

MENOMINEE COUNTY BUILDINGS & GROUNDS COMMITTEE MEETING

~A QUORUM OF THE BOARD MAYBE PRESENT~

DATE: Monday ~ February 20, 2017
TIME: 1:00 PM
PLACE: Administration Office, Menominee, MI

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes – Jan 10, 2017
6. Public Comment *(limited to 5 minutes on agenda items only)*
7. Business
 - a. Projected expense of relocation of Equalization to 2nd floor vestibule
 - b. Projected expense of relocation of Juvenile Probation Officer to former Equalization area
 - c. Projected expense of adding a door from the former Juvenile Probation Officer office to the Prosecuting Attorney Investigator office
 - d. Projected expense of office relocations to 1000 9th street building.
 - a. Review office relocation plans
 - b. Review planned building updates
 - c. Projected fiber installation expense
 - d. Projected timeline
 - e. Projected expense of other potential Court House office plans
 - f. Recommendations to Finance Committee and Board of Commissioners
 - g. Other discussions on issues/concerns
8. Public Comment
9. Select next meeting date
10. Adjournment

Menominee County Buildings & Grounds Committee
Minutes of Meeting
January 10, 2017

*****DRAFT*****

The Buildings & Grounds Committee met on January 10, 2017 at 1:00 PM at the Menominee County Annex, Conference Room, Stephenson, MI

Others present at the meeting were Peggy Schroud, Marc Kleiman, Sheriff Marks; ex-officio Com. Meintz

Call Meeting to order: Commissioner Schei called the meeting to order at 1:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Jim Mekash, Larry Schei, Bill Cech, Dan Menacher, Tom Philipps, All present

Agenda was approved by Com. Cech and supported by Tom Philipps to approve the agenda as written. Motion approved 5/0.

Previous Meeting minutes: 12/21/2016 with the correction of Charlie Meintz entered as public, Charlie is not public but is an ex-officio and member of the County Board and can attend any meetings. Approved by Com. Schei and supported by Com. Cech Approved 5/0

Public Comment: None

Business:

- a. **Status of 1000 9th St. office proposal:** **Jim:** Since we had our previous Buildings and Grounds meeting we did have a tour of the facility on the 1000 9th St by the potential departments for relocation. You will find that is the State of Michigan Probation & Parole. The Veterans service officer was not in attendance but he has been advised of the possibility of his moving there. As well as Detectives have done the touring of this. And those that did tour on December 22nd were Larry Schei, Charlie Meintz, Marc Kleiman from the Clerk's office, Kenny Marks- Sherriff, Greg Nast and Jeff Brunelle both are Detectives, as well as my self-doing the tour. Since then two additional Commissioners did the tour; Bill Cech and Larry Phelps. All positive impression that we should move forward with it. And what has been clarified a bit on here is that yes, Probation and Parole are interested on being in the North portion and Veterans Services officer is interested in the center portion and Detectives on the South portion. They identified where they would like to be. At the last County Board meeting Commissioners spoke about the building and moved it forward to the next meeting. There will be more discussion then, please hold off recommendations until later in this meeting.

Larry: Charlie Meintz has put down a deposit for \$85,000 vs. \$89,900. Next Board meeting is on the 24th. Jan and Steve have not toured the building as yet. Tom Lesperance gave "ok" as far as occupancy. **Jim:** Have in print from Tom, also Marc Kleiman was interested in storage space for documents, the basement will not be utilized for such. Detectives, probation and parole can use these places for storage. A storage container approval has been granted for B&G which will enable a greater space for documents, this way access to them is simplified and all in one location. **Larry:**

Other than that there are no other costs to incur in remodeling or changing? **Jim:** No, nothing identified. Would be minor and needs further discussion. May be a need for handicapped ramp. Public access will be needed for probation and parole. **Larry:** Would need internet and phone connection, would have to come up with Merit and IT phones. Would these estimates of \$6-10,000 be exceeded? Security cameras could be gotten from Menards per Mike Holmes for approx. \$600. **Jim:** Checked into insurance, Twin City would be less than 1800 annually. All positives in buying this property.

