

**LIMA TOWNSHIP BOARD OF TRUSTEES**  
**11452 Jackson Rd, Dexter**

**Duane Luick, Supervisor**  
**Nanette Havens, Treasurer**  
**Ann Kwaske, Clerk**

**Dale Luick, Trustee**  
**Greg McKenzie, Trustee**

**Minutes of April 29, 2024 Public Information Session**

**CALL TO ORDER**

Supervisor Luick opened the meeting at 7:00 PM with the Pledge of Allegiance. All board members were present. Approximately 30 residents were in attendance. Supervisor Luick introduced the board members and the architect and engineer to the public.

**APPROVAL OF AGENDA**

Motion by Trustee Luick, seconded by Supervisor Luick, to approve the agenda. All ayes, motion passed.

**OVERVIEW OF TOWNSHIP HALL**

Trustee McKenzie gave an overview of the Townhall Project:

McKenzie first mentioned that the board has a Township Financial Summary which shows the township has been fiscally responsible and saving money, and the proposed projects would not increase taxes or cut township services.

The idea of updating or building a new hall started in 2010 when a Capital Improvement Committee was formed to look at possible options for the Townhall. They looked at additions to the current Hall, building all new, and building new with a fire station bay among other options. After looking at many options, in 2014 a facilities committee recommended an all new building at the site of the current Hall, which was the only site the Township owned at that time. However, nothing was ever kicked off. In 2018 the 16+ acre land with fire barn and charging station on N Lima Center Rd was purchased. Topographic and wetland site surveys were done and there were some upgrades to N Lima Center Road to access the site. In July of 2020, the board put out an RFP (request for proposal) for architects and engineers to work on a design and layout for a new building on the N Lima Center Rd site. An architect and engineer were selected, and several concepts were developed and presented to the board. COVID then put everything to a stop, because of shutdowns as well as supply chain issues and material costs.

In April of last year, the board appointed a closed committee of four (Bob Spink, Ken Klovski, Doug Eder and Bill Coultre) was formed to look, initially, at minimal expansion to the Township Hall with the offices remaining at the CACA building. After that was presented, the people involved thought it wasn't a good option. There was a Board Work Session in May to discuss options. In September the board approved, with a 3-2 vote, an additional \$10,000 for a feasibility study for further addition on the existing building. In December the concept and budget estimate were presented to the board, and a motion was made to approve the concept at a \$1.15 million budget, and the motion passed 3-2.

In February of 2024, the board appointed a design coordination committee of Dale Luick, Bob Spink, and Greg McKenzie to coordinate with the architect and the engineer and construction manager or general contractor. The preliminary site plan was approved at the Planning Committee meeting in March.

Architect Scott McElrath of Dangerous Architects presented the proposed architectural plans:

McElrath has been involved in this project since 2014 and worked with several different boards and planning commissions. He believes the current Township Hall building was built in 1849 and "has good

bones” even though some residents believe it should be torn down. With the proposed project, the extension on the back will be removed and 1,450 sq ft of structure will remain and be renovated. The roof was recently replaced. The plan for the current building is to make it even more weather tight, to take off the existing siding and put on new siding (either vinyl or LP Smart Siding), and new windows. The tower that was on the original building but destroyed in a tornado will be re-enacted and flanked by arched double hung windows.

An addition off the back will have the offices and will match the elevated floor height of the Hall. They plan to raise the grade outside so there aren’t too many stairs, and there will be a ramp. The new addition has office space, a reception desk, and a workroom for vote counting. It has all the offices currently at the CACA building. The addition will add 1,793 sq ft with a walk-out basement. The basement is for storage and mechanicals, and the proposed plan has a wheelchair lift to get to the lower level from the main floor.

