

<p style="text-align: center;">YANKEE SPRINGS TOWNSHIP</p> <p style="text-align: center;"><u>Renovation Committee Meeting #2</u></p> <p style="text-align: center;"><u>Wednesday, August 28, 2019</u></p> <p style="text-align: center;">3:00 p.m.</p> <p style="text-align: center;">Yankee Springs Township Hall 284 N. Briggs Rd., Middleville, Michigan 49333</p> <p style="text-align: center;">MINUTES</p>	<p>FINAL MINUTES</p> <p>Page 1 of 5 Renovation Committee Second Meeting –Review of F&V Schemes/Drawings (3) 8.28.19 Approved 9/12/19</p>
<p><u>Meeting called to order at approximately 3:04 p.m. by Larry Knowles.</u></p> <p><u>Present:</u> Alice Jansma, Larry Knowles, Dan Scheuerman, Marge VanderMeyden, Deb Mousseau, Jan Lippert, Nancy Near.</p> <p><u>From Fleis & VandenBrink:</u> David Gibbs & Jerry Fleis.</p> <p><u>Visitors:</u> 0</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p><u>PURPOSE OF MEETING:</u></p> <p>To Review Drawings (3) from Fleis & VandenBrink</p>	<p><u>ACKNOWLEDGE- MENT OF VISITORS</u></p>
<p><u>DRAWING SCHEME #1:</u></p> <ul style="list-style-type: none"> • <u>Assessor & Clerk offices:</u> 10’ x 20’ – extra space is mainly for file cabinets. • <u>Supervisor and Zoning offices</u> are 10’ x 14’ • <u>Hallway & Stairs:</u> to be where current Receptionist/Supervisor areas are now. • <u>Meeting Room: (Hall)</u> <ul style="list-style-type: none"> <u>Ramp to be replaced</u> – (going into meeting hall) has to have 5’ landing needed on top. <u>Board table</u> – 9 chairs to accommodate Planning Commission (7) and Planner +. Board will be on raised dais. <u>Recording Secretary</u> might be able to be placed near exit door on south wall or moved up onto dais. <u>Movable podium.</u> <u>Seating in public area</u> is for 68. <p>Also on Drawing/Scheme (#1) <u>new storage area</u> replaces existing restrooms west of kitchen.</p> <p>(In office: Tan area is <u>public area-</u> and everything else can be shut down- ex: election time).</p>	<p><u>PURPOSE OF MEETING</u></p>
<p><u>DRAWING/SCHEME #2</u> is about 4’ shorter (#2 & #3 are approx. 160 sq. ft smaller than #1)-</p> <p>Existing Clerk and Assessor offices would become Supervisor and Zoning Offices.</p> <p><u>NOTED: Either one of the meeting hall options can work with any of the three office options.</u></p>	

Further Discussion:

Plumbing – it would be possible to run pipes thru basement.

Furnace- options: similar to roof top unit – but mounted on pads at backside of bldg. and come in and drop down. – no need for extra built space. **Another option: hot water/boiler system.** Current furnace was noted as noisy and cold in winter.

Server: moving from basement/upstairs. Possible area to move to: work room or hallway & stair- door to basement from hallway/stair would be locked.

Restrooms: Inquiry was made on having unisex restroom instead of a separate women's & men's. Fixtures are based on number# of people and considering the hall/meeting area. (7 sq. ft per person). D. Gibbs will look into the requirements.

Lockable storage needed besides chair and table storage.

Drinking fountains (high/low) are next to new ramp into meeting/hall. (High and low drinking fountain required. Discussion on water corrosion.

Construction/work in progress stages: Noted on re: Option #1 basically the addition could be built while the current office remains in use. After addition is completed, everyone could be moved to the new addition and then work could be completed on “the old office area” – finishing the project.

Cost estimates on the Schemes/drawings should be available next week.

Service Counter(s)- Noted: sometimes elections overlap with tax payments (walk-ins).

Discussion on Restrooms- possibility on (Scheme #1) leaving existing bathrooms where they are, and making a unisex bathroom and storage instead of another separate bathroom. A unisex bathroom needs to be handicap accessible 9' x 6'. Different options were discussed for restrooms.

Side note: Steps to basement are concrete.

Scheme/Drawing #3 - has two (2) service windows.

Receptionist/Assistant Clerk has to get up from desk to go to the service counter (Scheme #3).

