

Carter County Commission

Minutes of:

Buildings & Grounds Committee

August 6, 2019 6:00 PM

Members:

Chairman	David Miller
Vice Chairwoman Layla Ward	Brad Johnson
Dr. Robert Acuff	Jerry Proffitt
Mike Hill	Randal Jenkins - absent
Ronnie Trivett	Aaron Frazier

I. Call to Order

The Buildings & Grounds meeting was called to order by Vice Chairwoman Lala Ward at 7:30 pm.

II. Approval of Agenda

A motion was made to approve the agenda by Mike Hill second by Aaron Frazier. The motion was unanimously approved.

III. Approval of minutes

A motion was made to approve the July minutes by Mike Hill second by Dr. Robert Acuff. The motion was unanimously approved.

IV. Public Comments / New Business

Shannon Posada from the Animal Shelter shared a letter from Mr. C.A. Schuettler, Former Project Manager County Projects. In this letter he outlines the work projects that need to be addressed. (see attached letter) Ms. Posada is asking the committee what they want to do about the projects since Mr. Schuettler is no longer in the position as project manager. Who is going to be responsible for overseeing the projects to make sure they are completed in a timely and cost-efficient manner? Dr. Acuff asked Ms. Posada if she is asking the Buildings & Grounds Committee to take over the shelter. Dr. Acuff made a motion that the B & G Committee take over the oversight of the Animal Shelter. Mike Hill second that motion. Attorney Hardin stated that the Animal Shelter is a project between the County and the City, and he is not sure if even the full committee can make decisions without the City's cooperation. Mr. Hill rescinded his second. Dr. Acuff withdraws his motion. Guest committee member Sonja Culler reminded that the Animal Shelter building is a county building and asked who is responsible for the maintenance. Attorney Hardin informed the committee that the Animal Shelter is a county building, the funding is shared but the maintenance on the building is the responsibility of the county. Mike Hill made a motion to recommend to the full commission to remove the responsibilities from Mr. Chris Schuettler job description and duties of project manager for the Animal Shelter, second by Dr. Acuff.

Roll Call:

David Miller - yes
Dr. Robert Acuff - yes
Layla Ward - yes
Jerry Proffitt - yes



RECEIVED

8-13-19 @ 14:35

Brad Johnson – yes

Aaron Frazier – yes

Mike Hill – yes

Motion to recommend to the full commission to remove the responsibilities of Mr. Chris Schuettler's job description and duties of project manager for the Animal Shelter passed unanimously.

Mr. Frazier asks Attorney Hardin, what do we need to do now? Attorney Hardin answered that a job description needs to be created, qualifications, duties, salary, benefits, and authorities. This is a situation that a once a month committee can't handle. It needs a position created for hire to be a dedicated project manager. The full commission can create a position. Mr. Hill asked if TCA code doesn't state that the responsibility falls to the Mayor or who he appoints. If the mayor isn't qualified to do the job of project manager, can he not create that position and appoint someone who is qualified. Attorney Hardin clarified that any position that the mayor creates would have to be funded from his budget. Attorney Hardin reminded that it will take at least a couple of months to create and fill a position. Ms. Posada asks what is she supposed to do between now and then? Dr. Acuff stated that in speaking with the county attorney during break, TCA code 5-7-107 gives us the ability to appoint a superintendent for up to 12 (twelve) months. Dr. Acuff makes the motion to evoke that code and ask Mr. Chris Schuettler to take that position for 3 months at with a salary of \$5000. This would give the time to create and fill the position. Mike Hill second the motion. Discussion ensued that Mr. Schuettler has been drug through the mud, and would he want to take the position. Would the commission accept this and allow him to even be offered the position? Dr. Acuff stated that having county employees on the budget commission was never good. It becomes a "pissing contest", it should never be allowed to happen. But according to the county attorney, it is permissible. Mr. Hill resends his second and Dr. Acuff resends his motion. Mr. Hill contacted Mr. Schuettler and asked him if he would be interested in the 3-month \$5000 position. Mr. Schuettler stated that he would like to think about it and if the committee wanted to send him something in writing he would look it over and give his answer next month. Mr. Hill asked if someone would like to put it in writing and ask him nicely. Attorney Hardin told the committee that they did not have the authority to make an offer. It would have to be, step one, a recommendation from this committee, step two, budget and step three a formal offer from the commission. Attorney Hardin suggests that the committee look for someone that has the credentials and would be interested in a part time position, at least temporarily. Mr. Hill makes a motion to submit a request to the budget committee to allocate funds for an interim project manager and identify a person to fill the position. Aaron Frazier second the motion. Attorney Hardin told the committee that the budget committee would not have a candidate but would be able to approve funding. Vice Chairwoman made an approved change to the motion to remove "and identify a person to fill the position." Making it only to allocate the funds.

