



Carter County Commission

Minutes of:

Buildings & Grounds Committee Zoom Meeting

December 1, 2020 6:00 PM

Members:

Isaiah Grindstaff - present

Ginger Holdren - present

Robert Acuff - present

Randall Jenkins - present

Mike Hill - present

Daniel McInturff - present

Brad Johnson - present

Thomas Proffitt - present

I. Call to Order

The Building & Grounds Committee was called to order by Chairman Isaiah Grindstaff at 7:40 pm.

II. Approval of Agenda

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

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Isaiah Grindstaff – yes

Ginger Holdren – yes

Daniel McInturff – yes

Thomas Proffitt – yes

The motion was unanimously approved.

III. Approval of November Minutes

A motion was made by Brad Johnson, second by Robert Acuff to accept the minutes from the previous meeting.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Isaiah Grindstaff – abstain

Ginger Holdren – yes

Daniel McInturff – yes

Thomas Proffitt – yes

The motion was approved 6 yes, 1 abstain.

IV. Public Comments

Ms. Linda Whitehead owner of the Carter House and property attended the meeting to express her concerns that she had about some of the comments made at the commission meeting in November when the commissioners voted not to purchase the property. She believes that the appraisal was low, and the comps used to determine the value were well under

the condition that the Carter property is in. The last appraisals she has gotten for the property came in at \$850,000 for the house and the land came in at \$650,000 five years and the land that was the street was added to that. She also wanted to make it known that she has spent approx. \$50,000 into the property in the last 6 months. She wants the commissioners to know she only wants what is best for the county and she believes that that would be the purchase of the property. She expressed that she has purchased and renovated multiple properties in the county and each time the value has increased. She wants the commission to know the facts about the property. Chairman Grindstaff thanked Ms. Whitehead for her time to speak to the committee.

V. New Business

None

VI. Old Business

a. Courthouse security update

The door will be in in January and once that happens the work on the access controls for all doors will resume.

b. Sluder property update

Mayor Woodby stated that they were waiting for the maintenance people to be able to go to the property to finish. Spoke to Chris Schutler about building for the equipment that will be assigned there.

c. ADA transition plan

Vice Chair Holdren stated that she reached out to Gary Smith and he reported that he had been working on it and would like to get together with her after the first of the year to discuss. Ms. Holdren asked the committee that if they had any questions, suggestions or comments to please send them to her or Mr. Smith by email before January. Chairman Grindstaff asked if either her or Mr. Smith have communicated with Brad Burke about how much money has been put aside for the project. Ms. Holdren stated that she has not, but she believed it was \$15,000.

d. Paving at Planning /Probation offices

Mayor Woodby reported that the project was done, and it came in \$2,000 less than expected.

e. County Archive Dept location

Vice Chair Holdren thanked all who went to the Cowen property for the tour. She reported that she has spoken to Ms. Roma Cowen and asked about a price or appraisal. Ms. Cowen stated that she didn't have a price but has ordered an appraisal that should take place in the next couple of weeks. Brad Johnson stated that the committee needed to remember that the property was built as a private residence and it meets residential qualifications. It will take a lot of money to retrofit it to be anything else. He guesses \$75,000 or more without the placement of elevators and ADA compliance. He stated that he is not opposed to it but believes we need to be aware of what we are looking at. Mayor Woodby stated that the funds that have been collected and put aside for an Archive Department can be used to renovate a building that the county owns. There is \$500,000 in the account and draws about \$100,000 in interest per year. Chairman Grindstaff reminded the committee that the Workforce Development Complex has been discussed in reference to the Archive Dept. He understood that that was a temporary solution for the storage of the files. He believes that the committee needs to decide what is going to be done with that property, dedicate it to the school system as has been discussed with Dr. McAbee, or put the Archives there or

renovate it to be income property by leasing it out. What do we want to do with it? Mayor Woodby stated that she believes the Workforce Development Complex would be best used for the school system to move the Tech Classes into the space.

Vice Chair asked if this discussion could continue after Dr. McAbee speaks.

