

Municipal Building Committee Meeting

Nelson Township/ Village of Sand Lake

Saturday, November 2, 2019

Municipal Building

2 Maple Street

Sand Lake

MI 49343

8:30 a.m.

Minutes

The building committee meeting was called to order by Hoffman at 8:31.

Present: Maureen Mahoney, Robyn Britton and Laura Hoffman – Nelson Township

Tonia Parkhurst, Theresa Jerome, Tracy Quillan, Rachel Gokey, Bill Rau, Glen Baker – Village of Sand Lake.

Pat Bush -16862 Shaner Ave and Alyssa Shelagouski – 105 - 1st Street, Sand Lake

Other business

1. Structural Analysis requested by the Village Council

The meeting was called to discuss a building analysis. Pat Bush initiated Weather Shield to perform a Roof Analysis & Inspection. Weather Shield contacted the village on the potential inspection, village inquired on the cost and it was reported no cost. The report is attached.

It was agreed upon to contact Prein & Newhof for a new analysis on the structure, windows and roof, and share the cost between the village and township. Will Proceed once we have both board and council approval.

2. Village Obstruction Ordinance #2018-02

Hoffman said the township cannot tell other municipalities what Ordinances to adopt or amend.

3. Reconsider office space within the municipal building

With the growth of the township there's a desire for more office space. The village will decide to stay where are or move to a smaller office within the building. On that note the township server was discussed. The township would like to change internet provider. The problem with that is the village

data is also backed up to the server and this would cause issues. (no backups with additional cost to the village).

The village updated their phone system earlier this spring, during setup their phone system tapped into the township second line, 4446. The village will contact them and sort out the problem.

4. Housekeeping issues were discussed

No taping notices to painted walls in the hallway. Point taken, please take notices down.

Utilities bills copy front and back, township does not pay late fees on utilities.

Holiday closing – Going forward the notice will not include the Village, only Township.

Meeting room was not available on November 4th.

Discussion on animals in the building – the village will post a notice stating “Be aware the municipal building allows for service animals within the offices”.

The key code for Quality Air was not working properly. Discussion on keyless entry on all doors, will be consider at a later date.

Village will look at updating the 2nd AC unit at a later date. The village does not want to replace a new unit and have it sat there for 5 months.

Village reported when they sign into Casair they're not a secure connection. Township will check with Addorio.

Adjourn at 10:10 a.m.

There was no date set for next meeting.

Submitted by

Laura Hoffman