

**Building & Grounds Committee Meeting
1-06-15**

Chairman Ray Lyons called the meeting to order at 6:00 P.M.

Roll Call as follows:

Present: Willie Campbell, Isaiah Grindstaff, Timothy Holdren, Ray Lyons, Cody McQueen, Al Meehan, Beth Depew (7 Present)

Absent: Randall Jenkins

Quorum Present

Motion made by Willie Campbell, 2nd by Beth Depew to approve the agenda for the current meeting.

Vote by Acclamation to approve the agenda for the current meeting.

All Ayes, the agenda was approved.

*(Cody McQueen had not entered the meeting at this time and as such his vote was not counted in this motion)

Motion made by Timothy Holdren, 2nd by Beth Depew to approve the minutes from the previous meeting.

Vote by Acclamation to approve previous meeting minutes.

All Ayes, previous minutes were approved.

*(Cody McQueen had not entered the meeting at this time and as such his vote was not counted in this motion)

Chairman Report on Building and Grounds actions

Chairman Ray Lyons briefed the committee on several trips made to the Carter County Health Department in conjunction with the Road Superintendent and the Carter County inmate group. He stated that he saw two primary issues with the Health Department. He stated that one of these issues was a drainage problem, noting that was the reason for the Road Superintendent's presence, and the other was a staffing problem. He stated that we toured the building to investigate the issues with staffing, and research possible solutions. He stated that one issue that came up was a door within the facility that needed to be equipped with a ventilation louver, as

advised by commissioner Holdren. He expressed a special thanks to Mr. Danny Hilbert from the City of Elizabethton, the Road Superintendent Roger Colbaugh, Carter County Mayor Leon Humphrey, and The Sheriff's Department for being part of a coordinated effort. Mr. Lyons outlined the steps taken by the Building and Grounds committee in order. He stated the first step was a tour of the facility. He stated that then, on the recommendation of Mr. Colbaugh, they inspected the drains associated with the Health Department property. He stated Mr. Hilbert and his crew from the City of Elizabethton flushed the drain system via a ten inch concrete pipe in order to make sure that it was clogged up. He stated that the Carter County Sheriff Dexter Lunceford sent members of his inmate labor group to clean out the guttering of the Health Department. He stated that the custodian at the Health Department has been keeping an eye on the drainage system, and has reported to him that the system seems to be working better after the cleaning. He stated that then Mr. Colbaugh recommended digging a large drainage ditch that would go around the entire building to the corner of the property. He stated the ditch would contain huge rocks and would be a benefit to the property. Mr. Lyons stated that he believes a lot of progress has been made and that most of the committee members have been involved with the project. He stated that we would have to wait until we could start the ditch before mentioned. Mr. Lyons stated that County Director Ms. Caroline Hurt needs to have plans drafted before we can start resolving the staffing issue. He stated that she does have funds in her budget, and has consulted with the Finance Director Ingrid Deloach. He stated that this would have to go before the finance committee and be approved but he also stated that this would have to come before the full commission. Mr. Willie Campbell described the sloping grade of the drainage ditch and described the size of the rocks. He stated that the rocks were used to slow the water down until it reached the major drainage. Director Hurt thanked the committee for their work on the Health Department. She stated that it made her feel like the Health Department was a priority. She stated that she did have the money for the plans in her fund balance, and that it would require approval to use those funds. Mr. Lyons stated that the Health Department is seeing on average one hundred patients a day. Mr. Lyons stated that the Health Department offers a variety of quality services. Mr. Campbell said that at least one member should be present on the sites of projects and that we should follow up with inspections. Mr. Lyons stated that there would be follow up. Mr. Campbell stated that we need to following the codes on projects in the county, and that the people of this county put these commissioners in place to do the job they were elected to do. Mr. Holdren asked if the door at the Health Department had been up-fitted with the louver plate. Mr. Lyons stated that it had not yet been installed, and that he felt that he needed to come back to the committee with that issue because of a conflict of interest he had with the person that could do the job. Mr. McQueen asked if a final determination had been made on whether a louver would fix the door. Mr. Lyons stated that he believed it was the right course of action based on the expertise of Mr. Holdren. Mr. Holdren stated that it would not solve all of the problems there, but that it was definitely a step in the right direction.

