

**TUSCARORA TOWNSHIP OFFICES, TUSCARORA TOWNSHIP POLICE DEPARTMENT AND INDIAN RIVER
AREA LIBRARY MUNICIPAL BUILDING MAINTENANCE AGREEMENT**

This agreement establishes the basis for allocating the costs of operating and maintaining the Tuscarora Township Municipal Building. The deed for the municipal building lists Tuscarora Township and Indian River Area Library as, "Joint Tenants in Common".

The Tuscarora Township Municipal Building is occupied by three entities serving Tuscarora Township, Tuscarora Township offices, Tuscarora Township Police Department, and Indian River Area Library.

Tuscarora Municipal Building expenses will be shared as follows:

1. **Utilities:** Electricity and natural gas will be divided among the three entities based on the square footage that each occupies. As of the date of this agreement, the percentages are:

Library 40%

Township Offices 30%

Police 30%

2. **Building Exterior:** All building maintenance, improvements, repairs/replacements, and contracted services covering the exterior of the building will be **shared equally** among the three entities. These expenses include but are not limited to:

Grounds maintenance, garbage collection, snow removal, sewer operation/maintenance, all exterior building maintenance (roofing, siding, windows, etc.), parking lot, parking lot lighting, signage, etc.

3. **Building Interior:** All building maintenance, repair, renovations, etc. will be the **responsibility of each entity** for the space each entity occupies. This includes:

HVAC system* (Air handlers/duct maintenance, temperature control and cleaning services are the responsibility of each entity except in shared areas), lighting, plumbing, walls, flooring, furnishings, etc.

***The boiler system is shared, any maintenance/repair/replacement will be divided equally.**

4. **Shared Spaces:** It is agreed that the expenses of operating and maintaining the shared areas of the Municipal Building will be divided equally by the different entities sharing the space.

The interior areas shared by all three building entities are defined as, the maintenance room, cleaning closets, and the hallways on the lower level.

Areas shared only by the Township offices and Library are: restrooms, closets, showcases, meeting room, and hallway/foyer area on the upper level, large storeroom on the lower level.

5. **Insurance:** Property insurance for the building will be shared equally. General liability insurance will be pro-rated based on the total budget amount of each entity. All other coverage specific to each entity will be paid for by each entity separately.

- Maintenance Contracts:** It is agreed upon that having an approved contractor for each mechanical system is beneficial to the building maintenance. The entities will agree upon contractors (HVAC, Electric, Plumbing, Construction) together to maintain and repair/replace building systems. **Maintenance contracts for the upkeep of building systems (i.e., HVAC) will be shared equally unless otherwise specified in this agreement. See listing at the end of this agreement.**
- Shared Building Project Initiation:** Any shared building maintenance, repair, replacement, or improvement can be initiated by any entity with the approval of others. **Notification of any shared building expense must be communicated in writing (letter or email).**

Building repairs or improvements will, as much as possible, be pre-planned during the yearly review of this agreement for budgeting purposes.

Projects, costs, and timeline must be approved in writing (letter or email) by each entity before any contract or agreement for work to be done begins, unless the work is an emergency repair, in which case, repairs can commence as needed. Each entity will be notified of the emergency and estimated costs.

For single-tenant projects, the individual entity initiating the building project will conform to its individual purchasing/financial policies.

- Bidding:** If bidding is necessary according to purchasing policies, each entity will participate in the bidding process to conform to each entity's purchasing/bidding policy.

Approved vendors will be approached initially for bids, and all efforts will be made to hire local businesses, but in the event that the bids do not satisfy budgetary restraints/requirements, the entities will expand their vendor search beyond the Approved Vendors list.

- Payment:** Payment for the shared expenses will be made from the Tuscarora Township General Fund as they become due. The Police Department and the Indian River Area Library Board will reimburse the General Fund for their pro-rated expenses at the end of each calendar quarter, an itemized bill to be attached.

The term of this agreement will be indefinite so long as the building is shared. This Agreement may be reviewed yearly prior to the next fiscal year's budget. At that time, building repairs will be planned and scheduled for budgeting purposes and contractors for building maintenance and services will be reassessed for renewal or replacement.



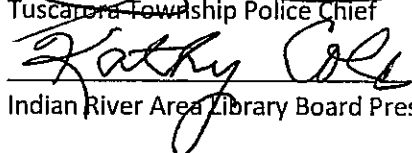
Tuscarora Township Supervisor

Date: 7-23-2024



Tuscarora Township Police Chief

Date: 7-23-24



Indian River Area Library Board President

Date: 4/16/24

APPROVED VENDORS FOR TOWNSHIP, POLICE, AND LIBRARY 2024 MAINTENANCE AGREEMENT

Electrical

1. Jeff Milner / White Pines Electric / 231-838-3418 / jeffmilner@whitepineelectric.com
2. Jason Tanner / Tanner Electric / 231-238-2700 /
tanner@tannerelectric.net

Plumbing/HVAC

1. Scott Monthei / M&M Plumbing & Heating / 231-238-7201 / 231-420-0202 /
scott@mm-plumbing.com
2. Dailey Mechanical / 231-238-2176

Roof/General Contractor

1. Casey Nutt / Casey's Construction / 231-330-8900
2. Dennis Holden / DH Services / 231-833-0298

Snow Removal

1. Brian Wallace / 231-420-0643

Locksmith

1. Steve's Locksmith / 231-627-5625
2. Access Locksmith / 231-881-5658 / 231-347-4540

Irrigation

1. Ed Shovan / Aqualawn / 231-290-1490

Signage

1. Marty Engle / Hill Mtn. Signworks / 231-838-8214 / marty@hillmountain.com

Construction/Excavating

1. Foundation Systems of MI / 231-227-4940
2. Indian River Excavating Contractors & Septic Service / 231-238-7136

Pest Control

1. Terry Burfiend / Ostlund Pest Control North / 231-238-0899 / ostlundnorth@gmail.com
2. Straits Area Pest Control / 231-625-9316
3. Josh Raese / Varmint Removal & Repair, LLC (available 24/7) / 231-881-4460