

Building and Grounds Committee Meeting
March 13, 2019 4:30 PM
Central Services Board Room

1. Call to Order- Mr. Jim Inman
2. Moment of Silence / Pledge of Allegiance- Mr. Jim Inman
3. Approval of Committee Minutes
4. Pleasant Hill Elementary Traffic Discussion
5. Other Discussion
6. Adjournment

Building and Grounds Committee Meeting

February 13, 2019 4:30 PM

Central Services Board Room

The Building and Grounds Committee met on Wednesday, February 13, 2019, in the Central Services Board Room where Mr. Inman called the meeting to order at the approximate hour of 4:02 p.m. He welcomed everyone to the meeting.

PRESENT:

Shirley Parris, District 3
Janet Graham, Director of Schools
Rebecca Wood, CAO
Mary Kington, Maintenance Supervisor
Gary Howard, SRO Supervisor
Kasey Lowe, Martin Elementary
Stephanie Speich, Brown Elementary
Debra Holbrook, County Commissioner

Jim Inman District 1
Teresa Boston, District 8
Kacee Harris, CFO
Bo Magnusson, Safety Supervisor
Brad Buffkin, Martin Elementary
Jennifer Magnusson, North Elementary
Jim Blalock, County Commissioner

- 1. Call to Order** – Mr. Jim Inman
- 2. Moment of Silence / Pledge of Allegiance** – Mr. Jim Inman
- 3. October 24, 2018 Building and Grounds Committee Meeting Minutes**

Parris made a motion to approve as presented.

VOICE VOTE: Parris (mover-yes)
Inman (seconder-yes)
All Ayes

MOTION: Carried unanimously

4. South Cumberland Elementary Sidewalk Extension

Inman introduced this item on the agenda and asked Mr. Threet to speak on this item. Threet passed out some photos to the committee. He said the first two pictures were aerial photos of the building and the sidewalk. He indicated where the sidewalk ends and where they would like to extend to meet the sidewalk on Lantana. His main concern is, even though the students are held until most of the student pick-up traffic is gone, the students who walk home still travel through the parking lot to get to the road. The bank would be removed and the walkway would be graveled. The walkway would remain graveled for the remainder of this year. The beginning of next year, we will take our money and pour concrete to finish the project. Threet said there are three quotes. One is from Andy Goss and it is for \$3,000.00 plus if he hauls off the extra dirt instead of leaving it on campus. It would be hauled to a location on campus. There is plenty of room there to put it there. He also mentioned using the dirt for fill at CCHS. Graham mentioned the timing may be off for that. Kington thought it would be better to leave it on site and let us come and get it. Graham asked Threet with leaving the dirt on site the total bill would be around \$5800.00. Threet confirmed it would. The committee discussed if they found rock when they were moving the dirt and the cost of removing the rock. Graham noted the Goss bid did not include moving rock. Threet responded, "He came out there and probed it and he knew that there might be." Graham mentioned all the bids exclude finding rock. She added "With good reason". Graham continued with the specifications that they would gravel the walkway for now and concrete it when they received their

capital outlay money. Graham asked which company he recommended from the bids. Threet responded, he would like to use Goss. They discussed the other bids. Inman made a motion to approve.

VOICE VOTE: Inman (mover-yes)
Boston (seconder-yes)
All Ayes

MOTION: Carried unanimously

5. Martin Elementary Parent Pick-up/Drop-off Awning

Inman asked Buffkin to present this item. Buffkin said, about three years ago a drive way was built alongside Martin. The parent pick-up/drop off was moved from the back parking lot area down to the side of the building and pick-up/drop-off outside of the gym. That area was not utilized previously so it didn't have awnings, or coverings. Now that we have students coming and going there and we are unloading anywhere from 8 to 10 cars at a time on the sidewalk we need a cover. It is unprotected from the weather. We have teachers who are in that area helping load and unload students and the awning would offer protection. The awning would cover the full width of the gym in that area, attach to the building and go out to the edge of the gravel driveway. We have three projects overall. Mr. Chamberlin completed the drawings on the first page. Buffkin described the specifications of the awning and the area it would cover (around 146' long and 12' wide). He said they would have an additional awning that would run from where that awning stops and continue to the awning at the front of the building. It would create a continuous walkway from the front doors all the way around the side. Buffkin presented the three bids for the awning. Inman questioned which bid they would choose. Buffkin said they would like to use Awning Works. They have completed satisfactory work at South Elementary last year. They also came with the lowest bid. Boston asked about the sidewalk. Graham replied it was not on this agenda item it would be next. Inman suggested we combine the items and discuss them as one project.

