

## **Minutes October 17, 2017**

### **Demmer Library Design and Construction Committee**

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling. Other attendees: Ed Cottingham, chair of Plan Commission, Historical Society representatives Bill Hayes.

Absent: Mary Sowinski.

Vicki Reuling called the meeting to order at 3:00 p.m.

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

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

**Review and Approval of Minutes from September 28, 2017 Meeting:** Motion by Janet, seconded by Tom to approve the September 28, 2017 minutes with corrections as stated. All ayes, motion carried.

**Update on Town Building Plans:** At the October 3, 2017 regular meeting of the town board, the town indicated that they are moving ahead with plans for a new, smaller, town building on the north end of the block designed by DeLeers. Erica reported that the town invited her to a department head meeting to review the plans. The plans are consistent with philosophy of the last couple of designs, with the building situated on the north end of the block, entrance off of Eerie Street, police station remaining on Eerie Street, and parking to the west of the building. There would be a south entrance/exit to the building that would open onto a green space between the two buildings, and possibly space in the town building for the chamber of commerce accessed through that south entrance. There was a suggestion that the green space could be developed into a pocket park/community area with a feature such as a veteran's memorial. The town wanted to make sure that their south-facing entrances/services and the west side parking lot would be consistent with the library's building plans.

Erica also reported that following the meeting she was approached by Paul DeLeers who asked about the library's civil engineering. He wanted the committee to know that the town had already completed a civil survey with Mach I V Engineering & Surveying LLC and suggested they might be willing to offer a discounted rate to the library based on their recently completed work.

Further, Mr. DeLeers also wanted the DCC to know that his company could provide either construction management or general contracting services on the library project, and would be able to do it at a reduced rate if it occurred at the same time as the town building as the two projects could share a single site superintendent. The committee expressed interest in meeting with him. Tom stated a desire to ensure that the project remains in compliance with state law per bidding when considering construction management.

**Update on Town Board Schematic Design Presentation:** The presentation went well at the regular town board meeting, and the schematic design was forwarded to the Plan Commission. Final approval of the \$900,000 will not occur until the annual budget meeting on November 21. The architects expressed concern about incurring additional fees if the building funds are not certain. Library board director Paul Kaiser spoke with the architects and gave them permission to proceed at risk of additional fees on a project that can't be funded.

**Review of schematic design:** Janet expressed additional concerns about the window placement on the north wall of the main floor. The current design uses the existing windows, which don't align to the walls of the small study rooms or the large study/maker space rooms. Particularly with the plans for the town to create a green space between the buildings, that will be visually exposed. The current windows are original to the building and not replacing them would lose the energy saving opportunity. Also, with the green space development, it could make sense to leave and augment the existing fire exit door for a future featured exit to green space. Committee recommendation to raise concern with architects at the next meeting.

Vicki received itemized numbers back from the architects for renovation expenses. The total came to \$126,375. Ken Klein, trustee for the Demmer Trust, recommended requesting the total amount from the trust. A letter from the library board has been drafted and will be on the agenda for the 10/24 regular meeting of the board.

Rosie reminded committee to follow up on placing a sink in the janitor's closet in the historical society area.

A generous donor had originally pledged support/recognition rights for the atrium in the original design. There is no atrium in this design, but Vicki will be meeting with the donor on behalf of the Foundation and suggest they become major sponsors of Northwoods Reading Room. Janet reported on research done for the fireplace. Cost for a fireplace insert similar to what is being put into the new Olson library in Eagle River would be approximately \$5500, with cultured stone masonry at approx. \$25/square foot. A plaque recognizing the donors will be placed on the fireplace.

**Furniture/fixture and equipment progress:** Erica reported difficulty with direct leads for FF&E services. She has now assembled a list of other options (non-library specific and library specific). The committee will ask for advice from architects on Thursday and then follow up.

**Process for payment of the bills:** Vicki and Erica will work on streamlining the process for receiving the bills. Currently they are going to Erica's e-mail address.

The 2<sup>nd</sup> monthly bill for design services was received on 10/10/2017, in the amount of \$18,754.70 Motion by Vicki, seconded by Tom, to approve the payment \$18,754.70 to Hoffman. All ayes, motion carried.

Proposal for geotechnical services from PSI Consulting, Engineering, Testing was considered and will be

forwarded to the DCC meeting on Thursday. Contract will be forwarded to Jeff Bruss at the town to sign. This will help keep the town chair informed about progress.

Timing for paying contractor bills: The DCC will request that the bill be received the 5<sup>th</sup> of the month. The DCC will meet to approve the bill. Bills will be forwarded to the foundation meeting on the 3<sup>rd</sup> Monday, the library board on the 3<sup>rd</sup> Tuesday, and the town board on the 3<sup>rd</sup> Tuesday.

**Logistics of library services during construction/renovation:** Catherine suggested that the issue of library services during the construction/renovation is not the purview of the DCC. Tom noted that there will be budgetary amounts to be concerned with in the construction, but the decisions will be the responsibility of the library board. Vicki will raise the concern as part of the DCC report at the 10/24 meeting.

**Construction management options:** The construction manager will be responsible for observing the day-to-day or week-to-week progress of the contractors. Tom stated he would be in favor of having those services, and other related similar positive experiences with having those services. Hoffman offers that service, and so do other firms, such as DeLeers. Hoffman will present to the DCC on Thursday and Tom and Vicki will follow up with DeLeers.

**Public Comments:** Bill Hayes reported on the historical society meeting. The society is preparing to launch the building campaign with an end-of-year giving ask and will be planning

Ed Cottingham briefly discussed what the Plan Commission will be looking at and discussing at the 10/24 meeting.

**Next Meeting: 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 4:33 p.m.

Respectfully submitted: Erica Brewster