Roll Call:

David Miller – yes

Dr. Robert Acuff – no

Layla Ward – yes

Jerry Proffitt – yes

Brad Johnson – yes

Aaron Frazier – yes

Mike Hill – yes

The motion was approved with a vote of 6 – 1.

Ms. Ward informed the committee that she would be attending the Budget Committee Meeting this month and Mr. Frazier will be in attendance as well.

V. Old Business

1. Review Projects List for any needed changes or additions. (see attached Major Projects List)

- Heat pump – see attached

Mr. Hill made a motion to accept the proposal by Mayor Barnett, second by Mr. Proffitt.

Motion was unanimously approved.

- Internet – see attached

There will be representatives present at the Buildings & Grounds meeting in September to give a presentation.

VI. Adjournment

A motion to adjourn was made by Dr. Acuff, second by Aaron Frazier. The motion was unanimously approved. Meeting was adjourned at 9:00 pm.

- Also attached is the Forensic Pathology Report dated July 31, 2019



Chris Schuettler, Director
Carter County Planning & Zoning
801 E. Elk Avenue
Elizabethton, TN 37643
Phone: (423) 542-1834
Fax: (423) 542-3469

August 8, 2018

Mrs. Posada,

This is the list of projects that need to be addressed at the shelter that we have discussed.

- Drainage:

1. Front of building, center to westside, road to fence. Needs to be graded, sloped, and seeded to move water westward towards gravel entrance. Needs to have tile placed under gravel minimum 12". Estimated cost of \$1200.00 if completed in house, approximately \$3000.00+ if bid.
2. Front of building, center to westside, fence to building. Needs to some fill, graded, sloped, and seeded to move water westward towards gravel area, needs tiled to backside of outside runs. Estimated cost of \$2850.00 if completed in house, approximately \$6000.00+ if bid.
3. Westside of runs to be fenced at creek, needs to be graded, sloped, and seeded to move water southward and away from grinder pump. Estimated cost of \$5200.00 if completed in house, approximately \$12,250.00+ if bid.
4. Between building, outside runs, and southside of parking lot. Needs to be filled, graded, sloped, and seeded to move water southward towards southern fence.
5. Back of building at rear of outside kennels. Trench drain needs to be installed below slab grade and sloped for drainage to include piping to pump system Estimated cost of \$2850.00 if completed in house, approximately \$6000.00+ if bid.

6. Eastside of building at washout area. Trench drain needs to be installed and piped to drainage ditch. Said drainage ditch needs to be re-graded to maintain positive drainage. Estimated cost of \$600.00 if completed in house, approximately \$1500.00+ if bid.
- Building Projects:
 1. Southside of outside kennels. Install Wind and Shade Screen at sides and rear of kennels. Requested source stated estimated cost of material for a four-crank system/ multilayer was \$4800.00, with an estimated time to install of ten hours (in house). If able to bid, estimated cost is unknown.
 2. Outside kennels ventilation system. Estimated cost of \$1500.00 (in house), if able to bid, estimated cost is unknown.
 3. Enclosing of the northside Feline Area;
 - a. Exterior walls with window/screens, approximately \$8750.00 of materials plus labor.
 - b. Internal additions (Adult/Kitten separation etc.), approximately \$8750.00 of materials plus labor.
 - c. Exterior cover for cleanout area (Not enclosed), approximately \$750.00.