6. Martin Elementary Sidewalk Project

Buffkin continued on with the sidewalk project. He brought up pictures of the existing sidewalk and noted the area from the sidewalk to the building is grass. Right now that area has to be mowed. When students get out of the cars they have a narrow path to walk, if they are in the grass it could be muddy and on the sidewalk it is close to vehicles. With the awning covering this area completely the grass will not be exposed to sunlight or rain. The second project is to pour concrete from the right side corner of the building to the L shaped concreted area close to our garden area. All the grass between the two would be replaced with concrete. This will allow students to walk a safe distance away from the cars and provide a area on nice days for students to wait for their pick-up. That would also expedite the pick-up process. Inman asked which bid Buffkin recommended. Buffkin responded he that would recommend Chuy Uribe Concrete. They have the lowest bid. He also mentioned his children attend Martin Elementary and he included pressure washing the concrete so it all looked new when finished. Safdie asked if we have any water collection issues on that side of the building? Buffkin responded, " When we have a significant amount of rain, it will collect in the low lying, grassy areas, but the current sidewalk is pitched away from the building. The contractor will continue the same grade when adding the new concrete so we will not have water collection problems.

7. Martin Elementary Portable Building Project

Buffkin continued with the third project. He said in order to move more quickly we normally have a staff member to stand up the driveway. The driveway is probably 150 yards long and we have a staff member who stands 50 to 75 yards up the driveway. They stand out in the weather. This building is at SMHS and we would like to construct a similar building and place it along the

driveway so that staff member would have shelter from the elements. It will protect them from the rain but also have a floor to prevent standing in the mud. It will be fully enclosed with windows so the staff member could call for students before parents get to the pick-up area. It would make the line move quickly. The building could also be used for other activities. The bid on that is for materials only and the Construction Class at CCHS would build it. The building would be a portable building. Kington said the only concern she had was with the placement of the building in proximity to the school. The fire marshal would have to approve the placement of the building. Buffkin said if it was too close they could move it to the other side of the driveway. Graham said we would contact with the fire marshal to make sure we are in compliance. Inman asked which materials list he would recommend. Buffkin said Lowes had the lowest bid and he recommended we use them. Inman mentioned the quotes have sales tax added. Buffkin said they would not quote tax-exempt without a tax-exempt form on file. Boston asked where the funding comes from? Buffkins responded, "The total funding for all three projects is around \$29,000.00, \$6,000.00 would be coming from capital outlay for this school year. The remaining \$21,000.00 to \$23,000.00 is coming from school fundraisers. We have been saving for the last year with these projects in mind. Inman asked if the parents were notified that they were raising funds for this project? Buffkin confirmed they were. Boston made a motion to approve all three projects.

VOICE VOTE: Boston (mover-yes)
Parris (seconder-yes)
All Ayes

MOTION: Carried unanimously

8. North Cumberland Elementary Raised Garden Beds

Inman introduced this agenda item. Magnusson stated Mrs. Marsha Polson, who is a member of Family Community Education Club, approached her and they have written a VEC grant to supply a raised garden vegetable bed for our school. She said she felt this was a good idea and the children who attend the 21st Century after school program would benefit from this project. She also mentioned the Ag classes could benefit from it as well. Her first question to Polson was "who will maintain this?" Our children will work in it and learn "farm to table" type things. She said the club will also help maintain this. They have raised the funds and earned the grant for all the supplies to build the beds. Mrs. Polson has talked with Phoenix school and they have completed this project at another school. The students will come and build the beds and plant a garden. This is a simple project. Mary Kington came out to see the location we are planning to build the garden beds. Boston made a motion to approve.

VOICE VOTE: Boston (mover-yes)
Parris (seconder-yes)
All Ayes

MOTION: Carried unanimously

9. Brown Elementary Playground Benches

Inman said the next item on the agenda is Brown Elementary playground benches. Boston said this is pretty self-explanatory and was not costing the school anything, She made a motion to approve.

