

<p style="text-align: center;"> <b>YANKEE SPRINGS TOWNSHIP</b>  <b>BOARD OF TRUSTEES</b>  <b>Special Meeting Meeting</b>  <b><u>With Fleis &amp; VandenBrink regarding Township Office &amp; Hall Renovation</u></b>  <b><u>Wednesday, May 22, 2019</u></b>  <b>6:00 p.m.</b>  <b>Yankee Springs Township Hall</b>  <b>284 N. Briggs Rd., Middleville, Michigan 49333</b>  <b>MINUTES</b> </p>	<p> <b>FINAL MINUTES</b>  <b>Page 1 of 4</b>  <b>Spec. BOT Mtg. Re: Twp. Office &amp; Hall Renovation</b>    Approved June 13, 2019 </p>
<p> Meeting called to order at approximately 6:00 p.m. by appointed Temporary Chairperson, Alice Jansma, in absence of Supervisor Mark Englerth.  <b>PLEDGE OF ALLEGIANCE</b> –waived.  <b>Roll Call: Township Board:</b> Present: A. Jansma, J. Lippert, L. Knowles.  Absent with notice: M. Englerth (M. Englerth entered the meeting at 6:40 p.m.)  Absent: S. VandenBerg  Also in Attendance: Dave Gibbs- Architect and Don DeVries of Fleis &amp; VandenBrink  <b>Staff Present:</b> M. Vandermeijden, S. Marcukaitis, D. Scheuerman, F. Fiala, N. Near.  <b>Visitors:</b> 4 visitors </p>	<p> <b>CALL TO ORDER</b>    <b>PLEDGE</b> <i>waived</i>    <b>ROLL CALL</b> </p>
<p> <b>PURPOSE OF MEETING:</b>  <b>Meeting with Don DeVries of Fleis &amp; VandenBrink regarding Twp. Office and Hall Renovation.</b>  <b>Don DeVries</b> commented on 2012 concepts/plans of Fleis &amp; VandenBrink.  Plans/concepts were distributed. (One plan each from the following: Fleis and VandenBrink, Larry Knowles, and a preliminary concept from Marge VanderMeyden. <i>Please see attachments.</i>  <b>STAFF INPUT/DISCUSSION:</b>  <i>Marge VanderMeyden</i> noted that <u>it was approved for an addition to the hall in 2012.</u>  <i>Alice Jansma</i> – previous plans that were approved did not have <u>security</u> features.  <i>Dan Scheuerman</i> – need <u>storage space for the filing cabinets.</u>  <i>Don DeVries</i> – spoke of the <u>weight of the cabinets being an issue.</u>  <i>Nancy Near</i>- need <u>room for a couple of chairs in Dan’s (Assessor) office for a meeting.</u>  <i>Larry Knowles</i>- spoke of additions to the hall such as a <u>sound system and a couple of large screen tvs for presentations.</u>  <i>Greg Purcell</i> spoke of maybe making the hall a little more formal of a setting. Maybe a <u>raised area for the board (dais)</u> could be incorporated. People will be able to see who the speakers and representatives are. Purcell also noted that people behave according to the environment that they are in. <u>Better amplification system/microphone and tv(s) for presentation</u> would be helpful. Purcell also brought up elections and checking out other townships and how they handle elections. Purcell commented that the hall should reflect the importance of what you are doing (voting). </p>	<p> <b>PURPOSE OF MEETING</b> </p>

*L. Knowles* envisioned in-floor outlets for cables for tv and other items rather than having cords all over. Also have a tv (screen) that the board can look at as well.

*Nancy Near* commented on having windows in the hall as an improvement.

*J. Lippert* noted Rutland Twp. created a fake wall to hide stack of chairs.

*Alice Jansma* mentioned talk of building a whole new township hall by the fire station and noted that she thought that the land at the fire station location is too valuable.

*M. VanderMeyden* - More storage is needed for election items. The room near the handicapped accessible restroom that is used for election materials/equipment is overcrowded.

*J. Lippert* inquired about requirements of Homeland Security.

Discussion occurred on a Conference room – consensus was to have it closed off – no windows. It was noted that break off meetings with the board and the attorney currently are held in a small office (former Zoning Administrator's office).

*Dave Gibbs*-Architect- noted this evening was just getting general ideas as to what direction to go. D. Gibbs noted that the following information would be helpful at the next step (a list): Who needs private offices; who can be out in the open office area; how much day-to-day files/storage needs to be accessible; and how much archive storage area is needed.

*A. Jansma* mentioned that Dan Scheuerman goes to approximately four or five different townships.

*Dan Scheuerman* noted Rutland, Thornapple and Orangeville are working with secured entrances. Irving Township is a converted church building and they have taken some security measures. D. Scheuerman noted the use of counters/vestibules as a waiting area.

