

Minutes September 28, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling. Other attendees: Historical Society representatives Katie Kirby, Bill Hayes, Tom Rulseh, patron Jay Franke, and Hoffman representatives Jody Andres, Jon Rynish.

Absent: Mary Sowinski.

Vicki Reuling called the meeting to order at 2:33 p.m.

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

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

Review and Approval of Minutes from September 14, 2017 Meeting: Motion by Janet, seconded by Tom to approve the September 14, 2017 minutes as presented. All ayes, motion carried.

Update on Town Building Plans: The town board has not met since the last meeting of the DCC. The board will meet next on October 3rd.

Presentation by Hoffman PDC on Schematic Design Action Items: Jon and Jody met with representatives of the historical society via web conference to adjust the design to better meet their needs. Jody and Jon have also developed an initial cost estimate summary which was presented to the committee. Some changes to the design presented today were specifically related to finding cost efficiencies in this design. There are further options that could be explored including further efficiencies in the project (may be limited large dollar options), reducing square footage, or alternate sources of funding. This project does include numbers for existing maintenance needs (fascia, soffits, HVAC and plumbing overhaul). Initial cost estimate also includes cost of sprinkler system, plus cost of new water service for sprinkler system, elevator to replace lift, site work (parking, landscaping, site utilities, relocation of buried electrical line on west side). Estimate does not include window wells in to lower level or any possible solar project. Estimates are conservative. It includes a 10% construction contingency when normally a remodel would be budgeted at 5-6% contingency.

Project cost estimate for contractor/construction manager fee assumes a single phase of construction. Recommendation of architect would be to do this project in a single phase rather than phasing the project to allow library functions to continue during the project. Estimate an increased cost of \$25,000/month if construction is done in multiple phases.

Vicki addressed the option of additional sources of funding citing a discussion between library board president Paul Kaiser, herself and library director Erica. The Demmer Trust was established for the maintenance, renovation, expansion, of the existing Demmer building. Vicki requested Jody and Jon provide the DCC with some specific costs or needs that the library board could request from the Demmer Trust.

Cost estimate for furnishings and fixtures (shelving, etc.) remains unchanged from the original SHE proposal. Architect recommends bringing a consultant for that aspect on board early to do a full inventory and help improve that number. Additional fundraising could be used to address needs for furnishings and fixtures.

Sprinkler system: still an option to sprinkler or not sprinkler the renovated/expanded library. If no sprinkler system were used, several changes/accommodations would need to be made, which might incur additional costs (changing the stair layout, additional doors/fire dampers). Also, future additions would either require retrofitting the building with sprinklers or creating additional fire separation areas. Past experience trying to avoid adding a sprinkler system to a borderline building project has lead the architects to prefer just going with a sprinkler system. DCC was agreed with including a sprinkler system in the plan.

Jon reviewed the design changes and committee discussed reaction/options.

- Slightly reduced size of front porch; Oneida County zoning did not see the front porch encroachment into the official set back as an issue for a business-zoned area. Approval of that would fall to the town.
- Alcove for electrical service
- Location of power pole and what lines it services.
- Redesign of northwest corner.
- Change of windows in Northwoods Room (replacing existing high windows with larger pane).
- Change in lower-level layout to accommodate existing poured walls.
- Suggested a change design to accommodate to the book sale flow

Concern was expressed about the “alcove” created in the design to retain the existing electric meter. While cost of moving electrical service was a consideration, other factors outweighed the cost including: intersecting rooflines creating potential runoff problems, reduction of square footage in the upper level, specifically impacting the young adult area, lack of visual appeal or alternate use for space, and perhaps needing to reconfigure the upstairs. Committee members strongly encouraged the alcove be removed from the design. Jody and Jon will investigate further with WPS to determine the cost of moving the meter and other considerations for that space.

Jody clarified next steps in design development, which will involve selection of materials, colors, etc., for the entirety of the building, which will impact the design for the exterior elevations, etc.

Vicki and Jon clarified the communication flow for design changes and refinements to assume that the

changes need to be presented to the whole committee.

Approval of project “schema” (floor plan, cost estimate, scope, fire protection/sprinkler system & exterior evaluations):

Motion by Tom, seconded by Rosie to recommend to the library board to accept the schematic design phase as presented by the Hoffman architects as of 9/28/2017 with the considerations as discussed by the committee at the 9/28/2017 meeting of the DCC. All ayes, motion carried.

Following this vote, the plan will go to the library board at a special meeting at 4:30 PM on October 3. The item is on the agenda for the October 3, 6:30 PM meeting of the town board. The aim is to be on the Plan Commission agenda for their meeting October 24, 5:30 PM.

Civil consultant recommendation and approval:

Reviewed proposal from Becher-Hoppe for providing civil services. Suggestion made to request a proposal from MSA to offer a comparison/competitive proposal. Will review and select firm at next meeting.

Geotechnical services recommendation and approval:

Reviewed three responses received for geotechnical services. Motion by Erica, seconded by Catherine to select the low bidder of PSI (Green Bay) to provide geotechnical services. All ayes, motion carried.

Additional utility line location fee of \$500 will be needed to identify underground utility lines.

Review of design milestone schedule: Jon reviewed the outlined design milestone schedule. Discussion followed about the next point on the timeline, selection of representative for furniture, fixtures and equipment. Erica will follow up with leads and coordinate with the architects.

Solar photovoltaic panel incentive and grant options: Jody reported on discussion with Hoffman’s Mark Hansen who is in charge of green design. The size of the library site wouldn’t accommodate a large (private investor) installation or would find difficulty meeting deadline for current incentives, but would want to look at an under 20kw-sized installation that would not require the same metered use agreements or be bound by the same incentive deadlines. Cost for a smaller system could run \$30,000 - \$40,000 (in current market prices), and could apply for \$4,000 incentive. However, cost of photovoltaic is decreasing, and could be added at any time. If opportunities for partnering could be found, then there could be opportunities for joining into a larger array. The upcoming opportunities for larger project are uncertain. However, this could be added at any time, and could take advantage of funds saved from contingencies or separate fundraising.

Logistics of library services during construction/renovation: To reduce the cost of construction, the architect recommends relocating library services to another site for at least 7 months during the construction process. Money is included in the cost to pay for moving expenses. The committee will add that to an upcoming meeting, with a decision by the end of November.

Process for completion certification and payment of bills: Jody explained the traditional process for reviewing bills. The general contractor will prepare bills 1x per month and submit to architect (Hoffman), who will review and approve based on actual work completed. Architect will submit to library for review for payment. Clarification for library process to include the DCC in payment process. Bills will be submitted in very predictable schedule; bills from contractor can come at any point in the month, so should build payment schedule backwards from town approval through proceeding steps to set date when contractor bills will be submitted.

Discussion followed about the process for receiving historical society funds. The historical society finance committee will meet on Friday and will bring a proposal for a timeline to fulfill their pledge.

Public Comments: None.

Next Meeting: Tuesday, October 17, 2017, 3 PM, followed by Thursday, October 19, 2017, 1 :30 PM. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:33 p.m.

Respectfully submitted: Erica Brewster