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**Bear Creek Township Special Board Meeting  
May 6, 2022**

Called to order at 1:00p.m.

**Roll Call:** Keiser, Hoffman, Urman, Golding, Radatovich

**Pledge of Allegiance**

**Click Rd Fire Station**

Keiser explained that we are here for a preliminary work session. We have conceptual drawings to discuss as well as timing. Radatovich drew up a sample layout of the new fire hall/polling place. She drew it up in such a way that the meeting hall and fire dept could share facilities. It is set up as a T-shaped building and it could be added onto into the future. Keiser noted that we will need to evaluate what is the immediate need, medium need and long-term need. He noted that there are similar large buildings in the area that are also T-shaped and are less expensive.

Radatovich noted that she drew up this plan based on what Elaine gave us to work with and based on her perceived need of the township. She feels this is a closer design to what we had visualized. The board is welcome to give her feedback, or not to use this site plan at all.

Hoffman likes the idea of one shared kitchen, however, he is concerned about if people who use the hall for events would use the kitchen. Does the fire dept need their own fridge where they are living?

Keiser noted that we need to discuss the use of this meeting space. Originally, he thought it would be a regional fire facility. Fire dept is going to be the one using it 80% of the time.

Urman noted that the meeting room proposed on Radatovich's drawing is bigger than what Elaine proposed. Radatovich noted that she has to plan this space based on the biggest elections.

Keiser feels that we are going to have more voters than ever before. He noted that long and narrow buildings are typically cheaper to build that wide. He is wondering what the tipping point is that causes the cost to go up. He is also concerned with the roofline. He does not want this to be a very tall, commercial building in a residential area. He is concerned about peak height.

Urman noted that Elaine's proposal was a steel building with 14-16' walls and a shallow peaked roof.

Hoffman asked if we are planning to stay with eight bays or if we can go with six bays. Can we add a column in the center?

Keiser noted that when this first began, he thought four doors meant four bays. He wasn't thinking these would be double deep. We need to evaluate what is our immediate need and what is our long term need. What do we have right now for fire equipment? And what will we need five years from now? 20 years from now? If we were to pursue this, it would not be ready until 2026 at the earliest. What do we need between now and 2026? What are our options? He suggested adding onto the snowmobile club or using the Petoskey Fieldhouse.

Radatovich explained that we cannot use the Fieldhouse because it is a private business. There are certain requirements of what types of buildings can be used as a polling place. Polling places are supposed to be public buildings, but if that is not available, a non-profit is allowable.

Keiser asked when we are going to need to split into three precincts.

Radatovich explained that there is no way to know for certain, because it is dependent upon the township growth. Likely within the next 2-4 years. We have approximately 2400 active voters in Precinct 1 and 2600 active in Precinct 2. The cap is 2999 and then we will be forced to break into a third precinct.

Urman noted that the current township hall is 2574 sq ft. Elaine proposed 5000 sq ft and Radatovich suggested 8000 sq ft. He suggested that we add stalls as we go. Part of why we hired an architect is to help us through these scenarios. We need to put together the needs for the future and get back with Elaine.

Keiser noted that we need to build this project to code. We need to figure out what we need before we go back to the professionals.

Hoffman noted that we are clear spanning the whole meeting room.

Urman noted that there may be different layouts that make this space possible.

Radatovich remarked that whatever the cost, we don't have to ask for the entire thing in a bond or millage. We have money saved up in the general and fire fund, plus there is grant money.

Welsheimer spoke with a builder who estimated that the apparatus bay would cost approx. \$150/sq ft, the meeting room would cost approx. \$200/sq ft, and the office areas would cost approx. \$300/sq ft. This was from a local builder and is a more realistic number than what we got from Elaine. In addition, we can cut back on the parking area and add grass overflow parking.

Hoffman asked about putting a column down the center of the apparatus bay.

Keiser suggested we consider a design build.

Hoffman noted that we will still need an architect to work with the railroad and interior of the building.

Keiser would like to see what the tipping point is with how narrow you have to make a building before it becomes cheaper to build. In addition, we need to discuss the meeting room. It will only be used a few times a year for elections. Are there going to be other uses the rest of the year? In addition, what kinds of grant money is available?

Radatovich feels that we should consider renting out the new meeting room to help offset the maintenance costs of the building.

Keiser noted that our current hall was busy before COVID-19. There is definitely a need in the community for a meeting space.

Hoffman is concerned about the kitchen use if we were to rent it out. He doesn't want things to get stolen. Radatovich suggested locking the drawers in the kitchen.

