

YANKEE SPRINGS TOWNSHIP
Renovation Committee Meeting #3

Wednesday, September 11, 2019
3:00 p.m.
Yankee Springs Township Hall
284 N. Briggs Rd., Middleville, Michigan 49333

MINUTES

FINAL MINUTES
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Renovation Committee
Third Meeting –
Preliminary Plan & Cost
Estimate Presentation

Meeting called to order at approximately 3:05 p.m. by Larry Knowles.

Present: Alice Jansma, Larry Knowles, Dan Scheuerman, Marge VanderMeyden, Deb Mousseau, Nancy Near.

Absent with Notice: Jan Lippert

From Fleis & VandenBrink: David Gibbs & Jerry Fleis.

Visitors: 0

CALL TO ORDER

ROLL CALL

5. PURPOSE OF MEETING:

Fleis & VandenBrink to present drawing with changes and cost estimates.

D. Gibbs incorporated L. Knowles' sketch into the plan being presented today.

Slight change made with door in south wall of hall due to egress/separation requirements.

Addition will be two (2) feet taller than existing office in order to run duct work. Gable roof on new addition to break up the height.

Two exterior elevation options provided.

J. Fleis reviewed the scope of work for:

PURPOSE OF MEETING

- Existing Township Hall Meeting Room (1920 sq. ft.)
- Existing Township Office Renovation (1120 sq. ft.)
- New Township Office Addition (1727 sq ft.)
- Exterior Improvements

DISCUSSION:

Water (well)/Sewer (GLASWA) noted. Possible use of water treatment system/water cooler/bottled water mentioned.

Ceiling in existing office discussed. Probably a new layer of dry wall will be applied to existing ceiling. Insulation to be verified.

DISCUSSION

Exit doors at east of office building and northeast in hall need replacing. (Bugs coming in).

Discussion on **cost of brand new building of same size on a different site** being approx. \$1.3 million (for building structure) plus site work. Newer existing roof was noted on current building. Estimated over \$500,000 in savings staying on existing site.

North end of new addition would match west wall. Back wall would probably be lapboard siding.

Board table having seven (7) vs. nine (9) seats mentioned. Flexibility for an additional table for two people noted.

HVAC for existing office and hall at \$60,000 noted. Existing furnace for office area will still be used. Replacement of “noisy” furnace for hall, but it may be used for four or five existing rooms (restrooms, kitchen, storage).

Current electrical service must be verified - right now it is assumed that there is enough for the addition, but it needs to be checked.

Contingency number (10%) (\$73,000) is considered part of the cost for unforeseen costs.

IT items to be moved up from the basement to “hallway & stair off new conference room”.

New furniture: not included in the budget. F & V reps noted furniture cost for their recent reno.

Drawings, cost and minutes to be distributed to other board members for Monday’s special board meeting (9/16/19) at 6 p.m. **Addressed later in meeting.*

Cost estimates would work for a spring start. Actual construction would take about six (6) months.

Side note: **Exterior** – if all siding on new addition, it would be an approx. \$8,000 savings.

Discussion on project start dates:

An agreement can be prepared to move forward on design and could be ready next week.

Treasurer Jansma felt it would not be a problem in regard to **financing**.

Construction timeline: six (6) months – beginning and end.

Office staff work areas/locations during construction: addition could be built and then move office staff to new addition. First week of August (2020)- (General Primary) and first week of November (2020) – elections could be an issue. J. Fleis commented that election dates would be in the schedule. Knowles noted that possibly finishing the addition and hall at the same time.

**It was noted there is a March 10, 2020 election (Republican/Democrat Primary), as well.*
Project could possibly get started in March after the election. Future meetings regularly held in the hall could be held at the fire station during construction.

L. Knowles asked all committee members their thoughts of the presented plan/drawing.

Workroom discussed with some wall for sound barrier with copy machine being near Deputy Clerk/receptionist desks.

Conference room storage mentioned for trustees, liquor inspector, and those not having an office.

White board fronts could be on closet doors (approx. 4' wide x 7'). The whole south wall of hall could be "white board" space.

Planned counter space was agreed to be more than adequate.

After all committee members commented, it was a unanimous decision to go to the Board with a recommendation of plans and cost estimate(s) presented.

Other discussion:

Fire Station site is 40% of the size of our current site of township hall/office. It was noted by D. Gibbs that it would be physically impossible for projected building to be at the fire station. There would not be room for necessary parking. Fire trucks would need room to "get out" to respond to emergencies. Existing parking is limited already. D. Gibbs noted that a new site would have to be acquired in order to build the township office/hall as proposed. D. Gibbs will document the site comparison and forward via email.

Elections/absentee ballots briefly noted.

Also noted: Information will need to be distributed to other board members in preparation for Monday's meeting. (Plans presented today with cost estimates and previous minutes were distributed to Mark Englerth, Shane Vandenberg via office mail boxes and Mark and Shane were notified by email. Shane also notified by phone. Plans and estimates were also placed on Jan Lippert's desk.)

Date for next meeting: Monday, Sept. 16th at 6:00 p.m. – Special Meeting to Present Plans/Cost estimate to the **Board (of Trustees)**. **D. Gibbs will be present at Monday's Board meeting.*

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ADJOURNMENT:

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

Respectfully submitted:

Date: Oct 10, 2019 by Board of Trustees

Deb Mousseau
Recording Secretary 9/11/19

Approved : _____

Janice C. Lippert, Township Clerk

ADJOURNMENT