Dr. McAbee, Superintendent with the Carter County School Systems was recognized to speak as the topic changed to the Tech Classes moving to the Workforce Development Complex. Dr. McAbee stated that he has met with Dr. Bullock with Northeast State Community College and with Dean Blevins at (TCAT) Tennessee College of Applied Technology. Mr. Blevins stated in the meeting that 92% of the students attending TCAT graduate on time and debt free. 94% of those students have a job upon graduation. This move could give the county students the ability to graduate TCAT or Northeast State with a 2-year degree when graduating high school. Vice Chair Holdren asked if the plans were far enough along to know where classes will be housed, will you need both buildings or just the one? Dr. McAbee answered that he didn't see them needing both buildings. Chairman Grindstaff stated that the numbers were distributed in October/November, 64,855 sq ft needed for all four high schools. Ms. Holdren stated that they shouldn't need that much because some classes are duplicated. She asked Dr. McAbee if he felt that the county students would be able to co-exist with the Northeast State students? Dr. McAbee stated that with the staff and SRO's he didn't think it would be a problem. Mayor Woodby stated that Dr. Bullock and Mr. Blevins were both excited about the move. Mike Hill stated that he believed it would be a benefit to the county because of the sq footage that would be freed up at each high school. Dr. McAbee asked who would be responsible for the renovations, the county or the school system? Chairman Grindstaff stated it would depend on the space needed and what configurations were required. Also, it would not be gifted to the school system if other entities will be occupying some of the space. Brad Johnson reminded the committee that Shaw & Shanks were selected 120 days ago and have yet been put to work on anything. They needed to be contacted about getting the preliminary studies done to see what renovations are going to be needed.

Mike Hill made a motion, second by Robert Acuff to get Shaw & Shanks started on the preliminary studies/plans done to the educational facility at the Workforce Development Complex.

Chairman Grindstaff asked what was signed by Shaw & Shanks? Mayor Woodby explained what the contract entailed. Mayor Woodby stated that it came today (Tuesday, December 1, 2020). Daniel McInturff asked if it was going to include one building or both? Chairman Grindstaff stated that originally it was two buildings but now just the back building that the county schools would use. This will need to be discussed with Northeast State as well. Ms. Holdren stated that with the change in leadership of the committee and the addition of the two newest members things have lost momentum on the project. The committee needs to decide if its going to pass on the rental aspect of the property and focus on using it for the school, and formally state its intentions. Mr. McInturff shared his approval of the idea and thinks it needs to include the second building for future use. Chairman Grindstaff asked Mayor Woodby to pass the existing contract to him, she agreed and asked if the committee needed to disregard the contract and start again with the clear intent to use the property for the school. Chairman Grindstaff agreed with Mr. McInturff about the second building. Mr. Johnson stated that they needed a master floor plan and do a preliminary on ADA.

While all the preliminary plans are being done, we can have discussion on what is needed by each entity. Dr. McAbee wants to work with Northeast State, he will be ok with a different building or other parts of the building, he is sure they can make it work.

Mike Hill expanded the motion to include all buildings and interview all parties and see what square footage is needed and the best use of the space for each. Robert Acuff agreed to the expansion.

Dr. Acuff wants to discuss how the county can hand the property over to Northeast State so they can go to the board of regents and possible convince them to do the renovations that they need. Mayor Woodby stated that there is a lot of unused space at the complex.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Thomas Proffitt – yes

Ginger Holdren – yes

Daniel McInturff – yes

Isaiah Grindstaff – yes

The motion unanimously passed.

Vice Chair Holdren asked Attorney Hardin if Shaw & Shanks got in touch with him before sending the contract to the mayor? Attorney Hardin stated that no they did not. Ms. Holdren stated that they should have, and the committee needed to let them know who they need to go through. Chairman Grindstaff stated that in other situations he would not be available all the time, the Buildings & Grounds are under the authority of the mayor and her budget. Contracts shouldn't be signed without the committee and a vote or without Attorney Harden being consulted. The mayor acts as the main point of contact. Any contract should be presented to the attorney then to the committee. Mayor Woodby and Attorney Hardin both agreed.

