

The Brooks County Board of Commissioners met for a Work Session and Special Called Meeting on Tuesday, September 17, 2019 at 8:00 a.m. in the Commissioners Meeting Room located at the Brooks County Office Building. Commissioners present were: Mr. James Maxwell, Chairman; Mr. Patrick Folsom, Vice Chairman; Ms. Myra Exum; Mr. Willie Cody; and Mr. Rhett Rowe. Others present were: Ms. Jessica McKinney, County Administrator; and Ms. Patricia Williams, County Clerk; and Mr. James Burchett, County Attorney.

**Work Session** – Chairman called meeting to order @ 8:15 a.m.

**A. Excellence Exceeded Consultants** – Board of Commissioners requested the service of Excellence Exceeded to assess the current condition of several of the County owned buildings. Commissioners expressed their concerns on the suitability, efficiency, and the technology currently in the buildings. County Administrator provided the initial list of buildings to be assessed. The list included: Administration, Courthouse, Ag/Extension Office, Washington Street Gym, Maintenance Shop, and 911. The assessment was done on August 23, 2019.

- Administration – Overall assessment of the facility is in fair condition. Several areas of the building are damaged due to settlement of the foundation. Based on observation of all cracking, it is assumed there are cracks in the slab as well. Evidence of leaks are visible throughout the building; source of leaks have not been determined. Any major changes to the building as it is today will require extensive rework of almost all mechanical, electrical, and plumbing systems. Major revisions will also require upgrading the entire building to meet current ADA standards and fire codes. Excellence Exceeded recommended a new administration building be constructed at a new location and existing building be repurposed. It was recommended that a new building should consider consolidation of other operations to be included under one roof.
- Washington Street Gym – An exterior assessment of the building revealed items that need addressing. The front right door is sticking in closed position making difficult to open. Front left door latch stuck in the open position. There is moderate settlement cracking near front right corner; mortar deterioration in various areas. Downspout on front right corner causing erosion beside building; and need extensions or splash blocks to divert water away from building. There are no handrails installed; hole in block on rear of building; broken window on rear left door; and loose roof panel on front of building. Several items were noted during the interior assessment, such as, front exhaust fan inoperable; utility closet door in vestibule binds in frame and missing hardware. There are missing outlet covers; settlement cracks observed in walls; plumbing operable; and A/C inoperable. As the building is, it is only useful as a gym. The movement of the wall on the right side needs further evaluation. Excellence Exceeded recommended the rear of the building be closed off and only allow use in the vestibule and the gym. Limiting the use of the building to these areas will limit the repairs to the structure.

- Maintenance – this is a concrete block structure with metal roof. There is an abundance of cracking in the parking lot. Metal roof appeared to be in good condition. Some windows had missing or damaged screens. Exterior outlets are missing. An extension cord is being used to power an ice chest located at another building. The window on the right side of building is off its track; no visible smoke detectors; damage to ceiling in storage room near light fixture; no GFCI protection in restroom which is an immediate safety concern. Overall the structure is in good shape. The building in the rear of main office appears to be used for storage in some areas; large portions of roof have collapsed; part of building has been torn down. This building is not safe for occupancy. The maintenance building is in good condition. Minor repairs can be made to the existing building to resolve some of the issues. The concrete structure behind the maintenance building is beyond repair and should not be in service. The recommendation is to condemn and demolish the concrete building to prevent continued use; should not be used in current condition. The maintenance building should be repaired if it will continue to be used.
- 911 – During the assessment, several minor things were noted. There are some cracks and gaps in the siding that need to be sealed. Front lawn area appears to hold water; there is a loose outlet on rear of building; down spouts were crushed or dented; hairline settlement gaps in brick veneer; smoke detectors are missing; and filters for A/C are missing. The overall condition of building is good; most issues were noted as minor; and structure appears to be solid. The 911 building is in good shape. Minor repairs can be made to resolve most issues. If it is to continue to be used as the EOC and dispatch, it is the recommendation of Excellence Exceeded that the windows be addressed. The windows need to have protection from debris during storms. If the Administration building were to be replaced, it is the recommendation to relocate EMA and dispatch to the new building and repurpose this building to another user. It was further recommended relocation of CID to this building would serve an appropriate use.
- CID Building – This is a metal building built on a slab. The first observation made was an open window with a fan blowing air into the building. It was approximately 95 degrees outside. Introducing warm moist air into the building continuously causes the A/C to work harder to maintain a specific temperature; and is also additional humidity into the building. This could cause the A/C to overheat and suffer unnecessary wear and tear because it must work harder to cool building; and it also can introduce allergens into the building. Areas of the ceiling near registers were stained with what appeared to be mold. Several windows were broken. Broken panes negates the windows efficiently in blocking the transfer of heat into and out of the building. This will lead to the formation of condensation on the interior windows which can lead to deterioration of material around windows. The recommendation for this building

is that the HVAC system be cleaned as soon as possible; and replace or close and relocate staff to another building.

- Ag/Extension – This building is a metal frame building with metal siding and metal roof on an elevated slab. Daylight could be seen through the eaves on the rear of building. There are numerous cracks observed at the concrete floor. This allows moisture and radon gas to enter into the building through cracks. Major water leak on left rear corner of building; A/C refrigerant lines missing insulation; electrical panel cover missing screws; and breakers in panel box not properly labeled. No visible smoke detectors; cracked and loose plaster along main hallway; and cracks observed in flooring. To continue using the Ag Building, the existing roof will need to be removed and replaced to seal the building envelope. The foundation needs to be reinforced to prevent failure settlement and damage to floors and wall will need to be repaired. The building will need to be brought into compliance with ADA standards, the electrical, mechanical and plumbing will also need to be brought up to current code. With the amount of remediation needed to bring this building into compliance with current codes, it is the recommendation of Excellence Exceeded to replace the building with a new structure and have the existing structure demolished.

Excellence Exceeded presented four options for funding to replace buildings.

1. SPLOST
2. Regular loans from banks
3. Bonds
4. Fund Balance

Ms. Exum made a motion to authorize Excellence Exceeded to come up with 90 day solution, the cost to relocate employees in Courthouse and CID building to another location; and to contact Mr. McElroy and Mr. Pickles regarding possible property to temporarily house Courthouse and CID employees, Mr. Folsom seconded. Vote was unanimous.

The motion was made by Ms. Exum authorizing Excellence Exceeded to bring back plans to construct an annex to house Administration, Courthouse, Ag Extension, FSA, NRCS, and Ag building, seconded by Mr. Cody. Vote was unanimous.

**B. Proposed Consulting Contract for Road Department** – Mr. Folsom made the motion to approve the Consulting Contract submitted by Jim Owens, Level Construction Consultants, Inc., to provide consultant services for the Road Department and Planning/Zoning. Mr. Cody seconded. Chairman called for the vote. Ms. Exum and Mr. Rowe voted no. Mr. Cody and Mr. Folsom voted yes. Vote was tied 2 to 2. Chairman voted yes and broke the tie. The vote was 3 to 2.

**C. Adjournment**

Mr. Cody made the motion to adjourn special called at 11:11 a.m.; Mr. Folsom seconded.

Ms. James Maxwell, Chairman  
Ms. Jessica J. McKinney, County Administrator  
Ms. Patricia A. Williams, County Clerk

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