VOICE VOTE: Boston (mover-yes)
Parris (seconder-yes)

All Ayes

MOTION: Carried unanimously

10. Other Discussion

Inman said we have Mr. Jim Blalock here to talk about a concern he has at Pleasant Hill Elementary. Blalock noted, "I brought my partner with me!" Holbrook mentioned they are district 8 county commissioners. Missy Carter and the Mayor of Pleasant Hill who is looking at the traffic patterns around the school brought this to our attention. On occasion and fairly often seem to result in a dangerous situation. She asked Blalock if he wanted to expand on the map. Blalock stated the concerns he has regarding the traffic flow during drop-off and pick-up times at the school. He said it was worse on Fridays. He said sometimes the traffic is backed up all the way to Main Street. His concern is for oncoming traffic and a blind curve. He stated people are usually traveling too fast on that road and he is concerned that it will cause a bad accident. Graham asked if there is a big mirror there where you can see down Mayland Rd. The committee discussed how the mirror is helpful to see if another car is coming around the curve. Blalock asked Howard how long the traffic normally takes to clear out. The committee discussed that most of the problem arises from parents/guardians being at the school early. Howard responded less than 20 minutes. Some arrive around 1:30. Blalock continued with his traffic solution on his map to reroute the traffic on school property, which would require adding parking for the traffic and they wouldn't be on the road. Blalock mentioned they would need 140 feet and the area was gravel so it should be solid, but they would need to remove a couple of trees. That would make enough room for all that traffic that is backed into the road. The committee discussed the bus traffic and the route they use for loading and unloading students. Inman asked Blalock about the traffic only being bad on Fridays? Blalock said "Friday, or before a holiday." Graham stated, "We addressed this last year before spring break. We had the sheriff, Mr. Howard the SRO, Mr. Magnusson and Mary Kington. She described the changes that were made at that time to relieve the traffic situation. Graham stated she had not heard anything about any issues since last year. Boston asked if the individual citizens are concerned about the traffic, not parents who are picking up student. Boston asked Howard to step forward. She said she talked to him earlier in the day and asked him to take a look at this. She asked Howard to share his ideas with the committee. Howard said he had been at the school watching what was happening. Monday there was no traffic on Mayland Road that day. He continued, "One of the things that we feel we have an issue with is that we don't have enough data yet to be able to make a good decision." He said on Tuesday we had 2 cars on the roadway that day. He said they were out of the road in two minutes. Howard went over the traffic patterns on a normal day. He moved the SRO the trouble area to see if that would help with the traffic there. The school is also sending out a letter to tell parents it is illegal to park on the road. Howard said he does not have enough data to tell you what is happening. If we have several cars backing up on the roadway we have an issue. If we are having two or three cars for two minutes then we can move them to get the relief needed. Officer Higgins was out on the roadway today and if they had a back up he motioned them to go on and come back when they had room to turn in. Boston asked that was helpful? Howard replied it was. Boston and Inman asked where Officer Higgins had been stationed before? Howard said he had been helping students across the road. Some parents have determined it was faster for them to park across the street from the school in a parking lot and wait for their child. Graham said she thought the principal had told them they couldn't park across the street. The committee discussed parking across the street and how it is not a proper crosswalk. Boston asked if we could do anything we could do to stop parents coming across the road to pick up kids? Howard said he thought so. He continued, "We need a two week period to study the patterns and assess the data so we can see what is happening and what we need to change. The committee discussed the area where children are crossing the road. The crosswalk is closer to the post office. Kington commented on the crosswalk and why it is closer to the post office. She said you cannot have a crosswalk going to a ditch on the other side of the road and that is why the crosswalk is further away. Kington and Howard discussed the area and how they could widen the parking lot to accommodate more

