

Minutes May 18, 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 5:13 p.m.). Kelly Strauss was not present at the meeting but the meeting was recorded. Other attendees: Library Board President Paul Kaiser and citizen Bill Schliep.

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

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

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

Review and Approval of Minutes from May 3, 2017 Meeting: Motion by Tom, seconded by Rosie to approve the May 3, 2017 minutes as amended. All ayes, motion carried.

Status of Town Office/Police Department Building: Vicki reported that there are no new updates from the Town Board on the status of the Town Office/Police Department Building.

Review Architects' communication and response: Erica contacted both Funktion Design and Hoffman Planning, Design, and Construction who confirmed they will be attending interviews on May 31st. Funktion is scheduled for 10:00 a.m.; Hoffman is scheduled for 1:30 p.m. Erica will follow-up with references for Hoffman Planning, Design, and Construction.

Finalize logistics for the architect interviews: Discussion took place on the forms in a packet Erica created for members to have during interviews which included the top ten questions, final score sheet, and areas for notes. Also discussed were the need for name plates, thinking of what questions members are comfortable asking, and creating an agenda.

Review the next steps in architect selection process: Discussion took place on steps to take after interviews including drafting thank-you letters, preparing for possible de-briefing phone call from the second-choice architect, and contacting references of the chosen architect. Vicki also reviewed financials from the Demmer Trust, Demmer Foundation, and other funding sources available for the project for members.

Review and discuss proposed letter from the Library Board to the Town regarding process for securing Town Funds: The purpose of the proposed letter is to verify the Library Board is correctly following the steps in the process of securing Town funding for the project. Once finalized, the DCC will present the letter to the Library Board, who will then submit it to the Town Board for one of their June meetings. Discussion took place on the draft version of the letter created by Mary Sowinski, with members

suggesting verbiage and content changes along with minor edits. Mary will update the draft and forward it to Vicki for presentation to the Library Board.

Timeline: Hold interviews; prepare letter regarding Town funds ready for a June Town Board meeting

Public Comments: Comments were heard

Next Meeting: Architect interviews Wednesday, May 31, 2017; Regular Meeting scheduled for June 6, 2017 There being no further business, Mary made a motion to adjourn, seconded by Erica. All ayes, motion carried. The meeting adjourned at 6:47 p.m.

Respectfully submitted: Kelly Strauss