

Minutes April 24, 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 5:05 p.m.). Kelly Strauss recorded the minutes.

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 April 6, 2017 Meeting: Motion by Rosie, seconded by Janet to approve the April 6, 2017 minutes. All ayes, motion carried.

Status of Town Office/Police Department Building: Vicki gave an update from the Annual Town Meeting regarding Town Chairman Jeff Bruss' new proposal of moving the Town Office offsite to the Three Lakes Chamber grounds and adjacent private property, while leaving the Police Department on Erie Street. Vicki noted she has been in contact with Chairman Bruss who indicated we should "continue on" with the library project. She volunteered to continue communication with Chairman Bruss to make sure we're coordinating our efforts with the Town in an effective manner.

Review Architects' communication and response: Erica noted she received Funktion Design's statement of qualifications today and gave a copy to all DCC members at the meeting. This information will be discussed at the next meeting giving members time to review the document.

Develop Interview Questions and Ratings Matrix Information: Members reviewed and edited the shared Google document on architect interview questions and the interview evaluation form/matrix. Each question was read through individually, discussed, and edited verifying it was reflected on the ratings matrix.

Determine next steps in architect selection: Tom led the discussion on the

next steps to be taken which include: sending a letter to both firms (Funktion Design and Hoffman Planning, Design, & Construction) expressing our interest in scheduling an interview; having a DCC member call each firm's references asking identical questions; providing the Interview Evaluation Form Rating Sheet to each firm prior to interviews; deciding on the top ten (10) questions for the matrix sheet; scheduling interviews, with time allowed if necessary for touring the library.

Timeline: Interviews are scheduled for Wednesday, May 31st or Wednesday, June 28th depending on the availability of the architects.

Public Comments: None heard

Next Meeting: Wednesday, May 3, 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 7:10 p.m.

Respectfully submitted: Kelly Strauss