

# MEETING MINUTES

<b>Demmer Library Renovation &amp; Addition</b>	<b>October 19, 2017</b>	<b>17221</b>
Project	Date	Project Number
<b>Three Lakes, WI</b>	<b>1:30 pm</b>	<b>4:15 pm</b>
Project Location	Start Time	Adjournment Time
<b>DCC Design Meeting #4</b>	<b>Demmer Library</b>	<b>Jon Rynish</b>
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 Sowinski**

Historical Society: **Katie Kirby** – Curator  
**Kyle McMahon** – Assistant Curator  
**Bill Hayes** - representative

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

CC: All Attendees

1. Town Building Plan Update
  - 1.1. Two-phase demolition (south portion happening later)
  - 1.2. Coordinate potential for temporary power to phase two demo instead of re-routing electrical feed around the Library addition.
  - 1.3. Start construction in April and complete in November.
2. Exterior Design:
  - 2.1. LP Smartside was presented as the proposed siding materials. Smartside components will include board and batten siding, horizontal siding, shake siding and trim.
  - 2.2. The committee seemed to be leaning towards the green siding and dark brown trim. DCC will discuss color preference internally.
  - 2.3. Windows will be vinyl windows. Colors to match trim. Number of operable windows is adequate.
  - 2.4. Areas requiring further development (**ACTION: Jon R.**)
    - South children's room façade – simplify
    - South Northwoods room – more window consistency.

- Overall picture windows – consider adding mullions to mimic operable windows.
  - Revise overhang above Historical Society
  - Privacy glass on Parents Room window
  - Column and truss porch structure – needs work. Look at making the Historical Society Entrance a little more like the front entrance.
  - Provide budgetary pricing for Window replacement, door replacement and window reconfiguration on the existing north façade.
3. Preliminary interior casework elevations were presented as a reference for future discussions.
- 3.1. DCC provide feedback at next meeting regarding cabinet types (door units, open shelving units, drawer units, upper vs base cabinets, sink location, etc.) **(ACTION: DCC)**
- 3.2. Add countertop (only) outside local history room.
4. DCC to provide direction on which doors require electronic access control (card readers) **(ACTION: DCC)**
5. DCC to provide direction on security, IT and CCTV system requirements **(ACTION: DCC)**
6. Civil Consultant Proposal – final decision pending Mach IV proposal. DCC to respond once proposal is received.
- 6.1. Becher-Hoppe: \$7,760
- Price to survey private locates and laterals - \$950
- 6.2. Point of Beginnings: \$8,250
- 6.3. Mach IV proposal pending. **(ACTION: Jon R.)**
- 6.4. MSA declined to submit a proposal due to current workload
7. Plan Commission Parking discussion:
- 7.1. Expected maximum occupancy: 75 people
8. Construction Management services
- 8.1. Provide estimate for an enhanced Construction Administration – weekly site visit by a Field Project Manager. **(ACTION: Jody A.)**
9. Misc:
- 9.1. Bill payment during construction: Library requested to receive bills on the 5<sup>th</sup> of each month.
- 9.2. Hoffman to copy Vicki on design bills
- 9.3. Provide budgeted moving costs to DCC **(ACTION: Jon R.)**

9.4. Provide FF+E plans for DCC **(ACTION: Jon R.)**

**10. Open Action Items:**

10.1. Confirm design of existing French drain. Existing museum gutters drain to French drain. Contacts: Gene Baltz & Rick Gensler. **(ACTION: Jon R.)**

10.2. Existing sanitary system needs to be addressed (existing issues) **(ACTION: Plumbing Engineer)**

10.3. Electrical alcove pending cost analysis. **(ACTION: Jon R. / Electrical Engineer)**

**11. Future Meetings:**

11.1. 10/24: Library Board @ 4:00pm (Hoffman optional)

11.2. 10/24: Plan Commission @ 5:30pm

11.3. 10/25: DCC Meeting (No Hoffman)

11.4. 11/1 @ 1:30 pm: DCC

- Site design, interior finishes, MEP overview, security / IT / CCTV