



1720 Riverview Drive  
Kalamazoo, Michigan 49004  
Tele: (269) 381-8080  
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www.ktwp.org

**Board of Trustees Work Session Meeting  
Monday, February 13, 2023  
5:30 P.M.**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "Work Group Meeting" to be held at 5:30 p.m., on Monday, February 13, 2023, at the **Kalamazoo Township Hall** to discuss the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84570552287?pwd=UnROeDJSQW5TL1M3SGdWZFBxUG1NQOT09>

**Meeting ID:** 845 7055 2287

**Passcode:** 511768

**Find your local number:**

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- A. Discussion on Williams, Facilities Discussion
- B. Discussion on Police Officer Recruitment
- C. Discussion on Public Safety Director
- D. Discussion on AARP funds and Strategic Plan
- E. Discussion on Adjusting the annual compensation for the Board.
- F. Discussion on Resolution Restating Board Member Benefits
- G. Discussion on Home Occupation Ordinance
- H. Manager's Update
- I. Discussion regarding items on the Regular Agenda
- J. Public comment

Posted: February 10, 2023





## ARCHITECTURAL ASSESSMENT TOWNSHIP HALL & POLICE STATION

### I. EXECUTIVE SUMMARY

The Charter Township of Kalamazoo Township Hall and Police Station is an all brick masonry building, constructed in 1977, which houses the Township Office and Police Station, as well as maintenance bays for fire trucks and other Township vehicles. The facility is located at 1720 Riverview Drive in Kalamazoo, Michigan. The intent of the existing facility assessment is to determine the overall condition of the building, inclusive of roofing, exterior walls, exterior doors and windows, interior finishes, mechanical, electrical, plumbing and fire protection systems, structural system and site conditions. This will aid the Township in determining if the building should be renovated for either the Township, or the Police Department, while a new facility is constructed on the same site, or if a new combined facility should be built and this facility either sold or demolished.

#### A. ANALYSIS CRITERIA

Williams Architects and our consultants provided visual observation of the building and all related systems and components with information provided by the Charter Township of Kalamazoo. No testing, commissioning or exploratory testing was conducted by the consultant team. The assessment did not include detailed analysis of the existing systems, nor was there an exhaustive inspection of the building. The architectural assessment describes the building and site conditions at the time of the site visit.

#### B. BUILDING OVERVIEW

The Charter Township of Kalamazoo Township Hall and Police Station is a one story brick building, designed in a traditional 1970's municipal style, common to buildings of this period. The defining features of this building are heavy looking brick walls with extensive corbeling of the brick around the perimeter, flat roofs, residential style wood clad casement windows and metal roof edge coping. The building, while appropriate for the time that it was designed, is rather plain and not particularly inviting, due to the closed in feeling with small windows and heavy brick walls. Also on this site is a pre-engineered metal garage building and a covered structure to park the Police vehicles.

The building was designed and built per the architectural and industry standards at the time of construction. The building has served the Township well for 45 years, but the building itself is no longer functioning as it should for a modern Township Hall and Police Station. There have been some renovations to the building over its lifespan, but it does not appear that any major work has been done. The Township has benefited from a long lifespan of the building, but it is time to move forward with an all new facility.

We reviewed the building as a whole, to determine if there was any merit to renovating and possibly adding onto the facility. Please refer to the specific items noted as needing improvement or replacement.

The individual areas or components of the building with notable concerns and recommendations for correction or improvement are described below:

## C. EXTERIOR ENVELOPE

### 1. Exterior Walls

The exterior walls of the Township building consist of a tan to brown multi-colored face brick over 2" of rigid insulation and 8" of concrete block. For some reason, the exterior walls were not designed with any sort of airspace between the brick and the insulation, and there are no weepholes at the bottom of the wall to allow any moisture or water to escape the walls. In simple terms, the walls are perpetually wet, as there is no way for them to dry out.

This poor design affects the building in many ways. The critical concerns about this building's construction can be summarized as follows:

#### Efflorescence:

There are numerous locations around the building where white efflorescence on the brick is present. This is a result of water infiltration in a solid masonry building, where the lack of wall cavities described above do not provide for adequate drainage and air circulation to allow the interior of the walls to dry out. Over years, with the freeze-thaw cycle, the moisture is driven out of the walls through the face brick, leaving the white residue from salts behind. This is an unattractive byproduct of poorly designed walls.

#### Spalling masonry and cracked mortar joints:

At certain locations around the building, most notably close to the ground, there are significant cracks in the mortar joints, as well as an unusually high number of bricks where the faces have popped off ("spalling"). These symptoms are also a result of the non-drainable wall construction of the building.

#### Police Sign is falling apart:

The Police sign is made up of brick and concrete block and is breaking apart at numerous locations. The design of this sign has the same issues as the walls of the building and are a result of the non-drainable wall construction of the sign.

#### Brick matching:

While it would seem that the building is a fairly standard color, evidence of repair in certain areas leads us to believe that matching the brick color perfectly is difficult. So, even if repairs were possible, it would be impossible to match the original brick of the building.

