

# Carter County Commission

## Minutes of:

### Buildings & Grounds Committee

September 3, 2019 6:00 PM



**RECEIVED**  
9/11/19 @ 8:33 AM  
*[Signature]*

#### Members:

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

#### I. Call to Order

The Buildings & Grounds meeting was called to order by Vice Chairwoman Lala Ward at 7:55 pm.

#### II. Approval of Agenda

A motion was made to approve the agenda by Mike Hill second by Aaron Frazier. Vice Chairwoman Layla Ward asked that an addition be made to the Old Business in the third position called Gap Creek Park. The motion with additions was unanimously approved.

#### III. Approval of minutes

A motion was made to approve the August minutes by Aaron Frazier second by Dr. Robert Acuff. The motion was unanimously approved.

#### IV. Public Comments

None

#### V. Old Business

##### 1. Protective Barrier for Trustee's Office – see attached quote

Keller GlassCo Inc gave the committee two (2) options for safety glass for the Trustee's Office. Aaron Frazier noted that the glass height for both options is the same. The difference is on option one (1) that the poles holding the glass on the ends and center attach to the ceiling. Randal Jenkins made a motion that an inspection be done by the Building Inspector. Layla Ward told the committee that the office has relayed to her that they prefer the option one (1) that goes all the way to the ceiling. Aaron Frazier made a motion to accept option one. Mike Hill asked to add that the company must go all the way to the building structure ceiling not just the drop ceiling. And that they get all permits. Jenkins second the motion with the addition. Motion passed unanimously.

Mayor Barnett informed the committee that in the Trustee's office also has a section of floor that is bowed in the southside of the room. The swell is from a leak in the past and is a trip hazard, he believes that it needs to be replaced. He would also like to start this project before tax season. Mayor Barnett has had Volunteer Flooring and Winchester Flooring come in and get measurements waiting on estimate on price. Randal Jenkins suggested to the mayor to get the two (2) quotes for the repairs and if the cost is going to be over \$10,000, he would need to get a third quote. If it's under \$25,000 it does not require bidding. Randal Jenkins made a motion to go ahead and get this project started, Mike Hill second the

motion. Brad Johnson asked to amend the motion by asking for the funds to come from the capital improvements funds. Discussion ensued about taking the money from Buildings & Grounds or Capital Funds. The consensus is that it should come from Capital Improvements Funds. The motion was unanimously approved.

**2. Project Manager – see attached**

Aaron Frazier passed out a list of job description that the full commission would like to see. Budget is going to allocate about \$30,000 which would make the hourly wage approx. \$16.50 per hour at under 32 hours per week. Discussion ensued about what qualifications, skills and licenses should be added to the job description for the Project Manager position. Mr. Johnson said that if you title it Project Manager the person would have to have a license but if you named it Project Supervisor the person for the job would not have to have the license and would probably hire on at a lower rate of pay. Any project under \$25,000 does not require a project manager. Building Inspector Mel McKay stated that the applicant should have a contractor's license and can make qualified decisions. Layla Ward suggest that the position holder will answer to the mayor's office, meet with the Building & Ground committee and with the full commission as needed. Layla Ward stated that the applicant can only be appointed for a period of 12 months then would have to reapply or someone new would be appointed. Randal Jenkins made a motion to take job description with changes back to the full commission for approval. Mike Hill second the motion. Motion passed unanimously.

**3. Gap Creek Park**

Mr. Johnson understands that a grant has been awarded for a dog park, he asked how much the grant was. Ms. Ward informed him that the grant is for \$25,000. Mr. Johnson stated that money hasn't been allocated for the park yet. Mr. Jenkins said that some money has been set aside and Mr. Frazier stated that \$75,000 has been allocated for the project. Mr. Johnson asked if there are any stipulations on the grant. Mr. Frazier informed him that all money must be used for the dog park, there is no time limit attached to the grant. Mr. Jenkins added that a grant from the Tn Department of Housing in the amount of \$20,000 has been given for a pedestrian bridge.

**VI. New Business**

Mr. Jenkins is asking for \$20,000 from the Capital Improvements Fund for the Little Milligan sub-station that will house Police, Fire and Rescue equipment and personnel. Mayor Barnett informed that he had a mobile unit that could be placed on the site but would need to prepare the site and get it moved. Mr. Johnson asked that a sketch and plans be submitted. Mr. Jenkins said he would wait to see the plans before asking for money.

