

MINUTES

DRAFT

**THOMAS TOWNSHIP PLANNING COMMISSION
THOMAS TOWNSHIP PUBLIC SAFETY BUILDING
8215 SHIELDS DRIVE, SAGINAW, MICHIGAN
WEDNESDAY, MARCH 16, 2022, 7 O'CLOCK P.M.**

Members Present: R. Iamurri, D. Sommers, P. Lynch, S. Yockey, D. Bird and J. Curry
Members Absent: K. Beam
Others Present: D. Sika, Community Development Director
C. Watt, Planning Assistant/Code Enforcement Officer
R. Taylor, Thomas Township Manager

Mr. Iamurri called the meeting to order at 7:00 p.m.

Approval of Agenda:

Motion by Mr. Lynch, supported by Mr. Yockey to approve the agenda as presented.

VOTE	6 YEAS	0 NAYS	1 ABSENT	MOTION CARRIED
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Approval of Minutes:

Motion by Mr. Sommers, supported by Mr. Bird to approve the minutes of the February 16, 2022 meeting.

VOTE	6 YEAS	0 NAYS	1 ABSENT	MOTION CARRIED
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New Business:

A. Township Manager, Russ Taylor to discuss Township Campus Plan.

Mr. Taylor presented information to the Planning Commission regarding a plan to relocate and improve the pickleball courts, basketball courts which would become an ice rink, and the addition of new tennis courts in the Community Park area. A playscape would also be added. Along with this would be an addition to Fire Station #1 to allow for a training room and additional office space. Three options were presented regarding the current Municipal office that would include updates, the possibility of an addition or the most cost effective and worthy option which would be to construct a new Township office building at the current location of the pickleball courts. All information and options were shown to the Planning Commission via a power point slide show (see attached information). All of the Planning Commission members were in agreement that a new building would be the best option to address all of the issues that the current building has (roof leaks, plumbing and electrical issues, lack of storage, issues with heating system etc.) An informal vote was taken by the Planning Commission:

VOTE	6 YEAS	0 NAYS	1 ABSENT	UNANIMOUSLY IN FAVOR
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Receive and File Correspondence:

Planning & Zoning News for February 2022 was distributed.

Adjournment:

Motion by Mr. Yockey, supported by Mr. Bird to adjourn the meeting at 8:25 p.m.

Motion carried.

THOMAS TOWNSHIP LONG RANGE TOWNSHIP CAMPUS PLAN

Planning Commission
Presentation
3/16/2022



Long Range Township Campus Plan – OVERVIEW

Review:

- A little over 20 years ago the Township undertook a specific effort to plan for the long term operations of the Township from the current location.
- Improvements were made to several buildings and parking lots most notable the connecting lot between the Municipal Office and the Library.
- Since that time, the plans have been revised and adapted; however, the overall plan has been followed.
- We are now at another critical point where we have the opportunity to plan for the next fifty years.
- In 2019-20, we undertook a thorough study of the current Municipal Office Building that suggested we should consider a large-scale remodel or construct a new building.
- We have also had a variety of discussions about acquiring adjoining parcels, future DPW needs, ice rinks, storage, Fire Department training room, park amenities, etc.

Long Range Township Campus Plan – OVERVIEW

So, Why are we having this discussion?

1. Several aspects of the existing building are reaching the point of needing to be replaced or updated.
2. The existing building has some clear disadvantages.
3. Operationally, many of the functions have changed, but the building is not conducive to it.
4. While we have improved the front parking situation, it will never be able to be as safe and functional as it should be and it's still deficient.
5. Past remodels have been band-aids to stay within budgetary constraints, which has not allowed for the full scale remodel necessary to make the building function like a modern, service-oriented building.
6. We need to prepare for the long-term future of the Township. The current structure is not likely capable of filling those needs.

Long Range Township Campus Plan – OVERVIEW

TONIGHT'S PRESENTATION

1. Potential Property Acquisitions that are adjacent to the existing campus.
2. Fire Department Training Room and Voting Room Addition to Station One.
3. Community Park Upgrades and Improvements.
4. Municipal Building Options:
 - Review Current Building Condition.
 - Large-Scale Remodel versus New Building?
 - Financing.

LONG RANGE CAMPUS PLAN CURRENT CAMPUS & POTENTIAL PROPERTY ACQUISITIONS

THOMAS TOWNSHIP Long Range Township Campus Plan



Long Range Township Campus Plan – PROPERTY ACQUISITIONS



The green area is the campus boundary in 1997. Note that Nelson Armstrong's home is located between the Municipal Office and Fire Station 1. The existing Public Safety Building was the former Elks club. The current DPW site was owned by Ralph and Betty Bowden. These sites were purchased as the Township campus evolved.

Long Range Township Campus Plan – PROPERTY ACQUISITIONS

The yellow area shown reflects the current campus boundary. This image overlay shows the newly renovated Municipal Building with the updated parking lot. It also shows the Public Safety Building improvements. The area for the DPW building has been cleared, but remains undeveloped as of 2005.



Long Range Township Campus Plan – PROPERTY ACQUISITIONS

This 2020 overlay shows the existing campus in yellow with all to date improvements. The blue shade represents the Emcoff property acquisition. Purple represents the Armstead property acquisition. Orange represents the Admiral property acquisition. These property purchases will be developed as the campus evolves into the future.



LONG RANGE CAMPUS PLAN FIRE STATION ONE BUILDING ADDITION

THOMAS TOWNSHIP

Long Range Township Campus Plan



LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS

PROPOSED ELECTION AND TRAINING ROOM ADDITION TO STATION #1

- ▶ RESOLVES CURRENT DEFICIENCIES BOTH TODAY AND INTO THE FUTURE:
 - ▶ Eliminates crowded Election stations.
 - ▶ Provides climate controlled voting areas.
 - ▶ Allows for more efficient training. Classroom has immediate access to our equipment to review what was just taught.
 - ▶ Eliminates the need for a constant room set up / take down.
 - ▶ Eliminates room scheduling conflicts.
 - ▶ Provides for an effective Emergency Operations Center.

LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS

ADDITIONAL POINTS

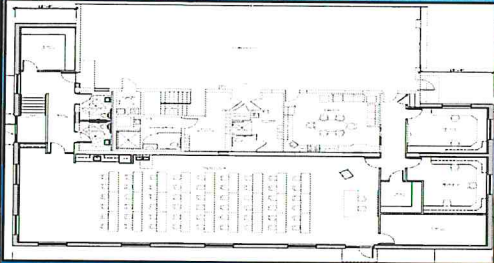
- ▶ A new State law mandates continuing education for the fire service which includes increased training (i.e. table top drills, command, leadership and instructing type classes)
- ▶ Allows for collaboration with mutual aid fire departments in training to better prepare ourselves and neighboring departments for emergencies.
- ▶ Allows for private conversations away from election workers and employees as it relates to HIPAA compliance concerns.
- ▶ Provides a back up Emergency Operations Center (EOC) for HSC with like equipment as our EOC would have.
- ▶ Opens up opportunities for our Township (COVID vaccination site, hosting classes and meetings which benefit our members)
- ▶ Serves as a back up Board Room.
- ▶ Promotes pride and "ownership" within the fire department.

LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS




MAKE-SHIFT EMERGENCY OPERATION CENTER

LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS




PROPOSED FIRE STATION 1 LAYOUT



ADA ramp and rest rooms, Expanded dispatch room, office and storage room.

LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS



Current Board Room uses include, but are not limited to:

- Board of Appeals, DDA, Planning Commission, Parks – Seniors, Thomas Township Board Meeting, Fire Training, Fire Dept Officer Meeting, MMWA, Saginaw County Equalization, Assessing Board of Review, State Police Radio Training, Swan Valley Youth Football, and Elections.

These meetings take place sporadically and require the room to be changed numerous times monthly.

LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS




TYPES OF TRAININGS IN THE NEW CONFERENCE ROOM

LONG RANGE CAMPUS PLAN – STATION #1 IMPROVEMENTS


FUNDING SOURCES

▶ COST ESTIMATE IS:	\$907,000
▶ ARPA Funds:	\$775,000
▶ Fire Apparatus Fund:	\$125,000*
▶ Total	\$900,000
▶ *HSC Donation:	\$100,000



LONG RANGE CAMPUS PLAN – VOTING BENEFITS

STATE REQUIREMENTS FOR POLLING PLACES





- One voting station per 300 registered voters for special and primary elections (15 for Station 1, but currently have 12).
- Recommendation for general election: one voting station per 100 registered voters.
- A separate entrance and exit to better control the flow of traffic.
- Designated area for poll watchers.
- Smooth flow of traffic to avoid interruption to other precincts.

LONG RANGE CAMPUS PLAN – VOTING BENEFITS

ADVANTAGES OF THE ADDITIONAL TRAINING ROOM/POLLING LOCATION

- Eliminates the disruption for the firefighters when dispatched to calls – currently the gear racks are behind the election workers making it difficult to gear up thus increasing response time.
- Provides a climate-controlled environment which decreases humidity impact on ballots – currently the tabulator stationed near the overhead doors becomes disabled during the election due to the increase in moisture of the ballots.
- Provides the opportunity to social distance more adequately.
- Improves ADA compliance by eliminating stairs and having to go all the way around to the front of the building to enter.
- Provides an opportunity to install required number of voting booths per registered voters.
- Enables a smooth flow of traffic to avoid disruption of other precincts.

LONG RANGE CAMPUS PLAN
COMMUNITY PARK IMPROVEMENTS

THOMAS TOWNSHIP

Long Range Township Campus Plan

LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

CURRENT COMMUNITY PARK BOUNDARIES

What does it have?

- Two basketball courts
- Four pickleball courts
- Two outdoor ice rink area

What does it need?

- Play area consisting of playscapes and swings
- Permanent ice rink structure/court
- Tennis Courts

LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

PARKS AND RECREATION REQUIREMENTS BY STATE

Item	State Standards *	Thomas Township	Deficiency*
Park Land (acres)	10 acres/1000 population	250 acres (5 parks)	950 acres
Ball Field	1/3000	4	-
Outdoor Basketball	1/5000	2	-
Volleyball	1/5000	6	-
Soccer	1/10,000	3	-
Swimming Pool	1/20,000	1	-
Outdoor Ice Rink	1/20,000	2	-
Picnic Areas	1/5000	4	-
Playground	1/3000	3	1

Action Plan Review for 5 Year Recreation Plan

Community Park

1. Build archery/multi use building
2. Build covered ice rink
3. Build tennis and pickle ball courts

LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

EXISTING BASKETBALL COURTS

COURTS WERE BUILT IN THE LATE 70'S AND ARE EXPERIENCING MAJOR CRACKING.

LOW AREAS HOLD WATER AND THE COURTS ARE SLOPED AROUND 9" TOWARDS SHIELDS DRIVE.

LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

NEW PICKLEBALL COURTS – ESTIMATED COST OF \$100,000 TO \$135,000

LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

NEW TENNIS COURTS – ESTIMATED COST OF \$175,000 WHICH INCLUDES FENCE

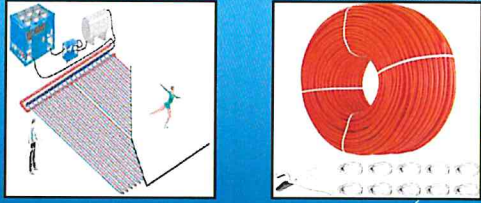
LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

NEW BASKETBALL/ICE RINK - \$140,000. INCLUDES DRAINAGE AND CURBING



LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

COOLING SYSTEM UNDERNEATH COURTS FOR ICE - \$5,500



LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS

PLAYSCAPE (AGES 4 TO 12) COST OF \$35,000




LONG RANGE CAMPUS PLAN – COMMUNITY PARK IMPROVEMENTS



LONG RANGE CAMPUS PLAN
MUNICIPAL OFFICE BUILDING

THOMAS TOWNSHIP


Long Range Township Campus Plan



LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE

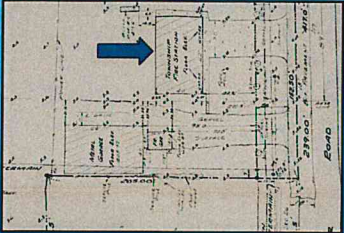
In 2019 Rick Keith from Wolgast Design Group completed a study of the Township Administrative Office Building. The following is a summary of his findings:



Wolgast
DESIGN GROUP, LLC

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

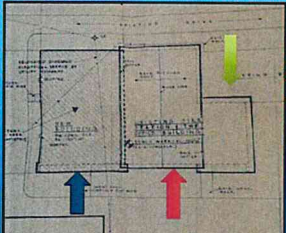
EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



Original Fire Station was built in 1962. The building was 40' by 62'. This is part of the current Administration Office Building now.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



Mid/late 60's East addition was built which included the current managers office. In 1971 the west addition was built which was 66' by 44'. The original Fire Station is indicated by the red.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW


EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE

In 1976 Fire Station No. 1 was built and the Fire Department moved out of the current Township Administrative Office Building. Remodeling took place to handle growth in 1987, 1993, and in 2000. Vinyl siding and new windows were installed. In 2006 the office was reconfigured to accommodate storage needs, growth and to centralize the lobby.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW


EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE

Pick found that there were numerous junction boxes above the lay-in ceiling without covers



LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW


EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



There are many electrical boxes throughout the Administrative Office Building. Most were needed because of the many additions over the years. An electrical contractor suggested a complete electrical upgrade to the building if it is ever remodeled or an addition was constructed.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



Copy Room Original Cabinets

Township Safe

Collection of Electrical boxes

Some of leaks in the roof.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

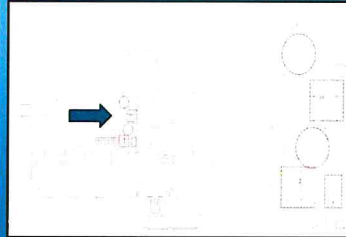
EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



There are many wires running above the lay-in ceiling.
Little insulation in the roof rafters, and in some areas it is falling out adding to the buildings heating and cooling problems.
Heating of the Administrative Office Building is poor in many areas. Space heaters are used by many employees.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE

**Bathroom Review**

The current restrooms will not accommodate a compliant barrier free layout without reducing both bathrooms to only 1 toilet each.

This would involve a renovation of both bathrooms.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE

**HEATING AND COOLING SYSTEM**

Roof top unit over the Managers Office was replaced in 2009. (12 years old)

Roof top unit over the men's restroom was replaced in 2013. (8 years old)

Typical life cycle of a rooftop unit is 15 to 18 years.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

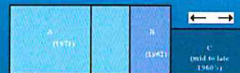
EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE

Three Different Types of Roofing:

Section (A) is a PVC roof. No records or warranty information. It is in fair to good condition.

Section (B) is a EPDM roof. No records or warranty information. Rubber roof is in need of replacement soon.

Section (C) is a Duro-last roof. Installed in 2000. Had a 15 yr. warranty. This section is leaking. Needs replacement soon.



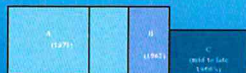
LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

ROOF DRAINAGE

Section (A) is in fair condition.

Section (B) is in fair to poor condition.

Section (C) is run to a drain to the south wall into the lawn area adjacent to the handicap access walk and ramp. This is not a good location for discharge.



LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

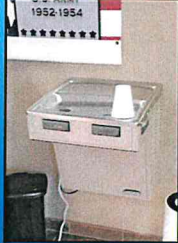
EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



Some of the soffit is open and exposed to the outside. This is where an addition was added onto the Administrative Office Building.

LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE




The current drinking fountain is a single unit. Two level units are now required for compliance.



LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW


EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



Plumbing System
The sanitary sewer plumbing has been added onto over the years and does not drain well. City Sewer Cleaners has often serviced the buildings because of this problem.


LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE REVIEW

EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE




FRONT OFFICE:

- Very small space.
- Very poor noise controls.
- No privacy for customers.
- Very distracting.
- Passport business exceeds space.



LONG RANGE CAMPUS PLAN – MUNICIPAL OFFICE BUILDING


EXISTING FACILITIES STUDY OF THE TOWNSHIP OFFICE



In conclusion, the Township Administration Building has challenges that will need to be addressed if the building is to be renovated or if an addition is added in the future.