cars to keep them off the roadway. Boston asked if the parking area where the teachers park was blocked by parents picking up their children. Graham said they should have the parking lot cleared by the time the teachers would be leaving at 3:05. She asked Howard if they have traffic problems after 3:05. Howard said it would be cleared out by then. Howard said the only issue was the turn in and the curve. Howard said his recommendation would be to put a 3 way stop at that intersection. Graham asked if that is something the city of Pleasant Hill would do? Inman mentioned that is inside the city limits of Pleasant Hill. Howard said the stop sign is probably the best thing to slow traffic in that area. Boston questioned Blalock where he wanted to add the additional parking area. Blalock described how they could reroute the traffic to alleviate the traffic on the roadway. Howard said he had the same problem at Homestead. He said he was able to correct the problem within two weeks. He knocked on windows and told parents they would have to move and couldn't block the road. Before we decide to change anything we need to determine what needs to be done. Graham said she appreciated the option of additional parking, but it would be a very costly option and would like to avoid spending that much money if possible. The committee discussed how the traffic problems happen at every school and they have found ways to move them quickly. Howard said we have backups in every school. Inman said at this point we need to give Howard a two-week period to see if he can determine what needs to happen and also look at policy and see if we need to make changes there. He asked Howard to report back to us at the next Building and Grounds Meeting. Graham mentioned and the committee discussed stopping the parents from parking across the road to pick up kids and making the kids go to the crosswalk to cross the road. The committee said the crosswalk was not close enough to the school and it did not have a officer at the crosswalk to make it safe for children crossing the road. The committee also discussed the consequence of not allowing the parents to park across the road and waiting for kids. The officer could give tickets, but when the officer is not there the parents would start parking there again. Holbrook mentioned they needed a officer at the intersection because of all the traffic problems. Howard responded they haven't had an officer there until this year. The reason they needed him at the intersection is because the cars were speeding through the school zone. Graham asked where the flashing lights were? Kington showed where they were. Magnusson mentioned the pick up time is when we are the most vulnerable. When the officer leaves that school to go out and direct traffic it is leaves the school unprotected. Howard said there are multiple things we need to look at policy wise before we go into construction. Graham said she didn't think we could prevent them (students) from exiting there, but you can prevent them from using a place that is not a crosswalk. Boston said again we should give Howard and Magnusson a two week period to study this situation and let them report back to determine what changes we need to make. The committee talked about talking to the parents who are parking across the street to let them know they will not be allowed to pick their children up from there and will be required to wait in line. The committee concluded the biggest problem is parents who get there two hours early to pick up students. Boston made a motion to get data for a two – three week period and make a recommendation to the committee. Boston asked if Blalock could ask if the mayor to check into adding the three way stop sign.

VOICE VOTE: Boston (mover-yes)
Inman (seconder-yes)
All Ayes

MOTION: Carried unanimously

11. Adjournment-Parris made a motion to adjourn.

VOICE VOTE: All Ayes

MOTION: Carried Unanimously

(The meeting was adjourned at the approximate hour of 5:30)