**VII. Adjournment**

A motion to adjourn was made by Randal Jenkins, second by Aaron Frazier. The motion was unanimously approved. Meeting was adjourned at 8:55 pm.

## Project Manager Position

### Job Description

- Meet with necessary participants to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop comprehensive project plans to be shared with committees as well as other elected officials
- Use and continually develop leadership skills
- Review and process change orders to on-going projects
- Assist County Commission in determining project scope
- Critically assess projects presented by engineering & architectural firms on county projects

### Experience & Requirements

- ( ) Years project manager experience or BA in Construction Management
- Experience with process improvement and inventory control
- Advanced time management and analytical skills
- Working knowledge of Microsoft Office
- Excellent client-facing communication skills
- Report monthly updates to Building & Grounds Committee
- Liaise daily with county mayor regarding project threatening issues or job site safety issues & code violations.

*Mel McKay*

Chris Schuettler  
423-542-1834

**QUICK QUOTE**  
April 1, 2019

RE: Trustee Office

Chris,

I appreciate the opportunity to work with you on this and future projects. Please review and send back proposal to proceed with work. Call if you have questions.

We propose to provide the following work per site visit and your directions.

**Option #1**

Provide and install a storefront frame across the top of the partition at customer area per sketch.  
Glass is 1/4" tempered clear safety glass.

Aluminum is 2" x 4 1/2" - clear finish. ....\$3,185.00

**Option #2**

Provide and install aluminum post with glass at same location as above per sketch.  
Glass would be sealed with silicone at counter top.

.....\$2,121.00

**Cleaning & Protection** of our work from damage by others is not included. **Structural criteria:** 17 PSF (80 MPH wind); L/175; 3/4" MAX. **Safety Glazing** is limited to conformance with Federal Law 16CFR1201. **Insurance** is statutory WC and \$2,000,000 BI, PD & Auto. **Warranty** on our workmanship is one year; manufacturer's warranty varies. **Terms without established credit:** \$100 or 50% deposit, whichever is greater, with balance upon completion. costs and attorney's fees applies to past due balances each month.

**We will furnish necessary labor, material, tax, insurance, and services for: see above**  
**Quote Is Void In:** 30 Days. **Shop Drawings** N/A **Material Delivery:** 3 -4 weeks **Installation:** 1 day

Sincerely,

[ ] Notice of Intent [ ] Acceptance (select one)

Keller Glasco, Inc.

By: \_\_\_\_\_ Date \_\_\_\_\_

Dan Simerly

Signed: \_\_\_\_\_ Title: \_\_\_\_\_



# KELLER GLASCO INC

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Job Trustee Office option #1

sheet no \_\_\_\_\_ of \_\_\_\_\_

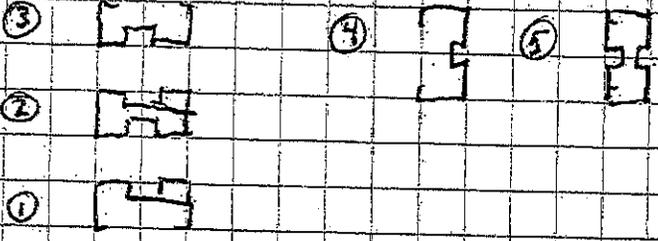
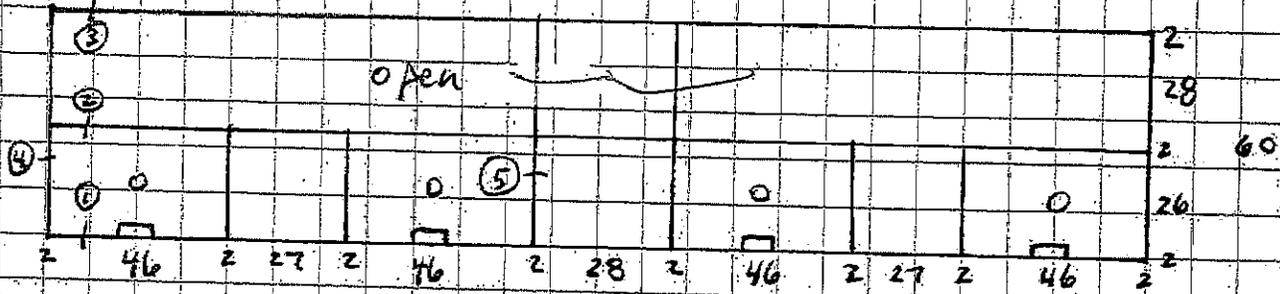
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job Trustee office option #2

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