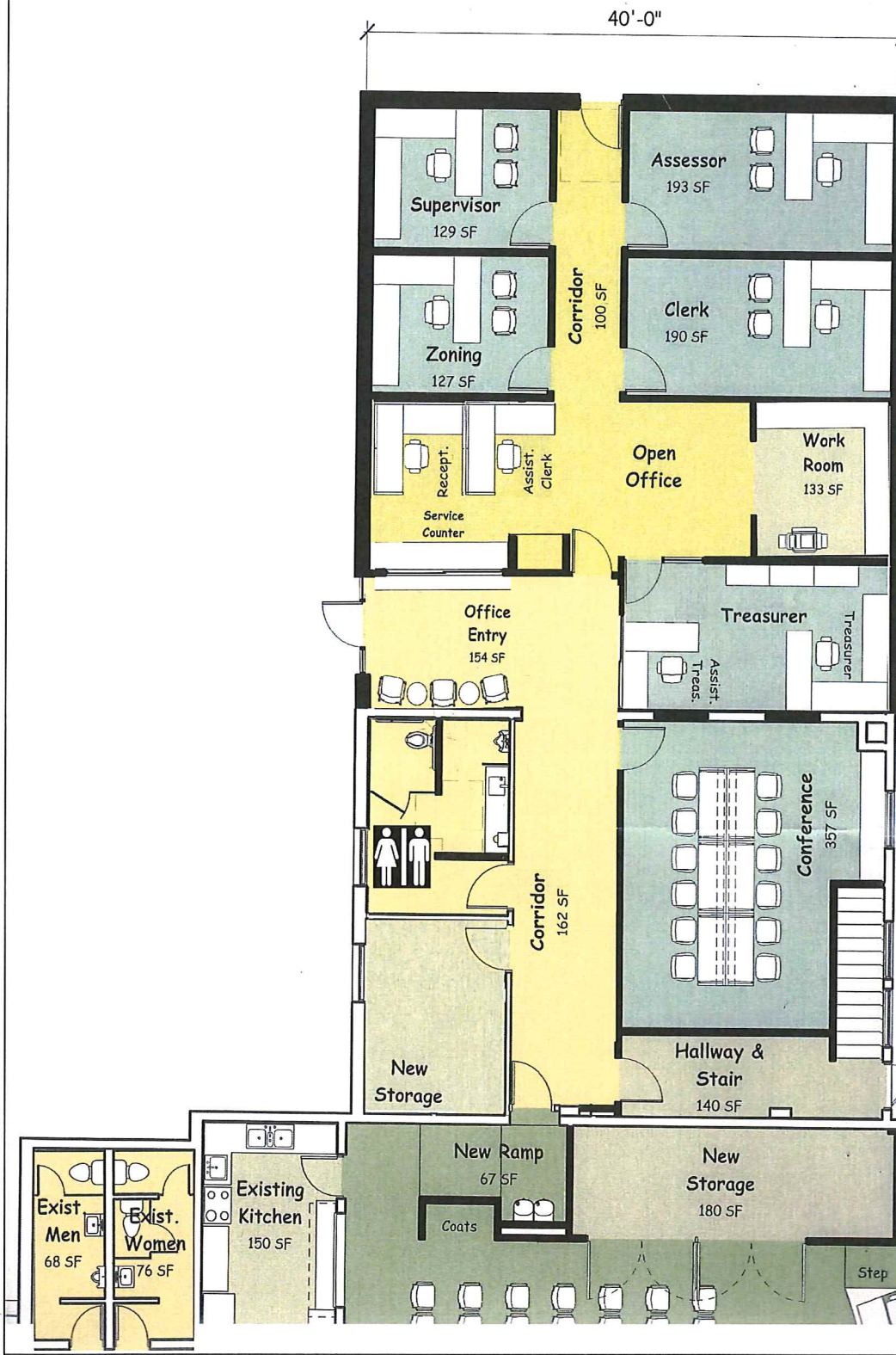
L. Knowles noted a possible variation or blending of #1 and #3.

Possible Changes On Scheme #1: (*these were changed later- see next two pages*).

- Zoning (office) would go to the Men's restroom.
- Women's restroom would become a unisex bathroom.
- Treasurer's room would take the space of the Zoning/work room.
- And work room/storage would be at designated Treasurer's spot.

