

AGENDA # K.8
Scio Township Board of Trustees
Consideration of Proposal for Construction of Permanent Wall for Private Office Space

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026

PREPARED BY: Kristy Aiken

ITEM TYPE: Possible Action

BACKGROUND: Over the past several years, the Township has worked toward reconfiguring areas of Township Hall to provide more functional and efficient office space. With the potential onboarding of an Operations Director in the coming months, the Office Coordinator is requesting construction of a permanent wall in the location where a temporary wall currently exists. The current layout does not provide sufficient privacy for confidential personnel matters, financial discussions, or other sensitive conversations requiring discretion. Constructing a private enclosed office will better support operational needs, ensure appropriate confidentiality, and provide a professional work environment consistent with the responsibilities of an Operations Director.

The Office Coordinator recommends Vanston/O'Brien, a locally owned company operating within Scio Township, to complete the work. The scope of work is clearly defined in the proposal by Vanston/O'Brien. In addition to the installation of a permanent wall, the project will include the relocation of light switches, light fixtures and the ceiling fan.

FISCAL IMPACT: \$11,225 from fund 101-265-975

RECOMMENDATION: Office Coordinator recommends approval

MODEL MOTION: Approve the proposal from Vanston/O'Brien in the amount of \$11,225 for the construction of a permanent wall to enclose office space at Township Hall with funds to be allocated from 101-265-975.

ATTACHMENTS:

[Carver Construction Quote.pdf](#)

[O'Neal Construction Quote.pdf](#)

[Phoenix Constructors Quote.pdf](#)

[Vanston/O'Brien Builders Quote.pdf](#)