Keiser feels that if we rent out the new meeting room, then we would need management to look after it and make sure people do not take advantage of the meeting space or damage it.

Radatovich noted that most rental spaces do not have an onsite person. Typically there is someone there to open up, but not someone who stays during your event. Look at the fairgrounds. There is no one there during the rental, and they take a security deposit to cover for damages. If we were to have a property maintenance person, the meeting space could be their responsibility.

Keiser asked what other townships our size are doing.

Karla Buckmaster asked if this would be a commercial kitchen. Keiser noted there is commercial vs. residential grade kitchens. Radatovich suggested a small, normal kitchen, because that may discourage misuse of the kitchen,

Golding questioned that you have to have this large of a space, even though all voters do not come at once. How many active registered voters do we have?

Radatovich explained that the precinct size limits are based on active registered voters and the amount of voting booths required is based on total registered voters. As of today, precinct one has 2422 active registered voters are 2627 total registered voters. Precinct two has 2742 active registered voters and 3027 total registered voters.

Keiser noted that when we originally bought this piece, it was to be used as a second fire hall.

Golding feels this is a shock and that they have never been told this before. It seems shocking to put up that much space knowing not that many voters will come in all at once- voting doesn't happen that way.

Karla Buckmaster feels that the county has more registered voters than eligible voters. Radatovich reassured her that we work as hard as we can to keep the Bear Creek voter rolls as clean as possible.

Welsheimer explained that the original design from five years ago was four bays double deep (8 bays). That has been the plan all along. We currently have five pieces of equipment here, four at Resort, several at station three, and a fire trailer that sits outside. We are also going to need a 100ft ladder truck in the near future with the apartments coming in and the zoning setback requirements. Currently, we have four pieces that will need to be housed in this new station: 75ft ladder truck, tanker, RTV, and fire trailer. In addition, if we add a property maintenance person and their work area is in the current Bear Creek station, we will need to move some equipment out there to make room for that.

Keiser asked if we took Bay Township out of the equation if we would need this? Welsheimer noted that Bay Twp does not contribute to this need at all. We would have the same needs without them.

Hoffman thinks the tribe should pay more. Welsheimer noted that we are working on a new fire agreement with them. He spoke with a local builder who estimated \$7.5 million for Elaine's plan.

Keiser would like to have another work session. He asked if Elaine Keiser is a good commercial architect? Her estimate seems to be fairly far off.

Urman likes working with Elaine and thinks she is a great commercial architect. He noted that the powersports place is \$2.5 million but they may not have the air handling system we need. He thinks Elaine did a great job explaining the commercial end to them and does not want to put her to the side. He thinks something may be missing, which is why there way such a big discrepancy in the numbers.

Hoffman thinks we need to give Elaine more direction of what we want from her. The whole board should meet with her.

Keiser would like to do another work session with the board before we meet with Elaine. He asked if we can put the voting area in the fire hall.

Hoffman noted that last work session, when that was brought up, it was discussed about housing the trucks outside.

Urman asked if we can move the fire area down to the new station and add onto this current building for more area for a polling place?

Keiser noted that Hoffman's were not interested in selling a few years ago, but we do have permission to use Ballard's parking on election day.

Radatovich suggested we reach out to Elaine and find out about the tipping point of width and cost. We can also ask her if a commercial kitchen is required.

Karla Buckmaster thinks the board may want to know about the wetlands study results before the next work session. Keiser noted that it will be 30-45 days before we get those results.

#### **Hall Rental Policy**

Keiser would like to revisit the township hall use policy. We had lots of use pre-COVID and are trying to get back to normal. When we first reopened the hall, we added a \$50 cleaning fee, but now people are coming back and wanting to use the space. Keiser noted that there are many homeowner's associations within Bear Creek that used to use the space and want to get back to it. He wants to update the policy to include those people. In addition, he thinks the sports teams use was too busy of a use for this current hall.

Radatovich noted that we can remove the cleaning fee, but add in that people are expected to clean up after themselves. They will need to wipe down the tables and put away the tables/chairs. She noted that we can take out sports teams if the board would like.

**Motion** by Radatovich to approve the 2022 Use of Township Hall Policy and Procedures as amended, with the addition that sports teams be excluded from being able to use the township hall. 2<sup>nd</sup> by Hoffman.

**Passed**

**Public Comment:** None

**Adjournment:** 2:50p.m.

Respectfully submitted,

*Emma Radatovich*

Emma Radatovich, Bear Creek Township Clerk