

CUMBERLAND COUNTY FACILITIES COMMITTEE  
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564  
JANUARY 5, 2017 - 8:30 A.M.  
MINUTES

MEMBERS PRESENT:      Commissioner Glenn Adams  
                                 Commissioner Jeannette Council  
                                 Commissioner Larry Lancaster

OTHER COMMISSIONERS PRESENT:  
                                 Commissioner Jimmy Keefe  
                                 Commissioner Marshall Faircloth  
                                 Commissioner Charles Evans  
                                 Commissioner Michael Boose

OTHERS PRESENT:      Amy Cannon, County Manager  
                                 Tracy Jackson, Assistant County Manager  
                                 Melissa Cardinali, Assistant County Manager  
                                 Sally Shutt, Governmental Affairs Officer  
                                 Rick Moorefield, County Attorney  
                                 Jeffery Brown, Engineering & Infrastructure Director  
                                 Vicki Evans, Finance Director  
                                 Candice White, Clerk to the Board  
                                 Kellie Beam, Deputy Clerk to the Board  
                                 Press

Commissioner Glenn Adams called the meeting to order.

1. ELECTION OF FACILITIES COMMITTEE CHAIRMAN

MOTION:      Commissioner Lancaster moved to elect Commissioner Adams the  
                                 Chairman of the Facilities Committee.  
SECOND:      Commissioner Council  
VOTE:          UNANIMOUS (3-0)

2. APPROVAL OF MINUTES – NOVEMBER 3, 2016 FACILITIES  
COMMITTEE REGULAR MEETING

MOTION:      Commissioner Adams moved to approve the minutes as presented.  
SECOND:      Commissioner Lancaster  
VOTE:          UNANIMOUS (3-0)

### 3. CONSIDERATION OF DISTRICT COURT FACILITIES RENOVATION REQUESTS

#### BACKGROUND

This item was previously considered at the November 3, 2016 Facilities Committee Meeting and is being brought back to the committee as a result of a letter submitted by Judge Stiehl dated December 14, 2016. The letter outlines four possible options for an additional hearing room:

1. Utilize Room 207 and add new furnishings, a raised floor for the bench, computers, recording capability and the addition of another entry door located off the current waiting area.
2. Utilize Room 207 and add new furnishings, a raised floor for the bench, computers, recording capability, but expand the size of the room by removing an existing wall and add an entry door.
3. Utilize Courtroom 2B when this space is open and unscheduled.
4. Establish a juvenile hearing room off-site at the DSS building.

#### RECOMMENDATION/PROPOSED ACTION:

These options are being submitted for the Facilities Committee's consideration.

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Tracy Jackson, Assistant County Manager, reviewed the background information and recommendation as recorded above. Mr. Jackson provided a presentation regarding options for an additional Juvenile Hearing Room.

Mr. Jackson stated Option #1 is to continue using room 4C. Mr. Jackson stated the advantages would be: no construction required except bars over windows and the room could be used more than two weeks per month. Mr. Jackson stated the disadvantages would be: doesn't allow for all juvenile court functions to be on the same floor, public seating would need to be added to the fourth floor and special sessions would need to be moved to the Grand Jury Room.

Mr. Jackson stated Option #2 would be to use room 2B. Mr. Jackson stated the advantages would be: no construction required, it would keep juvenile court functions on the same floor and it could be used more than two weeks per month. Mr. Jackson stated the disadvantages would be: limited to afternoons two weeks per month and it could lead to court related work after 5:30 p.m.

Mr. Jackson stated Option #3 would be to utilize room 207. Mr. Jackson stated the advantages would be: it would keep all juvenile court functions on the same floor. Mr. Jackson stated the disadvantages would be: it would be the most costly option due to construction costs, it would be the most disruptive option due to construction and it would utilize the existing break room for a holding area.

Ms. Cannon stated staff's recommendation is option #1 to utilize room 4C on the 4<sup>th</sup> floor which can be used all day and all month. Ms. Cannon stated this option would require installing bars on the windows which would be a minimal cost. Ms. Cannon further stated the special proceedings that are currently held in room 4C can be held in the Grand Jury Room so that the Grand Jury Room is utilized more than once a month to maximize the use of this area.

Commissioner Adams stated a long term goal could possibly be to move the Juvenile Hearing Room to the old Board of Elections building because there is already a vault in that building and the files could be kept there and use it as a courtroom.

Commissioner Keefe stated there should be consideration to having a small area at Juvenile Services to cut down operational cost of transporting the detainees to the courthouse. Ms. Cannon stated we have not considered that option. Ms. Cannon further stated it is a state facility but staff can inquire about space at Juvenile Services and connectivity about records to explore the option. Ms. Cannon stated staff will contact the director and explore the option.

MOTION: Commissioner Lancaster stated while staff is exploring Commissioner Keefe's suggestion about utilizing Juvenile Services he would like to move to recommend to the full board approval of staff's recommendation of option #1 to use 4C for a juvenile hearing room.

SECOND: Commissioner Council

VOTE: (3-0) UNANIMOUS

#### 4. APPROVAL OF CONTRACT FOR FLOOD DAMAGE REPAIRS AT HEADQUARTERS LIBRARY

##### BACKGROUND:

The lower level of the Headquarters Library located at 300 Maiden Lane received approximately 5" of water inside the facility during Hurricane Matthew. Belfor, which is a disaster recovery and property restoration company, was hired to remove damaged materials and contents and clean the impacted area. The lower level is now ready for repairs to begin.

A pre-bid meeting was held with local contractors on December 15<sup>th</sup> at 9:00 a.m. to review and discuss the needed repairs. Informal bids are scheduled to be received on January 3, 2017 at 2:00 p.m. for the flood damage repairs. The received bids will be presented to the Facilities Committee on January 5<sup>th</sup> along with a recommendation to award a contract to the lowest responsible and responsive bidder. The Committee will also be asked to establish a contingency amount for the project.

##### RECOMMENDATION/PROPOSED ACTION:

The Engineering & Infrastructure Director along with the County Management recommends that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their January 17<sup>th</sup> meeting.

1. Award a contract to the lowest responsible and responsive bidder.
2. Establish a contingency amount to be used for additional work recommended by the Engineering and Infrastructure Director and approved by the County Manager.
3. Approval of associated budget revision.

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Mr. Brown reviewed the background and recommendation as recorded above. Mr. Brown stated the low bid was received from H2 Contracting, LLC in the amount of \$135,482.00. Mr. Brown stated staff recommends to the Facilities Committee approve awarding a contract to H2 Contracting, LLC in the amount of \$135,482.00 and to establish a contingency in the amount of \$13,500. In addition, staff recommends the committee approve the budget ordinance amendment B170020 in the amount of \$148,982 to recognize insurance reimbursement for maintenance and repair of buildings for flood related repairs to the Headquarters Library.

MOTION: Commissioner Lancaster moved to award a contract to H2 Contracting, LLC in the amount of \$135,482 and establish a contingency in the amount of \$13,500 and approve the budget ordinance amendment B170020 in the amount of \$148,982 to recognize insurance reimbursement for maintenance and repair of buildings for flood related repairs to the Headquarters Library.

SECOND: Commissioner Council

VOTE: (3-0) UNANIMOUS

## 5. OTHER ITEMS OF BUSINESS

There were no other items of business.

MEETING ADJOURNED AT 9:02 AM.