	8x8	16				
Processing / Fingerprint / Photo - Multipurpose Rm	P02			1	1	1
Toilet Room / Shower	TT12			1	1	1
Evidence Room	EY1	147	475	1	475	475
"Bag and Tag"						
Processing and ID						
Evidence Storage	100X10		100	1	100	100
Long Term / Large Item Storage (non heated)	AM1	120	120	1	120	120
Storage - Armory	112X12	73	144	1	144	144
Storage - Quartermaster	6x8		48	1	48	48
Storage - Program (DAHC, etc near IT's Office)						
Training / Community Room	24x80	578		1	1	1
Training Equipment Storage	10x8		80	1	80	80
Table / Chair Storage			80	1	80	80
Male Locker Room (20)			15	20	300	270
Female Locker Room (6)			20	6	120	120
Toilet Room / Shower (2M,1F)	TT12	217	96	3	294	294
Server / Telephone Room	8x10	80	80	1	80	80
Warning Kitchen / Breakroom	F1		25	1	25	25
Food Pantry			100	1	100	100
Janitor's Closet with Storage			144	1	144	144
Mechanical			80	1	80	80
Electrical Room			390	1	390	390
Sally Port						
Grossing Factor (Circulation, wall thickness, etc)			0.35		4,820	5,324
Total Building Requirements		3,241		6,507	1,687	1,863
Probable Construction Cost			225	1,464,075		1,617,165
New Construction	\$/sf					

City of Boiling Spring Lakes Police Department					2/19/2016	
	Space Standard	Current Size	Size	Current Need	Future Need	
Grossing Factor (Circulation, wall thickness, etc)			0.35		4,820	5,324
Total Building Requirements		3,241		6,507	1,687	1,863
Probable Construction Cost			225	1,464,075		1,617,165
New Construction	\$/sf					
TOTAL				\$1,464,075		\$1,617,165

\$ 225
SQ. FT.

Description	Unit Costs	Option #1		Option #2		Option #3	
		Sq. Ft.	Costs	Sq. Ft.	Costs	Sq. Ft.	Costs
New Construction	225	5,587	1,257,075	7,187	1,617,075	8,828	1,986,300
Renovation	110	3,421	376,310	300	33,000		
Demolition	0.27			3,241	10,501	3,241	10,501
Total			1,633,385		1,660,576		1,996,801

Option #1 – Renovate existing building
Option #2 – Demolish Old – City Hall Wing
Option #3 – Demolish Old – New Building

Project Budget \$ 184,000

Phase	Percentage of Contract	Value of Contract	Payments as of 6/15/17	Balance Remaining	% of Phase Complete	Timeframe/ Weeks
Schematic Design	19%	\$ 36,800	\$ 36,800	-	100%	10
Design Development	19%	\$ 36,800	\$ 36,800	-	100%	8
Construction Documents	39%	\$ 73,600	\$ 73,600	-	100%	12
Stormwater	3%	\$ 6,000	\$ 6,000	-	100%	0
Bidding/Negotiations	5%	\$ 9,200	\$ 6,900	2,300	75%	8
Construction	15%	\$ 27,600	\$ -	-	0%	52

