

**LIMA TOWNSHIP - BOARD OF TRUSTEES**  
**Synopsis of Working Session Minutes**  
**Monday, January 29, 2024 5:00 PM**

Supervisor Luick opened the meeting at 5:00 PM with the Pledge of Allegiance. Board members present were Supervisor Duane Luick, Treasurer Nanette Havens, Clerk Ann Kwaske, Trustee Dale Luick, and Trustee Greg McKenzie. The agenda was approved.

In the first public comment, E. Sensoli commented that she has observed that everyone wants to meet the township facility needs as economically and efficiently as possible and hopes that the board can work together to achieve that.

The open discussion on implementing the town hall addition project started with Trustee McKenzie mentioning a financial review from a previous board session. He requested a confirmation of the township's current fund balances to make sure we are being fiscally responsible as we plan this new capital project.

Next, the board discussed the impact construction would have on meetings and on the August and November elections. Renting a facility would be necessary for board meetings, planning commission meetings, and elections. Possible locations were discussed and Supervisor Luick volunteered to research options. Clerk Kwaske mentioned that a notice would need to be mailed to every registered voter for each election where the voting location would be somewhere other than the township hall. A plan for storage of files and election equipment would also be needed. While files could be stored in the basement during construction, Clerk Kwaske said the election tabulators and sensitive materials would need to be relocated to a secure location.

Supervisor Luick stated the Midwestern Consulting (MCI) scope of work document would be complete before the next regular board meeting. Trustee McKenzie would prefer to get additional bids while Supervisor Luick and Trustee Luick would like to move forward with MCI as they have already done some work on the project. Clerk Kwaske asked if a public hearing is required before we move forward. Trustee McKenzie pointed out that, while not required, the board could choose to publish for public input since it affects the entire township.

On the topic of a 1994 township board policy to require competitive bidding for any project expected to be in excess of \$20,000 the board agreed it makes sense to modify the dollar threshold on this policy. A resolution will be presented at the next regular board meeting to do so.

Supervisor Luick received a scope of work from Scott McElrath of Dangerous Architects earlier that day. There was a discussion around whether the board should get bids from architects. Supervisor Luick said we would not turn down bids if someone comes to us, but Trustee McKenzie pointed out that we won't have other bids if we don't request them. Clerk Kwaske is concerned that the timing and cost estimates are extremely optimistic. Supervisor Luick agreed the timing estimate is optimistic, but does not think the cost estimates is unreasonable. He believes we can have township residents pitch in to get the building built at a lower cost.

The formation of a building committee was discussed. Supervisor Luick wanted the committee to be made up of a project manager and two assistants that would lead and direct the building of the addition. Trustee McKenzie proposed that there should be township board representation and the committee's function would be to coordinate with the general contractor or project manager and design team. He proposed Trustee Luick, Bob Spink, and himself as the three committee members. Supervisor Luick voiced agreement with this idea. This will be discussed at the next board meeting.

Clerk Kwaske stated that whether we hire a project manager or a general contractor for this project we need to be very clear on their responsibilities. Trustee McKenzie stated that if it is a project manager rather than a general contractor, all contracts must be approved with the board since the board will hold those contracts. This would be different if we hired a general contractor who would be holding the contracts. There can be a threshold on how much the project manager can spend in his or her discretion.

Trustee McKenzie asked what we are going to do with the other site the township owns, referring to the 16 acres on Lima Center Road. He said the land could be split from the fire station and sold to offset costs of this project. Trustee Luick voiced agreement in splitting and selling. Supervisor Luick said looking to the future we may need a better first department, that is a great lot and we should hang on to it for future needs. The board does not have a consensus on that question at this time.

In the final public comment, E. Greenleaf spoke in favor of building a new office building on the Lima Center lot and then relocating the existing town hall to that site.

Meeting adjourned at 6:08pm.

Submitted by,

Ann Kwaske  
Lima Township Clerk