

FACILITIES WORK SESSION

MONDAY, APRIL 23, 2018

5:30 p.m. – Dexter Senior Center (7720 Ann Arbor St.)

THE CITY OF DEXTER CITY COUNCIL

The primary goal of this work session is to allow all seven Council members the opportunity to discuss and understand the needs and options for each facility so that we can determine the next steps in this process together.

- 1) Review of scope of services from Partners in Architecture
 - David Gassen will be in attendance to let us know what further information he needs to complete the concept plan and cost estimate
 - a. Chief Smith (DAFD), Lt. King (WCSO) and Sgt. Fox (WCSO) have been invited to attend
- 2) Discussion of City Office options as time permits

This is a Special Council work session; action will NOT be taken.

“This meeting is open to all members of the public under Michigan Open Meetings Act”

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OFFICE OF THE CITY MANAGER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: Items in Facility Work Session Packet
Date: April 18, 2018

The following documents are included in the Facility Work Session packet:

- Scope of Work from Partners in Architecture approved at April 9, 2018 Council meeting
- Site survey of MAV parcel on Dexter Ann Arbor
- Needs assessment reports for Fire, Sheriff and City Office completed by Partners in Architecture
- DAFD run data broken down by area

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March 30, 2018

Ms. Courtney Nicholls
City Manager, City of Dexter
8123 Main Street
Dexter, Michigan 48130

Greetings Courtney,

Per our discussion the following is a brief outline of the approach and work plan we propose for the work scope regarding a test for fit concept planning effort to explore options for a new Fire Station and Sheriff Sub-Station on the MAV site. We understand the work to include conceptual site and building planning to achieve the Space Needs Analysis Program prepared and updated through the process of the feasibility study.

WORK PLAN

The following is a brief work plan outline illustrating the process and deliverables we envision for this Fire Station and Sheriff Sub-Station Concept Study. The overall goal is to plan, evaluate, and review ideas for this site in collaboration with the City Council and Fire Chief and deliver concepts with budgets and illustrations to depict the possibilities in a similar fashion to our previous studies.

Basic Approach:

- Concept Site Scheme Planning for 3 versions minimum. (Colored sketch diagrams)
- Develop selected Site Concept(s). (Colored sketch diagrams)
- Building Planning and Flow Diagrams – with narrative. (Colored sketch diagrams)
- Develop selected Plan Concept(s). (Colored sketch diagrams)
- Meet with City Council to review Site and Building Planning approach prior to final deliverables.
- Meet with Chief, Sheriff Rep. and City Staff for concept review and collaboration. (2 meetings and / or conferences)
- Budgeting with breakdown to itemize categories of projected cost.

Added Enhanced Approach:

- Computer generated presentation plan documents of basic diagrams above.
- 3D imaging of Exterior Street views of design possibilities.

Proposed Schedule / Cost:

- Basic Approach can be accomplished within 5 weeks, \$4,250
- Enhanced Approach can be accomplished with an additional week, and adds \$2,250
- Fees are NTE and at discounted MIDEAL State of Michigan rates.
- Assumes Site information / survey will be provided by the City.

We are grateful for the opportunity to provide this proposal. I trust you now know and appreciate our service approach and have confidence that we will always perform in your best interest. If you have any questions please do not hesitate to call.

