

BUILDING AND GROUNDS COMMITTEE

May 7, 2019

6:00 P.M.

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PRESENT: Robert Acuff, Mike Hill, Brad Johnson, Jerry Proffitt, Layla Ward, Randall  
Jenkins and Robin McKamey  
ABSENT: Aaron Frazier  
CALL TO ORDER: Layla Ward, Chairwoman  
ROLL CALL: Quorum Present

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- Approval of Agenda: Motion was made by Mike Hill, seconded by Jerry Proffitt to approve the agenda as present. By voice roll call vote, motion carried.
- Approval of Minutes: Motion was made by Mike Hill, seconded by Randall Jenkins to approve the minutes of the April 2019, meeting as present. By voice roll call vote, motion carried.
- Public Comments: Chris Schuettler stated he would like to go on record denying the negative comments made about him by Roy Livingston as he apparently misinformed.
- Old Business: Chris Schuettler, Projects Manager, gave an update on the Prioritized Project List. The list is attached. Patty Woodby stated the HVAC unit in the Circuit Clerk's Office was operating at 30%. Mayor Barnette stated Nor-Well said the boiler in the courthouse would need to be replaced in the next year or so. Brad Johnson asked Mr. Schuettler to add these items to the projects list and requested him to keep the project list up to date in an effort to know the availability of funds. Mayor Barnette informed the committee a lady had fallen on the front steps of the courthouse outside the County Clerk's Office and asked railing be installed for safety purposes. He stated he had been given a quote of \$2,200. Motion was made by Randall Jenkins, seconded by Robert Acuff to approve the railing project to be funded by capital improvements. By roll call vote as follows, motion carried.

Robert Acuff	aye	Mike Hill	aye
Brad Johnson	aye	Jerry Proffitt	aye
Layla Ward	aye	Randall Jenkins	aye
Robin McKamey	aye		
- New Business: Chris Schuettler told the committee Superintendent Colbaugh had given him a quote of \$106,060 to repair the parking lot at NES. He stated he had contacted a private contractor and was given a quote of around \$65,000. He said we needed to decide if we bid the project out or let the county do it. He stated he would get a couple of more quotes before the next meeting. Layla Ward informed the committee several people, especially ones involved in the Drug Court program, had mentioned the couple of steps going outside the annex to the parking lot were not well lit and could be a hazard. She asked Chris Schuttler to look into it. Randall Jenkins suggested the committee have Josh Hardin, Attorney, look into the dumpster situation with Benny Lyons in an effort to get a policy in place as soon as possible.

On motion by Randall Jenkins, seconded by Robin McKamey, the meeting adjourned.  
Respectfully submitted, Approved for entry:

Suzi Wallace

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Layla Ward, Chairwoman



**RECEIVED**

5-15-19 @ 1:30 pm

(1)

# 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 26<sup>th</sup>. 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 –

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.

4 – 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.

5 – Old Jail Demolition

Purpose: To demolish the Old Jail (Upstairs Portion) of the Sheriff's Office Annex at 900 E. Elk Ave. This would eliminate the old inmate housing areas and leave the upstairs an open shell, except for the mechanical room. This space would then be evaluated by the Sheriff's Office and Courts to determine needs and plan for future use.

- Tentative plans were initially developed by Reedy & Sykes for Demolition and repurposing the upstairs areas. These plans will be revisited by the Building & Grounds Committee after July 2018.
- Demolition Plans were developed by Reedy & Sykes for disconnect and redirecting of HVAC, White Water, Potable Water, etc. These plans and an RFP were submitted 3 times and received no Bids on work. Contact has been made with some contractors to quote cost to redirect/disconnect utilities except for Electrical. Waiting on quotes.
- Actual demolition would be completed by Trustee Inmates of Detention Center & Possibly Prison Work Crew.

❖ Project Update -

As of our August 27<sup>th</sup> 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 24<sup>th</sup>, 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 – Courthouse Sound System Replacement

Purpose: On December 11, 2017 Carter County presented an RFP for a Courthouse Sound System Replacement at 800 E Elk Ave in the Chancery Courtroom. This would replace the old sound system currently utilized by the Chancery Court and the County Commission with a wireless microphone system, assisted hearing devices, updated audio recording for both Chancery Court and Commission Meetings, and replacement of the speakers in the ceiling.

- Bids were opened on 12/11/2017. A meeting was scheduled to review the bids/proposals that were submitted. This meeting included Mayor Leon Humphrey, Gary Smith, and B&G Chair-Isaiah Grindstaff. During this meeting, we worked to identify differences in the bids, and setup meetings with the top 3 bidders to demo the proposed systems.
- The top 3 bidders were demoed during 3 scheduled dates. Commissioner VonCannon, Mayor Humphrey, Gary Smith, and Isaiah Grindstaff were present.
- Cates Music was selected (\$41,716.99) for the winning bid. County Commission awarded the bid in March. Looking for install during Week of May 15 to May 18.

❖ Project Update –

This install has been completed. Pending items are quoting for adding cameras to livestream the commission meetings and additional training on operation.

3 – 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, monies were re-recognized during the July Commission meeting to allow for Shoffner/Kalthoff to begin work as schedules allow.

6 – 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.

7 – 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. This item ties into the future planning of long term goals for item 5.

8 – 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.

