

Building & Grounds Committee Meeting

11-03-15

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, Mike Hill, Bradley Johnson, Al Meehan (Present)

Randall Jenkins (Absent)

Quorum Present

Chairman Lyons called the meeting to order.

Motion made by Tim Holdren, 2nd by Willie Campbell to approve the minutes from the previous meeting.

Vote by Acclamation to approve previous meeting minutes.

All Ayes, previous minutes were approved.

Public Comments - There were no public comments

OLD BUSINESS:

Open Building Space - Mr. Lyons stated that Mayor Humphrey and made several attempts to get in touch with Mr. Holt. He stated Mr. Holt was an interested party in the space vacated by the public defender's office. Mr. Humphrey stated that his assistant Ms. Robinson would continue to reach out to Mr. Holt until reached.

Records and Archive - Mr. McQueen briefed the committee on the current status of the Archives committee. He stated that a workshop had been scheduled in November, but that he was unaware the exact time at the moment. He stated that he would follow up with everyone and communicate by email the exact date. He stated that Chairman Scott Bowers was gathering information to inform the commission on the specifics of what a County archives would require, and that the information would be made available at the workshop.

Animal Shelter - Mr. McQueen updated the committee and the status of the animal shelter. He stated the advisory board was looking into the winterization of the property. He stated the new director had settled in to the facility, and she was doing a great job. He stated the primary

concern with the animal shelter was an escalating Population. Commissioner John Lewis questioned Mr. McQueen on how crowded the shelter was in regards to cats. Mr. McQueen stated that there was a significant overcrowding situation that have been worsened by a higher intake of cats. Mr. Humphrey stated that some of the cats were allowed to roam certain areas outside of their cages, and that it was done by design but not due to overcrowding. Mr. Humphrey stated that a situation had occurred with the jail, and as a result shelter had been operating with only one trustee. He stated that trustee help was vital to the operation of the shelter, and that they have an incredibly difficult job to do. Mr. Lewis stated that he was concerned that in the winter months it could be a bad situation that many cats. Mr. Campbell stated that he and visited the animal shelter twice in the last week. He stated he observed That was roaming free, and questioned shelter staff if the animal was sick. He stated they told him the animal was not sick, however, when he reached to pet the animal it sneezed all over his hand. Mr. Campbell stated that he observed a pungent odor in the office area. Mr. Humphrey stated that the odor was being caused by a new flytrap, and that the shelter was going to be using a different type of flytrap moving forward. Mr. Campbell questioned if anyone at the shelter was licensed to euthanize. Mr. Humphrey stated that there are currently no employees licensed to do that at the facility, but that he was being proactive in researching people or any entity to contract into an agreement for the purpose. Mr. Campbell stated that the staff was doing an excellent job, but that these cats cannot be roaming the facility sick. Mr. Humphrey stated that the amount of cats coming in very large. He stated lovely's rate of dogs is much better than cats, and that unfortunately a number of cats would be euthanized due to space constraints. Mr. McQueen stated that some people were bringing in 3 to 4 litters of kittens at a time, and that during the last meeting one home in particular was housing 30 cats in which they wanted to be rid of. Mr. Humphrey stated that we were in a much better position than we had ever been before the shelter. He stated that we were not where we needed to be quite yet, but that we were moving in a positive direction. Mr. Lyons stated that Mr. Humphrey and Mr. McQueen both sat on the animal shelter advisory board, and that they could bring the concerns of the committee to their attention. Mr. McQueen stated that the members of the animal shelter of other board are very interested in being involved with commission, and working as a team. He stated that the animal shelter does well does budget, and does its own fundraising. He stated that when they come before the commission meeting help, the commission needs to listen and show them respect. He stated that in the past they haven't always been shown a great deal of respect.

