

**BAY LAKE TOWNSHIP  
SPECIAL BOARD MEETING  
BAY LAKE TOWN HALL  
To Discuss Town Hall Building Project  
the General Contractor  
April 18, 2023**

**Present:** Don Hales, John Enright, Carol Pundt, Justin Smith

**Absent:** Mindy Tix

**Other Present:** Andy Basara

Don Hales called the meeting to order at 11:03am. Don Hales led the Pledge of Allegiance.

A motion was made by Justin Smith and seconded by Enright to approve the agenda. All voted in favor of the motion. Motion passed unanimously.

The meeting was opened up to discussion with Andy Basara, the project manager for Baratto Brothers regarding the building project timeline and needed preparation to start the project.

Discussion surrounded around:

- Staking the building - Don and Andy will meet within the next week to stake out the building site.
- Timeline-It was settled on by the Board the building will start in September 2023 and hopefully be completed by March, 2024. The Board asked Andy how payments for the project should be made since the Township only receives half the levy funds in June and December each year. Andy will check with the CFO of the company to work out a plan.
- The Board requested to change the bathrooms from 2 to 1. Andy will let the Board know the cost reduction.
- It was suggested there should be a 5 foot sidewalk to the parking lot.
- The Finish List was reviewed.
- The main room of the building needs to accommodate 2 tvs and a sound system for the Owl microphone system.

Questions arose regarding the site prep, since it was not included in the bid. Don Hales will talk to the Township attorney regarding this additional expense. There was discussion by the Board regarding the options for the building since the new Town Hall will need to be built on the same site as the present building. The least expense to the Township would be to burn down the building and fill in the basement. There will be more discussion regarding this topic at the June Board meeting.

The meeting was adjourned at 11:23am.

