

**MINUTES
GENERAL OPERATIONS COMMITTEE
DAVID KLEIN, CHAIRMAN
NOVEMBER 6, 2023**

Present:

David Klein, Chairman
Chrissi Miller, Vice-Chairman
Mark Harrison
Deborah Holmes
Tim Jones
Terry Moss
Don Schmit

Also Present:

John Isbell, County Mayor
Eric Sitler, Law Director
Steve Weiner, Staff Attorney
Merrol Hyde, Commission Chairman
Jennifer Mitchell, minute taker

Chairman Klein brought the regular scheduled meeting of the General Operations Committee to order with an invocation on Monday, November 6, 2023, at 7:00 p.m. in the Sumner County Administration Building. Chairman Klein declared a quorum present to conduct business.

3. Approval of Agenda.

Without objection, Chairman Klein added additional office space for Finance Department as item 9b.

Comm. Miller moved, seconded by Comm. Jones, to approve the agenda as amended. The motion carried unanimously.

4. Approval of the Minutes of October 2, 2023.

Upon motion of Comm. Schmit, seconded by Comm. Harrison, the Committee unanimously voted to approve the minutes of October 2, 2023.

5. Report of Chairman. No report

6. Report of County Mayor. County Mayor John Isbell reported on old business items. Moving forward with engineer on archives building roof. Architect/Engineer working on design for jail roof. Courthouse parking structure is slated to open in June 2024. Draper House roof repairs completed.

7. Recognition of the Public.

Gabby Cato of 205 Daleview Avenue, Gallatin thanked the Committee for taking on the parking issue at the Library in Gallatin. She spoke about the number of available spots along with the number of visitors.

Comm. Jones moved, seconded by Comm. Schmit, to suspend the rules to ask Ms. Cato questions about parking issues at the Gallatin Library.

Ater discussion, Chairman Klein brought the meeting back in session.

8. Old Business.

a. Progress on Roof and Parapets of Archive Building.

County Mayor John Isbell addressed under his report.

Chairman Klein asked for this item to be removed from the agenda.

b. Progress on Roof of Sumner County Jail – Statement of Intent to Move Forward.

County Mayor Isbell addressed under his report.

Chairman Klein asked for this item to be removed from the agenda.

c. Update on New Courthouse and Parking Structure.

County Mayor Isbell addressed under his report.

After discussion, Chairman Klein stated he would work on a plan for library parking and asked to keep this item on the agenda going forward.

d. Securing the Draper House – What progress has been made?

Tracy Finegan confirmed the roof repairs completed and doors have been installed.

Chairma Klein asked for this item to be removed from the agenda.

9. New Business.

a. Documentation relating to Historic Brown House.

County Mayor Isbell gave the history of the Brown house and explained the schools are supposed to remove the bricks, the addition and preserve the house. Law Director Eric Sitler explained it is held in an extensive trust.

b. Additional Offices for Finance Department.

Chairman Klein moved, seconded by Comm. Miller to discuss. The motion carried unanimously.

Chairman Klein explained the Finance Department will add additional position(s) for the Opioid Abatement settlements and will bring purchasing for Highway Department in office and would like to close in office space. Estimate for build-out attached.

Comm. Miller moved, seconded by Comm. Jones, to approve up to \$20,000.00 for the buildout and forward to Budget Committee. The motion carried unanimously.

10. Adjournment. Upon motion of Comm. Miller and seconded by Comm. Jones, the Committee adjourned at 7:42 p.m.

Prepared by Jennifer Mitchell

General Operations

RECOGNITION OF THE PUBLIC

SPEAK ONLY TO ITEMS ON THE AGENDA

MEETING DATE: 11-6-2023

	NAME	COMPLETE ADDRESS & TELEPHONE #	AGENDA ITEM
1	Grabby Cato	205 Daleview Ave, Gallatin	court house parking
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11			
12			
13			
14			
15			
16			
17			

