

Building & Grounds Committee Meeting

December 18th, 2018

Small Meeting Room – Cumberland County Courthouse

Members Present:

Sue York
Kyle Davis
Rebecca Stone
David Gibson
Jack Davis
Wendell Wilson
Jim Blalock
Carl MacLeod

Members Absent:

Jerry Cooper

Other Comm. Present

Mark Baldwin
Deborah Holbrook

Others Present:

Mayor Foster
Gary Nelson
Donnie Moody
Linda Clark
Anne Quillen
Cliff Seager

- **Call to Order** – The meeting was called to order at 5:00 by Chairman Wendell Wilson. A quorum was present with all committee members in attendance except for Commissioner Jerry Cooper.
- **Approval of Minutes.** – A motion was made by Commissioner Stone to approve the minutes from the November 27th, 2018 meeting. After the motion was made Commissioner Stone suggested amending a motion for item 5 regarding the recording devices. She suggested adding that the issue was to be sent to the Rules Committee to study and provide a recommendation. The motion was seconded by Commissioner Jack Davis. The motion passed and the minutes were approved with the suggested change. The document with the amendment will be emailed to the Mayor's office.
- **Update on Archives- Rebecca Stone**

Commissioner Stone reported that there was a contract ready to be signed for a feasibility study and Mayor Foster is prepared to sign.

- **Signage Discussion for County Buildings**

Three members of the community were present to discuss the issue of signs on the Courthouse Lawn during Election time. Listed are their names and suggestions for a solution.

- Linda Clark
 - 2 Signs Maybe 3
 - Size -No Larger than 4x4?
 - No signs should be allowed on the Veterans Memorial
 - Positioning of Signs should be considered (Not obstruction Drivers View etc.)
- Anne Quillen

- No Signs at all – This was the main suggestion; however 2 would be ok with limited size.
- No Signs at Complex Entryway
- Elevation of signs should be considered
- No PVC Pipe or unsightly built signs
- Cliff Seager
 - Expressed Concern regarding the 100ft Boundary and that it “wandered around”. It should be made clear.
 - Height at the Corners (Safety)
 - Quantity of Signs
 - Thursday Mowing was an issue (Picking up signs & Replacing Them)

Other Discussion included the 100ft boundary and parking in front of the courthouse with a political sign on a vehicle, and parking for voters. Commissioner Gibson suggested 2 (no bigger than 18x24) small signs at each end. Commissioner Kyle Davis reported that he had several tell him the wanted no signs. Most Commissioners agreed and stated that their constituents said “No Signs” as well.

After final discussions, Commissioner Stone made a motion to have no signs on the courthouse lawn and ask the election commissioner to add to the election packet, “As a courtesy, please do not park campaign vehicles in front of the courthouse. Please reserve those spaces for voters & those with courthouse business.” Commissioner Kyle Davis seconded the motion. Commissioner Blalock suggested splitting the motion. With that, the first motion was that there would be No Signs on the Courthouse Lawn was voted on. This motion passed. The second motion regarding the parking was then voted on and passed.

5. Other Business –

- Mayor Foster introduced Conrad Welch as the new maintenance supervisor.
 - ii. Commissioner Wilson announced that the next meeting would be at the Cumberland County Fire Hall (Main Station) Training Center. A tour would begin at 4:30 with the meeting to follow. It was decided that January 24th would be the next meeting date.

6. Adjournment - A Motion was made by Commissioner Gibson and Seconded by Commissioner MacLeod to adjourn the meeting. The Motion passed and the Meeting was adjourned at 5:32PM.

Minutes Prepared & Submitted by Ginny Cole

Building & Grounds Committee Meeting

November 27th , 2018

Cumberland County Community Complex

Members Present:

Sue York
Rebecca Stone
David Gibson
Jack Davis
Wendell Wilson
Jerry Cooper
Jim Blalock
Carl MacLeod

Members Absent:

Kyle Davis

Other Comm. Present

Nancy Hyder
Darrell Threet
Terry Lowe
Mark Baldwin
Deborah Holbrook

Others Present:

Mayor Foster
Donnie Moody
Gary Nelson
Jill Davis
Nathan Brock
Linda Clark
John Endsley

- **Call to Order** – The meeting was called to order at 5:00 by Chairman Wendell Wilson. A quorum was present with all committee members in attendance except for Commissioner Kyle Davis.
- **Approval of Minutes.** – A motion was made by Commissioner Gibson to approve the minutes from the October 30th 2018 meeting. The motion was seconded by Commissioner Jack Davis. The motion passed and the minutes were approved.

3. Update on Archives- Rebecca Stone

Stone informed the group that the past commission had approved and funded having the Archives facility evaluated. When that was completed there were some issues that made it unclear of what exactly the proposal entailed regarding planning & design. In the end, Stone stated that in order to bring clarity, steps were taken to have a separate contract for just the evaluation proposal. She reiterated that the previous commission had already approved the evaluation portion and also stated that it needed to be separate from the full contract. No action was needed on this topic.

4. Discussion of Voting Machine Storage – Jim Blalock

Commissioner Blalock explained to the Committee that there is a need for proper and enough storage for the Voting Machines. Jill Davis informed everyone that she would like to have 6600 square feet, to have room for training classes before elections, storage for signage and machines, as well as office space for employees. There was some discussion on whether or not leasing a building would be beneficial or utilizing another county building. Commissioner MacLeod made a suggestion that a room be set aside in the proposed Expo Center. Commissioner York suggested maybe building a building specifically for this department and use for the elections. Ultimately, Chairman Wilson stated that the topic should be tabled for the next meeting to allow committee to toss around some ideas for a solution and the direction for Jill and her employees to go. Jill informed that there needs to be some action taken to move forward due to petitions being handed out in October 2019 and, of course for the Presidential election in 2020.