Mrs. Janet Graham
Director of Schools

Mr. Jim Inman
Building and Grounds Committee

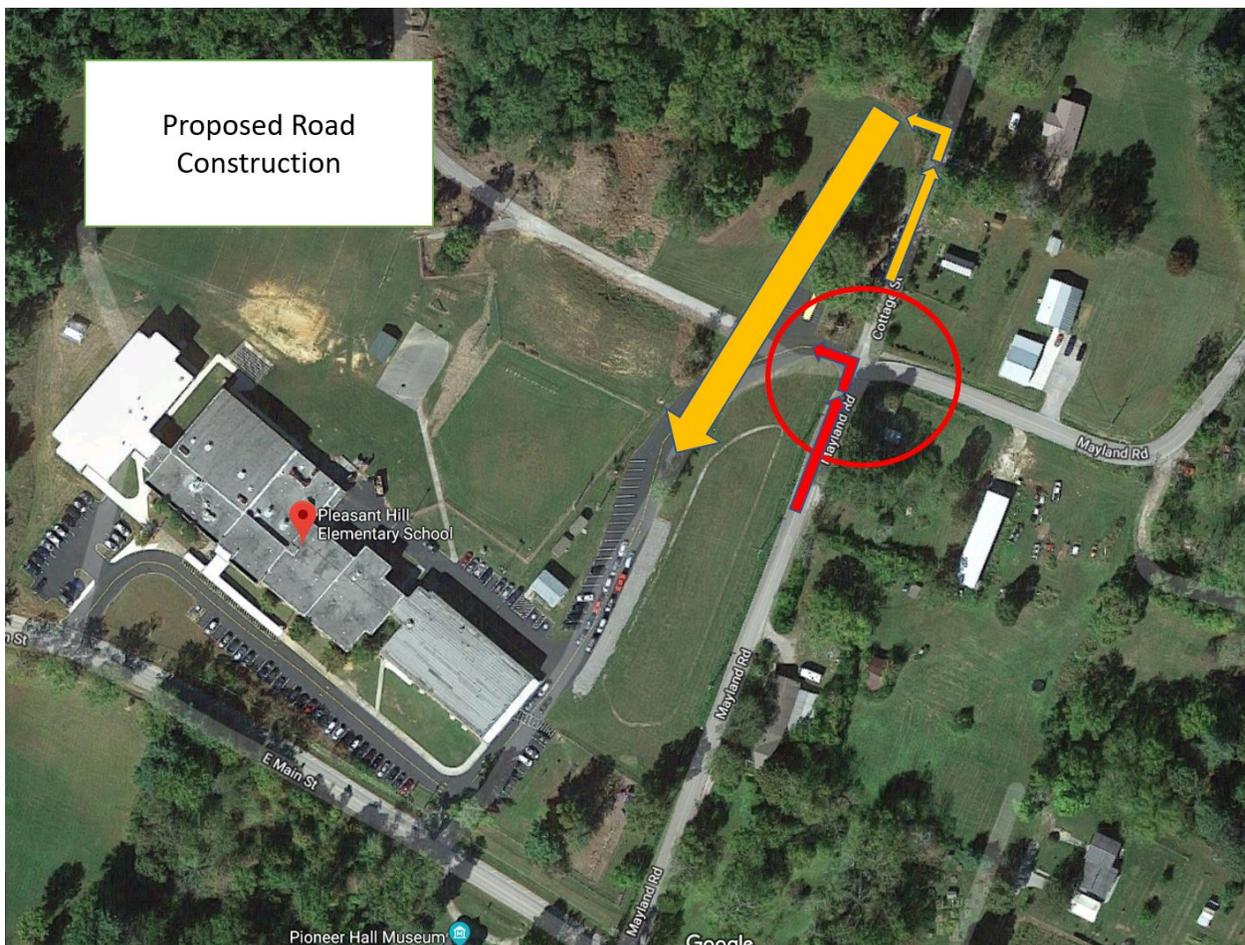
Jane Franklin
Executive Assistant for the Director of Schools and BOE

Pleasant Hill Traffic Study

On February 11, 2019, I received information that there were complaints that vehicles were backing up on Mayland Road during pickup time at Pleasant Hill School. I was assigned the task to observe the pickup sequence and determine if changes should be made to correct any problem that might exist. I met with SRO Jim Higgins and Principal Missy Carter. SRO Higgins stated it wasn't a bad problem but he understood that the Mayor of Pleasant Hill was dealing with complaints and forwarding them.

On Monday, February 11, 2019, at approximately 1335, SRO Higgins, Principal Missy Carter, Commissioner Jim Blaylock and I met and observed traffic pick up until 1520 and there were no vehicles waiting on Mayland Road at any time during pickup.

Commissioner Jim Blaylock showed me a plan for the school system to make a new entrance to the school, off Cottage Lane, about 140 feet from the current entrance. The current entrance would be blocked to traffic and a new entrance, gravel road and culvert would need to be installed. That would add enough space for additional cars and relieve the traffic back-ups.



On Wednesday, **February 13, 2019**, I Met with SRO Jim Higgins, Principal Missy Carter and Safety Director Bo Magnusson (via phone) concerning the Pleasant Hill Traffic Issue.



SRO Higgins logged 28 cars at 14:15, 38 cars at 14:25, 46 cars at 14:35, there were two “2” cars for less than ninety “90” seconds on Mayland Road. We met with the Building and Grounds Committee of the School Board on Wednesday afternoon.

