

# JEFFERSON COUNTY COMMISSION

## FACILITIES COMMITTEE MEETING

Monday, April 18, 2022

### JEFFERSON COUNTY COURTHOUSE – JURY ROOM

Called to order by Katy Huffaker at 5:30 PM.

Present at roll call: Katy Huffaker, Jim Snodgrass, Terry Dockery, County Mayor Mark Potts, and County Director of Facilities David Longmire.

Prayer led by Longmire.

Pledge of Allegiance led by Dockery

Minutes for the April 8, 2022 meeting were approved 2-0-1. Huffaker and Snodgrass yes, Dockery abstain.

There were no Citizen Input Forms turned in.

Madam Chair Huffaker thanked everyone for attending and apologized for mistakes at previous meeting.

Old Business:

- a. Selection of a Construction Manager for the new County Clerk/Election Commission office. Huffaker stepped down as Chair and Snodgrass assumed Chair duties. Huffaker moved to hire McSpadden as the construction manager. Dockery seconded the motion and it passed unanimously.

Huffaker noted that the motion did not include a fund amount or revenue source and questioned the validity of the motion. Dockery moved to rescind the motion. Huffaker seconded it. Motion passed unanimously.

Huffaker moved to hire McSpadden as the construction manager at a cost of \$270,300 with the funds coming from the \$4,000,000 of American Rescue Act funds that Commission previously approved for the project. Dockery seconded the motion. Motion passed unanimously.

Huffaker reassumed Chair duties.

- b. ADA

Huffaker distributed the ADA transitional plan overview and the resolution authorizing the use of \$675,000 for work on specific buildings on the list.

Mayor Potts recommended holding off on work at the annex until the future use of the building was decided and provided updates on progress at other buildings.

ADA compliance requirements at the convenient centers was discussed and Mayor Potts stated that we may need only to place signs stating that convenience center employee will assist and/or unload the trash if needed.

Funds have been allocated by Commission to hire someone to develop detailed bid documents for the work that needs to be completed. Once those documents are ready bid packages can be sent out to contractors. Longmire reported he would get an RFP ready to go out for the document development work. He and Mayor Potts will go through task list and remove items that have already been completed before sending out the RFP.

Snodgrass motion to adjourn. Dockery seconded. Passed unanimously.

The County Commission Parliamentarian was consulted and confirmed when a quorum is present a simple majority is the only requirement for business.

New Business:  
None

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Chairman Katy Huffaker

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Secretary Terry Dockery

Mark Potts