

MEETING MINUTES

Demmer Library Renovation & Addition	November 27, 2017	17221
Project	Date	Project Number
Three Lakes, WI	1:30 pm	4:30 pm
Project Location	Start Time	Adjournment Time
DCC Design Meeting #7	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
Amy Moore – Interior Designer

CC: All Attendees

1. Site Design Update
 - 1.1. Coordinate with Town for Site / Stormwater design – Jon will initiate coordination with Mach IV and DeLeers
 - 1.2. Hold a preliminary site review with Tom Asbeck prior to Zoning / ARP permit submission (12/11)
 - 1.3. Geotechnical Boring update – scheduled for Wednesday @ 9am
 - 1.4. Sanitary Line Replacement
 - Look into timing of Huron Street replacement (**ACTION: Vicki R.**)
 - Possibly delay parking work until Huron Street replacement?
 - 1.5. Porous paving – civil to determine if porous paving is necessary for stormwater infiltration or if typical sidewalk can be used. (**ACTION: Civil**)
 - 1.6. Zoning Appeal Plan Commission Review – Provided brief overview
2. Building Design
 - 2.1. Confirm pending DD comments
 - Exterior elevations updated – refer to AE-201

- Electrical Floor Boxes
 - Estimated at \$750 ea.
 - Will do an alternate bid for lower level meeting room floor boxes.
 - Will look at other cost-effective options for other floor boxes (pole from ceiling, conduit only from floor with outlet boxes mounted to furniture, etc.)
 - Will send updated electrical power plan for DCC review **(ACTION: Electrical)**
 - Eliminate foundation stone (keep stone columns). Explore stained / stamped concrete options **(ACTION: Jon R.)**
- 2.2. Plan Updates
- Reduce size of room 118 to 8' x 8' per AE-101 markups
 - Move furnace from 113 to 112 pending confirmation with HVAC **(ACTION: HVAC)**
- 2.3. Interior Concepts
- Amy will advance interior discussion with the interior design committee
 - Reuse existing children's area rug – liked idea of bringing in color with area rugs
 - Liked a lot of the colors shown
 - Liked organic graphic carpeting, but not too busy
 - Ceiling soffits – liked the squared off option with wood finish / wood trim with colored lettering
 - Northwoods – look at wainscoting option
 - Discussed chalk board paint in children's area – this was questionable.
 - DCC to work internally to designate historical society display areas.
3. Review updated Design Schedule
- 3.1. Jon to update schedule and send out. Schedule was updated per conversations during this meeting and follow up emails. Interior and FF&E milestone dates were added.
4. Other
- 4.1. Door hardware – Coordination with Erica is ongoing to refine hardware needs.
- 4.2. List of work by owner? - **(ACTION: DCC)**
- 4.3. IT design – Work with Erica & Josh on developing IT scope for design/build proposals **(ACTION: Jody A.)**
- 4.4. Confirm toilet accessories types with towel/tissue supplies – refer to AE-401 & Toilet Accessory Cutsheets **(ACTION: Janet D.)**
- 4.5. Fire rated book drop options – refer to AE-101_book drop options **(ACTION: Erica / Janet)**
- 4.6. Reclamation plan – Hoffman to provide list of available items for reclamation **(ACTION: Jon R.)**
5. Open Action Items:

- 5.1. Porch railings – look for maintenance free composite options. **(ACTION: Jon R.)**
 - 5.2. Consider new larger windows in the Maker space pending budget situation. **(ACTION: Jon R.)**
 - 5.3. Asphalt shingle roof approved. Look for brown shingles to compliment siding. **(ACTION: Jon R.)**
 - 5.4. Consider a colorful front door. **(ACTION: Jon R.)**
 - 5.5. Committee questioned snow and weed maintenance of porous pavers. Civil to provide more information for evaluation. **(ACTION: Civil)**
 - 5.6. Explore native plant landscape grants. **(ACTION: Mary S.)**
 - 5.7. Avoidance of relocating existing electrical line to the existing Town Building is yet to be determined. The existing Town office will be the last portion to be demolished which means that some sort of temporary electrical service will need to be provided. **(ACTION: Electrical)**
 - 5.8. Determine scope of salvaging existing bench and utilizing wood from demolished trees for fixtures. **(ACTION: DCC)**
 - 5.9. Start to think about construction staging. **(ACTION: Hoffman-Kevin)**
 - 5.10. A specific fireplace model is requested (gas). Provide design ideas/pictures/comments for interior design. Look at reusing existing mantel. DCC prefers sidewall vent out south façade over rooftop vent. **(ACTION: Janet & Catherine)**
 - 5.11. Identify any items that the Library will procuring on their own. **(ACTION: DCC)**
 - 5.12. LVT in historical society reception area? **(ACTION: Mary S.)**
 - 5.13. Can wiring accommodate future pendants over YA booths? **(ACTION: Electrical)**
6. Future Meetings:
- 6.1. 12/11 – Web conference (TBD): Site Plan update with Tom A.
 - 6.2. 12/11 – Web conference(TBD): Amy to meet with Interiors committee
 - 6.3. 12/18 @ 1:30 pm: DCC
 - FF+E Coordination, IT Coordination, Electrical power plan review, Final exterior finishes presentation, Final interior finishes presentation, final design requirements from DCC
 - 6.4. 12/18: Plan Commission
 - Final Site Plan Approval (Zoning & ARP permits)