

# Vergennes Township- 10381 Bailey Dr. Lowell, MI 49331

## Special Board Meeting

August 7, 2019

### MINUTES

A Special Meeting of the Vergennes Township Board was held on Monday, August 07, 2019 at 9 a.m.. Present were Wittenbach, Hoffman, Mork, Gillett and Rasch. None were absent. The purpose of the meeting was to discuss the township hall building project and the elevation design that Architect Tim Spitzley provided and anything else that comes before the board.

#### New Township Hall Building Discussion:

- The Board discussed the elevation drawing. There was discussion about changing the round roof feature.
- The Board discussed interest rates and the projected drop.
- There was discussion about Gordon DeYoung, retired president of Dan Vos Construction Company, taking a look at the design and giving his opinion on ways to save money when we get into the construction phase.
- There was discussion about looking into a design/build company like Dan Vos, Wolverine or Triangle.
- Tim will set up a meeting with Gordon DeYoung to look over the elevation drawings.
- Kent County has a website that contractors will bid from. The township could use this when we get to this phase.

#### Record Retention-Document Scanning:

- There was discussion on the scanning quote from Ricoh Technologies who will pick up all of the documents that require permanent retention by law, and scan them for storage on cloud based software. This will create a document retention and storage solution for Vergennes Township. Gillett motioned to approve the quote and to use Ricoh to scan the township documents at \$7202. Hoffman seconded. All voted yes. **Motion carried.** There was discussion that the scanned document number is an estimate; it is believed the total cost will be less than what has been quoted.
- Storage of the paper records that need permanent retention was discussed.

Meeting was adjourned at 10:30 a.m.