Engineer Adam Lalik of Midwestern Consulting Inc presented the proposed site plans:

Lalik started by saying his job is to make sure the site provides what the township wants and is compliant. The site uses the existing drive entrance, the expanded building is 1793 sq ft addition, a new parking lot with 18 standard spots and 2 ADA spots, a new drain field and retention area. The sidewalk is flush with the parking as a pick-up and drop-off area. The grade will be raised to a minimize elevation difference. Spoils from the proposed basement, drainfield, and detention basin will be used for mass grading. Adjacent to the building is a 6” high integral sidewalk and is 7’ wide for vehicle overhang, and there will be bumper blocks. The lot is uncurbed on the east side with no bumper blocks and no landscaping there. There are three 7” steps up to the porch and a 3 foot wide and 21 foot long wheelchair ramp, and the height will be 21” which does not require a mid ramp landing.

The new drainfield will be to the north of the building and be 20’x40’. Soil exploration was conducted and they found sand at 12-14’ which is acceptable for a conventional drainfield. The detention basin (which is subject to change from this preliminary layout) will be a dry basis and not hold water for more than 48 hours. It is designed for a 100-year event. There is no landscaping plan for the site at this time.

## **PUBLIC DISCUSSION AND Q&A**

The Q&A session began at 7:32 pm and the public was invited to ask questions of the architect, engineer, and board. The main discussion topics were:

- Parking  
Discussion topics included:
  - whether 20 parking spaces are enough
  - overflow parking would be in the grass area as it currently is
  - the possibility of expanding parking in future
  - concern that the accessible parking spaces are far from the bottom of the ADA ramp
  - the possibility of shifting the entire lot to the south
  - the need to raise the grade under the new parking lot by 3 – 3.5 feet and how that would transition to the grassy overflow.
  
- Design  
Questions included:
  - How much of the existing hall will stay? Most design decisions are TBD, but current plan is to keep the hardwood floor and window trim, it may be possible to refurbish and upgrade the lighting fixtures, and the windows will be replaced.
  - How are the existing building and the new addition connected? There will be a large “portal” about 12 feet wide in the wall of the hall connecting to the new addition and then about 10 feet between the portal and the hall to the offices.

- Is there a sound barrier between the hall and reception space? There is a door at the end of the office hallway so the offices can be shut off. That door is behind the reception desk but the assumption is that the door would be open during the day.
- Basement  
The old basement entrance in the front of the building will be reused and a cellar door will be installed there. There will be access to the existing basement from the new basement. The new basement has a walkout, with a door to west. The foundation was not able to be looked at entirely to see what needed to be fixed / repaired, but the Architect is not concerned and thinks the structure is fine. The existing basement will be open to the new basement. There will be a couple stairs going up from the new basement to the old basement because the new basement floor is a little lower than existing. The old basement could be renovated in the future.
- Size  
The design plan removes the extension on the back of the existing hall, 1440 sq ft of hall are retained, and the new addition has 1780 sq ft. The total main floor square footage is 3220. The new basement has same footprint as upper level, so is 1780 sq ft. The total square footage including the lower level is 5000 sq ft. A resident pointed out that the plan that was considered in the past for an all new building was 5000 sq ft slab on grade.
- Cost  
Some residents are concerned that the cost is high for what we are getting and a desire to have a more firm price. When asked how the cost estimate compares building all new, the Architect said average commercial construction is \$300 per square foot, the renovation part is going to be \$200 per square foot ballpark, and a lot of the cost is going outside to the retention basin, the ramp, and the entryways.
- Timing  
A resident questioned when we will break ground, but there is not a firm answer to that yet. Next steps are going through final site approval once engineering work is completed, and then completing construction drawings, then contract it out for quotes / estimates. The Architect estimated that, if the planning commission approves the final site plan, then maybe 2-3 months.
- Elections  
On a question of election flow, the Architect proposed one way traffic that goes in the new door and out the old front door. However, voters requiring the ADA ramp would have to exit through the new door. A past clerk and the current clerk voiced concerns about starting construction before the two upcoming major elections and therefore requiring an alternate polling place. The additional work for the clerk's office, the confusion for the residents, and the additional costs required were mentioned.

#### **ADJOURNMENT**

Motion by Trustee Luick, seconded by Treasurer Havens, to adjourn. All ayes, motion passed. Meeting adjourned at 8:16pm.

Respectfully submitted,  
Ann Kwaske  
Lima Township Clerk