

Minutes April 10, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Mary Sowinski (arrived 4:25 PM), Vicki Reuling

Absent: None

Others: Paul Kaiser, Demmer board of trustees president

Vicki Reuling called the meeting to order at 4:00 p.m.

Report on agenda posting: Erica reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda approval: Motion by Tom, seconded by Rosie to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from March 20, 2018 meeting: Motion by Catherine, seconded by Tom to approve the March 20, 2018 minutes as presented. All ayes, motion carried.

Update on construction progress: Monday, April 2, the keys to the Demmer building were handed over to Greenfire Management, LLC. Michael Murphy is the project manager and is out of Wausau, and Keith is the site supervisor. Mike will come up on a fairly regular basis; Keith will be on site most of the time. Demolition began on Monday, April 9. And office is set up in the lower level conference room.

Payment of bills: Motion by Rosie, seconded by Catherine, to approve payment of construction bills listed on the disbursement journal: Hoffman Planning, Design & Construction, Inc., invoice #17221-9 for March 2018 for design phase for \$846 for design fees and \$222.82 for reimbursables. All ayes, motion carried.

Interior design expenses: Tom expressed concern that the interior design hours charged by Hoffman was 34 hours and he determined there was actually 89 hours invested. He believes that the extra time was placed at our design committee's request and proposes that we reimburse Hoffman for the difference in amount. Erica pointed out that the furnishings portion of the interior design is still ongoing and should be at least considered as an equal basis. Discussion followed. Motion by Catherine, seconded by Janet, to table the issue until the interior design/furnishings process is further along. All ayes, motion carried.

Status of memorandums of understanding: The Three Lakes Public Library Foundation and the Three Lakes Historical Society have signed the agreement for payment over the months of construction. The part still outstanding is the agreement between the Demmer board of trustees and the historical society; the historical society has met and Mary Sowinski will follow up with the board of trustees.

Asbestos abatement update: The steps on the east/front of the building have a layer of epoxy that cannot be removed through standard means. There will need to be a controlled removal of the stairway. The demolition of the steps was part of the Greenfire bid; Mavo, the company that did the asbestos remediation plans, has bid on the removal of the steps as a controlled abatement process which would transfer the work originally scheduled to Greenfire to Mavo.

Storm water management plan options: Due to the changes in town's building bidding process, there

have been some changes forced to the design of the storm water management plan. A backup design is being developed in case the town project is delayed and the library project is forced by timeline to proceed. Hoffman has submitted a change order and begun the process of redesigning, which will add cost to the project for design and possibly construction.

Construction management – owner’s representative: A construction manager would be an owner’s representative specifically to observe and report on progress in the Demmer’s interest. Tom and Vicki have interviewed three individuals for construction managements, and have received two bids back, and have selected a top choice. Proposed cost would be between \$7,000 - \$10,000. Janet moved, Erica seconded, to give Tom and Vicki authorization to select an owner’s representative and pursue/sign a contract for the approximate costs stated. All ayes, motion carried.

Status of recycling effort: Most of the recycling/reclamation has been completed by Restore. Four furnaces remain to be reclaimed and are marked. Furnishings will be available after construction.

Ground breaking ceremony: Planning for an event to be scheduled for the week of May 7th.

IT/low voltage status: Approval of the IT/low voltage will be at the April 17 library board meeting.

Furnishings report: Erica reported on progress being made in bookshelf refinishing. As she worked with Deb Haeffner from South Central Library System, she has requested a quote for new wood shelving; the committee suggested also getting a comparative quote for metal shelving. Erica also gave a presentation report of the furnishings specified to date and progress towards a furnishings quote.

Fireplace mantel: Lead time for a fireplace mantel is about 4 weeks. The finishings subcommittee will meet at Kwaterski Bros., to discuss/select options for a mantel piece.

Children’s area arch: Golden Pair Interiors have offered to do an estimate for both the children’s arch and bookshelf refinishing. A meeting date will be set up. This will be a standing agenda item.

Signage: Discussion of establishing a subcommittee to design and secure the mandatory and required signage. Catherine, Janet, and Rosie and Lyn from the library staff will contact three sign vendors before the next meeting and report on a timeline and next steps.

Recognition wall: The Three Lakes Public Library Foundation has already begun discussions about an appropriate approach to the recognition wall for donors. This will need to be coordinated with the signage.

Status of restrooms: No new report on status of state inspection requirements for male/female signage.

Financial spreadsheet: Tom shared a method for tracking expenditures and managing budget control. Discussion about financial management and spreadsheets.

Public Comments: None.

Next Meeting: **Wednesday, May 2, 3:00 PM, at the Three Lakes school board room.** There being no further business, Tom made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 6:15 p.m.

Respectfully submitted: Erica Brewster