Continuing discussion on the Archive Department

Ms. Holdren agreed with Mr. Johnson, the property was intended to be a resident. But she believes there would be no more beautiful building to house the archives. She is interested in seeing the appraisal. Chairman Grindstaff asked Ms. Holdren if Ms. Cowen gave her a date that the appraisal would be completed? Ms. Holdren informed that she indicated that it would be ordered next week. Mr. McInturff asked how many more buildings can go on the property? Ms. Holdren stated that the Cowen family has the plans for two others, one on the left and one on the right of the existing building. Dr. Acuff stated that he was Impressed with the building and it would be nice for the Archive Department. This is another area that Shaw & Shanks needs to do a preliminary study for ADA compliance and environmental control. Chairman Grindstaff stated that the committee should wait for the appraisal before moving forward. Mr. Hill stated that he heard there were +/- \$500,000 in funds for the archive. Nothing has been done with the documents that where is dire need of attention since the funds started being collected. Are they less in jeopardy now than they were then? Something needs to be done to take care of these documents that are most at risk till a piece of property can be made available. Chairman Grindstaff stated that a county archivist

should be hired. Would that be up to the records committee? Mayor Woodby stated that the records committee is putting together a job description for an archivist. Travis Hill has sent Chairman Grindstaff a message that out of the Governors support grant, \$25,000 has been set aside for ADA compliance.

f. Building & Grounds Supervisor – necessary or not?

The job description went out. Ms. Holdren stated that when the discussion was started, she believed it to be urgent, not so much now. Chairman Grindstaff asked if the committee wanted to keep discussing it or did he need to take it off the agenda. Mr. Jenkins asked where this lost forward motion? Mr. Johnson stated that it would be a great loss not to continue with the maintenance supervisor. We have the talent needed; the position will hold great importance. The committee should post the job or negotiate salary. Mr. Hill stated that they had a great candidate, and the position should be under the mayor's office. Chairman Grindstaff stated that it was his understanding that the person being considered already works maintenance and answers to the mayor's office. Ms. Holdren stated that she was not as excited about adding a new position because increased payroll budgeted, the finance office, Sherriff's office, landfill, and other employee raises, also, the animal shelter will need money. The county has incurred a lot of recurring costs. Can it be sustained. Chairman Grindstaff asked what is currently being done with Ron and Roy? Mayor Woodby stated that they report to her daily, they have a priority project list they discuss. Office holders contact them directly already. He is already working in that roll. They report and it works great. Both seem to be happy. The only thing that she sees that can be done is change his title. Mr. Jenkins asked if they would slip into the roll with a slight pay increase? Mayor Woodby stated that she believes he would be happy with that. Mr. McInturff asked if they would be adding a new position? Chairman Grindstaff updated Mr. McInturff on the situation about Ron and Roy and giving them the responsibility to work more independently while doing the maintenance and repairs needed with the county properties. Mayor Woodby stated that they were already doing the job, possible needed a title change and pay increase. Chairman Grindstaff stated that the committee needed to agree to formalization on the title and any monetary changes to be made. Mayor Woodby stated that he has been coordinating with other entities to get the work done around the courthouse. She also stated that the Norwell invoices have decreased significantly since they have been working on the maintenance. Chairman Grindstaff asked that the only other thing that he would like would be a written report stating the work that was being done. Ms. Holdren stated that the original document included budging, purchasing, training, safety and several other abilities. If the committee decides to move on, another document needs to be written up.

Mike Hill made a motion, second by Robert Acuff to place on the January 2021 agenda.

Ms. Holdren asked if the committee was delaying or waiting for another document? Mr. Hill stated that placing it on the January agenda would give her time to make the adjustments to the document. Chairman Grindstaff asked if the Mayor could place him in this position? Attorney Hardin stated that before Roy and Ron came there wasn't a maintenance department. Now it seems we do have a maintenance department just not a physical location. He isn't sure that one is needed. Mayor Woodby stated that it is working perfect the way it is. Attorney Hardin informed that the full commission normally doesn't hire, the mayor appoints department heads, and the commission approves.

