



MINUTES

Building and Grounds Committee Meeting

10:00 AM - Wednesday, March 2, 2022

H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI
48723

Commissioner DuRussel called the special committee meeting of the Building and Grounds Committee of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723, on Wednesday, March 2, 2022, to order at 10:00 AM local time.

Commissioners Present In-Person: Douglas DuRussel, Dan Grimshaw

Others Present In-Person: Clerk Jodi Fetting, Clayette Zechmeister, Eean Lee, Sandy Nielsen, Jon Ramirez, Laura Ailing-Garrett, Angie Daniels, Leigh Nancy, Kate Curtis, Bob Baxter, Cody Horton, Mike Miller, Damian Wasik, Prosecutor Mark Reene, Mark Ransford, Steve Anderson, Drain Commissioner Bob Mantey

Also Present Virtual: Patty Witkovsky, Nick Sakon, Mary Drier, Tracy Violet, Matt Brown, Barry Lapp, Dara Hood, Sheriff Glen Skrent, K. Free, Amy Gregor, Michael Findlay, Shannon Beach

At 10:06 a.m., there were a total of 8 participants attending the meeting virtually.

New Business

None

Old Business

None

Building and Grounds

Primary Building and Grounds

1. County Space Needs -

-Commissioner Grimshaw explained the reason the meeting was called was to go back to the drawing board and complete a fact-finding mission to determine what the needs of the various departments are. He wanted to look at the total square foot that was part of the County's RFP. He wanted to look at office space needs for the IT Department and the Emergency Service Department. He also wanted to look at the option of a conference room and a training room and how many times a month the areas would be used. He has received an estimated cost for a 4,736 square foot building to be \$635,400.00.

-Eean Lee, CIO, reviewed his current office set up of two offices which are each approximately 12 x 15. Then he has a center office area that is shared between employees in cubicles. He estimates his total office area to be 3,530 without his storage area. His initial hope was for an office size of 60 x 60 but that would need to be increased if the training center area is going to be planned to host a large number of people. He does need his own separate storage access. He would also need a multi-media conference room.

-Bob Mantey, Drain Commissioner, explained his office needs to retain the availability of the current small conference room area at the Purdy Building. His office uses that without always placing it on the schedule.

-Bob Baxter, Undersheriff, explained the Sheriff's Office would utilize a training room and conference room.

-Steve Anderson, Emergency Services Manager, explained his need to have a space to activate the Emergency Operations Center (EOC) in the event of an emergency. He also needs a storage area with a separate access as his need for storage will be increasing as he is taking over the CERT program. He is requesting an office in an approximate size of 15 x 18. His current storage area in total would be approximately 20x30 but he will need more than that in the proposed plan. Wherever his office is located at, he will need a bi-directional antenna which has a cost of \$5,000.00 to \$10,000.00. Steve stated the Sheriff has approved the Emergency Services Department moving out of the Sheriff's Office if it would be located at the Annex or within a close proximity to the Sheriff's Office. Steve would utilize the conference room and training center for a variety of monthly meetings.

-Sandy Nielsen, 911 Dispatch Director, could use a space that could be transitioned into a back-up 911 Center in the case of an emergency. The Department would need space for computers and radio connection at a minimum. She also stated she could utilize the conference room and training center.

-Mark Reene, Prosecutor, stated that his office could utilize the area that the IT Department is currently housed in within the Annex for Prosecutor Office staff upon that Department being moved to a different location. He also stated that he would use a training room or conference room for various meetings.

-Cody Horton, GIS Coordinator, stated he does not need a conference room or training room. His department does need an adequate area for office space as well as an area to use to display maps for customers. He also stated he would like to plan for the potential addition of a staff member in his department.

-Angie Daniels, Equalization Director, stated that her department would utilize a training room that could hold approximately 50 attendees. She sees the benefit of currently having the GIS Department close to the Treasurer's Office and the

Register of Deeds Office. She also stated that the Equalization Department would be able to work from home and continue their current service levels as their public interaction is minimal. By implementing a work at home option for that department, the GIS Department could occupy the entire area currently housing the Equalization Department and GIS Department. Angie was directed to prepare a proposal to present to the Board of Commissioners.

-Jodi Fetting, Clerk, expressed the need of the Clerk's Office for a conference room and a training center. She stated that herself and Treasurer Bennett would utilize the training center to meet with the local jurisdictions. Clerk Fetting also stated that the Bureau of Elections likes to host trainings in Caro due to the regional location for attendees. Clerk Fetting also expressed concern over the time that it has taken to make a decision on this matter as she was originally hopeful that the training center would be available for the trainings required for this upcoming election cycle. She urged the Board to take action rather than delaying the project.

-Leigh Nancy, Animal Control Director, stated she would not utilize this space but does need additional storage space on-site at the Animal Control Center.

-Clayette Zechmeister, Controller/Administrator, stated that her department would not utilize the training room or conference room being proposed. If the Chief Accountant position is granted to be added back to staff, her department would need additional space at the Purdy Building.

-Mike Miller, Building and Grounds Director, thinks it was good to meet to review the needs of the various departments. In the end, it is up to the Board of Commissioners to make the final decision as to if the Board wants to build new, lease a building or purchase a building. The Board will need to look at all of the options and contributing factors to determine what is most feasible. He did state that he is concerned about adding on more infrastructure and responsibilities to the Maintenance Department. This should be considered when comparing options.

Commissioner Grimshaw did look at the GIS system for the lot lines of the county owned property near the Annex Building to gain an understanding of a potential build out. There is an owner-occupied house that is located near the site of the proposed expansion. That house is currently not for sale.

Availability of parking was also discussed as the expansion would consume a current parking lot. If a training room is contained in the design to hold up to 50 people, that would need to be considered in order to have parking available. Clerk Fetting expressed concern as if there is a jury trial scheduled, that the Annex parking lot is utilized. It was also discussed that the parking lot needs to provide ease of access to the building.

Commissioner Grimshaw stated the area that currently holds the Community Park Garden maintained by the Juvenile Probation Department could be made into a parking lot. Mike Miller and Clerk Fetting both expressed that a lot of time and effort has been put into that garden area which has provided a huge benefit to the Family Court system. Neither of them felt the idea of eliminating the Community Garden would be well received by those departments involved in this project.

Commissioner Grimshaw stated that if county owned property was used a Phase 1 or Phase 2 environmental would not be required.

The availability or installation of a generator needs to be considered in the building options in order to provide power in the case of an emergency.

The Board needs to consider that the Emergency Services Department must be included as part of the move in order to use American Rescue Plan Funds for the project.

On-Going and Other Building and Grounds

None

Other Business as Necessary

None

Public Comment Period

-Mark Ransford is thankful that Commissioner Grimshaw is now agreeable to considering the proposed county space need project, considering the continued expressed need for a training room for various departments and to moving the IT Department and Emergency Services Department. He feels that the Ransford Wasik proposed a solution 6 months ago that addressed the needs discussed at the meeting today. The proposed property for the county to lease is an existing structure that would be customized to the needs of the county on the inside. Departments echoed the same needs today that were expressed 6 months ago.

Adjournment

Meeting adjourned at 11:27 a.m.

Jodi Fetting
Tuscola County Clerk