

Wright Township
Steering Committee on Township Owned Land
MINUTES
Tuesday, July 9 2024 6:00 pm
Wright Township Offices
1565 Jackson St, Marne, MI 49435

Committee Attendance: Tyler Austin, Stephanie Mayrose, Rick Schoenborn, Steven Quirk, Sharyl Dietrich,
Kathy Lothschutz Absent: Rich Dausman
BCI Attendance: Travis Kamstra, Mike Klumpstra

Build site walkthrough was conducted at 5:20 pm before the meeting

1. Meeting called to order at 6 pm
2. Agenda approved
3. Minutes from the June 12 meeting approved
4. Public comment – no public comment
5. Unfinished business
 - a. Owner Alternate Selections
 - i. Snowmelt – Determined option for basic rough in front entrance and 2 spots in back of building. Travis will get final breakdown and email that to the committee.
 - ii. Locks
 1. Steve Quirk to complete final Key Map.
 2. Doors will use traditional key system. Key card access was determined to be unneeded and too expensive.
 - iii. Septic / Drain Field Update - Final approval expected in August.
 - iv. Eliminated sidewalk section to the new Township Hall from the Old Hall.
6. New Business
 - a. AV/Security needs
 - i. BCI will follow up with AV contractor and spec budget.
 - ii. Pipe will be run from AV room to the dais for AV needs.
 - iii. Cameras needed for drop box, election room, front door, community room, rear of building.
 - b. Drop Box
 - i. Location – cover under the canopy near front door.
 - ii. Will relocate the current drop box.
 - c. Dais design update
 - i. Will consult with interior design on color/material.
 - d. Office furniture selections
 - i. BCI will quote.
 - e. Millwork Layout to be determined for office areas
 - f. Break room / warming kitchen
 - i. Will move existing fridge to use in break room.
 - ii. Space for fridge in warming kitchen.

- iii. Counter tops will be laminate in both areas.
- g. Office Equipment Layout
 - i. Positions for copier and other equipment reviewed during walk through.
- h. Window shades/blinds
 - i. BCI will get budget numbers.
 - ii. Will be one of the last things to be done.
- i. Generator
 - i. Wiring will be installed so a generator can be added at a later date.
- j. BCI Schedule update – About a month ahead of schedule
- k. Cost report review
 - i. BCI will issue a bulletin for needed changes.
 - ii. Review allowance tracking .

7. Meeting Adjourned at 7:35 pm.

Next meeting – Tuesday, August 13, 2024 at 5:45 pm at Wright Township Offices 1565 Jackson St, Marne, MI 49435.

Build site walk through at 5:20 before the meeting.

Respectfully submitted by Stephanie Mayrose, Committee Secretary