This only a portion of the projects that you, Mr. Barnett, and myself has discussed. All estimated cost of in house is considering the utilization of inmate labor and/or Animal Shelter employees assistants in the projects. Many of the material costs may be saved if donations or discounts are applied.

Possible bided cost where taken from the Greens Manual of Estimates (2015), some upper adjustment may need to occur.

I hope this will assist you in these endeavors, and I apologize for not being able to help completing the project that were removed for Engineer Cost Savings by the previous Administration.

Sincerely,

C.A. Schuettler
Former Project Manager
County Projects

Major Projects List

Building & Grounds Committee

This list is to be a living document, that encompasses all projects that the Carter County Commission's Building & Grounds Committee has either taken current action on or are planning action on. This list will assist to keep the Carter County Commission apprised of the latest on each project. This list will be updated with any changes and distributed as needed.

1 – Courthouse Security Project –

Purpose: Reducing the entry/exit points of the 801 E. Elk Courthouse down to a dedicated entry way and a dedicated exit way. Public would be asked to step through a metal detector entry way to gain access to offices within building. Entry way and exit way area would be maintained by Courthouse Security Officers (Deputy Sheriff's). Exiting building would be through a dedicated exit way near entry way. Employees would access building using ID Card Proximity Badges on doors. Updated camera systems would be installed to provide overview and recording of events.

Phase I – Single-point of Entry for 801 E Elk Courthouse.

- Tentative Design and Drawings are completed. Drawings taken to Courthouse Security Committee on April 26th. Committee voted to send the drawings out to the office holders that will be affected by the change and allow them to review. We will schedule another Courthouse Security Committee after this has occurred. Estimated timeframe is end of May, beginning of June. Building and Grounds has reviewed the plans and are waiting to see a cost estimate from Reedy & Sykes.

Phase II – Installation of Camera Systems and Door Security Systems

- Camera/Security system components and installation has completed the RFP process. Courthouse Security Committee has voted to recommend to the county, Telecommunications Services (TCS) bid of \$495,915.00 to be considered for the Courthouse Security Project, as this meets the needs of the Courthouse Security Committee. Building and Grounds has reviewed the plans and are waiting to see a cost estimate on Phase I from Reedy & Sykes.

❖ Project Update -

As of our August 27th Full Commission Meeting, the Full Commission voted to fund the Courthouse Security Project at the estimated cost of \$600,000 (Phase I estimated at \$100,000 & Phase II at \$500,000). This would be \$150,000 coming from Court/Litigation Reserve Fund and \$450,000 coming from Unassigned General Fund Fund Balance. On July 24th, Isaiah Grindstaff as Chairperson of the Buildings & Grounds Committee, sent an email to all stakeholders of the county who transact business in either courthouse. This email was sent to outline the projects goals and to solicit any feedback to the project. That email and drawings can be found at the end of this document. The next step is to finalize the Drawings from Reedy & Sykes and have them prepare the RFP for the Single-Point of Entry.

2 – Sluder Property (HWY 321)

Purpose: Property donated by the Sluder family to the county for use to better the community in the HWY 321 area.

- Demolition on house will be completed by the Highway Department as weather allows during April – May timeframe. Debris will be disposed of at the Landfill.

❖ Project Update –

Currently, the house has been demolished and grading has been completed on the property. A big Thank You to the Highway Department and the Landfill for their work on this property. The next step is to continue talks with community leaders to determine what should be done with this property.

Intent: EMS/VFD Sub Station and Food Distribution Site

Discussions under way to possibly obtain a Modular Bldg. from the School Board.

3 – ADA Transition Plan

Purpose: To evaluate all the county owned/operated buildings for issues related to ADA (Americans with Disabilities Act). Issues would then be compiled and placed in a document (Transition Plan) and presented to Building & Grounds for their review and action. This document must also be forwarded to TDOT by September 2018 to comply with requirements for continuing State/Federal funding.

- Contract has been negotiated between company, County Attorney Hardin, and Gary Smith.

❖ Project Update –

This project has been completed and the documentation and results have been given to Gary Smith by the contracting company.