- b. **Proposal of office relocations pending 9th St acquisition:** Jim Mekash provided handouts with drawings of potential use of space outlined.
- a. **Jail: Jim-** with this hand out the first one is the Jail area. With the Judge's statement we must provide lawyer client private meeting areas that they can transact their business without any recording devices. Previously it was discussed of doing various changes at the jail to accomplish this. In this most recent walkthrough, Brian Helfert's office could become the lawyer/client meeting room. Brian Helfert will be moving to the Probation and Parole room. The Detectives have one room off of the former road patrol room, which by the way road patrol still does use as they come to Menominee, and will be in there and utilizing the computers that are in there. Off of the area where the Detectives currently are they will have a GED classroom. And note the GED classroom to the former detective's office; bars will be placed on two windows. **Com. Cech:** Will the space being allocated to them be equal with the space they have at the jail? **Jim:** Actually it would be larger. Definitely for probation and parole. **Larry:** Parking? Where would this be? Would it be adequate?
- b. **Courthouse: Jim-** I have handouts once again based on what happened on the last meeting. That is regarding the square footage of various areas, along with it the second floor vestibule that is the unclaimed area. Marc is willing to keep the Register of Deeds in the same area. A total square footage of area that is identified is 404.28 sq. ft. of usable area, minus the mechanical area. Near this is an electrical panel and there can be no storage within 3 feet of this. **Larry:** What would be in this area then? **Jim:** There would be some items from the B&G area (air compressor) and a fan. Above the mechanical items is to have shelves on the wall and the storage boxes from Prosecuting Attorney's office that are in courtroom B will come out and have this closet for storing those boxes. The prosecuting attorney's office is filled to maximum and has no room in their area. So their one year old files are put in court room B for storage and old ones are put into the Buildings and Grounds storage building. The year old files would now be in a storage area to the left of the Prosecuting Attorney's office. Outside of the mechanical room will be a non-storage area. **Larry:** Is there a door? Is there any security? **Jim:** It will stay as a mechanical door. **Bill:** Will there be some dots on the floor or something to designate this 3 foot space? **Jim:** Yes, something will be there. Moving on, the second page is the Administration and Veterans Service office. The square footage for the Veterans office is 10 ft. x10 ft. 10 in length and the County Admin is the same in size and the Executive Secretary's /conference room table area is 12.4x20.5 and those three areas added together is 469 sq. ft. **Bill** - That is almost 200 sq. ft. larger than the current Equalization. **Jim** - Equalization where Kandace is, and where Peggy is combined is 270 sq. ft. **Larry:** For the record, Charlie Meintz, as ex-officio has entered the meeting he is not the public and is allowed to participate. **Jim-** The last item, the probate/juvenile officer has an office that is 10x9 and the investigating officer has a room that is very cramped.