#### Steel support:

With the amount of water presumably trapped within the walls, it would be highly likely that steel lintels supporting windows, door frames, and the heavy top wall construction could be rusting out. This has the potential to be very dangerous as once the steel becomes compromised, the building could possibly see structural failures at some of these locations.

#### Non-energy efficient design:

A building with no air cavity, and minimal insulation does not provide the thermal barrier requirements of a modern design and does not meet the International Energy Conservation Code requirements for building design. This wall construction, coupled with the windows (discussed later in the report) make for a building that is losing much more heat and air conditioning than a similar modern facility would be. This not only is bad for the environment, but also a waste of the Township's money as you are paying to heat and cool a building that is letting the heat a cooled area out through the walls and windows.

With the design of this type, there is no easy "fix". The cracking and spalling will only continue to get worse unless the walls are completely torn apart, with the face brick removed, a wider foundation installed and a proper masonry cavity wall built back, perhaps with the original interior concrete block remaining. It is probable that the cost of doing that work would exceed the cost of all new walls. Williams Architects would not recommend a project of this level of complexity as the cost would far outweigh the benefits of rebuilding the walls.

We understand in talking to the Township that during a recent renovation project, water intrusion in the walls at various locations were noted, and it is likely to assume that, as all the walls are detailed the same, all exterior walls have been filled with water, leading to cracking, spalling brick and peeling paint. Not only would the walls need to be rebuilt, but lead paint removal would be needed as part of an overall masonry restoration project.

Areas of concern or items needing correction include:

- Masonry efflorescence on masonry exterior walls.
  - Recommendation: Clean off efflorescence with masonry cleaner. This will be a temporary fix but will not correct the design flaws in the building's walls that are causing this issue.
- Brick spalling and cracked mortar joints around the building exterior.
  - Recommendation: Completely remove and replace existing spalled or damaged bricks. Cut in weep holes and provide insect resistant weep hole screens around the base of the building. Provide wider foundation wall around entire building.
  - This will allow water to leave the wall that is trapped, but nothing short of replacing the walls will allow for a proper cavity wall design.
- Brick sign to the Police Station is falling apart due to the freeze / thaw cycle.
  - Recommendation: Remove and rebuild sign completely with proper masonry detailing.
- Poor design of original walls.
  - Recommendation: The poor design of the original walls has led to the masonry related concerns noted above. We do not recommend undertaking any repairs as anything short of replacing the walls will be a temporary fix. The building has served its useful life and should be demolished.

## 2. [Roofing System](#)

The roofing system of the building was shown on the original drawings to be a built-up roof system over rigid insulation. A detailed analysis was not completed, but from our inspections at the building, we did not see any particular areas of concern. We would note that commercial

roofs are replaced every 25 – 30 years so depending on the last time the roof was replaced, it might be time for the Township to consider a replacement in the not too distant future.

Existing metal copings at the roof edges appear to be in average condition and there were no particular areas of concern.

Areas of concern or items needing correction include:

- Roofing insulation should be checked for thickness, as original design from 1977 does not meet the current energy code requirements for R-value.
  - Recommendation: When roof is replaced, provide proper amount of roof insulation to meet current energy code requirements.

### 3. [Windows](#)

The windows at the Township Building are original, residential style aluminum clad wood windows. For their age, they appear to be in good condition. It is difficult to tell if they are faded or if the light bronze color is original. The main issue is the way they were installed with an unusual detail where the windows fit within the masonry openings, as does the trim, leaving a gap all around all four sides of the windows. Owner feedback is that the windows leak air and from studying the existing drawing details, there does not appear to be any sort of insulation between the window frames and the edge of the concrete block wall.

Areas of concern or items needing correction include:

- Installation of aluminum clad wood windows allows for air to infiltrate all window openings.
  - Recommendation: Remove and replace all windows and provide sufficient flashing and insulation to assure an airtight seal. If complete window replacement is not an option, then consider removing all wood trim, sealing the windows properly, and providing new wood trim to cover the joint between the window frame and the concrete block walls.

### 4. [Doors and Frames](#)

The exterior doors and frames are typically dark bronze anodized aluminum and are generally in good condition. No work is needed on the building's exterior doors other than standard maintenance.

## D. [BUILDING INTERIORS](#)

### 1. [Interior Walls](#)

The interior walls of the Township Hall side of the building are either concrete block or demountable metal partitions. We assume the latter was to allow for a flexibility that was never needed and so these walls have remained in place since the building was opened. At the Police Station side, the walls are generally concrete block, with glazed concrete block at the toilet rooms and locker rooms. The exterior walls all have exposed painted concrete block on the inside face. This provides a very institutional feeling within the building, similar to a 1970's elementary school.

There is nothing about the walls that are any cause for concern, as concrete block and metal wall panels are very durable. However, for an aesthetic perspective, improvements could be made.

