

Minutes November 14, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowkinski (arrived 9:40 AM)

Absent: None

Others: None

Vicki Reuling called the meeting to order at 9:06 a.m.

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

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

Review and approval of minutes from October 10 and October 29, 2018 meetings: Motion by Catherine, seconded by Tom to approve the October 10, 2018 minutes as presented. All ayes, motion carried. Motion by Janet, seconded by Tom, to approve the October 29, 2018 minutes as presented. All ayes, motion carried.

Construction update: The construction meetings continue to focus on schedule. Greenfire president Kip Ritchie and chief operations officer Mike Timmers made a site visit on Monday 11/12 and met with Erica, Tom, and Brian. The library representatives continued to express concern about the order of operations suggested in the schedule (e.g., proposing to put in carpet and cover in plastic while other major work continues). The library received a solid verbal assurance from President Kip Ritchie that the final product will meet all quality standards.

A lot of work is happening. Installed timbers on the front of the building allowed the roof to be completed, front vestibule enclosed, and windows installed. There is some timber/roof work left on the rear entrance. Only one window is left to be installed where the temporary heater is venting out. Critical pieces that remain include leveling the floor in the new children's additional area and the main existing area.

Tom had further discussion with Greenfire regarding the changes to the contract which has not been finalized, including reviewing a list of costs that the library will incur for a delay in completion date. We continue to endeavor to maintain good relationships with all parties.

Due to the sudden change in weather, the ground is both wet and frozen and limits the exterior work that can be done. There was discussion about actions to be taken to secure the site until sitework can be completed in the spring, including bringing top soil, adding silt fencing around the sidewalks, connecting the museum downspout to the French drain, etc.

The updated schedule was delivered during the meeting, with an updated substantial completion date of 1/16/2019 and final completion 1/31/2019. Briefly discussed initial reaction and consequences of another month in temporary locations, etc.

A number of additional change orders have come in and are being reviewed by Hoffman. Preliminary review puts it at a final balance of \$4,000 that will be owed out of contingency.

Financial spreadsheet: Vicki has just received an updated list from the town and still has the additional change orders to include. She will prepare an updated spreadsheet and email in advance of the next DCC meeting.

Update on signage: Rosie has emailed Matt and hasn't heard back yet. Electrical has been stubbed out for the front

exterior sign. Discussion about whether it would be better to wait until spring after the grading has been complete. Also discussed the “Edward U. Demmer Memorial Library” letters that were recovered from the old building – would like to see if that will work on the new timbers or front entrance area.

Update on FF&E: Erica is working with Brian Schubring on the custom designs for the shelving. Orders for furniture have been placed and now working on scheduling furniture delivery in coordination with the construction schedule.

This week several questions arose about the donated mantel and stonework for the fireplace. Keith has been in touch with Mike Kwaterski. Janet and Catherine would like to see samples of the stone for the fireplace. Erica will work with Keith to coordinate.

Reuse of reclaimed siding: Brian has suggested open-backed shelving for the local history room so the reclaimed siding can be better displayed. Erica will follow up with Mary about plans for delivering and finishing the siding at Kwaterski's.

Landscaping: Rough landscaping will be done with topsoil yet this fall. The rest of landscaping (rain gardens) done in spring. Trees can be planted in the spring. There has been some additional discussion about the use of the green space between the library and town building. Town chair Bruss has suggested waiting to develop detailed plans until after the construction and landscaping on both buildings is complete and proper drainage for both sites is assured. Most of the official green space area will be on the town building lot.

Recognition wall: A subcommittee of foundation and DCC members have been working on the design to place on the wall near the bathroom. Unfortunately now an intake vent has been placed in that space. The committee will delay any further work until amount of space available has been determined.

Children's room arch: Mary and Erica will coordinate with designers for a visit of the location to begin planning.

Payment of bills: Motion by Janet, seconded by Catherine approve Greenfire Management invoice #10756 up to the amount of \$72,252.67, as approved and amount authorized by Hoffman; invoice #17221-16 from Hoffman for design expenses in the amount of \$1,645.00 and reimbursables of \$245.50 for a total of \$1,899.50; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services, and progress billing invoice #700360 from Pieper Electric in the amount of \$14,741.00. All ayes, motion carried.

Public Comments: None.

Next Meeting: Wednesday, November 28, 9 AM, at the Three Lakes school board room. There being no further business, Rosie made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 10:30 a.m.

Respectfully submitted: Erica Brewster