4 – EMA Office / EOC

Purpose: To eliminate the space issues of the EMA Office/EOC during an emergency event. Conversation for past 4 years, is to move the EOC, and by extension, the EMA Office to the unfinished portion of the building housing 911 Communications Center.

- Conversations between Mayor Humphrey, Gary Smith, County Attorney Josh Hardin, Director Dale Blevins, and the 911 Control Board about a lease agreement between the county and 911 Communications Center for the unfinished portion of the building.
- Grant Funding was attempted for year 2016-2017 and was unsuccessful due to not meeting requirements for surveys.
- Grant Funding requirements were met in 2017-2018 and grant was applied for. Awaiting information on grant possibilities.

❖ Project Update –

Tennessee Community Block Grant was awarded to Carter County in the amount of \$315,000 for a new Emergency Operations Center. As discussed, this would be finishing out, the unfinished portion of the Carter County 911 Building.

5 – Exterior Lighting

Purpose: To aid in navigating stairs, curbs and around other potential hazards in the back-parking lots of both courthouses.

6 – Environmental Court

Purpose: To establish an Environmental Court for Carter County. This court would directly handle any Environmental cases created by a Code Enforcement Officer position in the Planning Offices. The need is to plan for any future expansion that might be necessary for implementation.

❖ Project Update –

Several cases are currently pending or have recently been disposed in Chancery Court.

7 – County Archive Department/Building

Purpose: During the 2014-18 Term, the Full Commission approved a resolution authorizing additional fees to be assessed on various permits/applications that would be forwarded to a Reserve Fund. The purpose of these fees is to be a funding source for a County Archive Department, which is quickly becoming a necessity as time passes.

----- Forwarded message -----

From: **Isaiah Grindstaff** <commissioner@isaiahgrindstaff.com>

Date: Tue, Jul 24, 2018 at 11:24 PM

Subject: 801 E Elk Courthouse Security Improvements - Design Work for Single Point of Entry and Scope of Project

To: Ronnie Taylor <assessor@cartercountyttn.gov>, Randal Lewis <trustee@cartercountyttn.gov>, Tracy Harris <harrist@cartercountyttn.gov>, Mary Gouge <clerk@cartercountyttn.gov>, Jodi Bristol <registerofdeeds@cartercountyttn.gov>, Melissa Moreland <clerkandmaster@cartercountyttn.gov>, David Batchelder <veterans@cartercountyttn.gov>, Gary Smith <smithg@cartercountyttn.gov>, Benny Lyons <lyonsb@cartercountyttn.gov>, "luncefordd@sheriff.cc" <luncefordd@sheriff.cc>, Johnny Blankenship <blankenshipj@cartercountyttn.gov>, Patty Woodby <woodbyp@cartercountyttn.gov>, Roger Colbaugh <highway@cartercountyttn.gov>, "cbunton@utk.edu" <cbunton@utk.edu>, Animal Shelter <animalshelter@cartercountyttn.gov>, Chris Scheuttler <planning@cartercountyttn.gov>, Chris Schuettler <schuettler11b@gmail.com>, Caroline Hurt <Caroline.Hurt@tn.gov>, Brad Burke <burkeb@cartercountyttn.gov>, Michael Kennedy <kennedym@cartercountyttn.gov>, Leon Humphrey <mayor@cartercountyttn.gov>, James Parrish <ParrishJ@sheriff.cc>
Cc: Randall Jenkins <rjenkins003@gmail.com>, Ray Lyons <raylyons143@comcast.net>, Cody McQueen <codymcqueen.vols@gmail.com>, Brad Johnson <bnjohnson@centurylink.net>, Tim Holdren <tholdren@energysystemsaroup.com>

All -

As you may know, over the last year and a half, the Court Security Committee and the Building & Grounds Committee has been working on a project to enhance the security of the 801 E Elk Ave Courthouse. Approximately, two years ago, the security of the building was brought up as a concern during a Court Security Committee meeting. This concern was led by the presence of a courtroom, multiple offices that accept or deal with monies, and many offices that deal with the public. During this process, a request was passed on to the Full Commission to provide a Full-time Courthouse Security Officer to patrol the courthouse. The Full Commission agreed, and this position was funded. The next step was a security assessment of the Courthouse with regards to policies and procedures, needed equipment, staffing, and overall secureness of the Courthouse. It was after this assessment and during meetings with the Court Security Committee that it was determined that a Single Point of Entry and Controlled Exits would go far in providing for the safety and security of the Courthouse, its staff, and all who frequent it.

