

**New Town Hall CORRECTED Meeting Minutes– Sunrise Township
Monday, July 3, 2023 – 6:00 PM
Royal Wilcox Community Center**

Chair Jeske Noordergraaf called the New Town Hall Building Meeting to order at 6:00 p.m. Pledge of Allegiance was recited.

Board Members Present:

Jeske Noordergraaf, Chair
Mark Osland, Vice Chair
Dan Kaiser
Greg Strom
Carl Peter “Pete” Johnson

Treasurer: Karen Anderson (absent)
Clerk: Wendy S. Kowalke
Engineer: Cristina Mlejnek, P.E. (absent)
Maintenance: Troy Montague (absent)

Others Present:

Lynn Wolleat Sue Sinna
Jake Holzem Deah Syzmanski

Jeff Sinna

Town Hall Purpose: To have a venue for township business and adequate spacing for social distance if needed, family functions, graduations, etc. *Added: the building could also be used for weddings but this is not a primary role.*

Project Cost: Building Plan was approved at the Sunrise Township June Regular Board Meeting. ~~Bidding does not cost anything.~~ Greg Strom reported that Curt Miers, Walters Buildings, will come up with *Added 1) specs for the building (everything within the building Added: shell 2) a working plan which is everything within the building using the building layout plan that the Sunrise Board has approved and that Greg Strom will send to him.* Septic, well and site prep will not be included in the working plan but electric, plumbing and HVAC will.

The building, septic and well design will be on the Certificate of Survey which will cost approximately \$3,000 (this does not include septic costs). Soil borings will be done for septic system for the current project and for possible expansion in the future. Greg Strom believes this building will come in a little over \$500,000.

Added: Sunrise will receive the specs and working plan from Walters Building along with an estimated cost. We can then send out this information to other builders to get bids. The bidding process does not cost anything. Added: All the bids will be opened by the entire Town Board during a public meeting. Dates for this process will be determined once information is received from Walters building.

Tyler Richter’s report of February 27, 2023 was discussed *Added: as there were estimates given for the building and for the site prep and septic*

The cost for the septic site prep and well still need to be determined.

Question is to hire general contractor to oversee everything: Jeske Noordergraaf raised the question whether the Township should hire a general contractor *added: to oversee the project.* The general contractor would be representing Sunrise Township. Greg Strom reported that usually the company that is awarded the bid would be the general contractor. Chisago Lakes Township did some

subcontracting themselves. There are 2 different processes: turn key building or shell. Sunrise Township would be able to hire subcontractors. Plumbing, electrical and mechanical are separate from the cost of the shell.

Deah Szymanski asked how do you make it open to all companies for the bidding process. Sunrise will advertise the project. Sunrise is not required to take the least expensive bid. Sunrise Township will need to get well and septic bids.

Walters Buildings will be general contractor for the shell ~~and will assist Sunrise Township with subcontracting~~ *added: if they get the contract* and could assist Sunrise Township with subcontracting. If Sunrise does a turn-key building then it is out of the Township's control as far as subcontractors *Added: whomever gets the bid will hire the other subcontractors. Extra insulation was talked about in the bathrooms and furnace area for sound deadening.*

Added: Again, once Curt Miers of Walters Buildings drawing and bid proposal is received, then Sunrise will have something to vote on and have a better information.

Added: The decision has not been made on who will be responsible for subcontracts.

Building Layout: The new building is 48 x 66 with room for expansion if needed in the future. The kitchen is a catering kitchen so there will be no stove, no dish washer – it is a prep room kitchen. There will be plenty of outlets and counter space. ~~Greg Strom will send plans to Curt Miers, Walters Buildings. Curt Miers will provide what electrical, plumbing and HVAC costs. Greg Strom said that sewer and water will need to have an allowance. Curt Miers will be providing a proposal for other bidders to bid from. Sunrise will then be able to advertise for bids. Jeske Noordergraaf said that the whole Town Board needs to be involved in opening bids.~~

Added: there will be a refrigerator, microwave and large sink.

Next Steps:

Site work: Township can do – *Added: will need to discuss with Troy Montague, Lead Maintenance.* Greg Strom was thinking the building would face CR 9 - that way the building can be added on towards Ferry Road in the future if needed.

Cars: parking can be in front and on the south side. Greg Strom will check with Curt Miers to find out with the size building how many handicap parking spaces are needed and regular spaces are needed. Items that were discussed due to parking were elections and family functions. Sunrise Township wants to make sure there is enough parking. There will be a driveway to the back door of the kitchen.

Added: Part of the parking lot may be paved, especially the handicap spots.

Pitch of the roof was discussed *to help with the snow. If the shell is put up this year, the building can worked on in the inside over the winter as long as the shell is built.* Greg Strom and Carl Peter “Pete” Johnson will start staking out a possible building site.

Added: There was a consensus of the Town Board that the building should be placed on the south side of the current driveway.

Motion by Dan Kaiser, second by Carl Peter “Pete” Johnson, to adjourn at 7:10 p.m. Motion carried.

Clerk Wendy S. Kowalke

Jeske Noordergraaf, Chair