

Menominee County Buildings & Grounds Committee
Minutes of Meeting
April 18, 2017

*******APPROVED 5.30.2017*******

The Buildings & Grounds Committee met on April 18, 2017 at 1:00 PM at the County Administrator's office, Menominee, MI

Others present at the meeting were Peggy Schroud, Jodie Barrette, Diane Lesperance, Mike Holmes, Mike Dellisse

Call Meeting to order: Commissioner Larry called the meeting to order at 1:01 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

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

Agenda motion by Tom Philipps and supported by Bill Cech to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Jim Mekash would like to make corrections, second page, last line, section C. The money amount is listed as \$11,000, it should be \$1,100. On top of page 3, the abbreviation should be DDS. Page 3, very bottom, the numbers in the thousands should be hundreds. \$11,000 to \$1,100. \$17,000 to \$1,700 and following through with the remaining. There is one on page 4 as well. Motion to approve the corrections by Bill Cech and second by Tom Phillipps. Motion carried. Motion to approve minutes from 2/20/2017 meeting with the corrections made by Bill Cech and supported by Tom Philipps. Motion carried

Public Comment: None

Business:

- a. **Review Courthouse office moves and progress status:- Jim-** Equalization has moved into the upstairs vestibule, second floor, totally operational. Thanks to Kandace and Peggy for assisting. There is still an issue with the ventilator motor and has been replaced a couple times. Where Equalization had been on the first floor, where the Juvenile Probation Officer will be relocating to has been totally redecorated and waiting for Judge Hass' approval to move Jenny down there. This will allow Gail to have a larger area in the PA's area. That is the progress so far, things are turning out well. **Sherry** We had talked about having an outside doorway from the hallway out into Gail's room, are we still leaving that at that? **Jim** Had recommended at the previous meeting that that door remain dead-bolted so that it wouldn't be used. Gail could choose whether or not to unlock that door for entrance. It would also give her a way of emergency escape. **Larry** There will be a door between Jenny's old room and Gail. **Peggy** In regards to the ventilator, it worked the first day, but the second day it had a loud hum and the blower didn't come on. **Jim** That was the problem each time, so not sure if it is the motor or electrical in nature. **Larry** If it has failed that many times, they should stay here to fix it. The contractor is Valley Mechanical and they are responsible for the cost of the continued work. **Peggy** Just want to add that the trim still needs to be finished and Jim Quist helped tremendously, he should be thanked. Also, in the area right outside the office, there is a wire sticking out that must have been used for the computer hook-up

when the trial was going on. There are a lot of young kids that run around up there and it is a hazard. **Jim** The data cable is coming out as soon as the sentencing is done and it won't be needed any longer. Ok, for the walking tour there are some things we can go over now rather than wait till we are over there. First of all we had asbestos lead paint analysis done of the building. There was no lead paint in the building. In the north and south ends there is some asbestos fibers in the dry-wall compound. So we will need to alert outside contractors of that. It is recommended that the light fixtures be replaced with LED and with 4000 lumens in place of what are there now. For the light fixtures there is a fair amount of rebate that we can get. For the hot water heater and boiler replacement we can also get rebate. Recommend that the outside doors be outward swings, metal and no window in it. Vinyl windows, single hung, low-E insulated glass that are energy star rated. Detectives and Probation and Parole would like to reduce the size of the front window. Detectives would like two windows permanently removed on the back wall and the kitchen sink and associated cabinetry taken out. Add a wall on the reception area, a soundproof interview room and in the center section, to relocate the door to the south and have a single window to the north side of it, this would allow the ramp to be worked to the ADA standards. With all of the window changes, possibly residing the building to finish off without patching. In the center section there is a mock-up setting to view. **Larry** What is the length of the term of the lease for that building. The parole guys, what are we going to be doing there? If we do all this work, are we guaranteed that they will be there for a while. Is there anything in writing? Just want to make sure that we aren't doing all this if they aren't going to be here. **Mike** Detectives will be staying.

b. Walkthrough of 1000 9th St. office Building (1:24 p.m.-2:13 p.m.)

Review remodeling requests- **Larry** Any questions or anything to add? **Bill** We should wait, fix the ramp as-is, move the door over to the south, and use that distance to make a ramp that would be ok with the building inspector. Stick with what we had originally talked about. **Tom** I agree, why change what we don't have to and thinks that is the best place for the veterans officer. **Larry** I agree with both of you, we are better off to put the veterans officer in the center office and do the minimal modifications. Wheelchair access should be inside because of the weather. **Jim** Concur with both, the veterans would make the best use of the center. **Larry** For a recommendation to the county board, which is the next item, first to approve the requests of the detectives and the parole, this looks reasonable and do-able. **Tom** makes a motion that the work to be done for detectives, parole and probation be done as presented to the board for approval. **Bill** seconds, motion carries. **Larry** The other thing is the center office space. One option is to move Sherry and the Administrator office to the center. The other option is to move the Veteran Services office over there. Also, to use the possibly vacated veterans office as the IT office. **Tom** Makes a motion that we recommend to the county board that we move the veteran services office to the new office space, utilizing the interior handicapped accessibility and the space currently occupied by veterans services officer would be available for future IT or other use. **Bill** second the motion **Bill** It had been discussed that the room we are in was to be used by the Friend of Court as a conference room. Don't think that's a good idea, don't know if we should include that in the motion, that we keep this whole office as administrator and IT. **Larry** It is administration and committee room now, if you are going to have the IT in that office, it pretty much takes all the space. We will have to plan on an administrator at some point, we can't accommodate anyone else right at this point, as far as privacy or whatever they want, that's another issue, not to be discussed here. It's not just their office that has that issue, it is throughout the whole courthouse. **Marc** We need another room in the courthouse that the public can meet in with attorneys, judges, there had been discussion with the commissioners, that some opinion was that those meetings can take place in the private offices, but there are times that isn't realistic, they only need 10-15 minutes and need to meet in the courthouse. There have been citizens that have expressed concern/displeasure also at the lack of privacy. **Larry** I think that the motion for this office stands, that this is another

issue on the agenda. I would like to vote on this motion. Motion carries as stands. Back to the “meeting room”, there really isn’t room in the courthouse. There is no nice place to put anyone, even the old equalization office will be used by probation. Lunch room area is not private at this point. **Bill** In the future do you think we might consider the extra office as we propose the veterans office, there is another office there. **Larry** Don’t know if this should be given to the board or left for future discussion. I’m assuming the 911 situation is static at the City Hall and that’s not going to change. Also, at the last county board meeting, the need to have an extra \$2000 to have architecture engineered drawings to enhance the lighting for emergency system was tabled, but now it just needs a simple AutoCAD drawing. Jim explains why the separate circuit isn’t needed. It will cost some, but not \$2,000. Dan Menacher could be a contact for this. Valerie Mellon? **Jim** There were some that wanted the window sizes changed, this would change the appearance of the outside of the building. Looking for a guideline as to whether this committee is willing to reside the building. If we are going to put an RFP out for windows, need to know the size. Recommendations are to stay with original plan, patch and re-patch the damaged siding. **Peggy** Called city assessor to see if she had a drawing and hasn’t heard back.

Public Comment none

Select next meeting date County Board discretion

Adjournment Tom makes a motion to adjourn, second by Bill. Motion carries 2:39 p.m.