

**HALIFAX COUNTY BOARD OF SUPERVISORS
BUILDINGS AND GROUNDS COMMITTEE
County Administration Conference Room
1050 Mary Bethune Street
Halifax, Virginia
January 30, 2023 / 11:00 AM**

A. CALL TO ORDER

Committee Chairman Brandon called the meeting to order at 11:08 a.m.

B. ATTENDANCE

Committee members in attendance were Committee Chairman Stanley Brandon, Supervisor Dean Throckmorton (Remote Participation), and Supervisor Larry Roller.

County Staff in attendance were Scott Simpson, County Administrator; Oliva Epps, Strategic Programs Coordinator and, Charlene Hendricks, Executive Administrative Assistant.

C. NEW BUSINESS

1. Motion to Allow Remote Participation

Motion made by Supervisor Roller, seconded by Committee Chairman Brandon, to allow Committee Member's remote participation for Supervisor Throckmorton.

Motion passed 2-0.

2. Courthouse Lawn Buildings Renovation Bids

Mr. Simpson said the Board of Supervisors wanted to improve on the aesthetics of the buildings on the Courthouse lawn after the Courthouse project was completed pending available funds. He stated a mandatory pre-bid had been advertised, and there were 2 bids on the project. He referred the Committee members to page 2 of the meeting packet, and he said the low bid was from JE Burton Construction at \$605,000, and the second bid was from Blair Construction at \$836,000. He stated both contractors can have the work completed before the end of June 2023, and they can start within the next couple of weeks. He said the general scope of work is mainly all exterior, which will include electric services, roofs, soffit, fascia, gutters, windows, shutters, storm doors, and pointing of the brick mortar. He stated the roofing will be the same as what is on the Courthouse, so everything will match when it is all finished. He said the renovations will also include interior work on the two upper buildings, and noted one of those buildings is leased by Mr. Midkiff, and the other building will be leased by the Court of Appeals for Judge White's office. He stated those two buildings will get complete interior renovations.

Mr. Simpson referred the Committee members to page 4 of the meeting packet, and he stated prior to the borrowing of the money for the project, the Board had accrued about \$2.4 million, which is located in the Courthouse Reserve Fund. He said we have used approximately \$1.3 million, which leaves a little over \$1.1 million available in the reserve fund all of the borrowed funds were expended first. He stated there are costs remaining from the original project. He said once the work is complete which was just authorized for the Courthouse, we will owe Blair Construction approximately \$261,000 to close the

project including retainage. CJMW is closer to \$9,000 but the allowance is for \$10,950.65 to be safe, and the miscellaneous line item is for legal fees to close out the Consent Order with the Court System. He stated there was a painting taken off of the wall to be preserved up at the State, which will cost approximately \$5,000 to rehab the painting, but that will be another decision for the Committee members and Board of Supervisors. He said it leaves approximately \$832,000 of funds in balance.

Mr. Simpson noted if the low bid from JE Burton Construction is chosen, it will leave approximately \$200,000 in the reserve fund. He said there are some requests for additional bookcases, chairs, and other things for tenants of the building that we have been holding off on to make sure we had enough money to pay for those items at the end of the project. He suggested using about \$20,000 to get the rest of the furnishings that people discovered were needed for the building. He stated the balance of remaining funds could be used towards the debt service to cover part of the interest or principal, which would save money in the general fund budget that one time, and then that would close the reserve fund out.

Supervisor Roller asked if the roof for the Courthouse Lawn Buildings would match the roof of the existing Courthouse. He said it appears by looking at the two buildings south of the courthouse, they will need a total rebuild of the structural part because there is a huge swag in the slate. Mr. Simpson said the existing roofs will be torn off and replaced, and then anything that needs to be repaired or replaced is included as part of the scope.

Supervisor Roller wanted to know if the windows being installed would be period-type windows or if they would match the Courthouse windows. Mr. Simpson said the windows would be re-glazed, so they will be the same window frames. He stated if there is any rotten wood or broken window panes, those repairs will be done in like format.

Supervisor Roller asked if the two spaces north of the Courthouse would have an HVAC system installed. Mr. Simpson said the two buildings that are occupied will get new heat pump units, new electric services, and new meters. He stated the three lower buildings, which are used for storage, are going to get a small split system to control the climate for documents being stored, and one meter with extending sub-panels to the others because there's no point in paying for three meters.

Committee Chairman Brandon wanted to know how the windows would correlate with the Courthouse windows. Mr. Simpson said one of the reasons the decision was made not to replace the windows on the Courthouse Lawn Buildings was to keep the existing ones because they are within the time period of the Courthouse. He noted the windows at the Courthouse building itself do not match the time period because they are more modern.

