

Carter County Commission

Minutes of:

Buildings & Grounds Committee Zoom Meeting

October 6, 2020 6:00 PM

Members:

Isaiah Grindstaff - present

Robert Acuff - present

Mike Hill - present

Brad Johnson - present

Ginger Holdren - present

Randall Jenkins - present

Sonja Culler - present

Kelly Collins in for Thomas Proffitt - present

I. Call to Order

The Building & Grounds Committee was called to order by Austin Jaynes at 6:49 pm. Austin Jaynes handed the meeting over to Ginger Holdren.

II. Approval of Agenda

A motion was made by Mike Hill, second by Robert Acuff to approve the agenda.

Roll Call

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Isaiah Grindstaff – yes

Ginger Holdren – yes

Sonja Culler – yes

Kelly Collins – yes

The motion was unanimously approved.

III. Election of Officers

Chair:

Ginger Holdren was nominated by Kelly Collins

Ms. Holdren respectfully declined.

Isaiah Grindstaff was nominated by Robert Acuff, second by Ginger Holdren

A motion was made by Mike Hill to stop nominations and appoint Mr. Grindstaff by acclamation, second Kelly Collins.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Isaiah Grindstaff – yes

Ginger Holdren – yes

Sonja Culler – yes

Kelly Collins – yes

The motion was unanimously approved.

Isaiah Grindstaff was elected to be Chairman of the Buildings & Grounds Committee



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10-15-2020

@ 8:20 am *[Signature]*

Vice Chair:

Brad Johnson was nominated by Sonja Culler

Mr. Johnson respectfully declined

Ginger Holdren was nominated by Mike Hill

A motion was made by Robert Acuff, second by Sonja Culler to stop nominations and appoint Ms. Holdren by acclamation.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Isaiah Grindstaff – yes

Ginger Holdren – yes

Sonja Culler – yes

Kelly Collins – yes

The motion was unanimously approved.

Ginger Holdren was elected to be Vice Chair of the Buildings & Grounds Committee

IV. Approval of the minutes from the September meeting

A motion was made by Sonja Culler, second by Robert Acuff to accept the minutes from the September meeting.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Isaiah Grindstaff – abstain

Ginger Holdren – yes

Sonja Culler – yes

Kelly Collins – yes

The motion was approved.

V. New Business

a. Workforce Development

Ms. Holdren reported that she and Austin Jaynes met with Dr. McAbee and spoke about the Carter County School System using a portion of the Workforce Development Complex. Dr. McAbee who was in attendance for the October meeting explained that he believed there would be great benefit to moving some of the Technical Classes to the complex. Each of the four high schools have specialized tech classes that other schools do not have; example: A Butchers course, Welding, and Aviation. His thought is how can we rework the schedules so the students could either start or finish their day at the complex. This would save time in transporting students from school to school. Several members stated that they know there are students that would like to take tech classes but cannot because of the time it will take to get back and forth from school to school. This would remedy this problem. Dr. McAbee stated he has two goals, first is for a third-grade student to be able to read at a third-grade level. Studies have shown that if a child is not at third grade level by third grade most will struggle throughout school. Second, technical education, by building technical education

within the school system it will give students a chance to see if a career field is right for them before they graduate. They will be able to get an education and skills with certification if they choose by graduation, this will save them time and money when they go from high school to whatever the next step is for them, no matter if it is higher education or the workforce. Dr. McAbee asks the question, why is education K – 12? Why stop at grade 12 and then start again? He would like to see a student be able to go into higher education and graduate from TCAT (Tennessee College of Applied Technology) at age 18 or 19. Also, by combining all system tech classes in one place, other classes could be added. Mr. Johnson asked Dr. McAbee if he has an idea what kind of space, he would like to have at the Workforce Development Complex. Dr. McAbee stated that he would work with the high school teachers and see what is offered. Right now, he does not know what he would need. Dr. Acuff asked if, during the tour, was there any section of the building that he was interested in? Dr. McAbee stated that he did have an interest in the back building with the bays and classrooms. He did express concern about having the high school students in the same area as the college students attending NESCC. Ms. Collins stated that there was a lot of wasted space at the complex, would like to see this get started soon. Dr. McAbee also stated that the broadband project will help student interested in college classes. Ms. Holdren expressed her excitement for this and encouraged Dr. McAbee to get the information on what he needs to the committee to pass on to the new AE firm. Dr. Acuff suggested that as this project moves forward the committee should invite representatives from NESCC into the discussions so there is no tug of war over space. He asked Interim Mayor Woodby to reach out to Dr. Bullock with NESCC to join the discussion? Ms. Woodby stated that she would contact her this week.

