

Minutes November 15, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, Mary Sowinski (arrived 1:42 PM). Other attendees: Paul Kaiser, library board president; Amy Moore, Hoffman interior design (via telephone).

Absent: Rosie Obukowicz

Vicki Reuling called the meeting to order at 1:33 p.m.

Report on agenda posting: Erica 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 November 9, 2017 meeting: Motion by Tom, seconded by Catherine to approve the November 9, 2017 minutes as submitted. All ayes, motion carried.

Update on town building plans: Tom and Vicki met with town chair Jeff Bruss on 11/13 to discuss details about coordinating the two projects. Jeff is supportive of sharing contractors and coordinating services as much as possible. The library's contract for the site development with Mach IV has been signed and delivered and the intention is that the town would sign a matching contract after final budget approval on 11/21. If the budget passes, the DeLeers will present the town building design to the Plan Commission on 11/28. Also briefly discussed road limits for moving and beginning construction in the spring. Tom asked if the contractors would require a staging area for the contractors. Jeff suggested using the space to the northwest side of the building; Jon will check with construction management.

Site Design:

Progress update: Site design plan was included with the documents package sent to the DCC meeting on 11/14. Reviewed the proposed sidewalk/walkway in front of parking on Huron Street and porous pavers proposed for back walk, though concerns about shoveling and frost heave were raised; leaving power poles in place; moving one handicapped parking place to the opposite end of the parking area for direct access to west entrance near lift/elevator.

Currently no plans to create a 4' deep rain garden, but would utilize appropriate plantings in a space. Mary will work with the county to obtain funding for native plantings through the pollinator grant. Rain barrels will provide additional water for landscape/flower watering.

The sanitary lateral line was scoped and videoed on 11/15, and determined the lateral to the street was

Orangeburg pipe and is caving in on itself. The cast iron immediately in and exiting the building is in good condition, but the line out to the town sewer connection will need to be replaced.

Historical Society stair: Due to zoning conflicts with dimensions of museum egress from upper level of Johnson House on east side, needed to move the west wall of the library building 3' northwest. This changes the dimensions of the historical society space and trimming 200 square feet of space off total square footage of building (roughly equivalent to 2/3 of the square footage gained in the alcove redesign). This reduces the area of the historical society reception by approximately 50 square feet.

Motion by Tom, seconded by Janet, to accept the changes to the historical society entrance, reception, and display area as presented by Hoffman. All ayes, motion carried.

Further review of the space between the museum entrance and the Johnson House lead to recommendation for additional walking surface between buildings to allow for access without walking up steps from north side.

Trash enclosure: Proposal to use space under museum egress for trash bin storage. Mary will discuss with Bill Hayes.

Civil contract: the signed contract for the library portion of the work was delivered electronically on 11/13.

Geotechnical soil borings: Mach IV has been discussing with PSI, and additional borings will be taken for the town project on a separate contract. Initial staking happened today (11/15) and drilling will be completed on Monday, 11/20.

Updates on library/museum design: Jon had confirmed that the lift can be moved and reused.

Fireplace options: Catherine and Janet reported on research they had done on the fireplace. Addressed questions about setbacks from windows, etc. Three separate costs areas of firebox, masonry, and mantle; total cost of project should be under \$10,000. They presented options. They will return with a specific proposal to the committee.

Design Development set overview: Reviewed the design development set submitted via Procore, 11/14.

Alcove update: electrical alcove has been removed and a screened/gated space for electric and gas panel.

Architectural, structural, HVAC, electrical, plumbing: Reviewed details of the architectural drawings with questions and comments noted. Erica and Janet will review door hardware for each door with architect and report back to committee. Need to know if there need to be any lockable cabinets. Reviewed the HVAC, electrical, and plumbing with similar comments.

Reviewed the project budget based on the design changes. Reviewed several options to address budget shortfalls, including leaving some spaces in lower level unfinished (walls, lighting, etc.). Still need to clarify the costs to be covered by the FF&E budget line.

Approval – Design Development documents: tabled until future meeting.

Interior design: Amy Moore, Hoffman interior designer described the general idea for interior designer. She would develop the interior concept and feature spaces to break down major spaces, including flooring, accent walls, writing specs for interior finishes, and meeting times, including one remote and one in-person visit. She further assists Jon with architectural plans, but will reduce time needed to work with a designer out of the office. Further discussion on detailed interior design was tabled until the next meeting.

Consider FF&E contract with South Central Library System: tabled until future meeting.

Reclamation plan: tabled until future meeting.

Construction management clarification: The committee clarified the budget lines allocated for contractor/construction management fees in the budget. Also asked about inclusion of liquidated damages in general contractor contract. Jon will investigate.

Precertification of contractors: Hoffman qualifies at time of bid, but does not do prequalification.

State building code update: Jon is requesting two variances to the code, specifically the open staircases as allowed by the 2015 code that is yet to be approved, and second for variance of space between the buildings. The design would meet the intent of the code, but need it approved on paper. Town chair Jeff Bruss has agreed to sign off on changes. Jon is continuing to work with the Plan Commission for further approvals for setbacks, etc.

Logistics for library services during construction: Discussion tabled until next meeting.

Hoffman invoice – approve October payment: Motion by Mary, seconded by Tom, to approve payment of the October invoice from Hoffman in the amount of \$33,696.73. All ayes, motion carries. Noted that the \$50,000 in non-lapsing funds has been expended and balance will be paid by the foundation.

Public Comments: None.

Next Meeting: Tuesday, November 21, 2:30 PM at the Demmer Library. There being no further business, Mary made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster