

CITY OF BURTON
SPECIAL BUILDING AUTHORITY MEETING MINUTES
NOVEMBER 12, 2001, 5:00 P.M., COUNCIL CHAMBERS

THE MEETING IS CALLED TO ORDER BY CHAIRPERSON KAREN CARR AT 5:00 A.M./P.M.

MEMBERS PRESENT: Carr, Becker, Webster

MEMBERS ABSENT: McKnight, Stimac

OTHERS PRESENT: Auldin Nelson, Architect, Nelson, McKinley, Reed & Associates,
D. Lowthian, Assessor, J. Adams, Clerk's Office

PURPOSE OF THE MEETING: Review of the construction and site plan for the proposed City Hall
and DPW Expansion.

PRESENTATION:

Mr. Becker stated the Authority was created in June of 1987. Its sole purpose under Act 31, Michigan State Acts of 1948, was to create an Authority that would have the ability to acquire, furnish, improve or enlarge, any kind of public facility, and be able to sell bonds and lease these facilities to the City for a period of time, for the length of the bond and interest payments. We have done that once in October 1987, and floated a million and a half dollar bond issue for the Police / Fire Authority. It has six more years left on that bond issue. Mr. Becker said the City Hall and DPW expansion project will also include the site work, primarily at City Hall and also furnishings.

Mr. Becker stated further the City Assessor Dennis Lowthian, is the expansion coordinator designated by the Mayor. Auldin Nelson from Nelson, McKinley, Reed & Associates, is the architect who has been involved in the project. It is our ultimate goal to have the Authority at some point in time, consider a lease contract with the City of Burton for these improvements, and the authorization of issuing up to 2 million dollars in bonds.

Mr. Nelson stated there are two projects which they will give the option of bidding on either one or the other, or a combined bid. We will have the option of examining the bids to see what combination would be most desirable for the City of Burton. Mr. Nelson presented drawings to the Board and gave a brief summary of the layout. He indicated the project expansion of City Hall is to the west and involves approximately 11,000 sq. ft. on two levels.

Mr. Nelson said the second contract is with Rowe Engineering. They will be doing the site plan beyond the immediate area of the building itself. New parking facilities and possible changes in roadways are being handled under that contract.

Mr. Nelson spoke further on the addition to the Department of Public Works building. He stated any site work that is done beyond the immediate area of the building will be done by the DPW itself, either by separate contract or with their own personnel.

Mr. Nelson addressed briefly the bid process. He said they will meet once they send it out for bids. We will need approximately 3 weeks to bid it, and then we will have a public opening. The contractors are not only invited to submit their bids, but they will be privileged to listen to the bids being read.

Mr. Lowthian addressed possible changes in parking that will occur with the City Hall expansion. He stated if funding allows, and depending how the bids come back, the preferred alternate would be to shut off the two existing driveways going to Center Road. There would be a new driveway north of the lower level driveway, which would serve the lower and upper level. The upper level would be repaired. There will be additional parking added to that, at the northeast corner of the parking lot, and some additional public and employee parking in the lower level as well.

AUDIENCE PARTICIPATION: No audience participation.

COMMITTEE DISCUSSION:

Mr. Becker inquired regarding a formal time line for tabulating bids.

Mr. Nelson responded it would be sometime before Christmas.

Mr. Lowthian addressed the upcoming Council Workshop on November 26th concerning the City Hall expansion.

Mr. Becker said we may be ready to tabulate by Christmas, and the Authority will then have numbers the first of the year to take action on the issues.

Mr. Nelson said they will need about a week to evaluate and then come back with a recommendation or a contract award.

Mr. Becker said in summary, we hope to meet again to take action on our issues the first part of January. They will have all of the costs in and we will know how much of a bond issue we need to sell to do the improvements. Council will need to agree to the lease contract and to allow us to sell the bonds. Once those agreements are in place, then we involve the bond attorney and the financial consultant to go out and sell bonds. It is usually a month period of time to get the financing, so it may be February or March to break ground.

Mrs. Carr adjourned the meeting at 5:35 p.m.

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