A motion was made by Robert Acuff, second by Mike Hill for Interim Mayor Woodby to reach out to Dr. Bullock for a meeting about moving forward with this project.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Kelly Collins – yes

Ginger Holdren – yes

Sonja Culler – yes

Isaiah Grindstaff – yes

The motion was unanimously approved.

Dr. McAbee thanked the committee and the commission for being so generous to the school system. Interim Mayor Woodby stated that she believes the schools can use all the help they can get right now. Mr. Johnson stated that the committee selected an AE, and we are in the 60th day and nothing has been done. No drawing available for the property. Need to get with Shaw & Shanks. Dr. Acuff stated that Shaw & Shanks should be included in the meetings. Chairman Grindstaff asked if there were any blueprints of the building and Mr. Johnson answered no, only a footprint drawing. Chairman Grindstaff asked if Shaw & Shanks was the AE firm for all the county? Ms. Holdren stated yes. Dr. Acuff asked what does the committee need to do to get Shaw & Shanks into that building? Mr. Johnson stated that we need a very minor scope of work that they can put a price on to bring back to the committee for funding. Then they can go on from there. Chairman Grindstaff stated that he wants to reach out to them, ADA or modifications will need plans. Will draft a preliminary scope of

work to submit to them, wants to take some things to commission by December. Dr. Acuff said there are several projects, but he believes the Workforce Development rises to the top.

VI. Old Business

a. Courthouse security update

Commissioner Jaynes stated that they were waiting on the door hardware, all wallpaper is stripped, and new floors are down. The clerk's office will be closed from October 6 – 12 to replace the floors, remove all the cubicles. Phase 2 will be finished. He is hoping to get the cleaning crews in on Sunday so the clerk's office will be able to open at 8am on Monday morning. The old doors still need to be painted. Mr. Johnson asked what % of completion? Mr. Jaynes answered 75/80%. Mr. Johnson asked if there was discussion about damages if we cannot open on Monday. Mr. Jaynes stated that he, Mayor Woodby and Ms. Gouge have had a conversation with them about that and they know that it is not an option to not be able to open on Monday morning. Mr. Jaynes stated that he would be in contact with Chairman Grindstaff to help get the projects started finished.

Mr. Jaynes stated that the EOC office was almost finished as well. All that is left are the phones and a small section of fencing. Mr. Jaynes also stated that he got a quote for the door and glass enclosures for Randall Lewis office and he will forward them to Chairman Grindstaff. The doors and expanded wall all the way to the end estimated at \$5,216 and the wall at \$2,669. Roughly \$7,885. Mr. Jaynes also stated that the funds would come from the federal Covid funds. Chairman Grindstaff stated that the funds need to be earmarked by November 1.

A motion was made by Randall Jenkins, second by Robert Acuff to send the quotes to budget for approval. Mayor Woodby stated that the offices that have had the updates done look great.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Kelly Collins – yes

Ginger Holdren – yes

Sonja Culler – yes

Isaiah Grindstaff – yes

All in favor. The motion unanimously approved.

b. Sluder property update

Chairman Grindstaff thanked Commissioner Mike Hill for having the resolution drafted dedicating the new substation in Butler in honor of Mayor Rusty Barnett.

Interim Mayor Woodby stated that Ron and Rob would get the water and lights on. Will be up and running in the next couple of days. She stated that a building would need to be purchased to house whatever vehicles that they put up there. Chairman Grindstaff stated that he knew Mayor Barnett was working hard on the project, was there an availability date? What vehicles would be stationed there? Interim Mayor Woodby stated that it was at the top of her list of things to get done while she was in office.

c. ADA

Ms. Holdren informed the committee that Mr. Smith was going to check on some things and she has not heard from him about it. The committee talked about more money being added. Chairman Grindstaff asked if the Governor's money (\$15,000) had been added to the money already approved. Ms. Collins stated that she believed it went through. Chairman Grindstaff stated that he would check with Brad Burke.

Paving at Probation offices

Mayor Woodby stated that she would get with Roger Colbaugh and see if there is a start date. She spoke with him today and they are working on the paving projects that were recently approved.

d. County Archive Department

Chairman Grindstaff told the committee that Shaw & Shanks should be involved in this as well. Mr. Jaynes said that he thought it should be placed up at the Workforce Development. Ms. Woodby is in the process of moving things up there now. Mayor Woodby stated that they were in the process of changing locks and all office holders would have keys. The Finance Department and The Court Clerks office are moving things next week. Chairman Grindstaff stated that he would keep it on the agenda and asked the question if the records committee or this committee would be the ones that needed to hire an archivist? Attorney Hardin stated that the records committee would have a say or recommendation, but the full commission would be the one to hire. Chairman Grindstaff also stated that the county historian Scott Bowers is also concerned with the clerk's office and the old records stored in that office.

e. Building and Ground supervisor

Ms. Holdren stated that it had been on the agenda for a long time and she has prepared a document with a title, job description of the position. She asked if the person would be like a department director, would they have the ability to make decisions without going to a committee? Or would they be like Benny Lyons at the Landfill who answers to the Landfill committee? Chairman Grindstaff asked if something needed to be decided tonight or next month. Ms. Holdren stated that she would like to see something done with this, will be ok to give the new chairman and new member a chance to see what the job description entails. Mr. Jenkins agreed, let it stand till next month. Attorney Hardin stated that a department head would be, by default, appointed by the Mayor, you would have to look at things like, is there office space, does a committee need to be set up to manage or supervise this person. There needs to be at least a resolution to determine how that works, what the salary will be and who they will answer to daily. Chairman Grindstaff stated that we need to determine what we are going to do with this, ask Attorney Hardin to draw up a resolution and push to the full commission?

Mike Hill asked Sonja Culler about her experience with working with Benny Lyons Director of the Landfill. She stated that Director Lyons was easy to work with and communicates well with the Landfill committee. Attorney Hardin reminded the committee that there has been in the past discussion about having a county wide maintenance department. This would be a start to that. Chairman Grindstaff stated that he would like time to look over the job description that Ms. Holdren presented. Mr. Johnson told Chairman Grindstaff that there were people already working in the county government that would be qualified for the job. Chairman Grindstaff stated that he believed that there should be a job posting within the county to see if there are any interested parties. Chairman Grindstaff asked everyone to look at the job description for further discussion.

A motion was made by Mike Hill, second by Brad Johnson to move this to the November agenda and pick up then.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Kelly Collins - abstain

Ginger Holdren – yes

Sonja Culler – yes

Isaiah Grindstaff – yes

The motion was approved.

f. Northeast State contract

Chairman Grindstaff stated that if there were no updates, he would move it to next month.

g. Whitehead Property

Austin Jaynes stated that he spoke to Mr. Miller about the appraisal and he said he would have it to the committee by next week. Chairman Grindstaff informed the committee that they would look at that and if no action were needed immediately, he would push it to next month.

h. Forestry Service Workforce Development

Mayor Woodby stated that they had contacted her last week and was supposed to send all the information that was discussed with Mayor Barnett. There has been a pricing change due to budget cuts. They now want to do \$300 monthly toward utilities. Mr. Jaynes stated that when the commission voted on it was supposed to be \$500 per month and the understanding was that utilities were on top of that. The plan was for the representative from the Forestry Service, Mayor Barnett and himself were supposed to go up to the Workforce Development to tour and find a suitable office. He had gone up to the complex and picked out a suite. For a drop of the price they have changed the office site to an interior office that has a bathroom across the hall. Mayor Woodby stated that she would keep Chairman Grindstaff informed on any contact she has with them.

VII. Commissioner Comments

Mr. Jaynes congratulated Chairman Grindstaff on his appointment to Chairman of the Building & Grounds Committee. Chairman Grindstaff thanked the committee.

VIII. Adjournment

A motion to adjourn was made by Randall Jenkins, second by Ginger Holdren. The motion was unanimously approved. The meeting was adjourned at 8:45 pm.