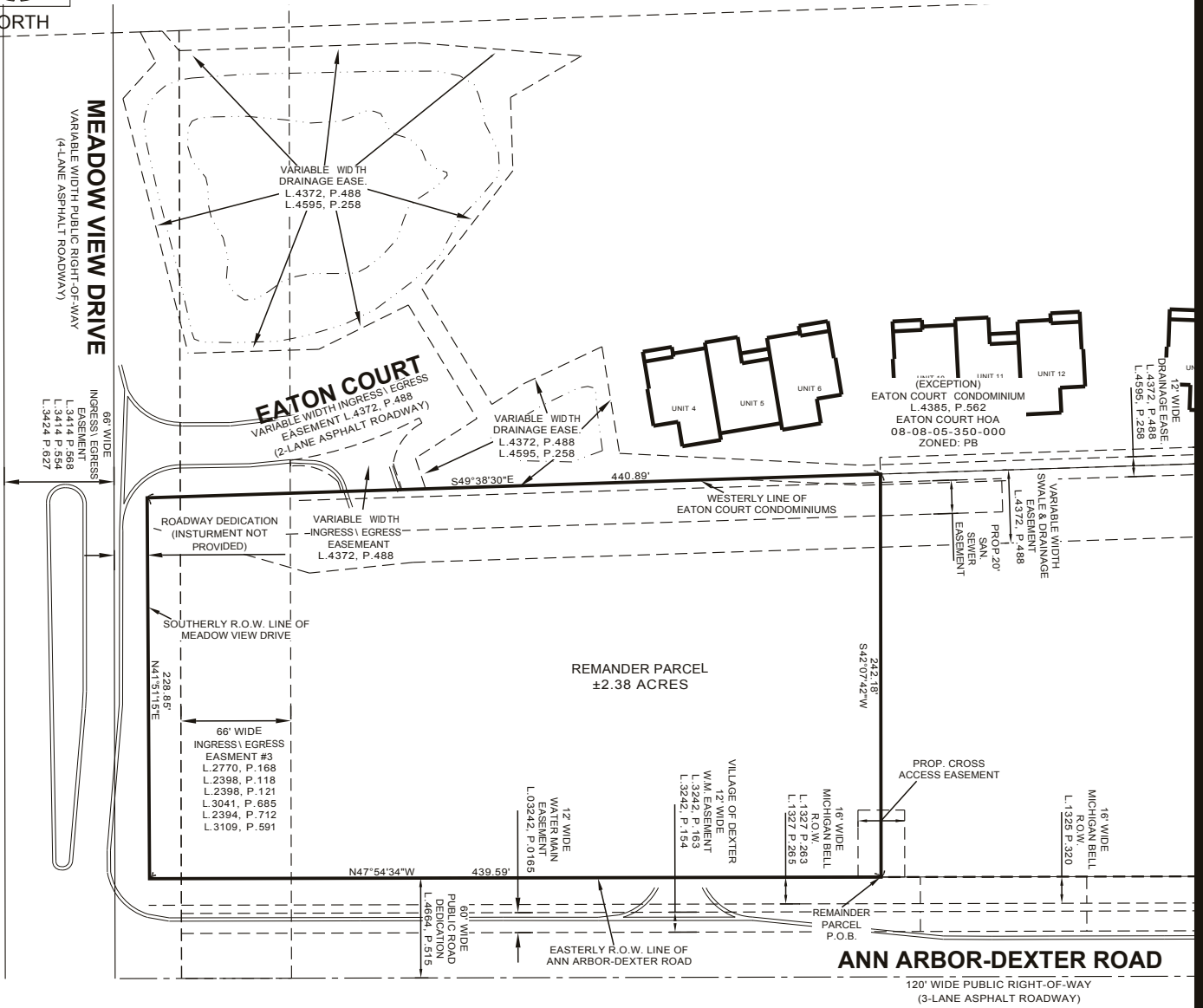
Sincerely,

David Gassen, AIA, Principal

REMAINDER PARCEL EXHIBIT



NORTH



REMAINDER PARCEL LEGAL DESCRIPTION:

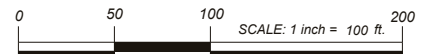
Commencing at the South $\frac{1}{4}$ corner of Section 5, T2S, R5E, City of Dexter, Washtenaw County, Michigan; thence N89°50'33" W 678.87 feet along the South line of said Section to a point on the centerline of Ann Arbor-Dexter Road; thence N47°54'34"W 863.00 feet along said centerline; thence N42°05'25"E 60.00 feet to a point on the Easterly right-of-way line of Ann Arbor-Dexter Road; thence N47°54'34"W along the said Easterly right-of-way 352.00 feet to the Point of Beginning; thence continuing N47°54'34"W 439.59 feet to a point on the Southerly right-of-way line of Meadow View Drive; thence N41°51'15"E along said Southerly line 228.85 feet; thence S49°38'30"E 440.89 feet along the Westerly line of Eaton Court Condominiums as recorded in Liber 4365, Page 562 Washtenaw County records; thence S42°07'42"W 242.18 feet to the Point of Beginning. Being a part of the Southwest $\frac{1}{4}$ of Section 5, T2S, R5E, City of Dexter, Washtenaw County, Michigan. Containing 2.38 acres more or less.

