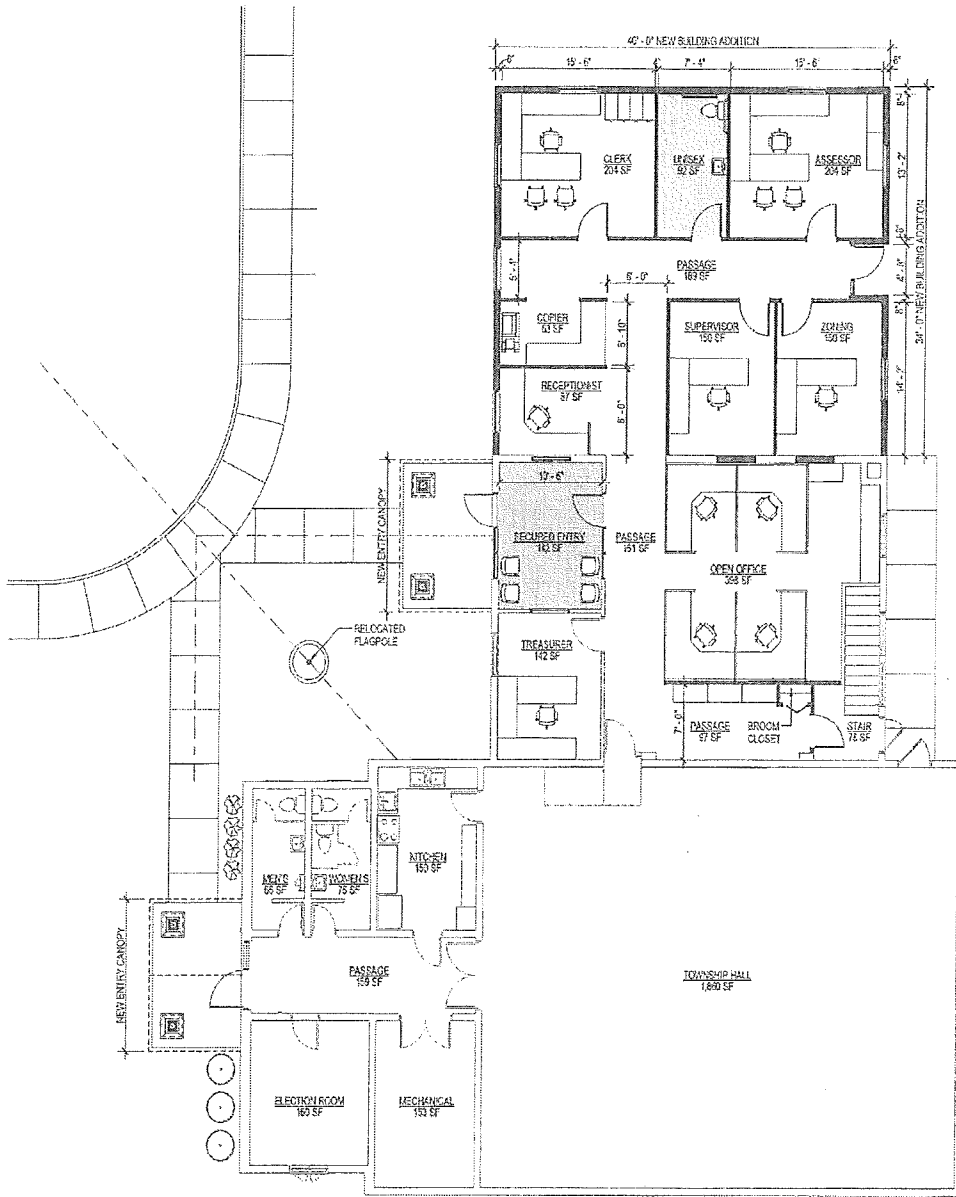


<p style="text-align: center;"> YANKEE SPRINGS TOWNSHIP <u>Renovation Committee Meeting</u> <u>Wednesday, August 7, 2019</u> 3:00 p.m. Yankee Springs Township Hall 284 N. Briggs Rd., Middleville, Michigan 49333 MINUTES </p>	<p> FINALMINUTES Page 1 of 3 Renovation Committee First meeting- Kick off 8.7.19 Approved 9/12/19 </p>
<p><u>Meeting called to order at approximately 3:04 p.m. by Larry Knowles.</u></p> <p>Present: Alice Jansma, Larry Knowles, Dan Scheuerman, Marge VanderMeyden, Deb Mousseau.</p> <p><u>Committee members absent with notice:</u> Jan Lippert, Nancy Near.</p> <p><u>Visitors:</u> 3 (not including staff present or those being interviewed).</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p><u>4. ACKNOWLEDGEMENT OF VISITORS:</u> From Fleis & VandenBrink: Don DeVries, David Gibbs, with Jerry Fleis joining the meeting at 3:35 p.m.</p>	<p><u>ACKNOWLEDGE- MENT OF VISITORS</u></p>
<p><u>5. PURPOSE OF MEETING:</u></p> <p>Kick off meeting for Renovation of office and hall.</p> <p>Brief review took place of Rutland Charter Township's renovations.</p> <p>Don DeVries asked for <u>items desired to be in the renovation:</u></p> <p>Knowles noted that a <u>generator</u> had to be installed soon -prior to construction- and he didn't want it to conflict with construction plans. It was noted that a meter was on the south end of building.</p> <p><u>White board panels</u> that had closets behind them (seen at Rutland). It was noted that these would serve better in a conference room rather than in the hall area.</p> <p><u>For the hall: a raised platform</u> for the board to be seated on -was noted. This platform would also make it possible to run wire/cords underneath for screens so that both the board members <u>and</u> the audience could view power point presentations, documents, etc.</p> <p>Along with <u>screens/monitors, speakers and microphones</u> would be needed. The screens/monitors/tvs would not be just for the audience. There would be additional (screens) and positioned for the board members to see, as well.</p> <p>-----</p> <p><u>The newest drawing of F & V was reviewed.</u></p> <p>An office reception area with seating was discussed at this time.</p> <p>Jansma noted large amount of space in hallway could be used for other items (larger offices).</p> <p>Conference room would have a work space area and two work stations taking them (the work stations) out of the reception area.</p>	<p><u>PURPOSE OF MEETING</u></p>