*Don DeVries* of Fleis and VandenBrink commented on putting a proposal together, then the proposal would have some initial time for concepts and then once a footprint is agreed upon, then it goes into design/construction drawings. Then it goes to the point where quotes can be obtained. DeVries asked about the time frame as far as breaking ground.

*L. Knowles* commented on this (project) being on the table for a long time and it's time to get something done.

*J. Lippert* noted a drainage issue possibility from the north side elevation.

*Don DeVries* commented on the next steps: 1) Proposal with concept/preliminary concept phase. 2) Design phase. 3) Bidding phase.

*Don DeVries* also commented on ease of working with a smaller ad hoc committee.

*J. Lippert* asked for another estimate on just township hall improvements. The 2020 election was discussed. Moving the office into the hall for new office construction was mentioned.

*Nancy Near* commented on more absentee ballots coming in because of the less strict requirements now in place regarding absentee voters.

Discussion on quote occurred. DeVries noted that the quote should be in available in 2 weeks. It was noted that the bidding phase would be good around “Christmas-ish” because of the slowdown of construction season in the winter time.

*D. Gibbs* noted that people will have more time to look at and bid on the drawings in November/December. Also noted - the cost difference could be 25 to 30% less when seeking bids during this window.

***Motion by Knowles with support from Jansma to have Fleis & VandenBrink continue in providing a cost and timeline for Preliminary Plan Development, Design and Construction Documents and Bid Phase Services by June 6<sup>th</sup> (in preparation for next board meeting on June 13<sup>th</sup>). (See following page for ROLL CALL VOTE).***

Discussion at 6:39 p.m. when M. Englerth entered the meeting. Above Motion had been made and re-read for M. Englerth (with supported Motion on floor).

*Englerth* apologized for being late and inquired what the current office/township hall would sell for. He commented “It would cost more money to remodel than to build new, because you have to go backwards to remodel the existing structure... Would it make more sense to build a new facility down to where the fire station is at and sell this thing (current township office/hall)? Then you’ve got one campus, one piece of property to maintain.” Englerth continued to comment on repairs that have been made to the current township hall/office. Englerth spoke of the engineering firm making concept drawings. He compared putting a square foot price on a renovation of the current building versus a new building. “I think you need to weigh that out before you start making drawings ... because you’ve got different options out there.” Englerth commented that the value of modification of the existing building needs to be questioned before going forward. “Not only you’ve got the cost of the new building, but to bring this up to somewhat of today’s standard of ‘energy efficient and everything else’, where you gonna go from there?” added Englerth. Englerth also commented on talking to a couple of realtors and “get best guess on what this property is worth... Maybe just one more meeting in between before you look at that?” Englerth asked if the building would lend itself to a daycare or pre-school. “To do our true due diligence, and I am not saying that’s the way that we’re going to end up going... it’s some of the questions the board has to ask,” commented Englerth.

*Dave Gibbs* – commented that it might be a better direction to instead of trying to quote a fee to do everything and do a feasibility study to fix the current building and look at second option to do a new facility near the Fire Station. Gibbs noted the possible need of a millage – and allowing time for an election with the August primary being the (earliest) time for a millage.

It was noted that there was a Motion on the Floor.

*Nancy Near* questioned if there is adequate parking at the corner near fire station.

*A. Jansma* mentioned that she had commented previously in the meeting regarding the property at the fire station.

**MOTION for pricing for concepts, design and bidding.**

VOTE was taken on the current motion on the floor. Please see previous page (*motion in bold italics*). ROLL CALL VOTE: Englerth: No, Lippert: Yes, Knowles: Yes, Jansma: Yes, VandenBerg: Absent. Yes: 3, No: 1, Absent: 1. MOTION CARRIED.

*Motion by Englerth to cast a larger net and look at broader options of taking a look at putting a new facility at the location where the fire station is. No support. MOTION FAILS.*

Englerth commented, using rough figures, that after the cost of renovation to the current building, and after the sale of the current building, for an additional \$50,000- “You could have a brand new building (at the fire station).” Englerth felt that options, such as the one just noted, would be doing due diligence.

**ADJOURNMENT:**

Motion by Lippert with support from Knowles to adjourn at 6:51 p.m. Approved by all. Motion Carried.

Respectfully submitted:  
Deb Mousseau  
Recording Secretary 5/22/19

Date: Approved by Board of Trustees, June 13, 2019

Approved : \_\_\_\_\_  
Janice C. Lippert, Township Clerk

**FINAL MINUTES**  
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**Spec. BOT Mtg. Re: Twp.  
Office & Hall Renovation**

**MOTION to look at possibility of a new facility at location near Fire Station.**

**ADJOURNMENT**