

**CUMBERLAND COUNTY FACILITIES COMMITTEE  
JUDGE E. MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE  
117 DICK STREET, 5TH FLOOR, ROOM 564  
JUNE 7, 2018  
REGULAR MEETING MINUTES**

**MEMBERS PRESENT:** Commissioner Glenn Adams  
Commissioner Michael Boose  
Commissioner Jeannette Council

**OTHER COMMISSIONERS  
PRESENT:** Commissioner Jimmy Keefe  
Commissioner Larry Lancaster

**OTHERS PRESENT:** Amy Cannon, County Manager  
Sally Shutt, Assistant County Manager  
Melissa Cardinali, Assistant County Manager  
Duane Holder, Assistant County Manager  
Rick Moorefield, County Attorney  
Jeffery Brown, County Engineer  
AJ Riddle, Assistant County Engineer  
Brenda Jackson, Social Services Director  
Vicki Evans, Finance Director  
Deborah Shaw, Budget Analyst  
Heather Harris, Budget Analyst  
Julean Self, Human Resources Director  
Candice White, Clerk to the Board  
Press

Commissioner Glenn Adams called the meeting to order.

**1. APPROVAL OF MINUTES – MAY 3, 2018 REGULAR MEETING**

**MOTION:** Commissioner Council moved to approve the May 3, 2018 meeting minutes as presented.

**SECOND:** Commissioner Boose

**VOTE:** UNANIMOUS (3-0)

**2. CONSIDERATION OF RADIO TOWER LEASE AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

BACKGROUND:

The County was contacted by the NC Department of Agriculture and Consumer Services – NC Division of Forest Resources, to renew an existing agreement for radio antennae space on the tower located atop 109 Bradford Avenue, a County-owned facility. The continued use of the space on the tower provides more effective and efficient services to the citizens of Cumberland County without any negative impact to existing operations. This serves as a benefit to the County and surrounding region and more specifically the fire departments of Cumberland County who may need to communicate directly with local NC Forestry agents.

The terms for the agreement are proposed to remain the same and are as follows:

- Three-year term commencing July 1, 2018 and ending June 30, 2021 last negotiated in 2015
- Rent of \$10.00 (TEN DOLLARS) for the entire three-year term
- Lessor provides and maintains existing antennae, connections, and headend building while Lessee provides and maintains its headend equipment
- Lessor provides utilities and environmentally controlled headend building (utilities are singly metered for entire facility and therefore cannot be split out)
- Lessee is self-insured

The intent to lease does not have to be advertised since it is between government entities.

RECOMMENDATION/PROPOSED ACTION:

Staff recommends consideration of the proposed agreement and approval to move the lease agreement forward to the full Board of Commissioners as a Consent Agenda Item at the June 18, 2018 regular meeting.

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Jeffery Brown, Engineering & Infrastructure Director, reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Council moved to recommend to the full board approval of the proposed agreement and to move the lease agreement forward as a Consent Agenda Item at the June 18, 2018 regular meeting.

SECOND: Commissioner Boose

VOTE: UNANIMOUS (3-0)

3. CONSIDERATION OF CONTRACTS:

A. RENOVATION OF CONFERENCE ROOM 564

BACKGROUND:

The existing layout of Conference Room #564 located within the Judge E. Maurice Braswell Cumberland County Courthouse is no longer a conducive space for the Board of Commissioners to conduct meetings. The room currently has several technological challenges and the room is very tight and difficult for the Board of Commissioners, County Staff and outside presenters to maneuver when at capacity.

Engineering & Infrastructure (E&I) Staff contacted Gordon Johnson, in November 2017 to begin discussing the challenges associated with the layout and how to best reconfigure the space. It was estimated by the project architect that the construction would cost approximately \$100,000 and the furniture costs would be approximately \$40,000. After consulting with the Information Services Department, it was determined it would cost approximately \$60,000 to equip the room with the necessary technology upgrades. Therefore, it was expected that the entire cost of the renovation would be approximately \$200,000.

On May 10, 2018, a notice to bidders was sent out to all local contractors. A mandatory pre-bid meeting was held on May 17, 2018. On May 29, 2018, bids were opened. The County received two bids. The lowest, responsible and responsive bid was submitted by M&E Contracting, Inc., in the amount of \$173,947.00

Since the lowest, responsible and responsive bid is significantly higher than the anticipated construction cost, E&I Staff will work with the project architect and M&E Contracting, Inc. to determine if design changes can be made to reduce the overall project cost. These possible design changes and cost savings will be presented to the Facilities Committee on June 7<sup>th</sup> for consideration.

