

Yankee Springs Township
Special Meeting
BOARD OF TRUSTEES
TOWNSHIP FACILITY MEETING
November 12, 2015 at 8:20 AM
FINAL NOTES OF MEETING

Present at 7:55 AM: Campbell, Englerth

Staff Present: A. Jansma, F. Fiala.

Visitor: Scott Haven

Jan Lippert arrived at 8:02 AM

Discussion began with review of sketches for potential addition(s) to- or of remodeling
The township hall/office. Bruce Campbell provided a sketch for today's discussion.

Call to order at 8:05 AM: Present Englerth, Campbell, Lippert.

Absent: Jerkatis and Rottschafer.

Discussion: Lippert submitted another sketch which came from Marge; Jan; and Dan Scheuerman.

*Both Sketches Attached

A. Jansma commented on Dan (Assessor) being the hub of the office.

Roger Rottschafer joined the meeting at 8:20 AM

(John Jerkatis was called)

Jerkatis joined the meeting at 8:40 AM. J. Jerkatis had planned on the meeting being next week and apologized. His drawing was not presented.

Conversation took place regarding building out of the back of the current building. Pilasters were mentioned as being an issue. Storage for voting equipment, chairs and paper (archives) from the basement was noted as an important need by Englerth. Englerth commented on a storage area out of the back of the building (East) that would accommodate just about everything, clean up storage area in the township hall and clean out items stored in the basement. A quick ballpark figure for this would be about \$25,000. For a 24x24 addition. Englerth commented on building a storage area in back of the existing building as being economical. It would not have to tie into the roof line or involve brick.

Englerth commented that a small kitchen area would be needed for staff and civic meetings that are held throughout the year with use of the hall.

Englerth commented on a meeting that he attended with Roger Rottschafer at Orangeville Township's office/hall and how Roger felt that Orangeville had a very good layout and felt it was exactly what YS needed. Englerth felt that it would be a good idea for other board members and office personnel to see Orangeville's office layout. J. Lippert commented that Orangeville was a new building from scratch for \$700,000. Rottschafer pointed out that what he liked was the "office or administrative" part of the layout.

Discussion went back to Campbell's drawing. Windows were discussed. Jerkatis felt that the kitchen could be accommodated with a refrigerator, sink, counter-top stove and microwave at the north end of the existing room and still open up enough space for a reception room.

Discussion continued on heating, ceiling work, duct work, and insulation. Englerth commented on the large heat loss of the building (currently).

Lippert questioned the heating for the east storage addition mentioned by Englerth. Englerth commented that the storage unit would not need to be heated to anything more than 45 degrees. Englerth suggested a separate stand-alone furnace and either a dehumidifier or an air unit (to remove moisture). "Mini-splits" were mentioned as an alternative. They are a unit that heats and cools. The units hang on the wall. \$3,550 price per unit was mentioned.

Englerth commented that he liked Campbell's concept. Englerth commented on having the board still going over to Orangeville to look at their facilities. Englerth feels the board needs to decide whether a \$20,000 or \$25,000 storage area makes sense or not.

Jerkatis would like to see a plan on how much space is actually needed for polling on polling day (one or two days a year). J. Lippert commented to have this information at the next meeting. Jerkatis commented on alternative sites for voting. Jerkatis also commented on maximizing the use of the existing structure.

Englerth commented on paper/document archives in the basement. Scanning was mentioned instead of storing paper documents. It was mentioned that Marge is scanning minutes and other documents currently filed as paper. It was noted that the assessor's documents have to be filed (as paper) per state law. (99 years was noted as the storage requirement earlier in the meeting).

Englerth commented on not knowing or having a projected one-year, five-year or fifteen-plan. Englerth commented on adjusting Campbell's sketch (relocating the Assessor's office) to go forward and make some decisions. "And if two years from now it doesn't work, you don't go backwards. At least it will let us go forward and make some decisions, and if we don't like that, we don't have to go backward to move forward again," added Englerth.

Rottschafer referred to what Orangeville has for their office plan. Jan suggested Board Members and staff visit Orangeville Township and tour their facilities. Their office is opened only on Wednesday (one day a week) with Dan Scheuerman being there on the first Friday of every month. Discussion Englerth will arrange with Supervisor to visit Orangeville Township offices to see their office/administrative layout.

Discussion occurred on the need or (the lack of need) for the kitchen. Suggested by J. Lippert to visit Orangeville Twp. offices on a Wednesday when the Orangeville Clerk is in the office.

Motion by J. Lippert with support from Campbell to adjourn meeting at 9:00 a.m. Approved by all.
MOTION CARRIED.

Respectfully submitted:
Deb Mousseau (via audio recording) and notes submitted by:
Recording Secretary 11/18/15

Date:

Approved December 9, 2015

Janice C. Lippert, Yankee Springs Twp Clerk