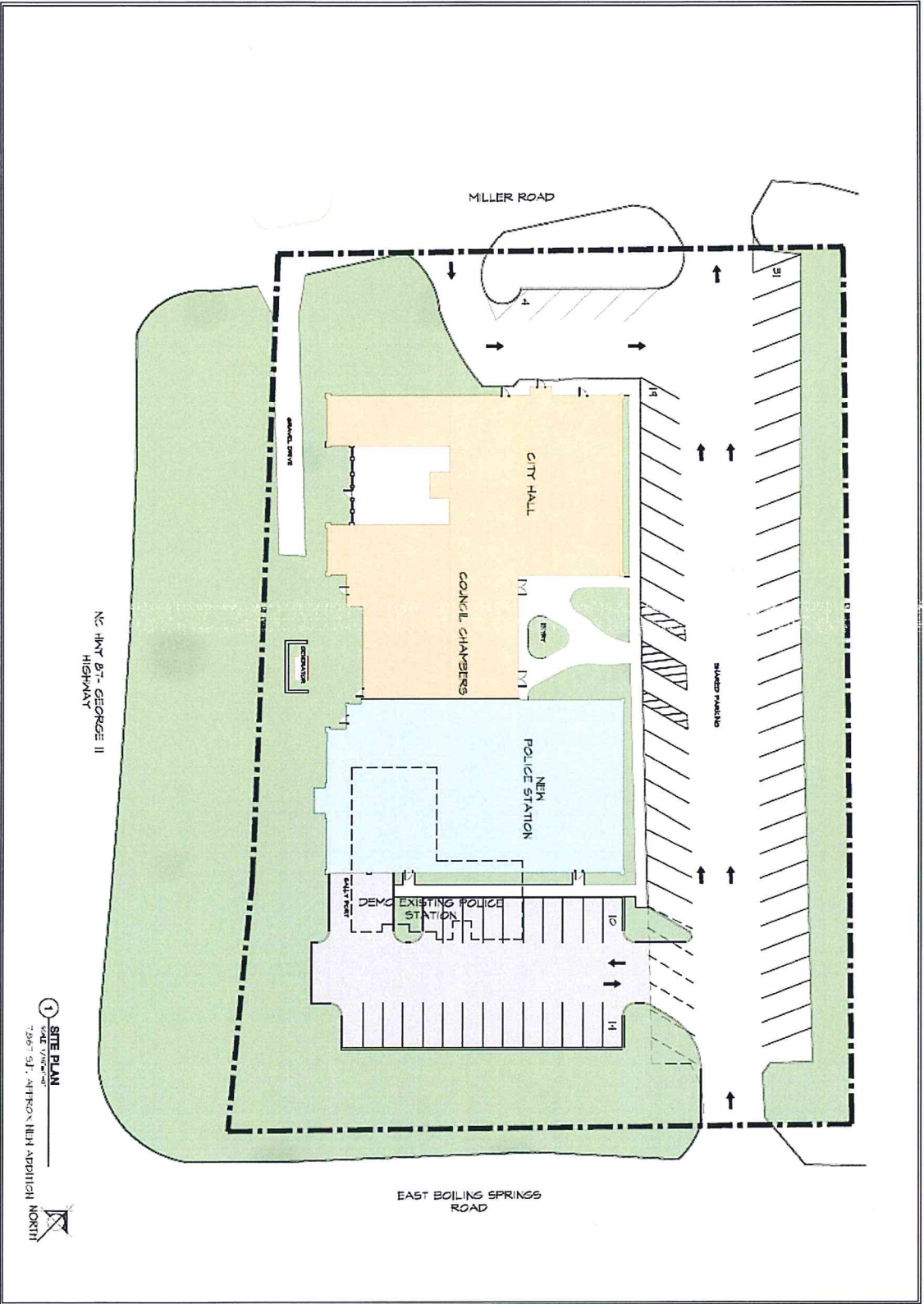
Total 100% \$ 190,000 \$ 160,100 \$ 2,300 90

