

Vergennes Township- 10381 Bailey Dr. Lowell, MI 49331

Special Board Meeting

Meeting Held at 69 Lincoln Lake, Lowell, MI 49331

September 26, 2019

MINUTES

A Special Meeting of the Vergennes Township Board was held on Thursday, August 29, 2019 at 8 a.m at the building located at 69 Lincoln Lake, Lowell MI 49331 -future Vergennes Township Hall location. Present were Wittenbach, Hoffman, Mork, and Rasch & Gillett. The purpose of the meeting was to discuss the proposed design of the remodel and addition to the 69 Lincoln Lake Building with Architect Tim Spitzley and the August 1, 2019 proposed Construction document proposal.

The board met with Tim Spitzley to discuss his latest design, and the August 1, 2019 proposal to renovate and add an office addition at the 69 Lincoln Lake building site.

The Board held lengthy discussion with Spitzley about the design and cost of various design elements including:

- Explore the possibility of leaving the current mechanical and janitorial areas in the existing building to save cost and find a way to tie them into the new addition.
- Explore moving the entire office area towards the parking lot to accomplish this
- The patio area of the current design does not need to be there
- Utilizing the current drive-thru area as part of the lobby
- Entering this lobby area through an airlock vestibule constructed on the EAST side of of the building- NOT the south side- this will keep the entrance highly visible if we can ever gain access to Bailey Drive –to be used as an entrance.
- the roof was discussed- gable or hip roof – either design was okay with the board
- Roofing material was discussed- would it be better to go with a steel roof vs. a shingle roof? The cost difference of roofing material and labor could be 30 – 40% higher. Cost would be a factor and per Spitzley, could be a bid option as the roofing material would need to be upgraded to ensure structural integrity
- Discussion about using brick vs. cement board vs. board and batten vs. vinyl for exterior material of the new addition- board agreed to use a less costly option yet wants the design to look good with the existing brick.
- The current Drop Box located at the 10381 Bailey Drive location will be moved to the 69 Lincoln Lake location and a mail slot will NOT be added to the building design.
- The Board would like to see the design come as close to \$600,000 knowing there will be 10-15% contingency.
- There was discussion that we want to have all of the needs of the township office and the community/board room areas met at the lowest cost possible. The Board wants the building built as economical as possible, but allowing for less costly design elements that will allow the character of the building to be something the community can be proud of.

The Board asked for an overview of the services that Tim Spitzley would provide per the August 1, 2019 proposal. Spitzley would provide contract administration for the project which consists of the following discussed points that are outlined on the proposal:

- Work with the Board to finalize building renovation and new addition design
- Provide construction, mechanical, electrical prints and spec. sheets ready to go to bid with an applies-to-applies design.
- Assure all prints to code.
- Bid job out utilizing various methods of noticing – including the Kent County Builders Exchange.
- Will open bids and help the Board analyze them
- Work directly with hired firm or contractor on punch list items
- Review contractor's bills, receipts and payment- assuring all subs are being paid by contractors
- Liability on them
- Work directly with the project supervisor and the building inspector
- Walk through project until the end – turn key

The timeline of the project was discussed with the goal for the timeline being: take the project to bid in February 2020 with an April 2020 start date. The Construction Drawings will take 10 -12 weeks after finalization of the design.

Gillett motioned to approve the August 1, 2019 proposal: proposed Construction Document proposal for the renovation of Vergennes Township Hall by Timothy A Spitzley Architechs LLC for the not to exceed fee of \$60,200 as outlined per proposal. Wittenbach seconded. All members voted YES. **Motioned carried.**

Meeting was adjourned at 10:15 p.m.