RECOMMENDATION/PROPOSED ACTION:

The Engineering & Infrastructure Director and County Management recommend that the Facilities Committee consider the following recommendations and forward them to the Board of Commissioners for its consideration at their June 18<sup>th</sup> meeting if approved by the Facilities Committee:

- Accept the bids for the renovation of Conference Room 564 and consider awarding a contract to M&E Contracting, Inc., in the amount of \$173,947.00 or a lower amount if changes can be made to reduce the cost of the project.
- Establish a contingency in the amount of \$15,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.
- Approve Budget Ordinance Amendment #B181457 in the amount of \$208,347 for the proposed renovations to Conference Room 564.

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Mr. Brown reviewed the background information and recommendation as recorded above. Ms. Cannon stated she would like to clarify the total construction is proposed to be \$173,947.00 and \$98,000 has already been set aside from carpet at the North Regional

Library. Ms. Cannon further stated there will be a considerable amount of technology in the room done.

**MOTION:** Commissioner Council moved to recommend to the full board approval to accept the bids for the renovation of Conference Room 564 and award a contract to M&E Contracting, Inc., in the amount of \$173,947 or a lower amount if changes can be made to reduce the cost of the project and to establish a contingency in the amount of \$15,000 to be used for additional work recommended by the E&I Director and approved by the County Manager and to approve Budget Ordinance Amendment #B181457 in the amount of \$208,347 for the proposed renovations to Conference Room 564.

**SECOND:** Commissioner Boose

**VOTE:** UNANIMOUS (3-0)

## B. EXTERIOR REPAIRS FOR MULTIPLE COUNTY FACILITIES

### BACKGROUND:

The Building Exterior Repairs project includes various repairs to the exteriors of the Historic Courthouse, Bradford Place, E. Maurice Braswell Courthouse, Department of Social Services, Spring Lake Library and Spring Lake Family Resource Center. These repairs were identified as part of the Roof and Exterior Walls assessment completed in 2015. The repairs were included in the capital improvement installment financing plan that was approved by the Local Government Commission (LGC) on September 12, 2017.

A pre-bid meeting was held on April 17, 2018. The project was initially advertised to bid on May 10, 2018. The County did not receive a sufficient number of bidders, therefore the bid received could not be opened. The County re-advertised the project and set a pre-bid on May 17, 2018 and a bid opening on May 29, 2018.

The lowest responsible and responsive bid was submitted by Midwest Maintenance, Inc. out of Augusta, GA in the amount of \$551,479. The other bid was submitted by Stone Restoration of America located in Charlotte, NC.

### RECOMMENDATION/PROPOSED ACTION:

The Engineering & Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their June 18, 2018 meeting:

- Accept the bids for the Building Envelope Repairs Project and award a contract to Midwest Maintenance, Inc., in the amount of \$551,479.
- Establish a contingency in the amount of \$30,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

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AJ Riddle, Assistant County Engineer, reviewed the background information and recommendation as recorded above. Commissioner Boose asked if any local contractors were interested in bidding on this project. Mr. Riddle replied local contractors were invited to the bidding but left after the first site visit. Mr. Riddle explained the bids received were from sealant contractors that possess their General Contractors (GC) license.

**MOTION:** Commissioner Boose moved to recommend to the full board to approve the bids for the Building Envelope Repairs Project and award a contract to Midwest Maintenance, Inc., in the amount of \$551,479 and to establish a contingency in the amount of \$30,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

**SECOND:** Commissioner Council

**VOTE:** UNANIMOUS (3-0)

### C. REPAIR OF STORMWATER DETENTION PONDS AT CROWN COMPLEX

#### BACKGROUND:

The Crown Complex Stormwater Detention Pond A was constructed during the building of the Agri-Expo Center. During an evaluation of the site in 2016, it was noted that Pond A had failed. The riser structure in Pond A failed resulting in an overtopping issue which led the dam to breach. Shortly after this was discovered, the heavy rains from Hurricane Matthew caused Pond B, constructed as part of the Coliseum and Owen Drive Extension projects, to overtop and breach the dam.

Cumberland County E&I staff contracted with Moorman, Kizer, Reitzel, Inc. (MKR), in May 2017 to begin analyzing the ponds. Since Pond B failed as a result of Hurricane Matthew, Engineering & Infrastructure (E&I) Staff reached out to FEMA to see if the repairs would be reimbursable. On June 22, 2017, FEMA communicated to County staff that the project had been approved for reimbursement in the amount of \$527,163.81.

