

# MEMORANDUM

**To:** City Manager Guetschow, Mayor Lewis and City Council  
**From:** Ginger Terpstra, City Clerk, CMMC  
**Subject:** Installation of Safety Glass – Main Office  
**Date:** June 24, 2016





As I was preparing this memo regarding the need for security upgrades, I found a memo where the process for upgrading security in the building was started in 2007. Unfortunately, because of budget restraints there has not been much progress in this area, as planned, other than what I mentioned in my last memo.

While it is unfortunate that these measures have to be taken, it is for the safety and well-being of all employees in general. There are situations that arise from disgruntled citizens that can potentially turn in to a dangerous situation. There have been three recent incidents that have warranted calling for the police department for assistance in the main office area, and in one incident the individual was removed from the premises.

OSHA requires that employers provide employees with a safe and healthful work place and find ways to reduce work place risk factors by taking appropriate precautions. This request is part of an outline of updated procedures we are putting in place to ensure that we reduce the likelihood of incidents occurring. This step is an engineering control to go with administrative controls and training to come. I believe that we are obligated to try in every way to make the working environment as safe as possible for our employees.

I was pleased that the low quote was from Harmon Glass, a local company, in the amount of \$4,663.85. They are also the company that provided the work for the Eaton County offices in which we were able to see their workmanship. Myself, Finance Director Mossner and Chief Sherman all thought that the work done by Harmon Glass was very professional looking in nature.

We propose to use the money from the FY 2015/2016 City Hall Building and Grounds budget from savings in the following projects:

 Roof maintenance (not needed) .....	\$2,000.00
 Police Bathroom Remodel (less than expected) .....	\$1620.00
 Ceiling Tile (none replaced) .....	\$1,000.00
 Air Compressor (less than expected) .....	\$1,025.00
Total savings from these projects in FY 2015/2016 .....	\$5,645.00

Therefore, I respectfully request that the City Council understand the security concerns in the building and pass the second reading and adoption of Resolution No. 2016-66 for the installation of safety glass in the main office for the safety of our city employees.