Reimbursable Expenses - To Date

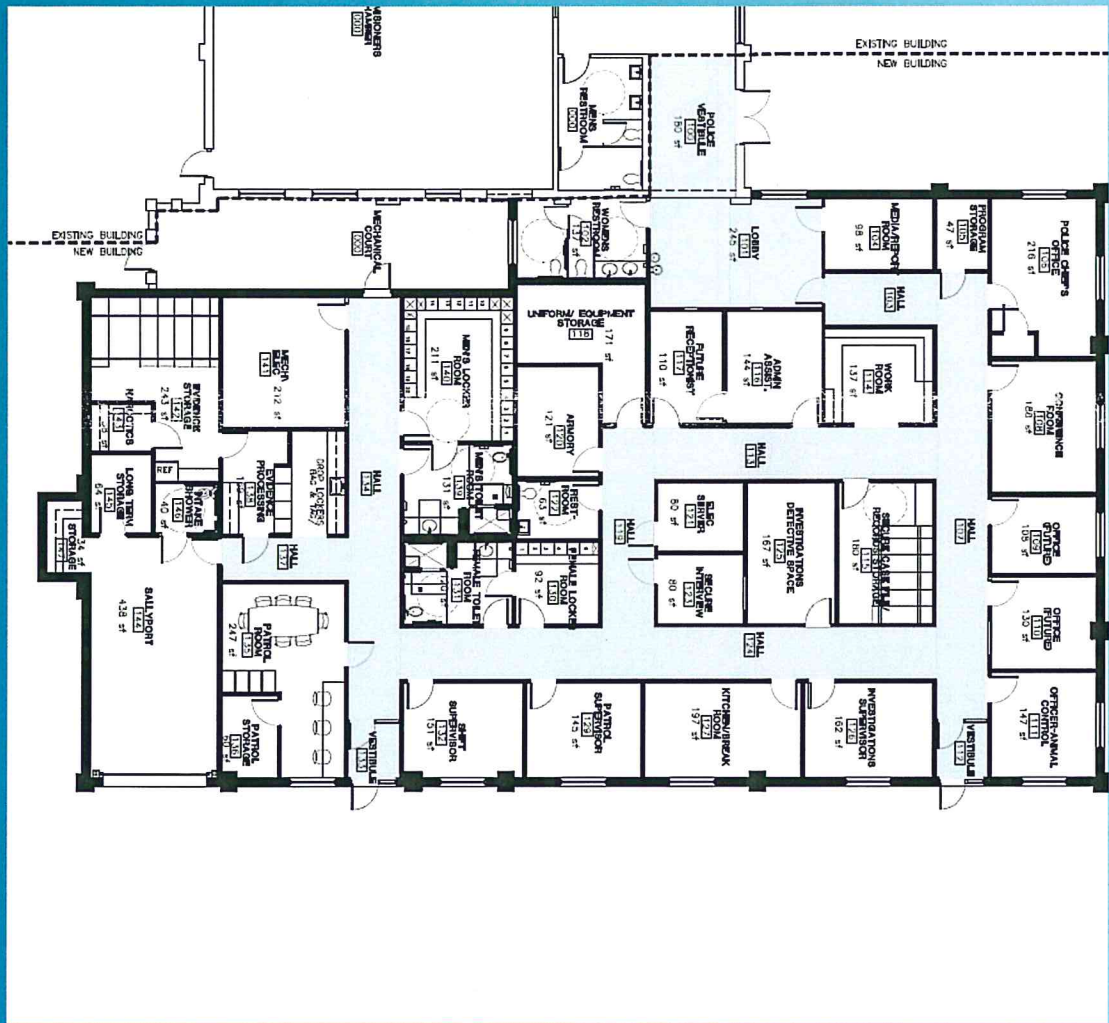
Travel	
Meals	28.37
NCDOT Driveway Permit	55.00
Postage	59.03
Bond Plot	1,140.00
Specifications	450.00
Mileage	1,121.50

Subtotal 2,853.90

Total \$ 162,954



Project No. 1488	Date 10/17/2018 Drawn SH Checked Headlines	PRELIMINARY NOT FOR CONSTRUCTION	Project Name Boiling Springs Lake Police Department Project No. 1488 Date 10/17/2018 Drawn SH Checked Headlines	Stewart Cooper Newell Architects www.scn-architects.com 1.800.671.0021	PRELIMINARY CONSTRUCTION SUBMITTAL DESIGN	BOILING SPRINGS LAKE POLICE DEPARTMENT BOILING SPRINGS LAKE, NC SITE PLAN	SHEET 210
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 1300 GT 1021
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 columbus, sc 29201
 Phone: 803.752.3011
 Fax: 803.752.3011

BID TABULATION - SINGLE PRIME CONTRACT - GENERAL CONSTRUCTION
 (ALL WORK UNDER THE GENERAL CONSTRUCTION WHICH INCLUDES PLUMBING, MECHANICAL & ELECTRICAL)
 A NEW POLICE DEPARTMENT FACILITY FOR THE CITY OF BOILING SPRING LAKES, NC #1488
 LOCATED AT: 9 EAST BOILING SPRING ROAD, BOILING SPRING LAKES, NC
 BID DATE: TUESDAY, NOVEMBER 7, 2017 BID TIME: 2:00 PM
 BID PLACE: AT CITY HALL CHAMBERS, 9 EAST BOILING SPRING RD.

