

Minutes April 6, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski(arrived at 5:17 p.m.). Kelly Strauss recorded the minutes.

Other Attendees: Jeff Bruss, Jeff Boehm, and Matt Olkowski (Matt arrived at 5:08 p.m.)

Vicki Reuling called the meeting to order at 5:00 p.m.

Report on Agenda Posting: Secretary Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda Approval: Motion by Janet, seconded by Catherine to approve the agenda. All ayes, motion carried.

Review and Approval of Minutes from March 27, 2017 Meeting: Motion by Tom, seconded by Erica to approve the March 27, 2017 minutes. All ayes, motion carried.

Review Results of Funktion Design's Statement of Qualifications: Erica spoke to Melody Hamlin of Funktion Design, who said she is very interested in working on the project and would be happy to respond to a specific RFQ or RFP; she has past project experience where the library was incorporated into a larger municipal/multi-use building, as well as with library remodel projects. Discussion took place on having Erica ask Funktion Design to submit the same information that Hoffman Planning, Design and Construction had submitted in March. Motion by Erica, seconded by Catherine to send the same request for qualifications to Funktion Design as requested of Jody Andres of Hoffman Design in February. Motion passed, all ayes. Discussion also took place on how to proceed considering that the recent election changed three members of the Town Board, and that the Annual Meeting of the Electors will be held soon. In order to keep this project moving along it was decided to proceed with the architect selection process, but hold off on signing any contract until the newly seated Town Board makes their intentions clear. Once we receive Funktion Design's response to our RFQ the Demmer Library Design and Construction Committee will proceed with interviewing Funktion Design and Hoffman Planning, Design, and Construction. The DCC will make a recommendation to the Library Board based on interview results.

Jeff Bruss left the meeting at 5:27 p.m.

Develop Interview Questions and Ratings Matrix Information: Discussion took place on a draft list of architect interview questions, trying to organize/narrow down to specific ones. It was also discussed that the questions shouldn't be public information ahead of time, but the rating sheet should be public information prior to the interview. DCC members will be sharing a Google Doc to contribute their thoughts on interview questions/themes, ratings matrix, and the overall evaluation process.

Develop Recommendation to Library Board on proceeding with choosing an architect: Tabled until next meeting

Timeline: Tabled until next meeting

Rosie Obukowicz left the meeting at 6:49 p.m.

Public Comments: None heard

Next Meeting: Monday, April 24, 2017 at 5:00 p.m.

There being no further business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 6:51 p.m.

Respectfully submitted: Kelly Strauss