

**Whitewater Township Board
Minutes of Special Meeting held April 3, 2017**

Call to Order

Clerk Goss called the meeting to order at 7:02 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Lawson nominated Hubbell to run the meeting, second by Benak. There was no further discussion. **On voice vote, all those present voted in favor, none opposed, Popp absent. Nomination approved.**

Roll Call of Board Members

Board Members present: Benak, Goss, Hubbell, Lawson

Board Members absent: Popp

Others present: 10

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Item(s) as Listed in Special Meeting Notice

Emergency Services Building Renovation/Addition Project

Goss explained the builders risk insurance and the option to carry it ourselves or ask the general contractor to provide it. Insurance agent Paul Olson provided a quote for \$1,139 annual premium.

Lawson noted the other part is that we know exactly what the cost is, whereas if it gets mixed in with the bid, we could be paying a lot more without realizing it.

Hubbell stated, if his memory serves him right, at the last meeting we had a consensus that it was probably the smart thing for us to carry the insurance.

Goss will call Paul Olson and tell him to add it to our policy.

Motion by Lawson, second by Benak, for the township to add builders risk for 1 year to the fire hall at a cost of \$1,139 and Goss to set it up with Paul Olson from Municipal Underwriters of West Michigan. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, absent. Motion carried.**

The Professional Engineer Agreement was recently provided by Attorney Patterson. Upon review, the following revisions were made:

- First page, second paragraph, the “August 9, 2016” date will change when the sealed plans are received.
- First page, second paragraph, 6th line will be changed to read as follows, “. . . Fire/Ambulance Station will **contain meeting/day rooms**, new kitchen . . .”
- First page, second paragraph, 8th line, delete “and new parking lot . . .”
- Throughout the document, where it says “Construction Manager and Principal Contractor” or “Construction Manager,” it will be changed to “General Contractor.”

In Article 3.1, Payments and Compensation to the Engineer, the “not to exceed” language was discussed. It was agreed that Goss will contact Pressel regarding the not-to-exceed amount.

Also in Article 3.1, it was noted that the rate for Direct Designs should be changed to \$50 per hour. Goss will contact Rudy regarding the not-to-exceed amount.

Lawson requested that Goss inquire of Pressell if he requires an initial payment and, if so, how much.

In Article 3.5, the reference to “services not completed within 36 months” was discussed. It was agreed that Goss will contact Attorney Patterson to inquire why 36 months is allowed in this section and whether it can be reduced.

The liability limits in Article 5 were discussed. The need for the engineer to carry automobile liability was questioned. It was agreed that Goss will ask Patterson if the auto liability can be deleted.

Hubbell suggested that Goss be given the authority to check on these few things and get them corrected.

Motion by Lawson, second by Goss, that the board authorize Clerk Goss to update the document as discussed with the attorney. There was no further discussion. On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.

Moving to the Construction Agreement, Goss noted the changes she made pursuant to the board’s March 21 meeting. Also at that time, the board asked Patterson to draft the engineer agreement, and when he did so, he made some revisions to the Construction Agreement. The principal change was in paragraph 2, Services to Be Provided, where Patterson added “1) acting as the Principal Contractor” and removed all of the wording in part 7), which applied to the engineer.

Goss reviewed with the board a handful of Construction Agreement changes agreed to by the board on 3/21 which need to be transferred into Patterson’s revised document.

Referring to Patterson’s e-mail of 3/25 and his statement about insurance limits, Goss suggested the board agree to the limits that Pressell already has in place and ask if he will provide those.

Regarding sealed drawings, Goss noted they were not received by the requested date of 3/29. On 3/31, via e-mail, Goss inquired of Pressell if a date could be provided for completion of the drawings. As of today, there has been no reply.

Hubbell asked that Goss follow up tomorrow or the next day on that.

It was agreed that the cover letter with instructions to bidders and the Invitation to Bid legal notice will contain the following language: All bidders or their representative must attend the mandatory pre-bid inspection of the premises on (date) at (time).

Removal of trees behind the fire station was discussed. It was agreed that Goss will contact Bob Rauch for a preliminary quote on taking down the trees.

Removal of the siren was discussed. It was suggested Rauch be asked to look at that as well.

Board Comments/Discussion

None

Announcements

The next township board meeting is 4/11 at 7:00 p.m. Hubbell stated he will not be present.

Public Comment

Andrew Jeurink, 8601 Church Street, asked if the board is going to take care of the trash on his property from the recycling bin anytime soon, because it is getting really messy and he would appreciate it.

Tim Arbenowske, 6408 Elk View Drive, stated he wants to make sure they are well informed (when work will start on the building) because they have 8 vehicles in and around the building and he wants to have an open line of communication because they are still going to be a functioning fire station.

Brief discussion followed regarding disposal of items from the mezzanine area at the station, dumpster rental, and temporary storage for office items.

Benak reported that Cleanup Day is June 10th and asked for a fire truck to be in attendance.

Nick Carpenter said they will do so.

Goss will send e-mails to Carpenter and Bernelis (MMR) about emergency vehicles at Cleanup Day.

There was brief discussion about items of value in the mezzanine which could be sold, i.e., old VHF radios, a stretcher.

Adjournment

Motion by Lawson, second by Goss, to adjourn. Meeting adjourned at 7:53 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk