



MEMO

TO: City Manager Guetschow, Mayor Lewis and City Council

FROM: Ginger Terpstra, City Clerk, CMMC

RE: Safety Glass Installation Main Office

DATE: June 10, 2016

Security has been an issue for several years at City Hall. Primary concerns have been with the security of the employees in the main office area where most of the general public visits.

In recent weeks we have had some incidents that have brought this issue to the forefront.

Myself, Finance Director Mossner, Chief Sherman and Chief Fullerton have been working together on several security measures in recent weeks to make the City Hall Building more secure for our employees. New locks have been installed on some of the passage doors, on both the first and second floors and the Fire Department.

Myself, Finance Director Mossner and Chief Sherman visited the Eaton County offices who have recently taken security measures by installing Safety Glass in offices that serve the general public.

While it is unfortunate that these measures have to be taken, it is for the safety and well-being of all employees in general.

Therefore, we are respectfully asking that you approve Resolution No. 2016-66 for the installation of safety glass in the general office by Harmon Glass as proposed.

Quotes received were as follows:

Harmon Glass	\$4663.85
Lansing Glass Company	\$4835.00
Aaron Glass Co. Inc.	\$5850.00