Expansion of the Space Used by the Probation & Parole

Mr. Lyons stated that when the Public Defender's office left the building, it provided an option for Probation and Parole to expand into the entire space of the building. He stated the Probation and Parole was paying \$806/month rent. He also stated that we lost \$500/month when the Public Defender's Office vacated the building. Mayor Leon Humphrey stated that up until May of 2011 no rent was being paid at all. He stated that the issue was raised by Building & Grounds and that it took some time to resolve the issue. He stated that they are working on an agreement between the county and the Probation and Parole Office. He emphasized the importance of getting that expansion project complete because it was money coming into the county. He stated that the utilities have always been part of the initial rent agreement. Mr. Meehan questioned if the chairman or the mayor had been able to provide a list of the expenses associated with the building. Mr. Humphrey explained the upkeep on the building and all the entities involved. Mr. Meehan asked if there were records of the expenses of the building. Mr. Humphrey stated that there were utilities records, but not individual records for maintenance. Mr. Meehan questioned if such records did exist where they would be kept. Mr. Humphrey stated that if a set of books assigned specifically to that property did exist it would be either kept by the Mayor's office or the Finance Department. Mr. Meehan stated that the committee would want to know what was going on with that property, and further stated that it was a nice property and house. Mr. Humphrey stated that there were no other leased properties that are leased at this time. He stated that this building has been handled the same as all other county buildings and did not have an individual property management record. Mr. Meehan questioned where the rent money associated with the building went. Mr. Humphrey stated that it went into the general fund. He also stated that all the expenses for that building came out of the County Buildings Fund. Mr. Meehan stated that he wanted to determine if the building was a positive stream of income or a drain on the county. Mr. Humphrey stated that it had been bringing in around \$15,000 a year in rent, and had only incurred around \$1,000 non-utility based cost. He stated based on the amortization of those numbers the building was a stream of income for the county.

Former 911 Building

Mr. Campbell questioned the status of the former 911 building. Mr. Humphrey stated that the no one is there currently. He stated that he and the chairman are going to get together as soon as possible with a tour of that facility. He stated that he had a couple of companies that would be interested in moving into the building, but expressed it would be up to the committee if they wanted to entertain any of those. Mr. Campbell asked what the status of the building was. Mr. Humphrey stated that there was a gutter drainage issue on the roof but the roof was not leaking. He stated that the structure of the building is solid, and that with \$3,000-\$5,000 could have that building ready for occupation. Mr. Humphrey stated we had a willingness to work together that spanned across not just the commission but department heads. He stated that's something we just didn't have before and with this new found cooperation multiple projects were getting done throughout the county. Mr. Campbell stated that he thought we should complete repairs before

showing the buildings. Mr. Lyons stated that this building should probably be included in our future places to tour for the committee. Mr. Humphrey stated that depending on which company would be occupying the building that there would a total different use for the building, and as such, would require a totally different remodel.

The Sheriff's Office Project

Mr. Lyons stated that a lot of work has been taking place at the Carter County Jail. He also stated that much of that work is site grading for the parking lot. Mr. Campbell stated that a problem that they have run into is that the soil being dug up is clay mud. Mr. Campbell stated that we have to get the clay mud out of the ground there. He stated that the clay mud is non-compactable and as such it will sink in. He further stated that hard rain and precipitation could complicate the project. He stated that most of clay mud is located close to the main building. Mr. Campbell and Mr. Lyons both stated gratitude for the Sherriff's Department in all that they do, and commended them for a speedy response to request for help by inmate labor.

Next Location to Visit

Mr. Lyons stated that the next place to visit should be the 911 building. He stated that it would be following the full commission meeting on 1/20/15. Mr. Campbell suggested that we take another visit if appropriate while we had everyone available. Mr. McQueen suggested taking a trip to the Carter County Animal Shelter to observe daily operations and engage in building a connection.

Next Meeting

2/10/15 (6:00pm)

Motion made by Mr. Holdren, 2nd by Cody McQueen to approve a recommendation to allow Ms. Hurt to utilize money located in her fund balance for plans to upgrade the building.

Vote by Acclamation to approve the motion

All Ayes, the motion carried

Motion made by Willie Campbell, 2nd by Isaiah Grindstaff to Adjourn.

Vote by Acclamation

All Ayes, Motion Carried

Meeting was Adjourned.

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