Areas of concern or items needing correction include:

- Interior face of exterior walls are painted concrete block, leading to a very institutional appearance.
  - Recommendation: Cover inside face of exterior walls with metal studs and drywall. This would also allow for all new windows to be set within the openings, sealed properly, and trimmed to fit the openings without the gaps.
- Dividing walls between offices on the Township side are metal demountable partitions that have not once been moved.
  - Recommendation: Replace walls with metal studs, drywall and sound attenuation insulation.
- Glazed concrete block is very dated in appearance.
  - Recommendation: Replace glazed concrete block with either ceramic tile or drywall over furring channels.

## 2. [Flooring](#)

The flooring in the building is generally in good shape. Materials include carpet, vinyl composition tile, terrazzo and ceramic tile. Carpet and ceramic tile is dated. Terrazzo is neutral in appearance so it can remain.

Areas of concern or items needing correction include:

- Carpeting in the building is rolled goods in a very dated elementary school style.
  - Recommendation: Replace carpeting with contemporary carpet tile.
- Ceramic tile is very basic dated looking tile.
  - Recommendation: Replace ceramic tile with new ceramic tile.

## 3. [Ceilings](#)

The ceilings throughout the building are mostly 2' x 2' lay-in acoustical tiles. They are in average condition, but the older style ceiling tiles and black painted grid is very dated. Also, light fixtures appear to be original type fixtures, and LED fixtures should be provided for energy savings and less maintenance due to lamp replacement.

Areas of concern or items needing correction include:

- Dated ceiling grid and tiles in the building.
  - Recommendation: Redo all ceilings when lighting is redone.
- The building also includes mostly original type fluorescent light fixtures.

- Recommendation: Replace all fluorescent light fixtures with LED light fixtures.

#### 4. Stairs and Ramps

There are no stairs nor ramps at the existing building.

#### 5. Interior Doors and Frames

The interior doors and frames at the Township Building are typically wood doors in hollow metal frames, or hollow metal doors in hollow metal frames. In the demountable metal walls, they are assumed to be integral to that metal wall system. In general, they are in good condition.

Areas of concern or items needing correction include:

- Many of the door handles are not ADA accessible levers.
  - Recommendation: Replace all non-levered door handles.

#### 6. Built-in Casework and Lockers

The built-in casework at the Township Building is mostly original and is in good condition generally for its age. No casework in the building complies with current ADA standards in terms of counter height, clear space at sinks, etc. In addition, the cabinets in the break rooms do not have any type of door handles or hardware.

Areas of concern or items needing correction include:

- Existing cabinets in building at all locations do not have any ADA accessibility.
  - Recommendation: Renovate as needed in various locations to provide ADA accessibility at sinks, public meeting spaces, break rooms and other areas to comply with current ADA standards.
- Existing lockers are very dated in appearance and color, and there are no ADA accessible lockers in either building.
  - Recommendation: Replace all lockers in the building with current sized lockers, with the appropriate amount of ADA compliant lockers per each locker room.

### E. ADA ACCESSIBILITY AND COMPLIANCE

#### 1. Exterior Accessibility

- The front main entry to the Township side appears to be ADA accessible. The entry to the Police Department also appears to be. As the main entries are ADA accessible, there is no immediate need to make any modifications based on ADA requirements.
- Around the rest of the building, there are other entrances that do not have clearly identified depressed curbs or tactile warning strips where sidewalks meet paved areas.
  - Recommendation: Consider a more detailed ADA survey but only if the building is going to remain in use for the Township.

#### 2. Exterior Entrances

- The two entrances with vestibules are too narrow and are not handicapped accessible. On a side note, it is interesting that the building was designed with vestibules at some entrances but not all locations.
  - Recommendation: Move interior wall back into the building to allow for proper sized vestibules.

### 3. Toilet Rooms and Drinking Fountains

Areas of concern or items needing correction include:

- Drinking fountains throughout the building are non ADA accessible.
  - Recommendation: Replace with new ADA accessible water coolers.
- Toilet rooms throughout the building are non ADA accessible, or in some locations, partially ADA accessible. Over time, grab bars have been added, or lever style faucet controls on new sinks. However, the original configuration and size of the toilet rooms and locker rooms have remained mostly as they were originally built..
  - Recommendation: Renovate all toilet rooms and the locker rooms to provide a fully ADA accessible facility.

## F. SUMMARY AND RECOMMENDATIONS

The building has significant issues related to the original design and construction of the exterior walls. Nothing short of completely removing and replacing all exterior walls will stop the deterioration that has been witnessed for many years. The concerns of the potential for structural failure due to reinforcing steel being located within the walls, which have shown to be wet inside, is something that cannot be ignored.

It is the opinion of Williams Architects that this building has outlived its useful life, and should be demolished to make way for a new combined Township Hall and Police Station on this same site.





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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9A 02132023

FOR MEETING DATE: Monday, February 13, 2023

SUBJECT: Police Officer Recruitment

REQUESTING DEPARTMENT: Police Department

**SUGGESTED MOTION:**

Approve the use of up to \$120,000 in ARPA funding for the purposes of recruiting up to 10 police officers.

Financing Cost: \$120,000

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other X (ARPA fund) \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No X \_\_\_\_\_

Other comments or notes:

Submitted by: Bryan N. Ergang, Chief of Police

Manager's Recommendation:    Support

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

~~RE~~ REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

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FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

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