These areas are under consideration for movement within the courthouse. Again, Register of Deeds has said they will stay in their current location. So there can be more discussion or another handout with Jim's recommendations. **Bill:** He has taken a tour of the courthouse and sees a need for an area for discussions that need to be private. **Jim:** Confidential conversations need to be taken out of the hallways and into a room. The Equalization office can be used for a private room for confidential conversations and it is directly across for the Probate Judges chambers. So what Bill is saying is to have the Juvenile Probation Officer move down to Equalization. **Bill:** It seems like everyone else is content and Equalization is willing to move. **Jim:** Presently he would recommend that the second floor vestibule be used for administration. He is trying to see how Equalization would get all of their records on second floor. 2 walls and a closet now, plus other items. Second floor area would not be big enough for Equalization Director and Kandace and all of the items. Also the amount of weight on a wood structure floor vs. a concrete floor is a challenge. **Larry:** There would have to be shelves, cabinets. **Jim:** All of the things in the Equalization office would be relocated. Equalization would go to the current Admin offices. **Dan:** Filing in rows on the floor should not be an issue, speaking to the weight issue. **Jim:** 404 sq ft vrs. 469 sq ft. This committee will decide. Moving to page 3, Gail would like the probate office to be her meeting area. All she would need is a door to this area. Page 4, probate and juvenile officer would be in the current equalization area. Possible change may be to the left of the door, closing off that entrance and slanting the wall. **Larry:** what is the purpose of this then, to create privacy from people waiting in the hall while private conversations are being conducted. Need to look at that in detail, if it isn't needed, no point in doing it. **Jim:** Last page: Veterans officer to relocate as discussed before. Veterans would possibly be more comfortable going to a different location, in a more relaxed setting without having to go through security. **Larry:** Administrator should have input, now there is no one, hope that the one who comes, will agree. **Charlie:** There should be no concern as to what the administrator will like, we are the board. **Larry:** I don't want to second guess, "to manage" may be policy, but not micro-managing. **Peggy:** I don't need to have a separate office. Is there any software that could be put on the computer to see how it would look and work? Measure to see how things will work, you do it in your house. **Jim:** So there would be no extra cost other than a door and you would be happy in one office? **Peggy:** I think it is better to have it in an open space. Kandace and I work well together. Admin could stay where they are with no extra cost. **Larry:** Doesn't want the admin office to be like it is now, everyone in there, Sherry has no opportunity to get her work done. There should be more division. The admin area could be opened up, the decision should be who goes upstairs and who stays in the current admin area. Also, when an IT person is hired that area should be close to the admin offices. **Jim:** the first floor issue is being addressed, privacy can be maintained with the plan before them. **Bill:** Perplexed, couple questions, new area should be beautiful. Should also afford more storage. **Larry:** we should keep it all the way it is and use it for board meeting. **Charlie:** Agrees with what Peggy is saying. Admin needs to be separated. **Larry:** wants Tom so speak up. **Tom:** County Board is boss, they decide who gets what. **Dan:** if things are left open, you have the option to work with it later, use masking tape to measure things off to determine where things need to go. Employee breakroom, will have no area. **Jim:** There is no other area for a breakroom other than Register of Deeds, wall could be put in there to make a separate area for that. Can ROD

lose that area? **Larry:** Would have to walk through breakroom still to get to another office. **Charlie:** That lunchroom is a hall. **Bill:** Can't see how the storage, extra room is going to be utilized.

c. Health Department: Jim- Take the Health department out of any consideration.

c. Review modified Jail office relocation plans: Larry – Motion to agree for the building across the street and purchase new building, and move the Jail offices and detectives. Motion by Charlie, 2nd all approved 5/0 make recommendation to the County Board on the 24th.

d. Review modified Court House office relocations plans: Larry- I would like to go around and say who should stay in the vestibule and who should stay in the Administration office that way we have a consensus to make a motion to the board. **Charlie-** Admin stay, Equalization on 2nd floor and move probate to equalization. **Dan-** Juvenile move to Equalization and Equalization to the new vestibule and Administration stay in current office and open up the Veteran's office for Sherry. **Jim-** Agree with Charlie and Dan. **Tom-** I do too **Bill-** I agree. **Larry** – I agree with that. Charlie approved motion Toms seconds the motion. Approved 7/0 that will go to the board meeting on the 24th from this committee.

e. Recommendations to Board of Commissioners: Jim- Equalization will move to the 2nd floor vestibule. Administration will stay in current office on 1st floor. Presently Equalization will be Probate Juvenile Office/Probate waiting area. Presently Probate Juvenile area will be Prosecuting Attorney Investigating & Interview/waiting room. And the Veteran's Service Officer in the center of 9th St.

f. Other discussions on issues/concerns: Charlie- Keep in mind we have to put the 911 somewhere. **Larry** – Put that on the agenda for the next meeting and not get into that today.

Public Comment: Peggy- My feeling is that saving the tax payers money also, there will be no problem going up and down the stairs to work with ROD. **Dan-** Also thanks Mark Kleiman for backing out of this and making this a lot easier for us to make this decision.

Next Meeting Date: March date and time to be determined.

Adjourn: Moved by Tom supported by Com. Cech to adjourn the meeting at 1:52 P.M. Motion approved 5/0.