

New Office Committee Meeting Minutes
Wednesday, April 17, 2024 @ 1:00
Village Garage

1. Discussion on recommendations for Renovare

Most of the Renovare work was put on hold during the last month. They were working on some interior and “skin” designs for the DPW building. The improvements in that space will need to include options for improved ventilation, reconfiguring spaces to accommodate an office for the DPW Tech - (who will be entering and maintain data related to water, parks, streets, sidewalks, etc) and still provide for a small meeting space or office space for Council. Any of their plans will include a review of the estimated work on the exterior drainage issues.

The committee discussed the pros and cons of asking for the feasibility planning process for 2 additional sites to continue.

- They could be used, in the future, should the right grant or other funding become available.
- The committee was reminded that the Shalda Park path was a plan put to paper in 2010. It took til 2021 for the planets to align to submit the right grant.
- The committee was also reminded that many grants require significant advanced planning.
- At the same time, the path drawings were done for property owned by the Village. In this case, neither property is owned by Village currently.

The committee agreed to discuss with Renovare before making a recommendation to the Council.

2. Exterior signs (process)

The committee identified three sign companies in the area (really TC) to contact. It was agreed to recommend signs that are “similar” in feel to the “cream and green” sign at Shalda Park and the Lake Michigan Beach Park sign. The companies are:

- Pro Image Design (formerly D&D signs and the company that did the sign at Shalda Park)
- Signplicity
- Image 360

The committee discussed, briefly, fonts.

3. Interior designs (process)

The committee discussed options for furnishing and interior design for the new building. The recommendation will be to request the two staff who use the space the most and

know the work that needs to be done work together to come up with a plan and estimated cost options. They should be encourage to ask for help from Council members, but also the general public - as specific needs arise.

4. Dissolution Date

The Committee would like to see the majority of the work completed before the committee is disbanded. That work includes:

Plumbing fixes

Roof Repair

Office equipment purchased and installed

Schematics for DPW building completed (not the work, just the drawings)

Signs recommended, purchased and installed.

Respectfully submitted,

Maggie Bacon