

Leland Township Board Special Meeting
Workshop
April 28, 2021 – 1:00 PM
Minutes

(The meeting was held through Zoom)

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Mariann Kirch, Trustee Clint Mitchell

ABSENT: 0

GUESTS: 1

Ms. Och called the meeting to order at 1:00 p.m.

ACTION ITEMS

1. Discuss options for housing the Leland Township offices.

Leland Township has been notified that the building they lease for the Township offices will be demolished and rebuilt. The new offices will not be available for approximately one year once work begins. When finished, Leland Township may lease again at a higher rate with less space. The owner is no longer interested in selling the building to the Township. Currently, the Township has 90 days to find other arrangements for housing the Leland Township offices.

Ms. Och provided information from the owner of the building. Future rent on the new building would be a little less than \$1,500. Utility costs would probably be less than they are now. The rebuild would resolve the parking problem. If the Township chooses to rent the space when the rebuild is finished, the Township would be able to provide input to the design of the interior of the first floor offices of the new building. Ms. Och talked to the zoning and sewer operation administrators about the permits needed for the work. They will probably not be able to get the permits before the 90 days is up. Ideally, the owner would like the Township to stay in the building until just before the work starts.

The Township would be able to use the Munnecke Room at the Library for Board meetings. Approximately 500 square feet is needed for storage. Some things could be stored in the second story of the Harbor Building. There is also some storage space at the sewer plant. There is no space for storage at the fire stations. Space for 3-4 offices or cubicles and a space for the file cabinets and the computer server are needed. The election equipment needs to be stored in the same building as the Clerk's office. There will be 3 elections next year and the storage need for election equipment is approximately 50 square feet. The current space is 2100 square feet and the new building space would be 26x80, approximately 2080 square feet.

The Board discussed the idea of acquiring property and building their own offices. Townships cannot get mortgages. They can go for a bond or have seller financing, like a land contract. The Board could also go the voters for a bond.

The Board discussed building on lands we already own (parks). There is space at the Provemont Pond area but the space is on top of a land fill. A well and septic field cannot be put atop of a landfill. Currently WiFi is not very good in that area.

Grove Park may be a good location. There is a well there, but no septic tank. If we purchased pods or trailer classrooms, it could also be a temporary location.

It was suggested that the Board should explore a third way to finance through a USDA loan.

If the Board wants to build or acquire their own office space 1) we would have to describe what is needed, 2) get public feedback, 3) work with the Planning Commission, 4) hire an architect, and 5) then get financing, like a bond.

However, we still need to find a place to rent for a year. There is not much commercial space in the Township. Any space that would need to be converted would require a change of use permit. If the property is not in a C1 district, the Planning Commission would have to approve it. We may have to provide some improvements such as upgrading driveways. This would be the same if we rented pods or portable buildings.

Ms. Och and Ms. Brookfield looked at the building at 25 South Lake Leelanau Drive, the former Samaritan's Closet. The owners are not interested in a one-year lease, they would prefer a 5-year lease. They did offer to sell it on a land contract. The building is a single story with attic space. Ms. Brookfield described the space. The barn is not insulated but has a concrete floor. It will probably need a new roof within about 5 years. The foundation is solid.

The lot between the Lake Leelanau Fire Station and Bunek's was looked at. It is 1.2 acres with a sewer hook-up. A road goes between the Fire Station and the lot.

There are offices behind Trish's Dishes. Three offices might be available soon. The offices are pretty rough on the inside. The owners did not seem interested in a short-term rental. They will get back to Ms. Och with dimensions. Ms. Brookfield did not feel these offices were practical for the Township needs.

John Watkins, real estate agent, is looking for options.

Using the upper story of the Harbor Building was discussed. It is not a large space and may not hold everything, and definitely could not incorporate an office. Adding on to the building was briefly discussed, but it was decided that the area is too crowded in the summer.

Using Hancock Field was briefly discussed. There are deed restrictions on that property.

Mr. Mitchell would like to explore the possibility of building on the Grove Park property. The Township owns the property and it is already off the tax rolls. Ms. Brookfield likes the idea of consolidating everything (offices, elections, storage) in one place. Pods cost approximately \$6000 apiece.

Ms. Brookfield will talk with Tim Cypher about what would be needed for building or using temporary offices at Grove Park. It may require a zoning change.

All should get it out to public to see if other options come up.

Ms. Brookfield has started an expense spreadsheet of different options to use for comparisons in the decision making. Any such information should be passed on to Ms. Brookfield.

Ms. Och will look into using the Munnecke Room at the Library. She will find out about having temporary offices outside the Township. She will find out the cost of pre-fab temporary offices.

Ms. Brookfield will talk to the Harbor and the Fire Chief about what sort of space is available at each.

Mr. Mitchell will visit the Harbor Building.

Ownership vs. renting was discussed. The Board would consider owning as Plan A and if that is not possible, Plan B would be to rent.

The owner of the current building agrees that it will be more than 90 days before work could begin and would be amenable for the Township to stay in the building as long as possible.

Ms. Och stated that the building would need 15 parking spaces, although the number of spaces needed is determined by the size of the building.

ADJOURNMENT

The meeting was adjourned at 2:13 p.m.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved:

Susan Och, Leland Township Supervisor

Lisa Brookfield, Township Clerk