Offices 1 & 2

11/6/23

	Quan.		Cost/Item	Total
Remove Cabinets	3 3	Each	\$ 100.00	\$ 300.00
New Wall	12	L.F.	\$ 35.00	\$ 420.00
Drywall Patch	1	Each	\$ 100.00	\$ 100.00
Paint	840	S.F.	\$ 1.50	\$ 1,260.00
Floor Repair	1	Each	\$ 1,000.00	\$ 1,000.00
Move Lighting	2	Each	\$ 350.00	\$ 700.00
HVAC	1	Each	\$ 500.00	\$ 500.00
Misc. Elect.	4	Each	\$ 200.00	\$ 800.00
				\$ 5,080.00

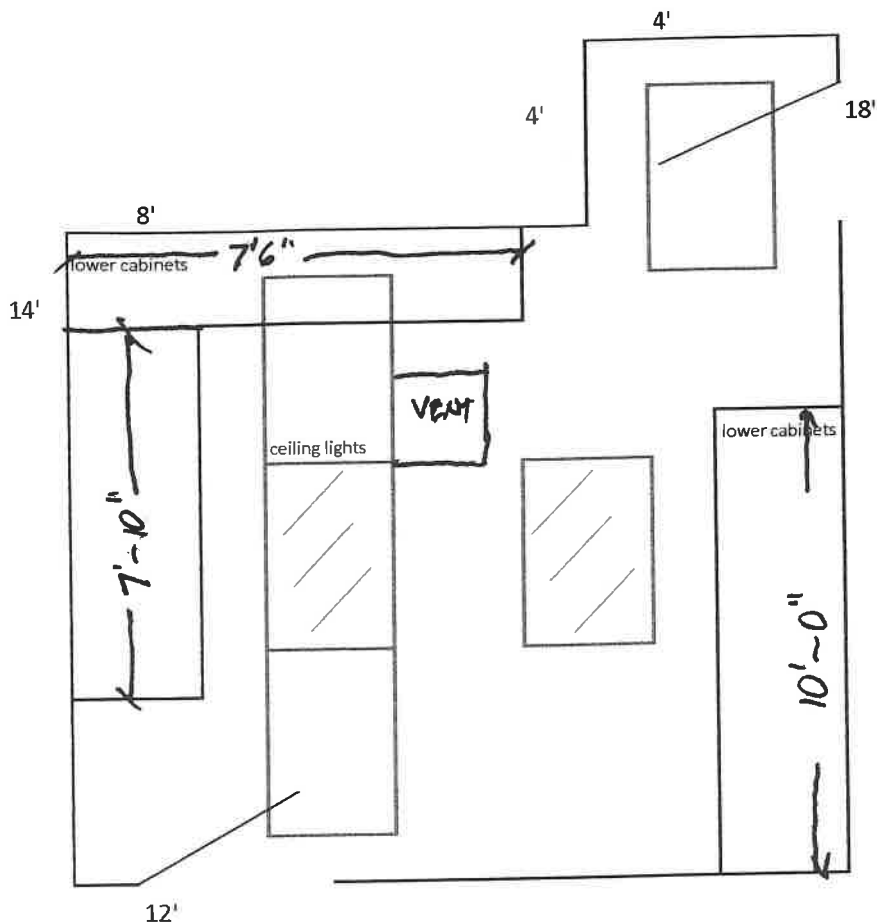
Storage Area

	Quan.		Cost/Item	Total
Install Cabinets	3	Each	\$ 200.00	\$ 600.00
Drywall Patch	1	Each	\$ 100.00	\$ 100.00
Paint	660	S.F.	\$ 1.50	\$ 990.00
Floor Repair	1	Each	\$ 500.00	\$ 500.00
				\$ 2,190.00

Offices 3 & 4

	Quan.		Cost/Item	Total
New Wall	53	L.F.	\$ 35.00	\$ 1,855.00
Drywall Patch	1	Each	\$ 100.00	\$ 100.00
Prehung Doors	2	Each	\$ 500.00	\$ 1,000.00
Paint	530	S.F.	\$ 1.50	\$ 795.00
Floor Repair	1	Each	\$ 100.00	\$ 100.00
Move Lighting	2	Each	\$ 350.00	\$ 700.00
HVAC	1	Each	\$ 500.00	\$ 500.00
Misc. Elect.	4	Each	\$ 200.00	\$ 800.00
				\$ 5,850.00