5. Recording Device Discussion – Commissioner MacLeod

Commissioner MacLeod reported to the committee that he had investigated the set up at the City of Crossville and documents were presented at the October meeting for commissioners to review. Chairman Wilson stated that he had contacted Ben Rogers who is the CTAS Representative for Cumberland County. Rogers reported to Wilson that NONE of the committee meetings in Putnam County are recorded. To Roger's knowledge, it was not required to have the meetings recorded on a digital device. Wilson read the rules that pertained to the topic of recording minutes, and suggested that Commissioner Hyder, Chairman of the Rules Committee, look over said rules and decide the best course of action to take. Commissioner Stone passed out a document from Charles Curtis with information from The State Library and Archives as well as CTAS. Stone also stated that currently, Cumberland County is in no violation of the open records policy by keeping minutes in paper form. She continued to say that any issues voted on at the committee meetings were passed along and subject to approval at the monthly full commission meeting which was recorded and stored in digital format. Commissioner MacLeod expressed disappointment in the current record keeping in place. MacLeod stated that the county currently does not have an I.T. department to support the type of system that the City has, and cannot, at this point move forward with a system like theirs. He suggested a small recording system to transcript the meetings, but ultimately it needs to be decided what type of records are going to be kept. In conclusion Chairman Wilson stated that a decision was to be made whether or not to keep recording and upgrade the system or to stop recording altogether and change the rules. Wilson then entertained a motion made by Commissioner Stone to send the issue to the Rules committee to study, commissioner Jack Davis seconded the motion. The motion passed with Commissioner York voting No.

6. Feasibility Study for Expo Center – John Endsley, Bullock Smith & Partners

Chairman Wilson introduced Mr. Endsley, an architect, with Bullock Smith & Partners which has a background in fairground and agriculture facilities. Endsley reiterated that Bullock Smith & Partners uses Rod Markan Consulting Group for feasibility studies for buildings such as the one envisioned by Cumberland County and proceeded to present some of the work that has been done in the past. Before the presentation, Chairman Wilson explained that John and his group did a Feasibility study for Cumberland County in 2001 and that information was presented to the committee in August. Wilson also wanted to ensure the committee that nothing had been contracted out yet for the Feasibility study currently, the presentation was for discussion purposes only.

After the presentation Endsley explained how the process would work with the study. First, he does a Market Demand Analysis and determines potential use to establish a benchmark. Next would be the financial feasibility analysis which looks at operating revenue, rental rates, expenses etc. Numerous assessments follow such as Site work, Interviews & Input, Community Attribute Analysis, Competitive & Comparable Facilities Analysis, Market Potential Assessment, and Facility Recommendation. The Facility Recommendations report helps Bullock Smith determine how the facility should be designed which will then determine cost projections and several studies that all work together. All these studies will help BSP in developing the new facility. In conclusion Chairman Wilson stated that the study would essentially show whether or

not the facility will work for our purposes.

Questions were entertained. Mayor Foster asked about the Accuracy of the past studies. Endsley stated that he would assume that Markan does, and he has not heard any negative comments from any of the facilities he has worked with. Commissioner Holbrook asked how long such a study would take and how much it would be. Chairman Wilson addressed that question stating that it would take around 3-4 months and there is a baseline regarding price, but it would need to be quoted out. Prior to the vote there was some discussion on when the Private Act would come through for the County and it was stated that something would be known before July 1 of 2019 to begin collecting that specific tax. Finally, a motion was made by Commissioner MacLeod and Seconded by Commissioner Gibson to Refer to the Full Commission to request that a market and financial feasibility study be done for the development and operation of a multipurpose event facility in Crossville/Cumberland County area. The motion was then voted on and approved however Commissioner Blalock voted No due to not being ready for the feasibility step just yet.

7. Five Year Plan – Mayor Foster/Nathan Brock

The document for the 5 year plan was given to the committee at the October meeting. This plan breaks down the needs of the county buildings including but not limited to HVAC, Paving, Painting and miscellaneous upgrades. Chairman Wilson stated that each year budget looks at the needs of this list and that committee should look at allocating money for capital outlay. He suggested possibly setting aside 200-300K per year to over allocate so as to not fall behind. Wilson said that Commissioner Stone would be tasked with a portion of this as she is head of budget committee, but it was up to building and grounds to help let her know what will be needed. Nathan Brock stated that it was helpful that the Department Heads put together a 5 year plan for their areas during their budget requests and they do a great job of prioritizing what is needed first. Mayor Foster stated that he was in the process of Hiring a Maintenance supervisor and Chairman Wilson suggested tabling the issue until the next meeting. No action was taken.

8. Other Business –

The next meeting is scheduled for December 18th 2018 at 5:00 PM in the Small Meeting Room of the Courthouse.

Commissioner Stone introduced Linda and Craig Clark. Linda spoke her suggestion for the Political Sign Policy on the Courthouse Lawn. That suggestion was having a limit of two signs no larger than 4x4 or a limit of no more than 4 signs smaller than 4x4 or no signs at all.

9. Adjournment - A Motion was made by Commissioner York and Seconded by Commissioner MacLeod to adjourn the meeting. The Motion passed and the Meeting was adjourned at 6:56PM.

Minutes Prepared & Submitted by Ginny Cole