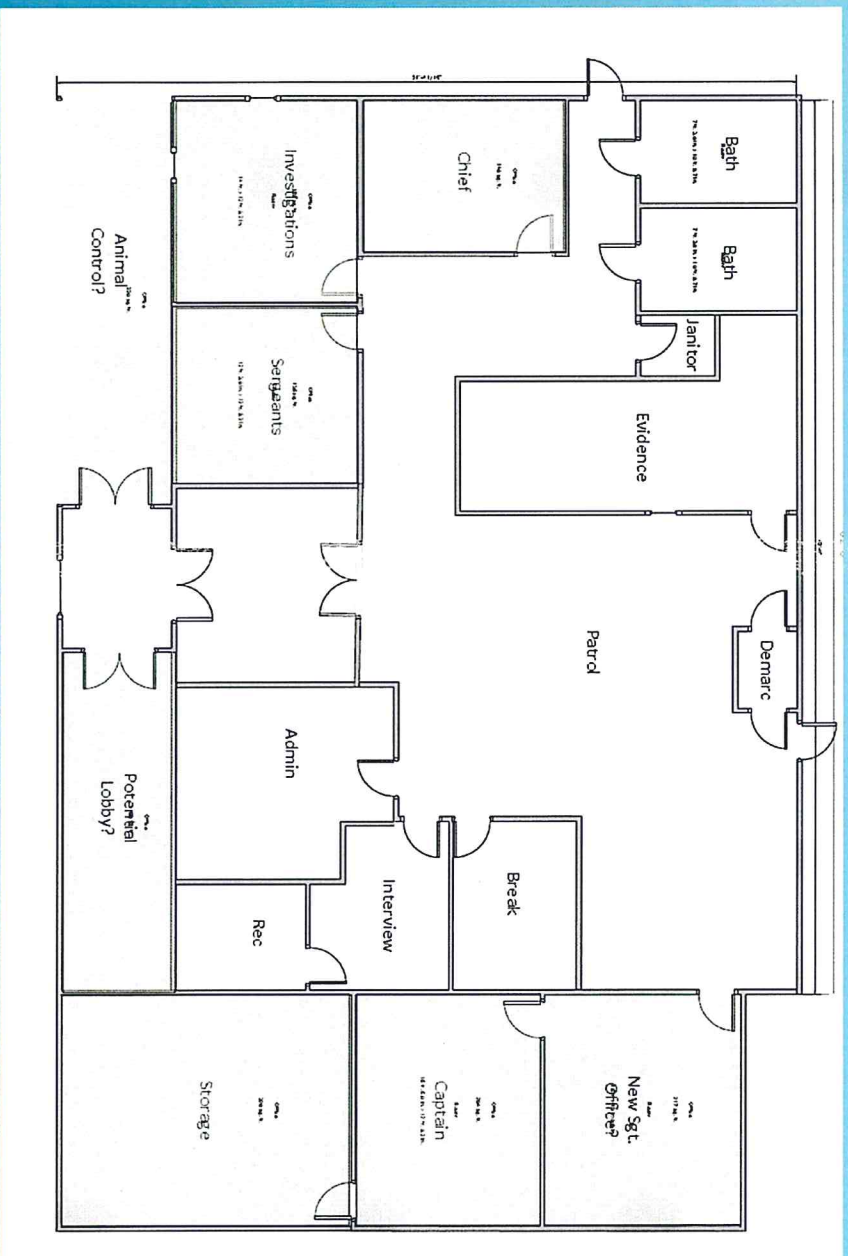
CONTRACTOR NAME	NC BID BOND, CK, OR MO	MBE FORUM (PAGES BF/SPC-8 THRU 11)	BASE BID (PAGES BF/SPC-1 THRU 6 NO PAGE 7)	OWNERS CONTINGENCY ALLOWANCE	ALLOWANCE NO. 1 INTERIOR SIGNAGE	TOTAL BID INCLUDES BASE BID, OWNERS CONTINGENCY AND INTERIOR SIGNAGE ALLOWANCE	ALTERNATE G-1 BULLET RESISTANT WINDOWS, FRAMES...	ALTERNATE G-2 DOORS 103 & 104 BULLET RESISTANT UL LEVEL 4 CORE...	TOTAL BASE BID, OWNERS CONTING., INTER. SIGNAGE ALLOW., ALTS G1 & G2	UP ALLOW 1	UP ALLOW 2	UP ALLOW 3	UP ALLOW 4	UP ALLOW 5	UP ALLOW 6	TOTAL FOR UP ALLOW 1 2 3 4 5 6	BASE BID, OWNERS CONTING., INTER. SIGNAGE ALLOW., ALTS G1 & G2	NO. OF DAYS TO COMPLETE	
*Cadet Construction Company Raleigh NC	✓	✓		160,000.00	5,000.00	2,898,092.00	38,500.00	13,510.00	2,950,102.00 <i>[Math error on bid form 2,941,592.00]</i>	1,650.00	\$ 379 SQ. FT.				5,300.00	5,600.00	1,950.00	2,985,052.00 <i>[Math error on bid form 2,976,542.00]</i>	360 DAYS
Group III Management, Inc. Kingston, NC	✓ Not NC Bid Bond	✓	2,690,000.00	160,000.00	5,000.00	2,855,000.00	250,000.00	13,000.00	3,158,000.00	1,500.00	1,500.00	6,500.00	4,200.00	6,200.00	6,600.00	26,500.00	3,184,500.00	360 DAYS	
Daniels & Daniels Construction Co., Inc. Goldsboro NC	✓	✓	2,731,000.00	160,000.00	5,000.00	2,896,000.00	291,000.00	14,000.00	3,201,000.00	1,500.00	1,500.00	6,500.00	4,200.00	6,200.00	6,600.00	26,500.00	3,227,500.00	360 DAYS	
Carmichael Construction Co., Inc. Southport NC	✓	✓		160,000.00	5,000.00	3,050,600.00	160,000.00	8,300.00	3,218,900.00	1,500.00	1,500.00	10,000.00	9,000.00	6,000.00	7,000.00	35,000.00	3,253,900.00	360 DAYS	
Construction Systems, Inc. Fayetteville NC	✓ Not NC Bid Bond	✓		160,000.00	5,000.00	3,163,737.00	285,478.00	12,150.00	3,461,385.00	1,650.00	1,650.00	7,150.00	4,620.00	6,820.00	7,260.00	29,150.00	3,480,535.00 <i>[Math error on bid form 3,519,665.00]</i>	360 DAYS	

