

Thursday, April 7, 2023

New Addition to Existing Building Meeting

Supervisor Desmond Pike opened the meeting with a prayer followed by the Pledge of Allegiance and asked if there was any brief comment from those present. Sitting at the front table with Desmond Pike were Trustee Joe Borek, ZBA Member Laura Staats, also Dala and Roger Granzo.

Desmond introduced Tim Spitzley, a guest and an architect from Lake Odessa MI who came to discuss the potential of adding onto the existing Otisco Township Hall and its feasibility. Mr. Spitzley told us a little about himself. He is a licensed architect, 90% of the work he does is commercial the other 10% is rural projects. He would work off of our existing blueprints and specifications making whatever changes or updates we might be requesting. He would oversee the entire project if we hired him to do so. He would continue with inspections throughout the building process. He would find mechanical, electrical, and plumbing experts for our project. He would locate a civil engineer if one was required. He gave us a rough guesstimation as to the cost for the construction, it would be about \$200 per square foot. Mr. Spitzley also said that sometimes he chose to work based on a percentage or service fee of 6% if the project is up to \$500,000. The higher the price goes the percentage goes down. He broke down his pricing of a project in the following manner.

- 40% for preliminary costs
- 40% for construction
- 5% for bidding
- 5% for contract administration

Desmond sent a copy of the blueprints home with Mr. Spitzley for review and a rough cost assessment. Mr. Spitzley said he would be able to provide one in time for the next township board meeting that will be held on Tuesday, April 11, 2023.

Laura handed out some sheets to those present along with the original purpose that Paul Reeves had stated when the expansion was first being planned. This included a general floor plan for the new building and a layout for additional office space in the existing building. Paul Reeves wanted to create a place where the community could come together. The following are those points:

- Meeting Place for Card Groups
- Meeting Place for Scout Groups
- Monthly Morning Coffees on Recycle Saturdays

It should be:

- Easy to maintain
- Posted Access & Hours – Cards & Coffee
- Written Contract for Rentals – Info online
- Clean-up Expectations and Fees – Info online

Some questions and concerns that were discussed were; what would happen if weather safety alerts were issued? Of course, employees would be allowed to go home if time allowed. Also, the vault within the township hall which is solid brick could be used as a safe shelter.

The question was raised is a hall expansion included in the master plan? Desmond said that is something he will have to review, also the Master Plan is available on the Township website as well.

Respectfully Submitted,