

MEETING MINUTES

Demmer Library Renovation & Addition

September 28, 2017

17221

Project

Date

Project Number

Three Lakes, WI

2:30 pm

5:00 pm

Project Location

Start Time

Adjournment Time

DCC Design Meeting #3

Demmer Library

Jon Rynish

Type of Meeting

Meeting Location

Originator

Invitees:

Demmer Library: **Erica Brewster** – Library Director
Janet Dixon

Demmer Design & Construction Committee (DCC):
Vicki Reuling – Committee Chair
Thomas Asbeck
Catherine Marshall
Rosie Obukowicz
Mary Sewinski

Historical Society: **Katie Kirby** – Curator
Kyle McMahon – Assistant Curator

Hoffman: **Jody Andres** – Senior Project Architect
Jon Rynish – Project Architect

CC: All Attendees

1. Scope / Estimate Review

- 1.1. Committee felt that the \$2.2 million estimate was within acceptable range (of \$2m budget)
- 1.2. Specific items mentioned as included in estimate (list is not all inclusive)
 - Replace existing siding (prefinished wood or cement board), roofing (shingles), fascia, soffit
 - New limited-use limited-access (LULA) elevator
 - Full sprinkler system throughout entire building
 - New HVAC system throughout entire building
 - Single new construction / remodel phase - complete move out for 7 months
(ACTION: DCC – Due November)
 - Moving / storage costs
- 1.3. Specific items mentioned as excluded from estimate (list is not all inclusive)
 - Basement window wells
 - Existing window replacement
 - Solar PV panels
- 1.4. Estimate reduction methods:

- General design efficiencies
 - Reduce 10% contingency as design progresses
 - Relocate platform lift instead of installing new LULA elevator
 - Reduce FF&E
- 1.5. Additional funding sources
- Library Trust fund. Provide budget line items (\$30k - \$100k) for Vicki to discuss with trust representatives. **(ACTION: Jon R.)**
 - Evaluate insurance savings for a sprinklered building. **(ACTION: DCC)**
2. Plan updates:
- 2.1. Site:
- Will move handicap parking space closest to ramp
- 2.2. First Floor:
- Alcove created around existing electrical panel was deemed acceptable if it yields a significant cost savings, but would be a high priority to fill in with new construction.
 - Historical Society reception / entrance area was well received.
 - Need to designate space for delivery drop off (create alcove in Local History wall or utilize front vestibule. **(ACTION: Erica B.)**
 - Increase windows on south façade of Northwoods room, keep fireplace in the corner
 - Consider impact of noise control if children's area if designing a vaulted ceiling.
 - Add floor sink to J.C.
- 2.3. Lower Level Plan revisions
- Flip Director's office and Book sale Sorting areas.
 - Add sink back into Multi-purpose room
 - Create small counter / sink area just to the west of the permanent book sale.
 - Extend mechanical into kitchenette.
 - Add changing table to Toilet room.
 - Sensitive items in Historical Society storage should be stored in the appropriate specialty cabinets. No hazardous materials should be stored unprotected.
- 2.4. Sprinkler system – proceed with design as a sprinklered building
- 2.5. Schematic Sign-Off: DCC made a recommendation to the Library Board (10/2 meeting) to Approve the Schematic Design Documents. Per the contract, Jeff Bruss will need to sign-off.
3. Civil Consultant Proposal:
- 3.1. Becher-Hoppe proposal presented: \$7,760
- 3.2. DCC requested proposal from MSA (town engineer) **(ACTION: Jon R.)**

4. Geotechnical Proposal: PSI (low bidder) approved. DCC should assume \$500 private utility locates.
5. Future interim discussions:
 - 5.1. All future discussions or direction provided between DCC meetings should be channeled through Vicki R.
 - 5.2. Any required design 'sub-committee' discussions will be planned and approved by DCC. All final decisions to be presented to the entire committee.
6. Previous Action Items Discussed:
 - 6.1. Oneida county will hold a staff review for zoning and ARP (architectural review permit). They are willing to do this in conjunction with Three Lakes Plan Commission. Assumed zoning under the Three Lakes "Zoned Business District" which only has 1-2 foot setbacks.
 - 6.2. This site is not part of the WPS System Modernization Plan. Removal of existing power pole is not part of scope at this time.
 - 6.3. Solar PV grants: Ideal to stay under 20kw for logistical and schedule reasons. Approximately \$30k investment plus \$4k grant available.
 - 6.4. Provide list of FF&E suppliers to Erica. **(ACTION: Jody A.)** – DCC to start contacting FF&E supplier per received recommendations.
 - 6.5. Library Foundation payments may be schedule when convenient for the Foundation. Construction bills are typically once per month.
7. Open Action Items:
 - 7.1. Confirm design of existing French drain. Existing museum gutters drain to French drain. Contacts: Gene Baltz & Rick Gensler. **(ACTION: Jon R.)**
 - 7.2. Existing sanitary system needs to be addressed (existing issues) **(ACTION: Plumbing Engineer)**
8. Future Meetings:
 - 8.1. 10/2: Library and Town Board
 - 8.2. 10/19 @ 1:30 pm: DCC
 - Civil Engineer consultant selection, plan refinement, exterior & interior finishes, MEP overview