**Keeping the “Public Area” separate- was a goal.*

Newer Sketch of combined plans submitted by L. Knowles follows:

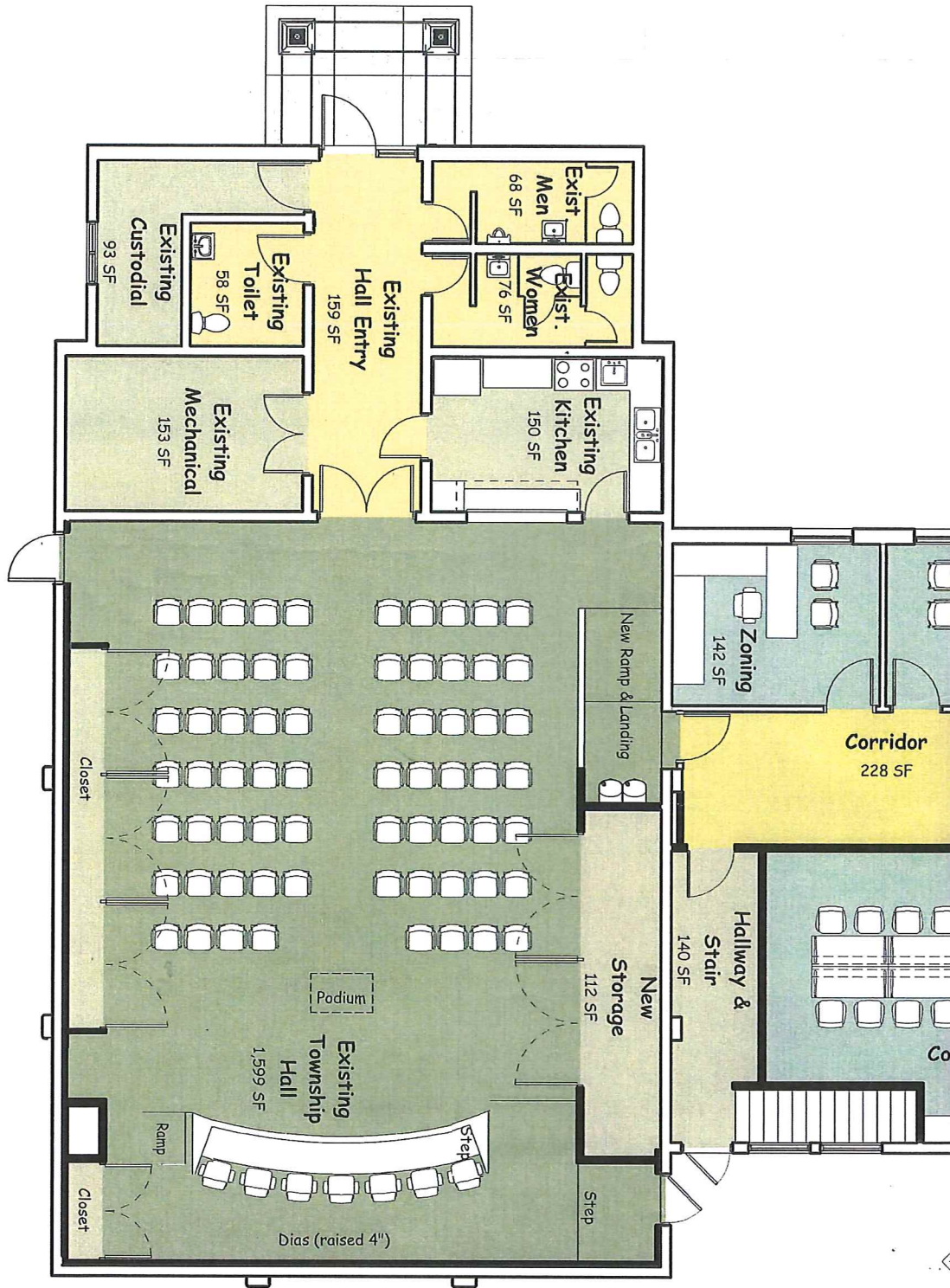


FINAL MINUTES

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Further discussion:

Storage in hall/meeting room: Chair racks need to be considered, and possibly election equipment.

Conference Door would be better – being off from hallway.

Existing Custodial closet will be just that – election items will be moved out of there and moved to newer storage areas.

Entry portico/canopy on new addition could match entry to hall. Glass doors would probably go full height because matching the brick with existing will probably not be possible. The glass would break up the unmatched “brick”.

Dates for next meetings:

Wednesday, Sept. 11th at 3:00 p.m.–

F & VDB to present drawing with changes and cost estimate(s) to Renovation Committee.

Monday, Sept. 16th at 6:00 p.m. – Special Meeting to present Drawing/Cost Estimate (s) to the **Board**.

ADJOURNMENT:

The meeting drew to a close at approximately 4:00 p.m.

Respectfully submitted:

Date: By Board of Trustees 9/12/19

Deb Mousseau
Recording Secretary 8.28.19

Approved : _____
Janice C. Lippert, Township Clerk

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