Attached to this message, you will find documentation of the proposed changes that would be made to the ingress and egress of the Courthouse. It is the desire of the Court Security and Building and Grounds committees to reach out to you in order to research your questions and concerns related with this proposed change. As only you are aware of how this will affect your day to day functions of your office and of also the citizens of which you service. I will be collecting any responses and answer any questions that you may have in regard to this project. I will also be available to meet with you, if requested.

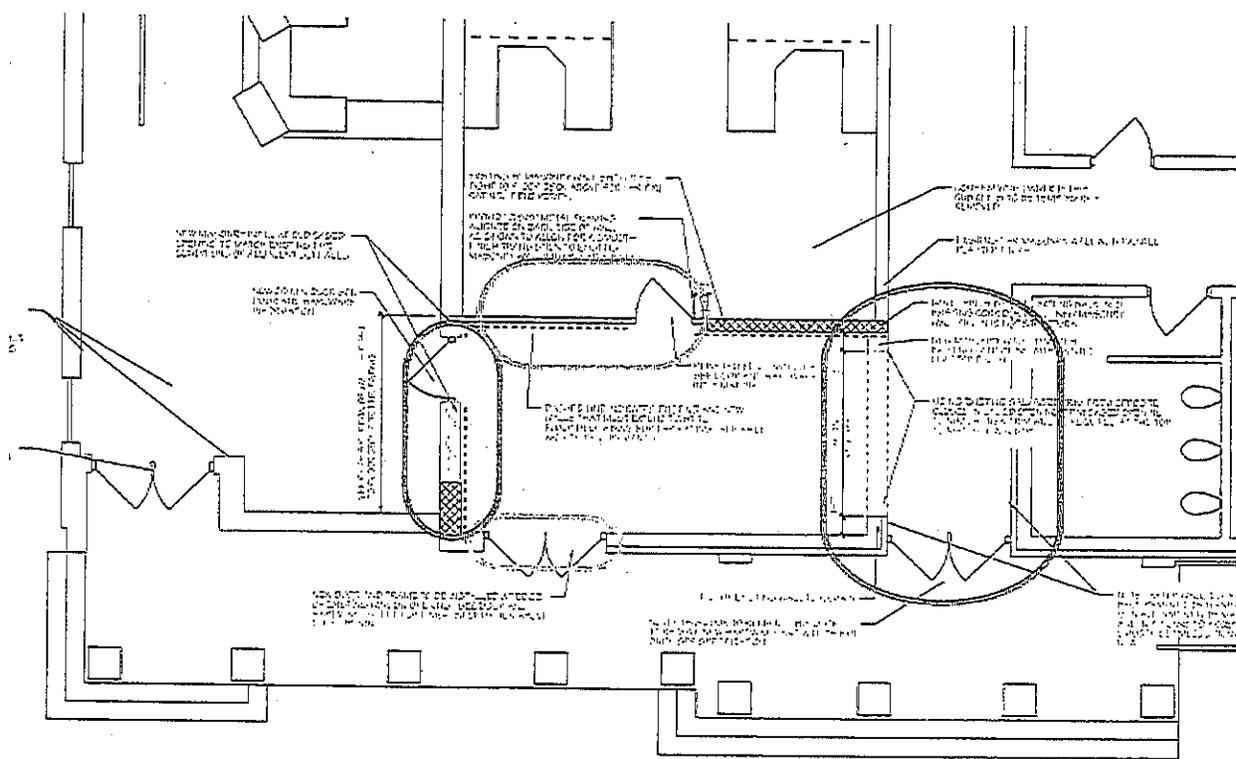
Through many subsequent meetings with the Court Security Committee, Building & Grounds Committee, and conversations with Reedy and Sykes later, I am now able to propose the following security improvements to the 801 E Elk Ave Courthouse that are being seriously considered by the various committees of the Carter County Commission.

