



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**BUILDING AND SITES AD HOC  
COMMITTEE MEETING**

**MINUTES**

Tuesday, June 23, 2015, 3:30-5:00 p.m.  
Community Mental Health Building  
812 E. Jolly Rd., Conference Room G11-C  
Lansing, Michigan

**Committee Members Present:**

Kay Pray, Joe Brehler, Kam Washburn, Maxine Thome, Carol Koenig

**Staff Present:**

John Peiffer, Judy Hazle, Bob Sheehan, Stacia Chick

**Public Present:**

None.

**CALL TO ORDER**

The meeting was called to order at 3:45 p.m. by Kam Washburn.

**PREVIOUS MEETING MINUTES**

**MOVED** by Kay Pray and **SUPPORTED** by Raul Gonzales to approve the meeting minutes of June 9, 2015. **MOTION CARRIED** unanimously.

**ADOPTION OF AGENDA**

**MOVED** by Kay Pray and **SUPPORTED** by Maxine Thome to adopt the meeting agenda with the addition under New Business "Update on Property Purchase".  
**MOTION CARRIED** unanimously.

---

Building and Sites Ad Hoc Committee  
June 23, 2015  
APPROVED

## PUBLIC COMMENT ON AGENDA ITEMS

No comment.

## BUSINESS ITEMS:

### Update of Evaluation of Programs (who could be moved back to Jolly for cost Effectiveness, etc) –John Peiffer

Handout: 2015 Lease/Own Property List for CEI CMHA

John Peiffer conducted a study and the results were that *Wardcliff, Charter House, ACT* might be possible options to consider as far as what programs could be moved back into the Jolly Road facility after the new expansion.

The idea would be to bring a couple of programs back to Jolly Road to help with the cost of the new expansion.

### Update on the RFP Process for Architectural Services –John Peiffer

Six architectural firms have been identified and will be sent a RFP. The pricing will be broke down from design of the project, construction, completion and close out of the project. Three phases priced separately. The RFP deadline to submit price proposals is July 7<sup>th</sup>.

### Financing Update –Stacia Chick

Stacia Chick met with Chase Bank staff and learned the payoff could be bundled but it depends on what the value of the loan will be. The bank will do a pre and post appraisal. CMHA-CEI has the option to purchase but cannot be exercised until July of 2018. CMHA-CEI will go back to the building authority to see if we can re-negotiate the language to purchase the building for a \$1.00. CMHA-CEI is paying 5% interest on the lease on the Jolly Rd building. It was not a fixed interest rate. Construction loan is usually interest only and it is for the life of how long it takes to building the building. Interest rate to borrow varies. Currently there is 480,000 in our budget, CMHA-CEI could sustain at loan at 4% for a loan of 7 million.

Bob Sheehan summarized the next steps. The RFP will be sent out. When bids are returned, they will be brought back to the Building and Sites Committee. Stacia Chick and Bob Sheehan will meet with Ingham County Building Authority.

**Old Business**

None.

**New Business**

Update on property purchase:

John Peiffer stated that the property owner of 836 Jolly Road is willing to sell. A purchase agreement will be drafted.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 4:25 p.m. The next meeting of the building and sites committee is scheduled for Friday, July 10<sup>th</sup> at 12:00 noon in G11-C.

Minutes submitted by:

Judy Hazle

Executive Administrative Assistant

---

Building and Sites Ad Hoc Committee

June 23, 2015

APPROVED