Mike Hill withdrew his previous motion and made another motion to drop the issue and leave it as it is. Robert Acuff withdrew his previous second and added his second to the motion.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Thomas Proffitt – yes

Ginger Holdren – yes

Daniel McInturff – yes

Isaiah Grindstaff – yes

The motion unanimously passed. Chairman Grindstaff stated that he would remove from the agenda. Chairman Grindstaff asked Mayor Woodby that if there is anything of note or anything repetitive, unusual expenditures or repairs please summarize and let the committee know.

g. Northeast State contract

Attorney Hardin stated that it renews by June 30,2021 and it is a 5-year lease. Mayor

Woodby said she has not discussed the Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Thomas Proffitt – yes

Ginger Holdren – yes

Daniel McInturff – yes

Isaiah Grindstaff – yes

lease with them yet, she would like to speak with Dr. Bullock after she gets the plans from Shaw & Shanks about what we want to do with the Carter County School System.

h. Chamber of Commerce building

Mayor Woodby toured the building with Ron and Roy. Ron believes it is fixable. She stated that some commissioner's questions about doing repairs without owning the building. The lease that the city is offering is \$12 per year. She believes that it would be a great opportunity for Economic Development Office. Chairman Grindstaff asked about doing the repairs and maintenance because of the low lease. Mayor stated that the city informed her that they could not sell the county the building but if sold would have public action and accept sealed bids. Attorney Hardin asked if it were a city ordinance? He stated that he would speak with them to see if this was a city ordinance or something from the state and if anything else can be done. Chairman Grindstaff agreed that he doesn't want to put money in a building not owned by the county. Ms. Holdren expressed her desire for Attorney Hardin to speak with the city to see if there was another way. Chairman Grindstaff stated that he doesn't believe a motion needs to be made for Attorney Hardin to speak to the city about this.

i. Workforce Development Complex as a CTE site for Carter County Schools – Dr. McAbee

Already discussed, Shaw & Shanks doing preliminary study.

j. Shaw and Shanks work on Chancellor's new door

There is an issue with the cost increase from the estimate given for the Chancellor's door. There were questions about whether the state fire marshal or the local fire marshal would be the one to inspect the project. This will take more time and money to prepare the documents needed. The project is going to go over the budgeted amount set aside. Ms. Holdren stated that the committee needed to be more concise with what is wanted from Shaw & Shanks. We as a committee will need to go to budget to request more than the \$3000 that has been approved. That amount was believed to cover the cost for the installation of the door, but it isn't going to even cover the drawings and documents needed. Mr. Johnson stated that when penetrating the exterior of a historical building, this would fall under the state fire marshal. Chairman Grindstaff stated that the local fire marshal has always been the one to sign off on any project done. If this is accurate this will change how work is being done on other projects. He will get together with the local fire marshal and see what steps will need to be taken.

Ginger Holdren made a motion, second by Thomas Proffitt to go to the Budget Committee and change the amount needed from \$3,000 to up to \$4,000: noting this may only pay for a portion of the project.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Thomas Proffitt – yes

Ginger Holdren – yes

Daniel McInturff – yes

Isaiah Grindstaff – yes

The motion unanimously passed. Chairman Grindstaff stated that he would pass this on to the budget committee.

Attorney Hardin contacted his brother who is the city fire marshal, he stated that he will be the one to approve the door. Mayor Woodby stated that the office is the only one without an exterior door. Chairman Grindstaff stated that he would send it to the Budget Committee.

VII. Commissioner Comments

Robert Acuff reminded the committee that in the last meeting he was asked to contact Sycamore Shoals Historic Park about the Carter property. He and Jennifer Bower reached out to the state historic commission. He, and Director, Patrick McIntire and Historical Architect Dan Brown did a 2-hour virtual tour. It is a federal style building believed to be the first structure in the county to have glass panes. They will be back to take a closer look probably around December 15. With the state interest at least, the building will be saved.

Mayor Woodby asked Chairman Grindstaff if he had an update on the old part of the jail. He stated that he did not, but he would get an update and report back to the committee.

VIII. Adjournment

A motion to adjourn with a 10-minute recess was made by Brad Johnson, second by Mike Hill.

Roll Call:

Randall Jenkins – yes

Mike Hill – yes

Robert Acuff – yes

Brad Johnson – yes

Thomas Proffitt – yes

Ginger Holdren – yes

Daniel McInturff – yes

Isaiah Grindstaff – yes

The motion was unanimously approved. The meeting was adjourned with a 10-minute recess at 9:59 pm.

Respectfully submitted by

Gwen Crowe