

Minutes May 3, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, and Mary Sowinski. Kelly Strauss recorded the minutes.

Vicki Reuling called the meeting to order at 5:09 p.m.

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

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

Review and Approval of Minutes from April 24, 2017 Meeting: Motion by Tom, seconded by Janet to approve the April 24, 2017 minutes. All ayes, motion carried.

Status of Town Office/Police Department Building: Vicki gave an update on the recent Town Board meeting noting the Town Board approved going forward with getting two appraisals for the Walker property. She also noted that she spoke with Town Chairman Bruss who stated the library should get a plan together for what is needed including a cost estimate to present to the Town Board, and he also noted that the library should plan on using the space up to the entry door of the Town Office. Tom noted he spoke with Town Clerk Sue Harris about the process of going through the Town Board. She noted the important first step of getting elector approval has taken place, but this must still go before the Town Board for a motion to allocate up to \$900,000.00. It was also suggested by Clerk Harris to have the Library Board ask the Town Board what their intentions are regarding the \$900,000.00 approved by the electorate. Vicki suggested asking the Town Board to approve adding the \$900,000.00 to the Library's capital line in the upcoming budget. Tom suggested asking the Town Board what their intentions are for appropriating the money, thus giving the Library a clear direction on how to proceed. Discussion took place on having the Library Board write a letter to the Town Board asking them to approve the \$900,000.00 with a motion at a meeting, as well as letting the Town know the Library will be including the \$900,000.00 into the Library's capital budget for 2018. Mary will draft the letter and bring it back to the next DCC meeting before giving it to the Library Board for their review.

Review Architects' communication and response: Erica noted she got a phone call from Melody at Funktion Design Studio asking for feedback. Erica told her that since the Committee just received her information on the same day of the meeting, Erica didn't have any feedback at this time. Tom then led the discussion by comparing the proposals from Funktion Design Studio and Hoffman Planning, Design, and Construction including experience, references, details, and overall organization of information. Discussion took place on each company, including overall impressions on both proposals. All members agreed both

are qualified for this project, and would like to proceed with inviting each in for interviews.

Finalize Interview Questions and Ratings Matrix for architect's interviews: Members reviewed the architect interview questions narrowing down and finalizing the top ten questions, along with finalizing the Committee's interview evaluation form and the architect's interview evaluation form.

Assign responsibilities for the next steps in architect selection: Tom presented a draft letter to be sent to each company informing them they've been shortlisted for consideration to provide professional architectural/design services, along with a draft Reference Check Form. Committee members discussed each of the drafts and made edits. Erica will call each firm to see if they are available on May 31st for an interview, and then send the letters as a confirmation.

Timeline: Tom presented a twelve-step outlined plan for going forward starting with sending the letter to the shortlisted firms; calling references; holding interviews; select architect; recommend architect to Library Board; negotiating contract; and approval of the contract from the Library Board. Discussion took place on having Committee members contact each firm's references prior to interviews, asking the various questions found on the draft Reference Check Form.

Public Comments: None heard

Next Meeting: Wednesday, May 18, 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 7:04 p.m.

Respectfully submitted: Kelly Strauss