

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES  
SPECIAL MEETING HELD ON SEPTEMBER 6, 2023 - APPROVED**

**1. CALL TO ORDER**

Supervisor O'Reilly called the September 6, 2023 Special Meeting of the Southfield Township Board of Trustees to order at the Township Hall at 7:00 PM.

**2. ROLL CALL**

Present: Trustee Nelson, Trustee Cook, Supervisor O'Reilly, Treasurer Chalifoux,  
Trustee Oen, Trustee Newitt

Absent: Clerk Harryvan

O'Reilly conducted a "walk-around" of the office space to be renovated. He and Chalifoux pointed out and explained specific and important elements of the floor plan. Chalifoux suggested the Board refer to Sheet Number A.003 of the document, *Southfield Township Office Renovation provided by Krieger Klatt Architects, Sheet Title: New Floor Plan*. Sheet Number: A.001 is the Title & Demolition Plans, Sheet Number A.002 is the Overall Floor Plan.

**3. PUBLIC COMMENTS ON MATTERS NOT ON THE PUBLISHED AGENDA**

No one wished to be heard.

**4. APPROVAL OF AGENDA**

Motion by Cook, seconded by Oen, to approve September 6, 2023 Agenda, as presented.

Motion carried unanimously (6-0)

**5. REVIEW OF ARCHITECTURAL DRAWINGS AND BID PROPOSAL TO BE SENT TO CONTRACTORS FOR INTERIOR RENOVATION OF TOWNSHIP FACILITY**

Nelson questioned the amount of money allocated in the Fund Balance for this renovation. O'Reilly responded that there is approximately \$43,000 in the Capital Improvement Fund allocated for capital Improvements plus, Chalifoux stated, there is more in the Township investments which are not part of the General Fund but can be moved into the Capital Improvement Fund. Nelson asked about the bidding process and O'Reilly explained the sealed bid process that the Township uses. He spoke with the architects who recommended three (3) contractors with whom they have previously worked. Bid requests will be sent to each of them tomorrow. O'Reilly supplied the names of the three recommended contractors to those present.

The deadline for the return of bids is Tuesday, September 26, 2023 at 5:00 p.m. after which bids will be opened.

According to the proposed Resolution, Cook clarified that the Board of Trustees will authorize O'Reilly, Harryvan and Chalifoux to accept the most suitable bid. O'Reilly explained that his wording of the Resolution is in conformity with the Township's policy with regards to solicitation of sealed bids adopted by the Board in August 2021.

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Authorization to award a bid can be done by the Board or by a named official(s). If the Board favors participation in this method the final determination won't be until October 10 unless a Special Meeting is called. Cook also questioned how to handle a situation if a contractor proposed other possible contingencies and amended its bid. O'Reilly explained his solution to this possibility.

Nelson suggested a clause be added to the bid process which states that all requests for bids shall include a statement that the Southfield Township Board of Trustees reserves the right to accept or reject any and all bids to waive informalities and errors in the bidding process.

O'Reilly said that if he is the delegate to make the ultimate decision, he would contact the members of the Board of Trustees and ask for opinions. Any and all members could be present on September 26 at 5:00 pm for the actual opening of the bids and have additional discussions.

**RESOLUTION REGARDING OPEN BID PROPOSAL FOR PARTIAL INTERIOR  
RENOVATION OF TOWNSHIP HALL**

**Motion** by Oen, supported by Newitt, that the Southfield Township Board of Trustees approve the language of the bid proposal for interior renovation of the Township Hall attached to the Memo and authorizes the Township Supervisor to immediately forward the bid proposal to contractors in order to solicit bids for the proposed project.

Further, upon opening the bids after the 5:00 pm deadline on September 26, 2023 the Township Supervisor, in consultation with the Clerk and Treasurer, is authorized to make a determination on the bid that is in the best interest of the Township, and to move forward to contract services with that successful contract bidder.

**ROLL CALL**

Ayes:	Trustee Newitt, Trustee Oen, Treasurer Chalifoux, Supervisor O'Reilly, Trustee Cook, Trustee Nelson
Nays:	None
Absent:	Clerk Harryvan

**Motion** carried unanimously (6-0)

**6. COMMENTS FROM THE AUDIENCE**

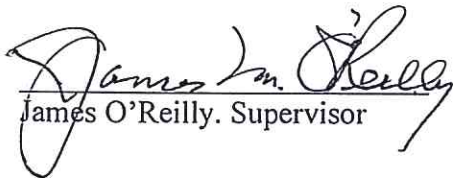
None

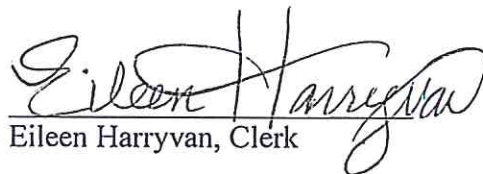
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7. COMMENTS FROM MEMBERS OF THE BOARD

- Oen He is familiar with the quality of this architect for over 25 years and has utmost faith in him. He acknowledged the good work done by Chalifoux, O'Reilly and Harryvan.
- Cook She will be here for the next meeting but not the one in October.
- O'Reilly There are professional development retreats that MTA puts on: one for the Trustees is Oct 5 and 6 at Boyne Highlands.

Supervisor O'Reilly adjourned the meeting at 7:52 PM.

  
James O'Reilly, Supervisor

  
Eileen Harryvan, Clerk

*These minutes are not official. The Board of Trustees has not formally approved them.*