

Minutes July 10, 2017

Demmer Library Design and Construction Committee Regular Meeting

Committee Attendance: Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, and Mary Sowinski. Absent: Tom Asbeck

Vicki Reuling called the meeting to order at 5:02 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 June 21, 2017 Meeting: Motion by Rosie, seconded by Mary to approve the June 21, 2017 minutes as presented. All ayes, motion carried.

Review contract submitted by Hoffman Planning, Design & Construction, Inc. for the Demmer Addition and Renovation. Prepare recommendation to the Library Board on the acceptance of the contract. The Hoffman contract was reviewed page by page by Committee members. Discussion took place, and questions and comments were raised by members on each phase of the contract. A short list of questions/things that need to be defined was created to be used as a “memorandum of understanding” for the architect. Committee members felt the contract is good overall; but it is important that there is clarification on our responsibilities, and that we prepare questions for the architect. Mary, seconded by Rosie to recommend to the Library Board that the point person through the Schematic Phase be Erica, and after that it would be Tom.
All Ayes, motion carried.

Next steps for review: Vicki will get in touch with Town Chairman Jeff Bruss to see if he would like to look at the contract; possibly be involved in a conference call with the architect at our next meeting; review our short list of questions; etc. Motion by Mary, seconded by Erica to ask the Library Board for approval to take this to the next step to review the contract with the Town Chair before getting back to the architect. All ayes, motion carried.

Public Comments: None heard

Next Meeting: Regular Meeting scheduled for July 18, 2017 at 5:00 p.m. There being no further business, Mary made a motion to adjourn, seconded by Erica. All ayes, motion carried. The meeting adjourned at 6:25 p.m.

Respectfully submitted: Kelly Strauss