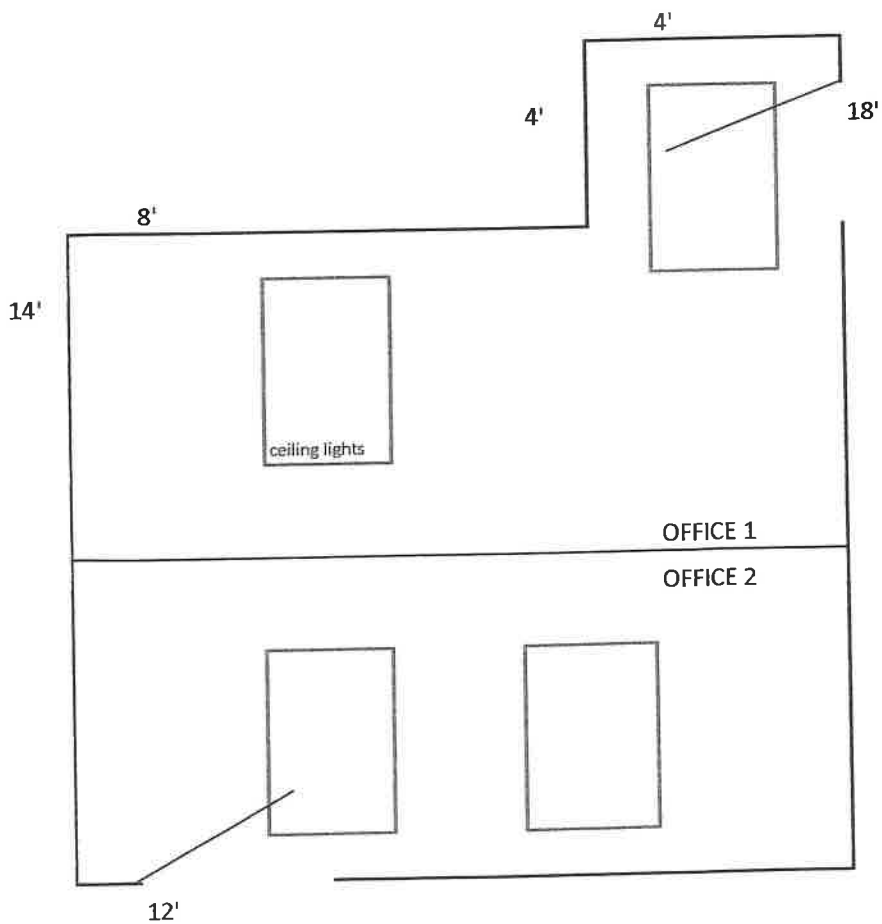
CURRENT FINANCE WORKROOM CONFIGURATION (all measurements are approximate)



TO ACCOMPLISH REMOD:

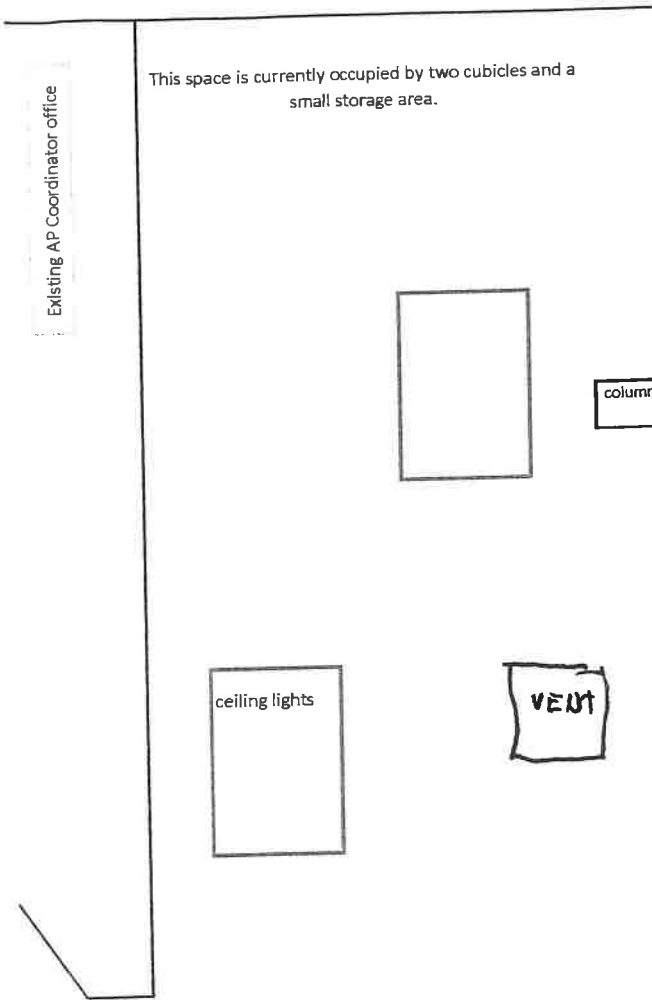
1. remove all cabinets
2. remove lights with hashes
3. add wall to divide space
4. add light in Office 2
5. repair flooring under cabinets
6. repair drywall behind cabinets
7. paint walls
8. not sure of electrical needs
9. not sure of hvac needs