I hereby certify that I have located and mapped the land hereon platted and/or described, on the date noted hereon, that I have complied with the requirements of Act 132, P.A. of 1970 and that the error of closure of the unadjusted field observation is within the limits established for the profession.



Signed: _____

Wes Lee O. Umlor, P.S.
Michigan No. 56369



Space	Qty.	Area of Room Type (Sq. Ft.)	UFC Recommended (Sq. Ft.)	Current Space (Sq. Ft.)	Total Area (Sq. Ft.)	
City of Dexter Fire Station					12,726	
Maintenance and Apparatus				2,741	5,894	Remarks
Apparatus Room/Bays	1	4800	876 ea. Medium size truck	2273	4800	Based on (3) med size trucks (10'x38'), (1) rescue truck, jeep, boat and 4x4. Add (1) ladder truck. Option - 4 bays (pull through format is desired)
Personal Protective Equipment (PPE) Gear Storage	1	150	10 pp	0	150	15 people
Hose Storage (Tower)	1	60	54	36	60	
SCBA Compressor Room	1	50	50	0	50	UFC per 4 staffed vehicles
SCBA Maintenance	1	144	144	0	144	UFC per 4 staffed vehicles
Protective Clothing Laundry	1	100	100 ea.	0	100	
Equipment Wash/ Decontamination Room	1	150	150 ea.	0	150	
Work Room/ Equipment Maintenance	1	120	120 ea.	91	120	
Vehicle Maintenance Equipment Storage	1	120		121	120	
EMT Storage (basic first aid supplies)	1	20	12	0	20	
HASMAT/CBRNE Equipment Storage	1	60		0	60	
Spare Gear Storage	1	60		160	60	
Fire Extinguisher Maintenance and Storage	1	60		60	60	
Fire Pole	1			0		If 2 stories
Administration and Training				963	1,925	Remarks
Watch Desk	1	120	120 ea.	301	120	
Fire Chief Office	1	180		97	180	
Chief's Conference Room	1	120		400	120	
Deputy Chief Office	1	120		120	120	
Lobby Area	1	100		31	100	
Inspector Office	1	120		0	120	
Department Training Room	1	840		0	840	Could be Multi-Departmental
Public/ Training Restrooms	2	70		0	140	
Computer Training/ Testing Area	1	80	140	0	80	Separate Room or Alcove
General Administration Storage	1	80	80	0	80	
Information Technology (IT) Room	1	25		14	25	
Residential and Living				616	2,062	Remarks
Day Room						
- Kitchen						
- Dining						
- Lounge Area						
- Fitness Room						
- Recreation Room		900	80	150	900	
Dorm Rooms	4	108 ea.	108 ea.	228	432	
Bathrooms/ Shower/ Changing (Men & Women)	2	250	250 ea.	88	500	
Laundry Room	1	80	80 ea.	0	80	
Outdoor Patio	1	150		150	150	
Building Support Spaces				367	300	Remarks
Housekeeping	1	20		0	20	
Mechanical / Electrical Service Areas	1	120		136	120	Investigate geothermal
Archive Storage	1	160		231	160	
Vehicle Storage (parking)	1			1,154		8+2 Visitors + 8 event = 18 Total
Generator Space				0		
Circulation Spaces at 25%					2,545	
TOTAL USABLE AREA				4,687	10,181	
GROSS FLOOR AREA				7550	12,726	