E&I Staff received the final design plans for both ponds on March 28, 2018 from MKR. A pre-bid meeting was held on April 12, 2018, in which all local contractors were invited to attend. An insufficient number of bids were received on April 25, 2018 and the project had to be re-advertised. On May 10, 2018, an additional pre-bid meeting was held in which additional contractors attended. On May 11, 2018, County staff contacted North Carolina Public Safety to discuss the reimbursement of the project, anticipating that bids would be higher than the initial engineering estimate and on May 30, 2018, was informed that the project would be reimbursed at 100% provided the scope of work did not change. On May 29, 2018, bids were opened. The County received one bid. The lowest, responsible and responsive bid was submitted by ES&J Enterprises, Inc., in the amount of \$1,347,252.50 for both ponds. The bid price for Pond A is \$642,212.50 and the bid price for Pond B is \$705,040. The funding for the repairs to Pond A have been programmed into the budget for FY 19. The repairs for both ponds were bid as one project in an attempt to save money as the repairs to each pond are very similar.

Since the Board of Commissioners do not meet in July and we are working against a FEMA deadline for the repairs, E&I Staff is asking the Facilities Committee to consider approval of this contract prior to FY 19 budget adoption. The County Attorney has stated that the contract could be approved prior to budget adoption as long as the contract is signed on or after July 1, 2018.

RECOMMENDATION/PROPOSED ACTION:

The Engineering & Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their June 18, 2018 meeting:

- Accept the bid for the repairs of the Crown Complex Stormwater Detention Ponds and award a contract to ES&J Enterprises, Inc. in the amount of \$1,347,252.50.
- Establish a contingency in the amount of \$40,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.
- Approve Budget Ordinance Amendment #B181438 in the amount of \$705,040 for the repairs to Stormwater Detention Pond B to be reimbursed by FEMA at 100%.

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Mr. Riddle reviewed the background information and recommendation as recorded above. Ms. Cannon stated the funding will come from the Crown Coliseum Complex fund. Commissioner Keefe asked which fund and Vicki Evans, Finance Director, replied the food and beverage fund.

Commissioner Adams thinks the County should contact NCDENR for possible grants. Mr. Brown wanted to clarify that the request is for both ponds be approved but would like to be done in two different contracts because one will be reimbursed by FEMA at 100%.

**MOTION:** Commissioner Council moved to recommend to the full board to accept the bids for the repairs of the Crown Complex Stormwater Detention Ponds and award a contract to ES&J Enterprises, Inc. in the amount of \$1,347,252.50 and establish a contingency in the amount of \$40,000 to be used for additional work recommended by the E&I Director and approved by the County Manager and approve Budget Ordinance Amendment #B181438 in the amount of \$705,040 for the repairs to Stormwater Detention Pond B to be reimbursed by FEMA at 100%.

**SECOND:** Commissioner Boose

**VOTE:** UNANIMOUS (3-0)

**D. PARKING LOT IMPROVEMENTS AT BORDEAUX BRANCH LIBRARY**

BACKGROUND:

The Capital Improvement Plan (CIP) identified repairs for the Bordeaux Branch Library. The project consists of removing and replacing the asphalt for the entire parking lot in which new pavement markings will be installed following placement of the new asphalt.

A pre-bid meeting was held on May 17, 2018, in which all local contractors were invited to attend. Informal bids were received on May 29, 2018 for the repairs of the Bordeaux Branch Library parking lot. **The lowest, responsible and responsive bid was submitted by Diamond Constructors, Inc., in the amount of \$103,431.84.**

The FY18 Capital Improvement Plan (CIP) estimated the project cost at \$68,000. The lowest bid received is \$35,431.84 more than the project estimate performed initially by the consultant firm in 2014-2015. We believe this difference is the result of the passage of time since the original estimate, a rise in materials cost, and a high demand for construction work. Funds are available in CIP for this project.

**RECOMMENDATION/PROPOSED ACTION:**

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their June 18, 2018 meeting:

- Accept the bids for the parking lot improvements at Bordeaux Branch Library and award a contract to Diamond Constructors, Inc. in the amount of \$103,431.84.
- Establish a contingency in the amount of \$10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

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Mr. Riddle reviewed the background information and recommendation as recorded above.