A Committee was formed in 2019 to review the Administrative Office Building options and this report was created for them.

The findings and recommendations of the Committee will be reviewed by the Manager.



The Office...a long, long time ago.

LONG RANGE CAMPUS PLAN – OPTIONS

OPTION 1 – MAKE REPAIRS TO EXISTING OFFICE BUILDING

1. Replace windows.
2. Install new phone system.
3. Replace lighting.
4. Upgrade heating/cooling system.
5. New roof.
6. Install fire protection system.
7. Upgrade electrical system.
8. Replace siding with stone and new siding.
9. Create Passport processing area.
10. Additional storage space will be needed somewhere.

Very Preliminary Estimate: \$0.8 Million

This does not include any changes to the layout of the office space or entry, nor does it include a new parking area for more nearby parking. It also does not include any additions.

LONG RANGE CAMPUS PLAN – OPTIONS

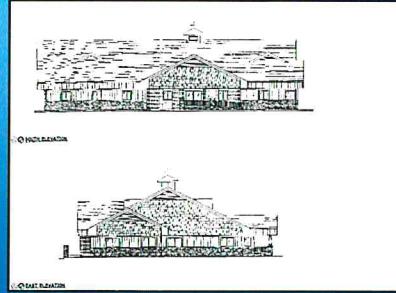
OPTION 2 – RENOVATE EXISTING BUILDING AND BUILD ADDITION

1. Construct addition to the northeast corner of the existing building to expand office space and add another small conference meeting room.
2. Completely rebuild roof structure with large attic space for storage and to replicate the township theme.
3. Construct parking lot on north side of building.
4. Relocate main entrance to the north side of building.
5. Increase the physical separation of the departments to reduce distractions.
6. Construct a passport processing area.
7. Primary draw backs are that the age of the main parts of the structure will still not change and it will be very difficult to stay open for business with the major construction that would be undertaken.

Very Preliminary Estimate: \$2 Million

LONG RANGE CAMPUS PLAN – OPTIONS

OPTION 2



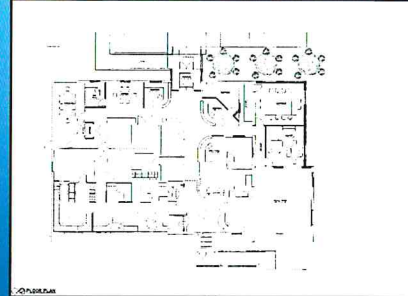
LONG RANGE CAMPUS PLAN – OPTIONS

OPTION 2



LONG RANGE CAMPUS PLAN – OPTIONS

OPTION 2



LONG RANGE CAMPUS PLAN – OPTIONS

OPTION 3 – CONSTRUCT NEW BUILDING

1. Construction work could be completed without interruption of current services.
2. Building would be constructed for its intended purpose.
3. More energy efficient.
4. Improved efficiencies with each department constructed for its specific purpose.
5. Provide needed storage.
6. New parking lot will be built where the existing building is located.
7. Compliant with current codes.
8. Drawback is that there may be some negative sentiment from Township residents, though that may be counteracted by those who support the modernization and effort to provide a safe, customer friendly space.

Very Preliminary Estimate: \$3.5 Million

LONG RANGE CAMPUS PLAN – OPTIONS

OPTION 3 – HOW DO WE PAY FOR IT?

There isn't a simple answer, especially since we have not decided what action to take, if any. But, here is what I would refer to as a sample funding plan for the maximum potential upgrade with \$4.5 million as this goal. The Fire Station Training Room could be funded using \$775,000 of the ARPA Funds and \$125,000 from the Fire Apparatus Fund. Property Acquisitions would be paid from the reserved account for this purpose and the General Fund balance as needed.

MUNICIPAL BUILDING FUNDING:

2018/19 Fiscal Year Savings	\$250,000
2019/20 Fiscal Year Savings	\$250,000
2020/21 Fiscal Year Savings	\$250,000
2021/22 Fiscal Year Savings	\$250,000
Sewer Fund Contribution	\$1,000,000
Water Fund Contribution	\$1,000,000
Bonds (\$1.5 million/10 Years)	\$1,500,000
TOTAL	\$4,500,000