Supervisor Throckmorton asked if Mr. Vaughan anticipates any surprises with the renovation. Mr. Simpson said when the advertisement was placed for the project, it required a mandatory pre-bid meeting with a walkthrough. He stated Mr. Vaughan had a specific list of everything that needed to be done for the buildings and issued addendums about gutter drains. He noted he is hopeful that there will be no significant surprises because the contractors asked questions during the walkthrough, and had a specific scope of work.

Supervisor Roller wanted to know the total square footage for all of the buildings. Mr. Simpson said he was unsure what the exact total footage is for all of the building, but he noted he could find out. He estimated all five buildings to be approximately 4,000 square feet, which would cost about \$150 per square foot. He stated he would get the exact square footage and present it at the next Regular Board Meeting.

Committee Chairman Brandon noted Blair Construction's bid is \$836,000 and JE Burton Construction's bid is \$605,000. He stated funds are available in the Courthouse Reserve Fund for the project.

Supervisor Throckmorton asked if the contractors are guaranteeing a completion date. Mr. Simpson said a completion date is guaranteed. He said both contractors can start the project in the next few weeks and the completion date is set for June 2023. He referred the Board members to page 3 of the

meeting packet which is the bid from JE Burton, which includes the project start date and estimated completion date.

Motion made by Supervisor Roller, seconded by Supervisor Throckmorton, to recommend the Board of Supervisors approve the contract for JE Burton Construction to provide renovation services to the Courthouse Square Lawn buildings.

Motion passed 3-0 unanimously.

3. Former Board Member Portraits

Committee Chairman Brandon stated the next item on the agenda is the former Board Member portraits. Mr. Simpson said there are 9 portraits in the former boardroom and a decision needs to be made to move them over to the new boardroom, locate them in various places of the Administration Building, or return them to the families. He noted there are other former Board members who served in the County who don't have portraits. He stated it is the pleasure of the Committee members and Board of Supervisors. He recommended showing appreciation to all of the Board members that have served throughout the years suggesting a plaque with brass nameplates. He said we could go back as far as the minutes would allow us for term dates and noted current Board members will also be included.

Committee Chairman Brandon stated the criteria was set requiring a certain length of time served for the Board member's portraits. He said there have been previous discussions regarding Lottie Nunn, who was the first female Board member that met the set requirement for the length of service, but a portrait for her was never done. Mr. Simpson said it's his understanding that the family creates the portrait and the County buys the picture frame.

Supervisor Throckmorton commented he is not sure what the criteria is for the length of service for the portraits, but he noted wall space is limited in the new boardroom. There was further discussion about the portraits, and it was noted the length of service varied. All three Committee members concurred that they like the brass nameplate suggestion to include all of the Board members who have served throughout the years, and the portraits in the old boardroom could be returned to the families.

Motion made by Supervisor Roller, seconded by Supervisor Throckmorton, approving the research of former Board of Supervisors who have served the County throughout the years for the development of a Commemorative Plaque of past and current Board members including their names and years of service, and return the Board Member Portraits back to family members.

Motion passed 3-0 unanimously.

D. MOTION TO ENTER CLOSED SESSION PURSUANT TO VIRGINIA CODE §2.2-3711

Motion made by Supervisor Roller, seconded by Supervisor Throckmorton, to enter into Closed Session pursuant to Virginia Code §2.2-3711, subsection (a)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Disposal of Former Bruce Library Building)

Motion passed 3-0.

The Committee members entered Closed Session at 11:28 a.m.

E. MOTION TO RECONVENE IN OPEN SESSION

Motion made by Supervisor Roller, seconded by Supervisor Throckmorton, that the Committee arise from Closed Session.

The Committee members returned to Open Session at 11:47 a.m.

F. MOTION TO ADOPT RESOLUTION FOR CERTIFICATION OF CLOSED SESSION

Motion made by Supervisor Throckmorton, seconded by Supervisor Roller, to adopt the following certification:

WHEREAS, the Halifax County Board of Supervisors Building & Grounds Committee has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by this governing body that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that this governing body hereby certifies that, to the best of each member’s knowledge, (i) only public business matter lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the governing body.

ROLL CALL VOTE

Committee Chairman Stanley Brandon	Yes
Supervisor Larry Roller	Yes
Supervisor Dean Throckmorton	Yes

G. ACTION RESULTING FROM CLOSED SESSION

Motion made by Supervisor Roller, seconded by Supervisor Throckmorton, to recommend discussion of the Letter of Interest for the former Bruce Library and the relocation of the Friends of the Library to be discussed during Closed Session at the Board of Supervisors Regular Meeting on February 6, 2023.

Motion passed 3-0 unanimously.

H. ADJOURN

Motion made by Supervisor Roller, seconded by Supervisor Throckmorton, to adjourn.

Motion passed 3-0.

The meeting adjourned at 11:48 p.m.