**MOTION:** Commissioner Boose moved to recommend to the full board approval to accept the bids for the parking lot improvements at Bordeaux Branch Library and award a contract to Diamond Constructors, Inc., in the amount of \$103,431.84 and establish a contingency in the amount of \$10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

**SECOND:** Commissioner Council

**VOTE:** UNANIMOUS (3-0)

**E. PARKING LOT IMPROVEMENTS AT EAST REGIONAL LIBRARY**

**BACKGROUND:**

The Capital Improvement Plan (CIP) identified parking lot repairs for the East Regional Library. The repairs to this parking lot includes removal/replacing asphalt for the access drive, seal coat and pavement markings.

A pre-bid meeting was held on May 16, 2018, in which all local contractors were invited to attend. Informal bids were received on May 29, 2018 for the repairs of the East Regional

Library parking lot. *The lowest, responsible and responsive bid was submitted by Diamond Constructors, Inc., in the amount of \$147,000.00.*

The FY18 Capital Improvement Plan (CIP) estimated the project cost at \$38,100. The lowest bid received is \$108,900 more than the FY18 CIP estimate. The price difference is due to a change of scope and an increase in construction costs. The initial review performed by US Infrastructure only identified a small area of patching. When staff investigated the site 3.5 years later, major failures with the driveway asphalt were discovered. Staff brought on a consulting engineer to assist in designing the project due to the significant alligator cracking throughout the driveway. Funds are available in CIP for this project.

**RECOMMENDATION/PROPOSED ACTION:**

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their June 18, 2018 meeting:

- Accept the bids for the parking lot improvements to East Regional Library and award a contract to Diamond Constructors, Inc., in the amount of \$147,000.
- Establish a contingency in the amount of \$10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

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Mr. Riddle reviewed the background information and recommendation as recorded above.

**MOTION:** Commissioner Boose moved to recommend to the full board approval to accept the bids for the parking lot improvements to East Regional Library and award a contract to Diamond Constructors, Inc., in the amount of \$147,000 and establish a contingency in the amount of \$10,000 to be used for additional work recommended by the E&I Director and approved by the County Manager.

**SECOND:** Commissioner Council

**VOTE:** UNANIMOUS (3-0)

**4. CONSIDERATION OF ADDITIONAL SECURITY MEASURES IN COURTROOM 3A**

**BACKGROUND:**

Courtroom 3A within the Judge E. Maurice Braswell Cumberland County Courthouse is used for domestic violence cases. Lieutenant Daryl Scales with the Sheriff's Office reached out to Engineering & Infrastructure (E&I) Staff to request that the jury box in Courtroom 3A be modified to hold inmates awaiting their case similar to what has been done in the courtrooms on the second floor. The modification would entail installing a



petition atop of the existing jury box wall which would greatly reduce the likelihood of inmates from being able to leave the detainee area.

E&I Staff estimates that the cost of this petition would cost between \$3,000 to \$5,000. If approved, the project would be constructed in July with funding allocated for FY19 in the Courts Facilities budget.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee consider the proposed modification in Courtroom 3A which will provide better security and forward it to the Board of Commissioners for its approval at their June 18, 2018 meeting if approved by the Facilities Committee.

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Mr. Brown reviewed the background information and recommendation as recorded above.

MOTION: Commissioner Boose recommended to the full board approval of the proposed modification in Courtroom 3A which will provide better security and forward to the June 18, 2018 meeting.

SECOND: Commissioner Council

VOTE: UNANIMOUS (3-0)

5. CONSIDERATION OF LOCATION OPTIONS FOR A COUNTY TROPHY CASE IN THE JUDGE E MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE

BACKGROUND:

The County does not have a display case to house trophies and other awards earned by departments. The Public Information Office is seeking feedback on where commissioners would like a case to be placed within the Courthouse. Three options are presented with mock-ups using a generic cabinet. The locations include two sites on the lower level and one on the first floor outside the commissioners' chamber. Once a location has been approved, staff will research suitable purchasing options and begin developing a policy for displaying trophies.

RECOMMENDATION/PROPOSED ACTION:

Consider the location options presented for a trophy case and make a recommendation to staff.

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Sally Shutt, Assistant County Manager, reviewed the background information and recommendation as recorded above. Ms. Shutt went over the three different location options located in the Courthouse. Commissioner Keefe stated the purpose of the trophy

case should be the location with the most traffic, so the public can see the various awards from the County.

The consensus of the Facilities Committee was the option downstairs on the Lower Level with a wooden bevel, so it looks more like a permanent fixture.

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6. OTHER ITEMS OF BUSINESS

There were no other items of business.

MEETING ADJOURNED AT 11:15 AM.