Old Jail Upstairs - Mayor Humphrey stated that he had met with Capt. Smith, Chief Deputy Parrish, and Robert Reidy at the old jail. Capt. Smith stated that they met around 1 September, they did a walk through the building, and they discussed very specific goals of what they want to accomplish. Mr. he stated that he could put together a program working with the Sheriff's office, take the existing facility survey services, do research on the building, and to determine space usage of the building. He stated that their plan was to contact all the officeholders who could potentially solicit space from the facility to determine what the needs would be. He stated there was talk of a preliminary floor plan, and a maximum of \$10,000 to complete the design. Mr. Humphrey stated that the original plan to get the upstairs had been determined to not be a prudent idea. He stated Mr. Reidy felt that we would need to know how that building would be used before taking such action. He stated that we should follow a similar model to what was done at the health apartment. He stated that if done correctly this would be a project that we can look back and be proud of. Chief Deputy Parrish stated that he concurred with what the mayor

said, and that he had heard the term space analysis committee used in similar situations. He stated that this committee would consult with people who work there, and those that would potentially use it to determine the use of the facility. Mr. Meehan questioned if the committee should take action on the \$10,000 now. Mr. Humphrey stated that the recommendation would be required from the billing and grounds committee to have the budget committee come up with the funds for the design work. Mr. Humphrey stated that budget would determine where the funds could come from, and if approve the initial design work could begin. Mr. Lyons stated that \$10,000 would get them to the next step. He stated that initially they had looked at doing some demolition first, but in light of this recent information he would entertain a motion to make a recommendation to budget committee to approve \$10,000 for the design work by Reidy and Sykes.

Motion made by Cody McQueen, 2nd by Willie Campbell to make a recommendation to the Budget Committee to allocate \$10,000 maximum to be used for design work at the old jail.

Vote by roll call to approve the motion.

Willie Campbell	Aye	
Al Meehan	Aye	
Brad Johnson	Aye	
Isaiah Grindstaff	Aye	
Tim Holdren	Aye	
Randall Jenkins		Aye
Ray Lyons	Aye	
Cody McQueen	Aye	

Election Commission Space - Mr. Lyons stated that the Veterans Officer had moved into the office previously occupied by the election commission. He stated there was a deadbolt lock between his office and the office next door. He stated that office would be occupied by Ronnie Taylor's staff. He stated that both offices would have their privacy. He stated this is another example of the committee re-utilizing space to assist office holders. Mr. Lewis questioned Mr. Lyons on Mr. Taylor's plans for the space. Mr. Lyons stated that Mr. Taylor had expressed plans to get the space refinished, and they have completed that. He stated he planned to move some staff to that office, but to also look at potentially moving some items for storage depending on which was the best fit. Mr. Lewis questioned if the potential move would be a disadvantage to the public. Mr. Lyons stated that it would not be a disadvantage to the public. Mr. Humphrey stated that he would be moving some personnel to the new office space, and that the only things missing from the office space was signage. He stated that Mr. Bachelder was already working out of his new office. He stated that he was working incredibly hard, and that the traffic in that office was surprising. Mr. Humphrey stated that Mr. Bachelder did have some needs, and that he was able to reach into the building and grounds budget to provide some furniture for the office. He stated the equipment purchased included a use desk, some lateral files, and a couple of chairs. Mr. Humphrey stated that the only thing remaining to complete the new election commission was signage. Mr. McQueen stated that he had taken a trip to Mr. Taylor's office, and that the employees that would occupy the new office were already on the second floor. He stated that by moving them to this new office they would be directly above Mr. Taylor's main office, and as

such, there is a stairwell that would make it very easy getting between the two. He stated that he had concerns over the meeting room used during the equalization board meetings, and questioned if it would be possible to use one of the upstairs conference rooms during those meetings. Mr. Humphrey stated that it would absolutely be possible and encouraged so long as nothing else had already been planned at the same time. Mr. Campbell stated that they did an incredible job refinishing the new offices, and that Mr. Taylor really appreciated all the support by the commission.

Mr. Lyons stated that he received a letter from Tracy Harris of the election commission, thanking the committee for their part in helping them relocate to their new building. He stated it was a very nice letter.

Motion made by Al Meehan, 2nd by Cody McQueen to Adjourn

Vote by Acclamation

All Ayes, Motion Carried

Meeting was Adjourned.

DRAFT DRAFT DRAFT
DRAFT