Wall between copier and receptionist could be removed, if not load bearing.

Need of new furniture was noted as most furniture is well worn and out of date. It was the consensus that the renovation would include new office furniture.

The unisex restroom on the north wall of addition was eliminated. Later discussion occurred regarding making the restroom a storage room instead. Shelving would be useful, as it was mentioned that some banker boxes are stacked four high in basement.

Also recommended was switching the **Supervisor's office** with the **Treasurer's office** (on the drawing) so the Treasurer's office would be next to the secured entry/sliding glass window. In addition to switching, it was noted that more space was needed in the Treasurer's office for the Deputy Treasurer. So the Supervisor's office could be smaller and Treasurer's office larger.

Cubicles or workstations (for employees who do not work in building every day) were noted. These could be placed in the conference room. Privacy for Code Enforcement Officer was needed if he/she were to use a cubicle or workstation. Possibly the Code Enforcement Officer could use the Zoning Administrator's office.

Also noted in regard to office space issues: The Deputy Clerk and Receptionist currently use the same space and a Zoning Administrator's office was suggested as a possible need sometime in the future.

Storage space in the previously planned unisex restroom was discussed.

Storage space in the hall— A long storage area/room running the length of the south wall of the hall was mentioned, as well as the storage on the north wall of the hall. Election issues were mentioned. It was noted that our hall is very large compared to most township halls. Storage for extra chairs at back or SW corner of hall was noted as well.

Dan S. asked "What's 'New' in Current Projects". The current work in Dewitt was noted, and safety and security features were mentioned as a police department is part of the Dewitt project.

Next Meeting date: Wednesday, Aug. 28th at 3:00 p.m.

ADJOURNMENT:

The meeting drew to a close at 4:10 p.m.

Respectfully submitted:

Date: By Board of Trustees Sept. 12, 2019

Deb Mousseau

Recording Secretary 8.7.19 p.m.

Approved :

Janice C. Lippert, Township Clerk

Sketch/plans by L. Knowles follows:

FINAL MINUTES

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Renovation Committee

First meeting- Kick off

8.7.19

ADJOURNMENT