PROPOSED FINANCE WORKROOM CONFIGURATION



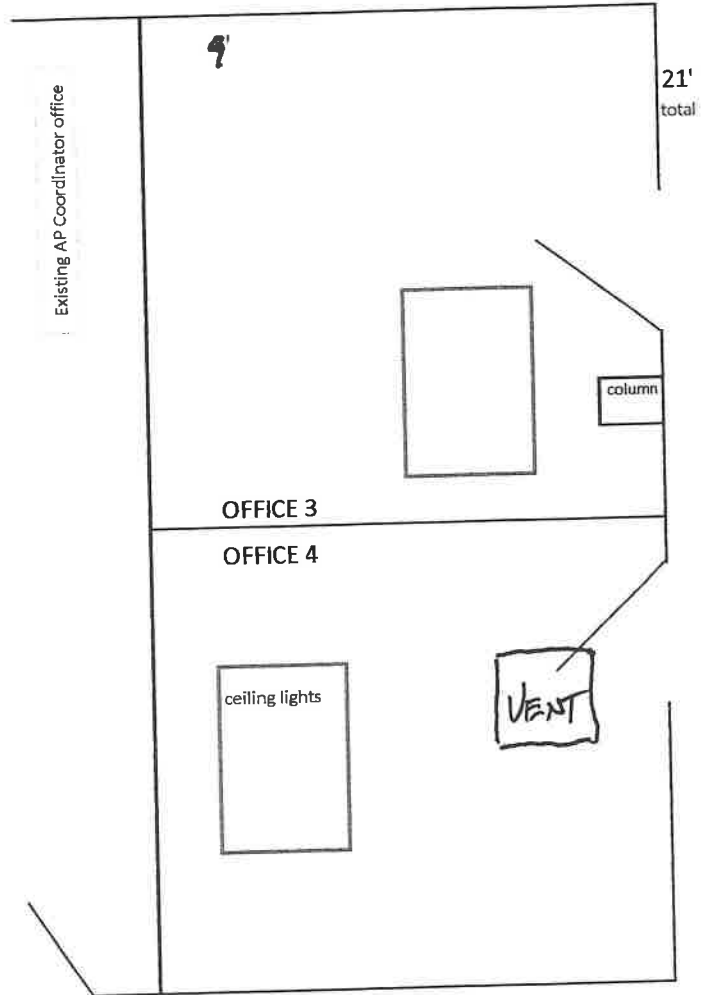
CURRENT FINANCE ACCOUNTS PAYABLE AREA CONFIGURATION

(all measurements are approximate)



PROPOSED FINANCE ACCOUNTS PAYABLE AREA CONFIGURATION

(all measurements are approximate)



TO ACCOMPLISH REMOD:

1. Remove existing cubicles
2. Add office walls
3. Repair existing walls
4. Paint
5. not sure of electrical needs
6. not sure of hvac needs
7. not sure of additional lighting needs