\$ 2,976,542

November 2017

- ▶ Board establishes budget for project at \$ 1,200,000 including purchase cost.
- ▶ July 9, 2019 – Board authorizes City Manager to proceed with acquisition of 3020 George Hwy II.
- ▶ July 25, 2019 – City/Bank agree on purchase price of \$ 300,000 for 3020 George Hwy II
- ▶ August 6, 2019 – Board reduces budget from \$ 1,200,000 from \$ 800,000 including purchase cost.
- ▶ October 1, 2019 – Board tables the following:
 1. Resolution ~ Establishing Criteria for Utilization of Design-Build Bridging Contracting for the Boiling Spring Lakes Police Department Facility.
 2. Resolution ~ Exempting the Boiling Spring Lakes Police Department Facility from NCGS 143-64.31.
 3. Order ~ Authorizing the City Manager to enter into a design services contract for the renovation of the former bank building at 3020 George II Highway into the Boiling Spring Lakes Police Department with Studio Three Architects, 321 N. Front St. Wilmington, NC in the estimated amount of Fourteen Thousand Dollars and No Cents (\$ 14,000.00 for design and bidding services and Five Hundred Dollars (\$ 500.00) per month for construction management services.
- ▶ November 21, 2019 – Sales agreement with First National Bank of PA signed.
- ▶ Anticipated closing: February 2020.

CURRENT TIMELINE



PROPOSED FLOOR PLAN – 3,965 SQ. FT.

3020 GEORGE II HWY

Next Steps:

1. Determine construction budget for renovation.
 1. Police Chief list of suggested "needs" provided.
2. Chose procurement method for project.
 1. Staff has proposed Design-Build "Light" to bring project in on budget.
3. Determine USDA loan vs. typical Installment Financing Agreement financing.
 1. 15 Year Term for IFA and 30/40 year term for USDA

LOAN AMOUNT	\$ 1,200,000	\$ 1,200,000	\$ 800,000
INTEREST RATE	3.25%	4.00%	4.50%
YEARS	30	15	15
ANNUAL PAYMENTS	\$ 62,670	\$ 106,515	\$ 71,010