Our temporary solution to enhance safety until a permanent solution can be found is as follows:

- Move traffic up at 2:15 and 2:33
- Inform Pre-K to enter through the front gate to the front of the building for pick up.
- Send a letter home to the parents about arrival times, request they do not arrive on campus until 2:15, advise them we release at 2:47 and discourage parking on Mayland Road.
- Redeploy SRO Higgins on Mayland Road to the back of the school to direct cars closer together and discourage cars from parking on the road.
- Reassess after this procedure change to determine if additional steps are needed.

On Thursday, **February 14, 2019**, there were 4 vehicles parked on Mayland Road for approximately 90 seconds at 14:38 and then cars moved up clearing the road and allowing for additional cars on campus.



On Friday, **February 15, 2019**, Bo Magnusson, Director of Emergency Management and Security and I met at Pleasant Hill School to again observe traffic. We were able to utilize a drone to capture the process from above as well. SRO Higgins logged cars as follows:

- 13:30 - 3 cars
- 14:00 - 9 cars
- 14:10 - 15 cars
- 14:20 - 27 cars
- 14:30 - 34 cars

No vehicles were on Mayland Road. We also observed the “church” parking lot and determined that parents were NOT parking there and walking across to get children. I observed 5 vehicles with no one inside. Several children walked across the road to the church area but they were going for meetings or because parents worked there.



On **February 15, 2019**, Principal Missy Carter and Asst. Principal Abbi Dunford sent a letter out to the parents of Pleasant Hill students reminding them of pick up procedures. The letter requested they not arrive until 14:15 and requested they arrive between 14:35 and 15:05 when traffic is actually moving through the parking lot. She reminded them they were not allowed to sit on Mayland Road and wait to get into the parking lot. She also reminded them of T.C.A. Code 55-8-160 that parking on the roadway was illegal.

On **February 18, 2019**, there was no school due to President's Day.

On **February 19, 2019**, we once again monitored traffic at Pleasant Hill School. The cars were as follows:

14:11 - 13 cars

14:20 - 21 cars

14:21 - Cars moved up to the first position.

14:25 - 32 cars - nothing in the road

14:30 - 43 cars - moving up to the corner - nothing in the road

14:35 - 57 cars - one on Mayland Road waiting to turn in for 90 seconds.

14:37 - 60 cars - moving around to the front of the building.



On **February 20 - 21, 2019**, there was no school in Cumberland County due to weather.

On **February 25, 2019**, I observed traffic and redirected four vehicles that arrived before 14:15. The final move up was completed at 14:36 and no vehicles were on the road.

On **February 28, 2019**, there was no traffic on Mayland Road.

On **March 1, 2019**, there was one car on Mayland Road that waited for 30 seconds to turn in at 14:35. Once the last move was completed there was an abundance of room for additional cars.

On **March 4, 2019**, there were no cars on Mayland Road.

SUMMARY

Complaints were made that alleged traffic was backing up on Mayland Road all the way out to Main Street at times during student pickup at Pleasant Hill School. Director of Emergency Management & Security, Bo Magnusson, Pleasant Hill Administration, SRO Jim Higgins and I conducted a traffic study for several days between February 11, 2019, and March 4, 2019. The study revealed that at times up to four (4) vehicles would back up on Mayland Road waiting to turn into Pleasant Hill campus. The maximum time vehicles were present on Mayland Road was ninety (90) seconds.

We looked into the cause of the traffic congestion to determine if construction of a new entrance and drive was necessary or if minor procedure changes could correct the issue. It was determined that parents were arriving as early as 12:30 to pick up children so they could be first in line. Vehicles were being stopped to allow kitchen personnel to leave and not being pulled up until after they left. Principal Carter took swift action to correct the problem by sending a letter to parents reminding them to wait until after 2:15 p.m. to come to the campus and reminded them that children would not be released until after 2:47 p.m. She also initiated an earlier advance of cars to multiple positions to alleviate overflow onto Mayland Road. Since the implementation of this corrective plan, there has only been one day that a vehicle was on Mayland Road for approximately 30 seconds.

It is impossible to predict how many cars will be in the pickup line each afternoon due to the different functions that go on; however, we believe that there is not a significant problem that creates a traffic hazard at the Pleasant Hill School. Even if there were to be a wait to get into the parking lot of Pleasant Hill school of a couple of minutes it would be no more than waiting for a traffic light to change at an intersection.