Currently, there are a total of 11 exterior doors (10 on the 1st floor & 1 on the 2nd floor) that are available for use to either Employees, Citizens or Both to the Courthouse. On a normal week day, a total of 9 of those are unlocked and open for ingress or egress to the Courthouse during the day and some evening hours. Given that information, it would be difficult to further secure this facility without making any changes to the flow of traffic into and out of the Courthouse for the public, without severely impacting the day to day operations of the Employees. We began by inspecting the current entrance locations of the Courthouse, as this would allow us to make changes without largely modifying the building as a whole.

It was quickly determined that, without severely modifying the exterior of the Courthouse, that the best location for a Single Point of Entry would be on the North Main Street side of the building. This is due to the amount of space that is available, without severely disrupting current operations, but also due to the covered walkway, existing rampway, and proximity to the two major parking areas for the Public.

The location being described can be seen below and is also on page A-1 of the attached documentation.

This would place a new Entrance (Orange Oval) between the two currently existing entrances, the Clerk's Office on the left and the Courthouse on the right. This Single Point of Entry would utilize a portion of an area that is currently being used by the Clerk's (Mary Gouge) Office. However, as you can see below, other modifications will be made to the area. A wall and doorway will be built between the area of the Single Point of Entry and the Clerks' Office (Red Oval). An existing wall will be finished, including a doorway, between the Single Point of Entry and the office area of the Clerk's Office (Green Oval). At the currently existing entry to the Courthouse, as shown on the right of the drawing below, will be an exit only doorway. The interior portion of the existing air-lock will be removed, as well as, a portion of the existing wall between the Courthouse and the Single Point of Entry (Blue Oval). These changes will allow for an area to be created where persons entering the Courthouse can pass through a Metal Detector before entering the facility. The doorways that are being created will act to further secure the Single Point of Entry from the Clerk's Office and to assist in reducing noise pollution into those areas. Courthouse Security Officers (Potentially 2 Full-Time) would be posted to work this location Monday thru Friday, with Part-Time Courthouse Security Officers working Saturday Morning and during Evening Meetings, as required and/or requested. This will be the only Public Entrance and (Non-Emergency) Exit available to the Courthouse.



All other external doors that are publicly accessible, would become Emergency Exit Only doors for Public Use. In addition to a Single Point of Entry, a Door Access or Door Authorized Entry/Exit System would also be installed. This Door Access System will complement the Single Point of Entry, in that it will allow for the other external doors to be secured. The external doors will still allow for Emergency Exit with an audible alarm locally at the door, unless an authorized Door Access Card is presented by either Authorized Employees of the Courthouse or Law Enforcement Personnel. This would still allow the availability for Employees to Entry/Exit through those external doors as the Office Holder wants to allow. Door Access controls will also be placed on all doors into offices, courtrooms, etc. However, it will be up to the Office Holder if these Door Access Controls

will be utilized, otherwise they will be in an inactive state. The Door Access controls will allow Office Holders flexibility with their office, if they so choose to utilize them. Examples of this is only allowing employees access during certain time periods, allow record keeping of who is going in and out of their office, the ability to prevent keys from being duplicated or other key control issues, etc... Once again, all Office Holders have full control over how their offices are handled, we wanted to offer this as a possibility and we will be happy to work with the Office Holders on the Positives and Negatives of these options.

In addition to the Door Access Control System, we will also be installing new cameras and a camera management system. This will be a much-needed update and improvement to the cameras that are currently installed. Many additional cameras will be installed to further cover the interior and exterior of the facility. Office Holders will be given access to the cameras that are directly related to them. Example, in the Clerk's Office, cameras will be installed. The Clerk will have access to any cameras installed in their area and also the cameras that cover the entryways to the Clerk's Office. Other Office Holders will not be given access to the cameras for another Office Holder, without the Office Holder's agreement.

I understand that this is a large change, that not only affects operations of all offices, but also affects the citizens of Carter County. This is not a change that will take place overnight, but a change that will take place over several months and even a year or more. Many discussions will have to take place between involved parties to develop policies and procedures for the new technology that is being implemented. This is a change that the Court Security Committee and Building and Grounds feel will make the Courthouse Safer for both the Citizens that utilize it and the Employees that provide the service.

