

# MEETING MINUTES

**Demmer Library Renovation & Addition**

**November 1, 2017**

**17221**

Project

Date

Project Number

**Three Lakes, WI**

**1:30 pm**

**5:15 pm**

Project Location

Start Time

Adjournment Time

**DCC Design Meeting #5**

**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 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 – site design on hold until after budget approval.
2. Preliminary Site Design
  - 2.1. Civil Engineering Update – schematic site plan will be presented at the next meeting.
  - 2.2. Stormwater management
    - Will proceed with overall site design and hold on any stormwater calculations until the town has final approval to proceed with their project.
    - Depending on the outcome of the 11/7 town meeting – the DCC may want to sit down with Jeff Bruss and discuss the responsibility of the stormwater management design and construction.
    - This may delay the Plan Commission / Zoning approval a few weeks. This may push bidding documents back a couple of weeks.
  - 2.3. Geotechnical Soil Borings – scheduled for 11/3
3. Exterior design updates
  - 3.1. South Alcove

- DCC requested to infill alcove (\$30,000 add) and use a reduction of FF+E budget to get back on budget.
  - Motion recommended for Library Board Review
  - DCC to seek Library Board for approval (ASAP). If approved, the design revisions can be made and reviewed at DD sign-off. **(ACTION: DCC)**
- 3.2. Porch columns – Stone base approved. Overall posts and truss will be engineered wood members wrapped in LP trim.
- 3.3. Porch railings – look for maintenance free composite options. **(ACTION: Jon R.)**
- 3.4. Historical society porch columns – Approved as shown.
- 3.5. South façade windows – Approved as shown. Eliminate the horizontal trim that divides the gable ends and continue board and batten siding all the way up.
- 3.6. North façade window replacement costs
- Approved replacement of north façade windows. Entire window including trim and jambs will be replaced.
  - Consider new larger windows in the Maker space pending budget situation. **(ACTION: Jon R.)**
- 3.7. Mechanical equipment / meter screening – reviewed.
- 3.8. Area wells - reviewed
- 3.9. Trash / recycling containers – ok as shown for now. May consider locating them to the north of the porch pending site layout. **(ACTION: DCC)**
- 3.10. Rain barrel usage – not discussed
- 3.11. Exterior lighting – Design will include decorative sconces at the porch areas. Main porch lighting will be via can lights in the soffit. Consider a wall pack on the west façade for general site lighting.
- 3.12. Material comparisons
- LP Smart side approved. Color palettes shown approved.
  - Asphalt shingle roof approved. Look for brown shingles to compliment siding. **(ACTION: Jon R.)**
  - Vinyl windows approved. Interior finish options (white, almond or wood grain) to be selected with interior finish materials.
  - Consider a colorful front door. **(ACTION: Jon R.)**
- 3.13. Parents Room glass – use blinds for privacy.
4. Plan updates
- 4.1. Drop off counter outside Local History room - approved
- 4.2. Maker / Large Study arrangement
- Eliminate dividing wall and make one room.
  - Change aluminum sliding doors to 2 wood/glass doors with a large window between.
- 4.3. Eliminate wing walls outside Family Toilet – make door visible from circulation desk

5. Casework / Cabinetry updates
  - 5.1. Parents room casework to remain as originally shown.
  - 5.2. Northwoods cabinetry to be slightly higher end finishes. Will look at solid surface counter with nice looking laminate
  - 5.3. Other casework layouts and elevations approved.
  - 5.4. Typical casework finishes: plastic laminate counters and plastic laminate cabinets.
  
6. Electronic access door control
  - 6.1. Plan reviewed and approved except for lower level stair door does not need card access. (See plan markup).
  
7. Interior Design
  - 7.1. General design concepts and ceiling plans reviewed.
  - 7.2. General comments
    - Northwoods coffee bar – tile wall accent
    - Children’s entrance ceiling – committee liked. Maybe scale back to allow for an entrance feature for the local history room.
    - Local History – Create doorway with classic wood / metal accents. Large signage.
    - Circulation desk fixtures or ceiling accent: consider fixtures that are more “Northwoods” and “rustic.”
    - Makers space – consider a themed room or specialty finishes that reflect the creative nature of this space and the activities within it.
    - \$50,000 donation was specifically to make the children’s and YA areas to characterize the following: “awesome,” “attractive,” “reading,” “colorful.”
    - Open to wood wainscot as a treatment to a specific room, but not applied throughout all of the spaces.
    - Use color as a means of wayfinding and space designation.
    - Consider recessed baby changing station and optional finishes.
  - 7.3. Typical Materials – finish schedule included in drawing package, but not reviewed during the meeting.
  
8. Plumbing fixture review – see Plumbing Fixture Questionnaire
  
9. Sanitary Issues
  - 9.1. Line backed up and cleaned out on Monday. Contractor did not suspect broken pipe or any major obstructions.
  - 9.2. We recommend televising the existing sanitary lateral to see if any work should be included in the plumbing bid set. Assist Erica in obtaining a proposal for that work.  
**(ACTION: Plumbing Engineer)**

10. Construction Management – Estimate for weekly site visit by Field Project Manager.
  - 10.1. Scheduled architect visits (part of existing design contract) – 1 / month
  - 10.2. Additional visits 3 / month x 7 months = \$30,500 - \$38,000 (depending on architect or field project manager)
  
11. FF+E – call Erica to discuss status of FF+E options and potential Hoffman interior design.  
**(ACTION: Jody A.)**
  
12. Budget
  - 12.1. \$50,000 donation increases budget to \$2,050,000.
  - 12.2. Additional funding sources still pending.
  
13. Open Action Items:
  - 13.1. Confirm design of existing French drain. Existing museum gutters drain to French drain. Contacts: Gene Baltz & Rick Gensler. **(ACTION: Jon R.)**
  - 13.2. DCC to provide direction on security, IT and CCTV system requirements **(ACTION: DCC)**
  
14. Future Meetings:
  - 14.1. 11/15 @ 1:30: DCC Meeting: DD Sign-off