Space	Qty.	Room / Work Area (Sq. Ft.)	Current Space (Sq. Ft.)	Total Area Per Category (Sq. Ft.)	
Sheriff Substation #3				3,070	
Entry/ Waiting/ Public Areas			252	260	Remarks
Secure Vestibule	1	70	0	70	
Lobby/Waiting/Front Desk	1	120	174	120	
Restroom (unisex)	1	70	78	70	or use common facility
Office Area			555	1,980	Remarks
Sergeant's Office	1	180	145	180	
Administration Open Office	1	240	222	240	
Work Room/Special Project Area	1	120	0	120	
Interview/ Conference Room	1	120	150	120	
Multi-Purpose Room/ Training Room	1	1200	0	1200	or use common facility
Records Storage	1	120	38	120	
Staff Areas			105	550	Remarks
Female Locker Room	1	80	0	80	
Female Toilet Room and Shower	1	70	0	70	
Male Locker Room	1	120	105	120	
Male Toilet Room and Shower	1	120	0	120	Could be Multi-Dept w/ F.D.
Staff Break Room	1	160	0	160	
Evidence & Storage			26	240	Remarks
Evidence Vault	1	60	26	60	
Storage - Office Area	1	60	0	60	
Equipment Storage	1	120	0	120	
Building Support Spaces			0	40	Remarks
Tele. Data / MDF	1	20		20	Secure from common facility
Housekeeping	1	20		20	or use common facility
Mechanical / Electrical Service Areas					or use common facility
Vehicle Storage (Dedicated Parking)					vehicles are separate)
Circulation Spaces at 30%				921	
TOTAL USABLE AREA			938	3,070	
GROSS FLOOR AREA			1247	3,991	



Space	Qty.	Room / Work Area (Sq. Ft.)	Current Space	Total Area (Sq. Ft.)		
Dexter Village Hall				5,590		
Public Areas				586	2,450	Remarks
Vestibule	1	90		90		
Lobby	1	200	62	300		
Restrooms	2	200	200	400	Staff use also	
Public Service Counters / Reception	1	200	153	200		
Council Chambers / Community Room (w/ A/V closet & vestibule) (Shared)	1	1200	0	1200		
Conference Room	1	260	171	260		
Administrative Areas				990	2,000	Remarks
Treasurer / Finance Director	1	140	138	140		
Administrative Assistant	1	140	0	140		
Billing Clerk	1	140	126	140		
Assessor	1	140	0	140		
Community Development	1	140	116	140		
Drawing area	1	100	54	100		
Building Official - Inspectors	1		0		Spare - expansion office	
Council Office	1	140	0	140	Spare - expansion office	
Assistant Village Manager	1	180	96	180		
Village Manager	1	210	156	210		
Document Storage	1	130	80	130		
Staff break-out area	1	180	81	180		
Work Room / General Storage / Supplies	1	160	143	160		
Break Room	1	200	0	200		
Building Support Spaces				170	1,140	Remarks
Stair(s)	2	200		400		
Elevator	2	60		120		
Elevator Machine Room	1	60		60		
Tele. Data / MDF	1	60	30	60		
Mechanical / Electrical Service Areas	1	160		160		
Housekeeping	1	40		40		
Archive Storage	1	300	140	300		
Circulation Spaces at 25%					1,398	
TOTAL USABLE AREA			1,746	5,590		
GROSS FLOOR AREA			2570	6,988		



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2013-2017 DAFD Runs Broken Down by Area

2017		Percentage of City	Percentage of DAFD
Original Village (A-K Streets/Main/Ann Arbor)	124	36.36%	9.40%
Cedars of Dexter	48	14.08%	3.64%
Walkabout Creek	32	9.38%	2.43%
Dexter Community Schools (excluding High School)	25	7.33%	1.90%
Dexter Crossing	24	7.04%	1.82%
Huron Farms/Orchard River Hills	22	6.45%	1.67%
Baker	21	6.16%	1.59%
Dexter Business & Research Park	16	4.69%	1.21%
Dexter Ann Arbor	15	4.40%	1.14%
West Ridge	14	4.11%	1.06%
Huron View Ct/Eaton Ct	7	2.05%	0.53%
Dexter High School	7	2.05%	0.53%
Huron River Dr	5	1.47%	0.38%
Dan Hoey	3	0.88%	0.23%
Cottonwood Condos	3	0.88%	0.23%
Border to Border Trail	3	0.88%	0.23%
	369		1319
2016		Percentage of City	Percentage of DAFD
Original Village (A-K Streets/Main/Ann Arbor)	112	32.84%	9.44%
Walkabout Creek	38	11.14%	3.20%
Cedars of Dexter	35	10.26%	2.95%
Dexter Ann Arbor	32	9.38%	2.70%
Huron Farms/Orchard River Hills	26	7.62%	2.19%
West Ridge	16	4.69%	1.35%
Dexter Business & Research Park	15	4.40%	1.26%
Baker	15	4.40%	1.26%
Dexter Crossing	13	3.81%	1.10%
Dexter Community Schools (excluding High School)	12	3.52%	1.01%
Huron River Dr	12	3.52%	1.01%
Huron View Ct/Eaton Ct	5	1.47%	0.42%
Dan Hoey	4	1.17%	0.34%
Dexter High School	2	0.59%	0.17%
Border to Border Trail	2	0.59%	0.17%
Cottonwood Condos	1	0.29%	0.08%
Shield	1	0.29%	0.08%
	341		1187