If you have any questions or concerns, please reach out to me and I will do my best to answer your question.

My Email Address: commissioner@isaiahgrindstaff.com

My Cell Number: 423-707-1140

If I do not answer my cell phone, please leave me a message so that I may return the call.

Thank You,

--
Isaiah Grindstaff
Chair, Building & Grounds
4th District Commissioner
Carter County, TN



"Your Comfort is Our Business"

9810 Hwy. 67 West, Butler TN 37640
1316 W.G street Elizabethton, TN
Email: mtnair1@earthlink.net
Phone: 423-727-6463
423-518-1011

Mountain Air Inc. will provide the following Heating & Air materials and labor for:

Attn: Abby Frye
City of Elizabethton

Job location:
900 East Elk Ave Elizabethton, TN
542-4141

System 1
Hall Area

Comfort Aire, 3 ton water source package heat pump unit, installed, new hoses, new thermostat and safety switch and pan.....6,869.00

System 2
Office Area

14 Seer Split Heat pump system.

Goodman 14 4 ton split system Heat pump system, installed with new thermostat, pan and switch.....7,200.00

Total Job Cost.....14,069.00

Mountain Air Inc., will supply all items needed to complete your HVAC system including Electrical components unless otherwise stated herein contract

Tim Glasgow, Owner Mountain Air Inc. 7/10/19

Customer

NOR-WELL

COMPANY, INC. • MECHANICAL CONTRACTORS

May 10, 2019

Carter County Courthouse
801 East Elk Avenue
Elizabethton, TN 37643

Attn: Mayor Barnett

Re: Replace the 3 ton water source heat pump to Johnny Blankenship's Office.

We propose to provide labor and material to replace the 3 ton water source heat pump located in Johnny Blankenship's office with a new Climatemaster 3 ton water source heat pump including a new digital thermostat, new hoses, and a new auxiliary drain pan with a float safety switch. Unit will connect to existing duct, plumbing, and electrical.

Labor \$1,890.00
Material \$3,470.00
For the Sum of...\$5,360.00

Clarifications and Exclusions:

- Work to be performed on regular time.
- Climatemaster 5 year parts/compressor warranty.
- Norwell 1 year Labor warranty.

Thanks for the opportunity to present this proposal. If you should need any further information, please call.

Sincerely

Brian Jones
Service Manager



PLUMBING-HEATING-COOLING
CONTRACTORS ASSOCIATION
Best People. Best Practices.

136 East Elk Avenue. Elizabethton, Tennessee 27643. (423)543-4373. (423)928-1779. Fax (423)543-7109

e-mail:norwell@chartertn.net

LICENSED IN TENNESSEE, VIRGINIA & NORTH CAROLINA

NOR-WELL

COMPANY, INC. • MECHANICAL CONTRACTORS

May 13, 2019

Carter County Courthouse
801 East Elk Avenue
Elizabethton, TN 37643

Attn: Mayor Barnett

Re: Replace the 4 ton heat pump to Johnny Blankenship's Office.

We propose to provide labor and material to replace the 4 ton split system heat pump located in Johnny Blankenship's office with a new York 4 ton split system heat pump including a new digital thermostat and a new auxiliary drain pan with a float safety switch. Unit will connect to existing duct, plumbing, and electrical.

Labor \$1,680.00
Material \$4,580.00
For the Sum of...\$6,260.00

Clarifications and Exclusions:

- Work to be performed on regular time.
- York 1 year parts/5 year compressor warranty.
- Norwell 1 year Labor warranty.

Thanks for the opportunity to present this proposal. If you should need any further information, please call.

Sincerely

Brian Jones

Service Manager



PLUMBING-HEATING-COOLING
CONTRACTORS ASSOCIATION
Best People. Best Practices.

136 East Elk Avenue. Elizabethton, Tennessee 27643. (423)543-4373. (423)928-1779. Fax (423)543-7109

e-mail:norwell@chartertn.net

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