

Minutes October 19, 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 1:40 PM). Other attendees: Jody Andres and Jon Rynish, Hoffman; Bill Hayes, Historical Society.

Absent: None.

Vicki Reuling called the meeting to order at 1:31 p.m.

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

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

Review and Approval of Minutes from October 17, 2017 Meeting: Motion by Janet, seconded by Catherine to approve the October 17, 2017 minutes as submitted. All ayes, motion carried.

Update on Town Building Plans: The town building plans were on the agenda of the 10/17 town board meeting. There will be a special meeting of the electors on Tuesday, November 7, to ask for approval on two separate resolutions, one for the town building and one for special roads project. If approved, the financing for the town building (and roads) would be forwarded to the November 21, 2017 annual budget hearing. The library has an approved resolution from the April annual meeting. The library resolution along with any resolutions approved at the November 7 meeting will be forwarded for approval as part of the levy on November 21. If all is approved, the timing for construction would be the same as the library's: groundbreaking in April, completion in November. They would keep the town office/town hall portion for services during construction, demolishing that part last.

Following up on the meeting Erica had at the town to review the DeLeers plan, Vicki and Tom met with DeLeers to discuss the planning done and how it might impact the library plans. They came away with diagrams of the site survey and the tentative site plan for the new town building layout. There is going to be a need for coordination for civil, electrical and other engineering.

Jody provided some initial thoughts on the town design. One concern with the library design is not meeting zoning code for parking. The current approach was to focus on improving what we do have, and look for the town's support in waiving zoning requirements with the county. Jody encouraged that we develop a plan for collaborating and working on the site plan as a whole including:

Civil engineering: see civil below. Location of electrical service may or may not have been completed, and should be confirmed.

Electrical engineering: will need to coordinate what is happening for the existing underground and

any temporary/permanent needs.

Geotechnical engineering: not affected by this plan.

Library service logistics: the town community building will not be available for a temporary library location. Catherine reported that the DCC has decided that the function of the library during the construction period should be a concern of the library board and that item has been placed on the board agenda for the 10/24 meeting. There has been some thinking on this already.

Review of Schematic Design: We have two meetings remaining and then a sign-off on plan. This meeting will focus on exterior design, the next on interior design.

Plan Commission presentation overview: discussion of preparation for presentation to Plan Commission Tuesday, 10/24, 5:30 PM. Larger discussion will include parking per square footage of building. Discussion has begun at Oneida County regarding parking. Jon has numbers for estimated parking in two block area (including high school).

Exterior design: Before Hoffman presentation, members of the DCC brought up question about the windows on the north side of the building, specifically pertaining to the previous needs assessment that looked at the condition of the existing windows, and the placement of those windows in relation to proposed walls for study rooms. Also, with the potential for a green space, should there be consideration of keeping a door on the north side. Alternatively, concern was expressed about the impact of more window changes on the budget. Hoffman will bring back a cost estimate for replacing windows on the north side. Of course, cost considerations are critical. We are already over our budget so either costs must be reduced or more donations found.

Siding: Engineered wood siding vs. fiber cement. Fiber cement is somewhat more expensive. Engineered wood is moisture resistant and comes in a range of colors. Plan would replace all the siding, leaving only the stone. The same product is also available in a cedar shake siding.

Discussion about the exterior colors, design, and materials.

Interior casework: Begin initial review of interior case work, interior design changes.

Door/access control: Key card in designated locations – identify electronic access control vs. which doors are keyed. Handicap access buttons at front and back doors.

Security/CCTV requirements: Staff will need to discuss and bring options to DCC to be referred to library board. Janet and Erica will meet with Police Chief Scott Lea.

Civil Consultant recommendation and approval: MSA declined to bid for the project (too busy); a competitive bid from a Stevens Point firm came in markedly higher than Becher Hoppe. Hoffman will request a bid from Mach IV, the company that is currently being considered for the town.

Geotechnical services update: The contract was emailed to chair Jeff Bruss for signature. He will review when he returns to town on Monday, 10/23. Erica will be the site contact.

Construction management options: Summary of services included in Hoffman contract: developing design documents and putting them out to bid, accepting, qualifying, and contracts for bids, which brings contractor on board. Periodical (2x/month) visits from licensed architect during project. Responsible for reviewing and processing bills for payments. At end of construction, final punch list and close out with contractor.

Not included: day-to-day onsite supervision (schedule and safety). Calls and coordination of subcontractors.

It may not be economical for smaller, remote project for Hoffman to serve as construction contractor for project. A typical construction contract budget would be 2%, but Hoffman would need to charge closer to 8%.

Options: 1) Bid out project and hire a contractor through the (traditional) design-bid-build process. 2) Hire a construction firm on negotiated basis.

Hoffman will put together a proposal for weekly supervision visits, and the DCC can seek supervision proposals from other parties.

Process for payment of the bills: Request library receives bills by 5th of month, with Vicki copied.

Furniture/fixture and equipment progress: Erica had a phone conversation with Deb Haeffner, Building and Design Consultant with South Central Library system on 10/18. She can offer support for library design support in partnership with EBI (Emmons Business Interiors) at a rate of \$40/hour. Jody will contact Deb H. and discuss details and get contact at EBI so they can develop a basic budget based on the conceptual design. Erica will work on an existing furniture inventory for what can/should be reused and what is needed.

Milestone schedule: The next step will be the Plan Commission meeting on 10/24. The plan is still on track to bid project in January.

Public Comments:

Next Meeting: Wednesday, October 25, 2017, 5 PM and Wednesday, November 1, 1:30 PM. There being no further business, Catherine made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 4:15 p.m.

Respectfully submitted: Erica Brewster