2013-2017 DAFD Runs Broken Down by Area

2015		Percentage of City	Percentage of DAFD
Original Village (A-K Streets/Main/Ann Arbor)	113	37.79%	10.72%
Dexter Ann Arbor	25	8.36%	2.37%
Walkabout Creek	25	8.36%	2.37%
Cedars of Dexter	23	7.69%	2.18%
Huron Farms/Orchard River Hills	19	6.35%	1.80%
Dexter Crossing	15	5.02%	1.42%
Dexter Community Schools (excluding High School)	14	4.68%	1.33%
Dexter Business & Research Park	11	3.68%	1.04%
Dexter High School	11	3.68%	1.04%
Huron View Ct/Eaton Ct	10	3.34%	0.95%
Baker	9	3.01%	0.85%
West Ridge	7	2.34%	0.66%
Huron River Dr	7	2.34%	0.66%
Cottonwood Condos	5	1.67%	0.47%
Trail	2	0.67%	0.19%
Dan Hoey	2	0.67%	0.19%
Joy	1	0.33%	0.09%
	299		1054
2014		Percentage of City	Percentage of DAFD
Original Village (A-K Streets/Main/Ann Arbor)	101	32.58%	11.92%
Cedars of Dexter	36	11.61%	4.25%
Walkabout Creek	27	8.71%	3.19%
Dexter Community Schools (excluding High School)	23	7.42%	2.72%
Huron Farms/Orchard River Hills	22	7.10%	2.60%
Dexter Crossing	22	7.10%	2.60%
Dexter Ann Arbor	14	4.52%	1.65%
Baker	14	4.52%	1.65%
Dexter High School	14	4.52%	1.65%
Dexter Business & Research Park	11	3.55%	1.30%
Huron View Ct/Eaton Ct	6	1.94%	0.71%
Huron River Dr	5	1.61%	0.59%
West Ridge	5	1.61%	0.59%
Cottonwood Condos	4	1.29%	0.47%
Dan Hoey	3	0.97%	0.35%
Joy	3	0.97%	0.35%
	310		847

2013-2017 DAFD Runs Broken Down by Area

2013		Percentage of City	Percentage of DAFD
Original Village (A-K Streets/Main/Ann Arbor)	124	40.79%	12.40%
Huron Farms/Orchard River Hills	33	10.86%	3.30%
Cedars of Dexter	24	7.89%	2.40%
Walkabout Creek	18	5.92%	1.80%
Dexter Business & Research Park	16	5.26%	1.60%
Baker	14	4.61%	1.40%
Dexter Crossing	14	4.61%	1.40%
Dexter High School	12	3.95%	1.20%
Dexter Ann Arbor	11	3.62%	1.10%
Dexter Community Schools (excluding High School)	9	2.96%	0.90%
Huron View Ct/Eaton Ct	7	2.30%	0.70%
West Ridge	7	2.30%	0.70%
Cottonwood Condos	4	1.32%	0.40%
Dan Hoey	4	1.32%	0.40%
Joy	4	1.32%	0.40%
Huron River Dr	3	0.99%	0.30%
	304		1000