

Leland Township Facilities Committee Report

April 2022

Committee Members

Kathy Dawkins

Lisa Brookfield – Township Clerk

Cal Little

Gary Coyle

Keith Ashley

At the September 13, 2021 Township Board meeting, it was decided to form an advisory committee to explore options for the Township Boards use in exploring the acquisition of a new Township office. Supervisor Och and Clerk Brookfield drafted a “needs” document for use by the Facilities Committee. With this basic “needs” in hand, the Committee has met four times; Jan thru April 2022. The following is our report of our findings.

Factors considered were both the acquisition or use of an existing structure as well as acquiring land to build a new structure. Both lease and outright ownership was considered. The legal impediment of “no mortgaging”, time needed for a Bond issue, time factors with existing leased space, time to buy land, get permits and construct a building, were all factors considered. Locations were considered which offered public visibility; both good and poor, access, parking, site conditions and zoning.

It should be noted that there are no conflicts of interest with the committee members with any of the options.

The options, with some pros and cons when possible, are as follows:

1. Take over the administrative space in the Leland or Lake Leelanau Fire Station

- a. If Leland, this could entail relocating the Fire Chiefs office to Lake Leelanau or elsewhere within the building
- b. Would utilize all current office space for Township Supv., Clerk and Treasurer
- c. Leland is a convenient, high profile location, Lake Leelanau a bit more obscure
- d. Leland, could utilize one of existing four offices for secure file storage
- e. Either option would be a huge savings in Capital expense
- f. Some remodeling would likely be needed but estimated cost is estimated to be less than **\$100,000**
- g. Would utilize the space fulltime for Township staff; Supervisor, Clerk and Treasurer
- h. Parking is adequate for three officials, option exists to increase parking in Leland by vacating Cedar St. with Road Commission approval. See Option 3 k. for details.
- i. Factors to resolve are retaining adequate space for staffing of EMS and Fire personnel
- j. Neither station option solves the community room/ public meeting space desire

- k. The current office space lease with Leelanau Excavating can be terminated without penalty
- l. If more space was needed in Leland, a small 15' x 44' (660 sq. ft.) addition could be built on the East end of the building. Estimated cost **\$198,000**
- m. Either station option could be exercised the quickest and cheapest of all Options considered

2. Build a new structure on the Leland Fire Station property attached to present building.

- a. Would save on land acquisition costs
- b. All utilities are on premise
- c. Convenient, high profile location
- d. Architect designed, purpose built
- e. Would require a longer lease period in current building
- f. No problem with current bonding arrangements of the Fire Station
- g. A new bond could be sought, requiring Board approval and voter approval. Time is a factor.
- h. It was considered that a 44' x 68' (2758 sq. ft.) building, added on to the existing building would house all Township offices.

There are factors that present a challenge with a power pole and some ground located equipment (Generac) that would require relocating. One parking space would be lost. With this option, a community room/ public meeting space may be possible.

Cost estimate of this option is **\$690,000 to \$772,240**. Sq. ft costs per John Dancer are \$250 – 280 per sq. ft. It is recognized that being a remodel, the cost could be higher as there are often difficulties estimating the time involved when adding on.

3. Build a new structure on the Leland Fire Station property, free standing adjacent to the rear parking area.

- a. Would save on land acquisition costs
- b. All utilities are on premise
- c. Convenient, high profile location
- d. Architect designed, purpose built
- e. Would save on land acquisition costs
- f. Would require a longer lease period in current building
- g. No problem with current bonding arrangements of the Fire Station
- h. A new bond could be sought, requiring Board approval and voter approval. Time is a factor.
- i. It was considered that a two story 44' x 50' (4400 sq. ft.) building, approximately 25' east of the existing building would house all Township offices and with a full upstairs, accessed by stairs and elevator, all storage requirements are met and a community room/meeting space would be possible.
- j. No parking spaces would be lost
- k. The Road Commission could be petitioned to vacate the adjacent Cedar St and replace with an alley, giving access to the private residents in this block. This would provide for some public parking without encroaching on the rear Fire Station parking
- l. Excluding street vacating costs, nor parking lot improvements, this option would be **\$1.1 to 1.3 Million** using same cost factors from John Dancer

4. Contract with Mountain Harbor LLC to construct an office building of their design, with Township input on the Mountain Harbor property in Lake Leelanau

- a. Located on M-204. The details of this are attached as **Attachment. 1**
- b. The costs of this if utilizing the Lease provision are high over the 10 year period and the likely life of the building.
- c. It is not out of the question to negotiate a purchase price of the building as part of a “condo” arrangement.
- d. The location is part of the storage buildings complex being erected. The office location would be near the front but not assured to the first and most dominant building

5. Install a Modular building or build an office on the Grove Park site.

- a. 64' x 12' Modular cost from WILLSCOT Inc. is approximately **\$31,000** for installation and **\$1616.00** per month/ one year lease. Site work is required; blocking, leveling, tie downs and skirt installation and later removal. They are included in the installation price. Not included nor calculated are the sewer, electric, gas and phone hookups.
- b. A second option on this site is to construct a stick built office 44' x 68' (2758 sq. ft.)
- c. Would save on land acquisition costs
- d. All utilities are on premise
- e. Convenient, central location
- f. Architect designed, purpose built
- g. Would require a longer lease period in current building
- h. A new bond could be sought, requiring Board approval and voter approval. Time is a factor.
- i. With this build option, a community room/public meeting space is possible.
 - a. Cost estimate of this option is **\$772,240**. Sq. ft costs per John Dancer are \$250 – 280 per sq. ft

6. Purchase land and built a stick built office.

- a. Cost estimate of this option is **\$772,240**. Sq. ft costs per John Dancer are \$250 – 280 per sq. ft
- b. Land acquisition costs could range from an estimate of **\$150,000 to 500,000**
- c. All utilities would have to be permitted, designed and installed.
- d. We discussed land purchases with six individuals, two would be interested in discussing further.
- e.

7. Lease the building in Lake Leelanau presently housing the Northern Distillery store if it becomes available

- a. Discussion required with owner; James Houdek. Costs are unknown at this time.
- b. Time factor is extended in current location as tenant, Northern Distillery is still leasing building, any vacation plan of the premise is unknown
- c. High profile location
- d. Parking available
- e. Lots of storage in the basement

- f. Community meeting room would be possible
- g. Lease costs over 30 years may exceed cost of “ build and own “.

It was the consensus of this committee that utilizing space already owned in the Leland or Lake Leelanau Fire Station provides a good option, lowest cost, near immediate occupancy. Relocation of the Fire Chief's office to Lake Leelanau if required can be achieved at a nominal cost and temporary disruption of certain activities. Building modifications would be nominal for either option. The closure of Cedar St. and the addition of an alley access will take time to process request to the Road Commission and no certainty that it would be granted. This would marginally impact public parking for visitors to the Township Leland office.

The committee is at the Township disposal if further action on any of these options is deemed necessary or beneficial.

Respectfully submitted, Keith Ashley, Chairman